

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 January 16, 2024.

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 was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – DECEMBER 12, 2024

A motion by Trustee August and a second by Trustee White to approve the Board meeting minutes of December 12, 2023. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

TOWN FUND

Motion by Trustee Dohrn and a second by Trustee August to approve the expenditures from the Town Fund in the amount of \$27,180.00. There was no discussion. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee Dohrn, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee White and a second by Trustee Dohrn to approve the expenditures from the Road and Bridge Fund in the amount of \$18,068.40. 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

A motion by Trustee Dohrn and a second by Trustee White to approve the expenditures from the Open Space Fund in the amount of \$115,918.83. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Clerk's Report

The Clerk is preparing for the upcoming Primary Election in March and the Annual Town Meeting in April.

Highway Commissioner's Report

Highway Commissioner Neal reported the Road District has been very busy responding to recent weather events.

Libertyville Township Road District was awarded "Project of the Year" for the Oak Spring Lane Drainage Project.

Trustees' Report – None

Supervisor's Report

In December, the pantry provided food to 377 households, which consisted of 936 individuals. Food and/or monetary donations were received from: First Presbyterian Church of Libertyville, United Methodist Church of Libertyville, Libertyville Sunrise Rotary, Growing with Grace Pre-School, Libertyville Cooperative Nursery School, Libertyville Women's Club, Town and Country Garden Club, Ivy Rehab, AHEAD, Baird & Warner, Community Protestant Church, Medline Industries, DeMoon Family Fund, Elrod Friedman LLP, GMLV Chamber of Commerce, and private individuals.

There were seventy-seven holiday meals distributed. Jewel provided twenty-nine prepared meals and the Sunrise Rotary donated forty-eight frozen meals. Twelve donors provided gifts to twenty families with a total of fifty children receiving presents. Twenty families selected gifts for a total of fifty-four children. Donations were received from Allied Air Conditioning & Heating, Stateline Toy Collectors Club, and a private donor.

In 2023, the Township received one hundred thirteen requests for assistance applications. Of those, fifty-eight have submitted completed applications. Twenty-seven households have been approved for Emergency Assistance with a total allocation of \$23,400.00. Thirty-six households have been approved for Community Emergency Assistance with a total allocation of \$27,961.86. There were twenty-five households that received both. The combined total financial assistance provided is \$51,361.86. Two clients attended the Budget Counseling Workshop, seven residents applied for Low Income Energy Assistance (LIHEAP), one application to Mothers Trust and one application to the Salvation Army Extension Center.

The January 13th volunteer workday was canceled due to weather. On Saturday, January 20th, the herbicide training class will be held. It will be facilitated by Jon Happ and Dave Eubanks. The next volunteer workday is scheduled for Saturday, February 10th at Oak Openings.

APPROVE RENEWAL TO ENGAGE GW & ASSOCIATES, P.C. FOR THE FY 2023-24 AUDIT REVIEW – DISCUSSION AND VOTE

Supervisor O'Connor reported the fee last year for the Audit Review was \$18,000. This year it has increased to \$18,500.

Motion by Trustee August and a second by Trustee Dohrn to approve engaging GW & Associates for the FY 2023-24 Audit Review in the amount of \$18,500.00. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

ORDINANCE 2024-01 DECLARING THAT IT IS NECESSARY OR CONVENIENT FOR THE LIBERTYVILLE TOWNSHIP ROAD DISTRICT TO USE, OCCUPY, OR IMPROVE REAL ESTATE HELD BY THE LAKE COUNTY FOREST PRESERVE DISTRICT – DISCUSSION AND VOTE

Highway Commissioner Neal stated the Lake County Forest Preserve attorney requested this ordinance for the Oak Spring Bridge Project which will begin March 1, 2024.

A motion by Trustee Dohrn and a second by Trustee White to waive the reading and approve Ordinance 2024-01. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL TO AWARD BID FOR PRESCRIBED BURNS AT ATKINSON ROAD & BUTTERFIELD ROAD PARCELS TO INTEGRATED LAKES MANAGEMENT IN THE AMOUNT OF \$24,800 – DISCUSSION AND VOTE

The Township received three bids. A mandatory pre-bid meeting was held; all bidders are extremely familiar with the sites.

A motion by Trustee White and a second by Trustee August to award the bid for Prescribed Burns at Atkinson Road & Butterfield Road Parcels to Integrated Lakes Management in the amount of \$24,800. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF CDL TRAINING EXPENDITURE FOR K. SLAYBAUGH IN AN AMOUNT NOT TO EXCEED \$5,000.00 – DISCUSSION AND VOTE

The Federal law now requires additional CDL training for which is considerably more expensive. One of our new employees needs to complete the CDL training. The training options were provided to the Board and a recommendation made. The deadline for the registration may conflict with the timing of the Board meetings. The Board's approval of the expense is requested in advance of the registration.

A motion by Trustee White and a second by Trustee Dohrn to approve the CDL training expenditure for K. Slaybaugh in an amount not to exceed \$5,000. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

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OLD BUSINESS – No business.

NEW BUSINESS – No business.

ADJOURNMENT

A motion by Trustee August and a second by Trustee White to adjourn the meeting, all in favor, aye. Motion carried. TIME: 7:28 P.M.

Respectfully submitted,

A handwritten signature in blue ink that reads "Anne Hansen". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Anne Hansen, Clerk