

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 on Thursday, February 1, 2018.

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

Anne Hansen----- CLERK

Carol A. August----- TRUSTEE

Matthew A. Kovatch----- TRUSTEE

David Nield----- 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. Gloria Dail, Administrative Assistant, was also present.

APPROVAL OF MINUTES – January 25, 2018

A motion by Trustee White, seconded by Trustee August, to approve the January 25, 2018 meeting, all in favor, aye. Motion carried.

APPROVAL OF BILLS

TOWN FUND

Motion by Trustee Nield with a second by Trustee White to approve the expenditures from the **Town Fund** in the amount of **\$13,151.54**. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, 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 August to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$917.13**. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, 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 Kovatch to approve the expenditures from the **Open Space Fund** in the amount of **\$34.52**. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, 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 first meeting for the upcoming "My Kind of Township 5 K" is scheduled for Friday, February 1, 2018.

Highway Commissioner's Report

Supervisor O'Connor provided the report on behalf of the Highway Commissioner. The Rockland Road Bridge will be closed due to emergency repairs. The Illinois Department of Transportation determined the significant deterioration on the existing steel truss system required immediate action. A press release has been issued and posted on the website; residents have been informed. The reopen date has not yet been determined, but it will be reopened upon completion of the truss removal. The Board received pictures of the truss structure. Trustee Kovatch asked about the road construction project. The Road Construction will be done before the bridge reconstruction. Discussion ensued.

Trustee's Report – None

Supervisor's Report

Supervisor O'Connor made some general announcements about the Food Pantry.

PROPOSAL TO ENGAGE EDER, CASELLA & CO., CPA's FOR 2017-18 AUDIT-DISCUSSION AND VOTE:

Supervisor O'Connor stated the previous auditor has retired; the proposal received was from the newly merged firm. The audit examination and preparation of the Annual Financial Report will not exceed \$20,600. The one year contract has been reviewed by counsel.

A motion by Trustee White, seconded by Trustee August to engage Eder, Casella & Co. for the 2017 – 18 Audit. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

PROPOSAL TO ENGAGE EDER, CASELLA & CO. CPA's FOR ACCOUNTING AND CONSULTING SERVICES – DISCUSSION AND VOTE:

Supervisor O'Connor stated the Township currently uses Decision Systems for the accounting software. During recent staff transitions, the Township determined a more user - friendly accounting software program was needed. QuickBooks has been recommended. In addition, Township Officials of Illinois provides training on the software program. The Township published in the Daily Herald and posted on the website the Request for Qualifications. One firm responded and provided a proposal.

Page 3 Minutes 02.01.18

A motion by Trustee August, seconded by Trustee Kovatch to engage Eder, Casella & Co. for the Accounting & Consulting Services. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OLD BUSINESS – None

NEW BUSINESS

Supervisor O'Connor asked if there was an interest to participate in the Libertyville Days Parade the weekend of Father's Day. The Board expressed interest and directed the Supervisor to submit the necessary paperwork.

ADJOURNMENT

A motion to adjourn by Trustee August and a second by Trustee White. All in favor, aye. Motion carried.

Time: 7:21p.m.

Respectfully submitted,

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

Anne Hansen, Township Clerk