

**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 on Thursday, September 12, 2013.**

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

**Anne Hansen-----CLERK**

**Phil Collins-----TRUSTEE**

**David Nield-----TRUSTEE**

**Robin M. O'Connor-----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. Also present were: Mike Graham, Highway Commissioner, Pam Milroy, Financial Director and Gloria Dail, Administrative Assistant.

**APPROVAL OF MINUTES – August 8, 2013 and August 22, 2013**

A motion to approve the minutes of August 8, 2013, by Trustee Nield, and a second by Trustee White, with Robin O'Connor abstaining since she was not present at that meeting. All in favor, aye, motion carries.

A motion to approve the minutes of the August 22, 2013 meeting by Trustee O'Connor, seconded by Trustee White, with Trustee Collins and Trustee Nield abstaining, since they were not at that meeting, all in favor, aye. Motion carries.

**APPROVAL OF BILLS**

The Board reviewed the General Assistance Bills for July, 2013.

**TOWN FUND**

Motion by Trustee R. O'Connor with a second by Trustee Collins to approve the expenditures from the **Town Fund** in the amount of **\$15,020.49**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**ROAD AND BRIDGE FUND**

Motion by Trustee R. O'Connor and a second by Trustee Nield to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$2,760.84**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**OPEN SPACE FUND**

Motion by Trustee White and a second by Trustee R. O'Connor to approve the expenditures from the **Open Space Fund** in the amount of **\$1,017.26**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**TOWNSHIP REPORTS:**

**Assessor's Report – Absent**

**Clerk's Report – None**

**Highway Commissioner's Report**

Highway Commissioner Mike Graham said the Highway Department is still getting quotes from companies for leaf pick up. The Highway Department will be doing some pavement and crosswalk striping on Guerin Road, Casey Road and Rockland Road. Trustee Nield asked if those jobs are contracted out and Mr. Graham said yes.

**Trustee's Report – None**

**Supervisor's Report**

Supervisor O'Connor made some general announcements. Supervisor O'Connor said she received an email from Kathie Machado of North Libertyville Estates thanking the Township for the spraying of adult mosquitoes in the unincorporated areas of the Township.

**SOCIAL SERVICE 2013-14 GRANT ALLOCATIONS - DISCUSSION**

Supervisor O'Connor said a total of 22 Social Service Grant applications were picked up and 20 of those applications were returned. The Board received the 20 applications in their packets last week. The line item amount for the Grant Applications is \$105,000. This does not mean the Township is required to distribute the full amount. This is the preliminary allocation, the Board will vote on the actual allocation at the September 26<sup>th</sup> meeting. Supervisor O'Connor gave a brief description of each agency. Two representatives from Youth and Family Counseling were present at the meeting and answered questions.

Preliminary allocations were given by each Board member and the average was calculated by Pam Milroy, Financial Director of the Township and Gloria Dail, Administrative Assistant. Discussion ensued and allocations were documented; see sheet attached.

**RIVER ROAD PHASE II - UPDATE**

The Waukegan Park District has awarded Chicagoland Paving with the contract for the construction of the 2<sup>nd</sup> phase of the River Road Trail. We have not been notified of a start date but construction will be complete by November 1<sup>ST</sup>. The Park District will be sending the Township a construction schedule when it is available.

**APPROVAL OF KAPLAN PAVING SERVICES PROPOSAL**

In the Township's budget this year, a plan to sealcoat the bike path at Atkinson Parking area at the Parks Building and the parking lot at Lindholm Park was included. The Board budgeted \$30,000 for the project. The Township obtained proposals from 3 companies:

- North Shore Paving - \$4,940
- Wharton Blacktop Paving - \$8,800
- Kaplan Pavement Services - \$5,253.50

This is a prevailing wage job. Supervisor O'Connor is recommending Kaplan Pavement Services out of Green Oaks. Discussion ensued. A motion by Trustee Collins with a second by Trustee Nield to award Kaplan Pavement Services the sealcoating project for a total of **\$5,253.50**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye, Motion carries.

**APPROVAL TO EXPAND SCOPE OF MS4 CONTRACT WITH CARDNO JFNEW**

The Township is required by the Illinois Environmental Protection Agency to participate in Illinois EPA's General NPDES Municipal Stormwater Program. The Township must submit a Notice of Intent for coverage under the new Permit. The Township's current contract does not include submission for the NOI. The deadline to submit the contract with the NOI is September 30, 2013. The Township is waiting for the EPA to release the new version of the Permit. Supervisor O'Connor asked the Board to approve expanding the scope of the work to include this requirement from IL EPA. The adjustment is an additional **\$1,825.00** for this work. After some discussion, a motion by Trustee O'Connor, with a second by Trustee White to expand the scope of the work in contract with Cardno JFNew for an additional **\$1,825.00**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**IMRF - YEARLY EVALUATION FOR PARTICIPATION OF ELECTED OFFICIALS**

The Township received notice from IMRF that we are required to determine each year whether the positions qualify for IMRF participation.

The Supervisor provided a brief history to the new Board on actions taken the previous Board regarding IMRF issues. The Township was notified in July 2013 that IMRF requires all positions including elected need to be tracked and evaluated annually as to determine whether the position meets the 1000 hour requirement. Jim Ferolo, Township Attorney, reviewed the statute. Mr. Ferolo stated each elected official will need to provide documentation that the position meets the 1000 hour requirement. He added if an individual is vested, they are allowed to receive IMRF benefits but the Township would no longer be contributing.

Clerk Hansen stated since the hours increased from 600 to 1000 and the County has assumed more of the election responsibilities, the elected position of the Clerk does not

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meet this requirement. The Clerk suggested removing the position from participation in IMRF.

### **OLD BUSINESS**

Supervisor O'Connor said the St. Mary's Road Trail project began Tuesday, September 3<sup>rd</sup>. The staff is at the site several times per day overseeing the project and in constant communication with Alamp and Pearson Brown.

Casper/Archdiocese Property 17.4 acres, bid notification was posted in the Daily Herald and Libertyville Review. To date, 2 bid packets have been picked up.

The Township received notice from Illinois Emergency Management Agency that our Public Assistance grant has been approved and we should receive a check within 6-8 week.

### **NEW BUSINESS**

Supervisor O'Connor said in 2015, over 300 acres of farm land will be coming up for bid. This land has been under a lease agreement for over 25 years. The Township is beginning the process of identifying potential land uses for the property. One of the activities the Township will need to do is a drain tile mapping and soil mapping. The Board will be asked to approve a contract for drain tile mapping at the September 26<sup>th</sup> meeting.

There are some post construction issues with our Headwaters Project. The Township is in the process of working out a remediation agreement with the engineering firm.

### **CITIZENS' COMMENTS**

Former Supervisor Betty-Ann Moore told the Board to be careful about allocating funds to organizations with a religious affiliation.

She also commented she is pleased that the Waukegan Park District will be completing the 2<sup>nd</sup> phase of the River Road Trail.

### **EXECUTIVE SESSION**

#### **Purpose of discussion land acquisition pursuant to 2C5 of the Illinois Open Meetings Act**

A motion by Trustee R. O'Connor with a second by Trustee Collins to close the regular Board meeting and go into executive session – **time: 8:15 p.m.**

### **ADJOURNMENT**

A motion to adjourn by Trustee R. O'Connor and a second by Trustee Collins. All in favor, aye. Motion carries.

Time: **8:27p.m.**

Respectfully submitted,

Anne Hansen, Township Clerk