

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, February 21, 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. Highway Commissioner Marty Neal was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – January 17, 2023

A motion by Trustee August and a second by Trustee White to approve the Board meeting minutes of January 17, 2023. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board reviewed the Town and Road bills paid in between meetings, and the General Assistance Bills for January. There were no questions for discussion.

TOWN FUND

Motion by Trustee Dohrn and a second by Trustee Kovatch to approve the expenditures from the Town Fund in the amount of \$41,651.96. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee Kovatch and a second by Trustee White to approve the expenditures from the Road and Bridge Fund in the amount of \$9,966.61. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee White and a second by Trustee Dohrn, to approve the expenditures from the Open Space Fund in the amount of \$6,257.07. There was no discussion. On roll call

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vote: Trustee White, aye, 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

Clerk Hansen reported the Records for Disposal are being prepared to send to the State for approval.

Highway Commissioner's Report

Highway Commissioner Neal reported there have been a few nuisance storms which has allowed additional salt to be stored on site.

Trustees' Report – None

Supervisor's Report

Last month, Libertyville Township provided food to 475 households which consisted of 1,017 individuals. Food and/or monetary donations were received from: First Presbyterian Church of Libertyville, The Centre Club, St. Basil of Ostrog, and several individuals. Jewel-Libertyville, Mariano's-Vernon Hills, and Target-Vernon Hills provided weekly donations.

In January, the Township received six requests for financial assistance applications. Five households were approved for Emergency Assistance with a total allocation of \$4,050.00. Five households were approved for Community Emergency Assistance with a total allocation of \$3,043.74. The combined total of financial assistance provided was \$7,093.74.

The Township has processed eight applications for energy assistance (LIHEAP) and submitted one application to the Salvation Army Extension Center. Three individuals attended the Budget Counseling Workshop.

On Tuesday, January 24th, Supervisor O'Connor attended Libertyville Township Soccer Complex's Annual Meeting. The Annual LTSC Update will be scheduled for a future meeting.

2022 – 2023 BUDGET RECONCILIATION RESOLUTIONS DISCUSSION & VOTE

- a. RESOLUTION 2023-R-1
Line-Item transfers within the Town Fund
- b. RESOLUTION 2023-R-2
Line-item transfers within Open Space Fund

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Annually at the February meeting, the Board approves transfers to line-items that are negative. If it were not done, the auditor would require it later. Since the Road District's line-items exceed the 10% adjustment allowance, they will be handled during the audit process.

RESOLUTION 2023- R-1

Line-item transfers within the Town Fund

The Township will be moving \$13,415 within the Town budget which is less than 1% of the total budget.

A motion by Trustee Kovatch and a second by Trustee August to waive the reading and approve Resolution 2023-R-1 Line-item transfers within the Town Fund. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

RESOLUTION 2023-R-2

Line-item transfers within the Open Space Fund

Supervisor O'Connor reported the Township will be moving \$4,500 within the Open Space budget which is less than 1% of the total budget.

A motion by Trustee Dohrn and a second by Trustee August to waive the reading and approve Resolution 2023-R-2 Line-Item transfers within the Open Space Fund. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FOR MITIGATION BANK OPERATIONS MANAGEMENT & MONITORING, CASEY ROAD PROPERTIES TO HEY & ASSOCIATES, INC. – DISCUSSION & VOTE

The Hey & Associates, Inc. proposal for contracted services needed for the next phase of the wetland mitigation bank was presented and reviewed.

A motion to approve the proposal from Hey & Associates for the Mitigation Bank Operations, Management & Monitoring of the Casey Road Wetland Mitigation Bank by Trustee Kovatch and a second by Trustee Dohrn. Discussion ensued. On Roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF UPDATED JOB DESCRIPTIONS – DISCUSSION & VOTE

Updated job titles and descriptions presented were presented and reviewed. The Board previously made the decision to hire 4 full-time Open Space employees and remove the seasonal positions.

- a. Natural Areas Technician
- b. Natural Areas Crew Chief
- c. Natural Areas Manager

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NATURAL AREAS TECHNICIAN – DISCUSSION & VOTE

A motion by Trustee Dohrn and a second by Trustee White to approve the updated Natural Area Crew full-time position and pay scale. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, Supervisor O'Connor, aye. Motion carried.

NATURAL AREAS CREW CHIEF – DISCUSSION & VOTE

A motion by Trustee White and a second by Trustee Kovatch to approve the updated Natural Area Crew full-time position and pay scale. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

NATURAL AREAS MANAGER – DISCUSSION & VOTE

A motion by Trustee Dohrn, and a second by Trustee Kovatch, aye to approve the updated Natural Area Manager full-time position and pay scale. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

There was discussion pertaining to the newly annexed property in the Mundelein area.

ADJOURNMENT

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

Respectfully submitted,



Anne Hansen, Township Clerk