

MINUTES – BOARD OF TOWN TRUSTEES

STATE OF ILLINOIS

LAKE COUNTY

THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk, 359 Merrill Ct., Libertyville Illinois, on Tuesday October 17, 2023.

Kathleen M. O'Connor-----SUPERVISOR

Anne Hansen-----CLERK

Carol August-----TRUSTEE

Cathleen Dohrn-----TRUSTEE

Matthew A. Kovatch-----TRUSTEE

Terry A. White-----TRUSTEE

Supervisor O'Connor called the meeting to order at 7:00 p.m. Pledge to the flag, roll call and all Board members were present except Trustee White. Highway Commissioner Marty Neal was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – SEPTEMBER 26, 2023

A motion by Trustee Dohrn and a second by Trustee August to approve the Board meeting minutes of September 26, 2023. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board was given copies of the General Assistance and the Town & Road bills paid in expenditures for September. There was no discussion.

TOWN FUND

Motion by Trustee Kovatch and a second by Trustee Dohrn to approve the expenditures from the Town Fund in the amount of \$11,751.40. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee Dohrn and a second by Trustee Kovatch to approve the expenditures from the Road and Bridge Fund in the amount of \$13,767.06. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee August and a second by Trustee Dohrn, to approve the expenditures from the Open Space Fund in the amount of \$60.00. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Clerk's Report

The Township records that were approved for disposal by the State were disposed of last week.

Highway Commissioner's Report

Highway Commissioner Neal reported the Road District has hired a certified plow truck driver for the upcoming winter.

Trustees' Report

Trustee Dohrn said she had a great time participating in the Tri-Agency 5 K Race.

Supervisor's Report

The Tri-Agency 5 K race was held Sunday, October 15th and went well. Supervisor O'Connor thanked Trustee Dohrn and Highway Commissioner Neal for attending as well as the Village of Libertyville's Mayor Donna Johnson, Trustee Matt Hickey, and representatives from the Police and Fire Departments. She also expressed her sincere appreciation for the Township staff who assisted with the success of the event: Jon Happ, Liz Heffernan, Kris Lennon, Amy Mueller, and Alex Rodriguez.

In September, the pantry provided food to 440 households, which consisted of 1033 individuals. Food/money donations were received from: First Presbyterian Church of Libertyville, United Methodist Church of Libertyville, Libertyville Sunrise Rotary, Town and Country Garden Club, Highland Middle School, Libertyville Covenant Church, and private individuals.

Sign-ups for the Thanksgiving and Christmas dinners began on Tuesday, October 10th. The Thanksgiving dinners will be distributed on Thursday, November 16th and the Christmas dinners on Tuesday, December 19th.

The Holiday Gift Giving applications were available on Tuesday, October 17th. To be eligible, a family must have received some form of assistance from the township during the year. Completed applications are due Friday, November 3rd. The gifts are due no later than Friday, December 8th. The gift pick-up will be the week of December 11th.

The gift room will be open on Tuesday, December 5th & 12th. Shoppers will need to reserve a time in advance. The number of gifts someone may select will be based on family size and the amount of donations received.

There were 52 families with a total of 98 students receiving school supply kits. Below is the breakdown per grade level:

Kinder. – 8	Elementary – 36
Middle School – 17	High School – 37

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To date, the Township has received ninety-two requests for assistance applications. Of those, forty-nine have submitted completed applications. Twenty-five households have been approved for Emergency Assistance with a total allocation of \$21,650.00. Thirty-two households have been approved for Community Emergency Assistance with a total allocation of \$24,311.86. The combined total financial assistance provided is \$45,962.30. There were twenty-three households that received both. In addition, three clients attended the September Budget Counseling Workshop.

The October 14th Open Space volunteer workday was canceled due to inclement weather.

Libertyville First Presbyterian Church hosted a “Tackle Hunger” event on Sunday, October 1st. Supervisor O’Connor spoke briefly on hunger in Libertyville Township. Trustee Kovatch was also in attendance at the event.

On Wednesday, October 11th, the Village of Green Oaks held their annual TIF District meeting. The Village was extremely pleased with the success of their TIF.

Supervisor O’Connor attended the Openlands Annual Luncheon which also honored Jerry Adelman, the President, and CEO of Openlands, with the Conservation Leadership Award.

APPROVAL OF PROPOSAL FROM AQUATIC ECOSYSTEMS MANAGEMENT, INC. FOR THE 2023 WATER QUALITY ASSESSMENT-DISCUSSION & VOTE
The Aquatic Ecosystems Management, Inc. is the water quality and reporting services component of our MS4 program.

A motion by Trustee Dohrn and a second by Trustee Kovatch to approve the proposal from Aquatic Ecosystems Management, Inc. for the water quality and reporting services. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O’Connor, aye. Motion carried.

2023-2024 TOWN & ROAD PRELIMINARY BUDGET & LEVY

The Township Board was given copies of the preliminary levies for the Town and Road District. The Board was reminded that the Road District is required to levy the maximum amount allowed to be eligible for federal grants. Discussion ensued regarding the need to build capacity in the Town Fund for the long-term cost of the Open Space District. The goal is to reserve the Open Space Fund for large-scale expenses. Trustee Dohrn asked what the cost is per parcel for Township services. Supervisor O’Connor stated between \$50-\$125 per year for property owners. Supervisor O’Connor will provide copies of tax bills as a point of reference. Trustee Dohrn said the residents need more information about what the Township services include. It was noted information is shared in the newsletter, on the website, and in press releases. The Board was encouraged to review the information and contact the Supervisor, Assessor and Highway Commissioner as needed.

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OLD BUSINESS

Supervisor O'Connor reported the Ketting Parcel license agreement has gone to bid. The notice was posted in the paper and is on the website. The bid opening is Friday, November 3rd at 9:15 a.m.

The crops on Casey Road have been harvested. The Township anticipates construction of the wetland mitigation bank to begin mid-November.

NEW BUSINESS - None

ADJOURNMENT

A motion by Trustee Dohrn and a second by Trustee August to adjourn the meeting, all in favor, aye. Motion carried. Time: 7:32 p.m.

Submitted by:



Anne Hansen
Clerk