

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, September 13, 2022.

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 White and Trustee Kovatch. Highway Commissioner Marty Neal was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – August 16, 2022

A motion by Trustee August and a second by Trustee Dohrn to approve the Board meeting minutes of August 16, 2022. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board reviewed the General Assistance expenditures for the month of August and the Town and Road bills paid in-between meetings. There were no questions.

TOWN FUND

Motion by Trustee Dohrn and a second by Trustee August to approve the expenditures from the **Town Fund** in the amount of **\$16,072.58**. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee Dohrn and a second by Trustee August to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$51,481.32**. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee Dohrn and a second by Trustee August to approve the expenditures from the **Open Space Fund** in the amount of **\$1,347.58**. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

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CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Clerk's Report – None

Highway Commissioner's Report

Highway Commissioner Neal reported there were no major drainage issues following the recent rain event. Ninety-nine percent of the resurfacing projects are complete, and the striping of roads is underway.

A Ground-breaking Ceremony for the Oak Spring Road Stormwater Bypass Project is scheduled for Tuesday, September 20th at 10:00 a.m. at Oak Spring Road. All are welcomed to attend.

Trustees' Report – None

Supervisor's Report

In August, food was provided to four hundred and fifteen (415) households, which consisted of eight hundred and fifty-one (851) individuals. Food and/or monetary donations were received from First Presbyterian Church of Libertyville, Libertyville Sunrise Rotary, Dairy Dream of Libertyville, United Methodist Church of Libertyville Vacation Bible School, Camp Oma Pops, and private individuals.

To date, the Township has received eighty-four (84) applications for assistance. Of those, thirty-two (32) have submitted completed applications. Seventeen (17) households have been approved for Emergency Assistance with a total allocation of \$14,234.24. Twenty (20) households have been approved for Community Emergency Assistance with a total allocation of \$15,798.25. The combined total of financial assistance provided is \$30,032.49.

Six (6) residents have received financial assistance from the Mothers Trust Foundation totaling \$1,341.06.

The Township has started processing Low Income Home Energy Assistance Program (LIHEAP) applications.

School supply kits were given to forty-five (45) families with a total of one hundred and seven (107) students. The remaining kits will be distributed next school year.

The sign up for the Holiday dinners will be held on October 4th, 11th, and 18th. The pick-up for the Thanksgiving dinners is scheduled for Thursday, November 17th and Friday, November 18th as the alternate date. The Christmas dinners will be picked-up on Tuesday, December 20th.

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The applications for Holiday Gift Program will be available on Tuesday, October 11th. All completed applications are due on Friday, November 4th. The donated gifts are due Friday, December 9th and will be distributed the week of December 12th. The Holiday Gift Room will be open on December 6th & 13th. Families will need to sign-up for a time slot in advance.

At the September 10th volunteer workday, five (5) volunteers collected 2.5 lbs. of seed at Liberty Prairie for future use. The next open space volunteer workday is October 8th at Oak Openings.

APPROVAL OF PROPOSAL FROM HEZCORP CONSTRUCTION SERVICES, INC. IN THE AMOUNT OF \$5,300 FOR SPRING AND FALL ROOF INSPECTIONS FOR TOWNSHIP OFFICE/FOOD PANTRY AND PARKS BUILDINGS – DISCUSSION & VOTE

A motion by Trustee August and a second by Trustee Dohrn to approve the proposal from Hezcorp Construction Services, in the amount of \$5,300 for the Spring and Fall Roof inspections for the Township and Parks Building. Discussion ensued. On roll call vote: Trustee August, aye, Trustee Dohrn, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FROM HEZCORP CONSTRUCTION SERVICES, INC. IN THE AMOUNT OF \$13,843.51 FOR TWO NEW AUTOMATIC DOORS FOR MAIN OFFICE BUILDING – DISCUSSION & VOTE

A motion by Trustee August and a second by Trustee Dohrn to approve the proposal from Hezcorp Construction Services Inc., in the amount of \$13,843.51. There was no further discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

2022-23 SOCIAL SERVICE GRANT ALLOCATIONS (PRELIMINARY) DISCUSSION

The Township received twenty-one (21) applications requesting a total of \$154,840. The \$100,000 budgeted for the grants. The Township has capped the maximum amount an agency can receive at \$20,000.

The Board was given a copy of all the grant applications to review. Supervisor O'Connor reviewed the allocation process, named the agencies, the amount requested and provided a synopsis of their services and the number of Libertyville Township residents they serve.

The Board members each gave their preliminary allocations, and they were recorded by the Clerk. A vote will be taken at the September 27th meeting to approve the final allocations; board members must be present for their allocations to be included in the final vote.

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2023 CALENDAR DISCUSSION & VOTE

Supervisor O'Connor provided the Board two Board Meeting options for the 2023. Discussion ensued. The 2023 calendar will be approved at the September 23rd meeting.

OLD BUSINESS

Supervisor O'Connor reported the St. Mary's Road Pedestrian crossing signage project was completed.

The County approved including the Bull Creek Subdivision Drainage Improvements Project in the 2nd round of the DCEO grants. Per the grant requirement, the project must be ready for construction in 2023. Gewalt Hamilton, Inc. is working on an updated Estimate of Probable Cost for the project.

Before a permit for the wetland mitigation bank is issued, the US Army Corps of Engineers has required a Phase I Environmental Study be completed.

NEW BUSINESS

There was no new business.

ADJOURNMENT

A motion to adjourn by Trustee Dohrn and a second by Trustee August. All in favor, aye. Motion carried. **Time: 7:55p.m.**

Respectfully submitted



Anne Hansen, Township Clerk