

**MINUTES – BOARD OF TOWN TRUSTEES**

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**STATE OF ILLINOIS**

**LAKE COUNTY**

**THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk, 359 Merrill Ct., Libertyville Illinois, on Thursday, September 23, 2021.**

**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 Kovatch. Highway Commissioner Marty Neal and Libertyville Township Caseworker Liz Heffernan were also present.

**APPROVAL OF MINUTES – September 9, 2021**

A motion by Trustee Dohrn and a second by Trustee August to approve the Board meeting minutes of **September 9, 2021**. There was no discussion. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

**TOWN FUND**

Motion by Trustee August and a second by Trustee Dohrn to approve the expenditures from the **Town Fund** in the amount of **\$27,711.30**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

**ROAD AND BRIDGE FUND**

Motion by Trustee White and a second by Trustee August to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$2,263.06**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

**OPEN SPACE FUND**

Motion by Trustee Dohrn and a second by Trustee White to approve the expenditures from the **Open Space Fund** in the amount of **\$269.99**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

Trustee Kovatch joined the Board at 7:04 p.m.

**CITIZENS' COMMENTS** – None

**TOWNSHIP REPORTS:**

**Assessor's Report** – Absent

**Clerk's Report** – No report.

**Highway Commissioner's Report**

Highway Commissioner Neal reported the “Touch the Truck” Event was a great success, skip patching and drainage projects begin the week of September 27, 2021, and no bids were received for the old equipment sent to public auction.

**Trustees' Report**

Trustee August said Lake County will vote on the updated Burn ordinance after the first of the new year.

**Supervisor's Report** – No report.

**UPDATED ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

Supervisor O'Connor stated the Administrative Assistant Job Description has been updated and reviewed by the Township attorney. The updates require Board approval. Discussion ensued.

A motion by Trustee Kovatch and a second by Trustee Dohrn to approve the updated Administrative Assistant job description. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**2021-22 SOCIAL SERVICE GRANT ALLOCATION**

The Board has been given a copy of all the grant applications to review. The process will be the name of the agency and the amount they are requesting with an opportunity for discussion. Each member of the Board announced the amount they recommended, and a final average was calculated. Discussion ensued.

A motion by Trustee Kovatch and a second by Trustee White to adopt the 2021-2022 Social Service Grant Allocations in the total amount of \$100,050.00. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried. See final allocations attached. Supervisor O'Connor stated the checks for the Social Services will be cut and mailed on Tuesday, September 28, 2021.

**APPROVAL OF PROPOSAL FROM GEARY ELECTRIC, INC. TO REPLACE PARKING LOT LIGHTS AT THE 359 MERRILL IN AN AMOUNT NOT TO EXCEED \$1,130.00**

A Motion by Trustee White and a second by Trustee Dohrn to approve the proposal from Geary Electric, Inc. to replace parking lot lights at 359 Merrill Court in an amount not to exceed \$1,130.00. There was no further discussion. On roll call vote: Trustee White, aye,

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Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye.  
Motion carried.

**OLD BUSINESS – None**

**NEW BUSINESS**

Two of the furnaces need replacement. Allied provided a quote. Part of the project will require an adjustment to the sprinkler system, the removal and reinstallation of the ceiling and the removal and reinstallation of the bathroom stall. Hezcorp has been contacted regarding the project.

**ADJOURNMENT**

A motion to adjourn by Trustee Dohrn and a second by Trustee Kovatch. All in favor, aye.  
Motion carried. **Time: 7:34p.m.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Anne Hansen".

Anne Hansen, Township Clerk