

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 20, 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 – JANUARY 16, 2024

A motion by Trustee August and a second by Trustee White to approve the Board meeting minutes of January 16, 2024. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

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

TOWN FUND

Motion by Trustee Dohrn and a second by Trustee White to approve the expenditures from the Town Fund in the amount of \$53,143.45. No discussion ensued. 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 \$9,935.03. 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 \$9,552.46. 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 reported she will be preparing for the upcoming Primary Election as well as the Annual Town Meeting. Trustee Dohrn commented that Early Voting has begun. Clerk Hansen stated residents may register and vote at the same time if they have not yet registered to vote. Early voting sites are posted and available on the website.

Highway Commissioner's Report

Highway Commissioner Neal stated there was no weather-related activity to report but usual maintenance projects continue.

Trustees' Report – None

Supervisor's Report

In January the pantry provided food to 518 households, which consisted of 1,191 individuals. During this month, food and/or monetary donations were received from: Libertyville First Presbyterian Church, United Methodist Church of Libertyville, Libertyville Sunrise Rotary, Quick Law, Ansel Brainerd Cook, Chapter NSDAR, and Libertyville Civic Center.

As of January 31st, the Township received 7 requests for assistance applications. Of those, all have submitted completed applications. Four households have been approved for Emergency Assistance with a total allocation of \$2,966.17. Five households have been approved for Community Emergency Assistance with a total allocation of \$2,533.02. Three households received both. The combined total financial assistance provided is \$5,499.19. In addition, one client attended the budgeting workshop class and ten applications were submitted energy assistance (LIPEAP).

On the February 10th volunteer workday, two volunteers with support from our volunteer coordinator canvassed one acre at Oak Openings to cut invasives and apply herbicide. The next workday is March 9th at Liberty Prairie.

Supervisor O'Connor attended the January 30th LTSC Annual Meeting. They reported increased field usage with the installation of the artificial turf. The annual presentation to the Township will be scheduled soon.

2023-24 BUDGET RECONCILIATION RESOLUTIONS

a. Resolution 2024-R-1

Line-Item transfers within the Town Fund Discussion & Vote

At the end of the fiscal year, the Township may transfer up to 10% of the budget to adjust for negative line items. This year, the amount will be \$56,300. Discussion ensued.

Page 3 Minutes 02.20.2024

A motion by Trustee Dohrn and a second by Trustee White to waive the reading and approve Resolution 2024-R-1. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

b. Resolution 2024-R-2

Line-item transfers within Road & Bridge Fund Discussion & Vote

The Road & Bridge Fund will transfer \$1,150.00 to adjust for the negative line items. No additional discussion ensued.

A motion to waive the reading and approve Resolution 2024-R-2 by Trustee White and a second by Trustee August. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

ORDINANCE 2024-02 ESTABLISHING THE LIBERTYVILLE TOWNSHIP ADOPT-A-HIGHWAY PROGRAM – DISCUSSION & VOTE

Highway Commissioner Neal explained the residents of Oak Lane wanted to schedule a road clean-up event for Rockland Road. The County indicated the Township would need to start their own program under the Illinois Adopt-a-Highway Act. Highway Commissioner Neal followed the appropriate protocol, and the project is underway.

A motion by Trustee Dohrn and a second by Trustee White to waive the reading and approve Ordinance 2024-02. Trustee August said the vests used for the clean up should have volunteer written on them. Trustee Dohrn noticed a few typos which will be adjusted. There was no further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF RESOLUTION 2024-R-3 OAK SPRING ROAD BRIDGE JOINT FUNDING AGREEMENT FOR CONSTRUCTION WORK BETWEEN LIBERTYVILLE TOWNSHIP ROAD DISTRICT AND IDOT DISCUSSION & VOTE

Highway Commissioner Neal stated Road District Fund Balance is in good shape and the Oak Spring Road Project will go out for bid March 8th. The Project will begin after the Canoe Race in late May 2024. Even though 80% of the project will come from Federal Funding, there must be funding in the budget to cover the project.

A motion by Trustee Dohrn and a second by Trustee White to waive the reading and approve Resolution 2024-R-3. Trustee August congratulated Highway Commissioner Neal for bringing this project to fruition as it has been on the agenda since Trustee August has been on the Board. There was no further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FROM MANHARD CONSULTING FOR 2023 NPDES MS4 PERMIT COMPLIANCE (PERMIT YEAR 2021) DISCUSSION & VOTE

Page 4 Minutes 02.20.2024

A motion by Trustee August and a second by Trustee White to approve the proposal from Manhard consulting for 2023 NPDES MS4 Permit Compliance. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FROM HEZCORP CONSTRUCTION SERVICES, INC. FOR BI-ANNUAL PREVENTATIVE MAINTENANCE CALL FOR GARAGE DOORS – DISCUSSION & VOTE

A motion by Trustee White and a second by Trustee Dohrn to approve the proposal from Hezcorp Construction Services Inc. for Bi-Annual Preventative Maintenance for garage doors in the amount of \$3,690.00 There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye, Motion carried.

APPROVAL OF PROPOSAL FROM HEZCORP CONSTRUCTION SERVICES, INC. FOR SPRING & FALL ROOF INSPECTIONS – DISCUSSION & VOTE

A motion by Trustee August and a second by Trustee Dohrn to approve the proposal from Hezcorp Construction Services, Inc. for Spring and Fall Roof inspections for the Town and Parks buildings in the amount of \$5,300.00. Trustee White asked if the roof needed to be inspected twice a year. Supervisor O'Connor explained with the flat roofs, the inspections are recommended to minimize future costly repairs. The Board agreed. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FOR GOVERNMENTAL ACCOUNTING & PROFESSIONAL SERVICES – DISCUSSION & VOTE

Supervisor O'Connor stated the Township is very pleased with the services provided by Governmental Accounting and Professional Services. It was noted the fees will remain flat.

A motion by Trustee Dohrn and a second by Trustee White to approve the contract for Governmental Accounting and Professional Services. There was no further discussion. On roll call vote: Trustee White, aye Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FROM VAN'S ENTERPRISES, LTD. FOR LINDHOLM PARK BALLFIELD MAINTENANCE – DISCUSSION & VOTE

A motion to approve the proposal from Van's Enterprises, Ltd. for the Lindholm Park Ballfield maintenance in the amount of \$13,490.00 by Trustee White and a second by Trustee August. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL TO AWARD QUOTE TO ARROW PLUMBING, INC. TO REPLACE 40 GALLON ELECTRIC WATER HEATER IN AN AMOUNT NOT TO EXCEED \$3,500.00 – DISCUSSION & VOTE

A motion by Trustee Dohrn and a second by Trustee August to approve the quote from Arrow Plumbing, Inc in an amount not to exceed \$3,500.00 to replace the water heater in

Page 5 Minutes 2.20.2024

the Parks Building. Discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

OLD BUSINESS

The Annual Town Meeting will be held April 9th at 7:00 p.m.

NEW BUSINESS

With recent changes in State law, the Township is reviewing the scope of the notary services and may be limiting the types of documents notarized.

ADJOURNMENT

A motion by Trustee White and a second by Trustee August to adjourn the meeting, all in favor, aye. Motion carried. **TIME: 7:43 P.M.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Anne Hansen".

Anne Hansen
Clerk