



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, SEPTEMBER 26, 2016  
7:00 P.M.**

**MINUTES**

**I. CALL TO ORDER AND ROLL CALL**

Mayor Mancino called the meeting to order at 7:03 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Riess, Morgan, Corrigan, DiMaggio and David. Absent was Trustee Ponzio.

Also present were Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Kristin Kazenas, Chief of Police Jennifer Paulus, Public Works Director and Village Engineer Erika Frable, PE, Director of Parks and Recreation Brian Sullivan, Community Development Director Michael Cassata, AICP, Village Attorney Patrick Brankin and Village Engineer Lee Fell, PE.

**II. PLEDGE OF ALLEGIANCE**

**III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**Jack Fulton, 3 Blackhawk Road** – Jack introduced himself to the Board and indicated he was attending tonight's meeting as a requirement to obtain his Boy Scout merit badge.

**Colton Janes, Aqua Illinois** – Mr. Janes indicated he would be present at each Village Board meeting to answer questions, as needed.

**IV. PRESENTATIONS**

**A. Hawthorn Woods Swim Team – Northern Illinois Swim Conference Champions**

Mr. Sullivan reported that the Hawthorn Woods Swim Team won the Northern Illinois Swim Conference. Coach Alex Kessler introduced members of the swim team. The athletes presented their trophy to Mayor Mancino.

**B. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard Casey Rhew**

Motion by DiMaggio, second by Corrigan to approve a Resolution Recognizing the Life Saving Efforts of Lifeguard Casey Rhew.

Upon a voice vote, all voted aye and the motion carried unanimously.

Mayor Mancino presented Casey's resolution to her father.

C. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard Jack Pogalz

Motion by Riess, second by Corrigan to approve a Resolution Recognizing the Life Saving Efforts of Lifeguard Jack Pogalz.

Upon a voice vote, all voted aye and the motion carried unanimously.

D. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard Caitlin Hunter

Motion by Corrigan, second by DiMaggio to approve a Resolution Recognizing the Life Saving Efforts of Lifeguard Caitlin Hunter.

Upon a voice vote, all voted aye and the motion carried unanimously.

**V. MAYOR’S REPORT AND COMMITTEE REPORTS**

A. Mayor’s Report -----Joseph Mancino, Mayor

Mayor Mancino reported that the Lake County Municipal League has been following a Constitutional referendum question that will be on the November ballot. The referendum question relates to the use of transportation funds. He also reported on the possible consolidation of CMAP with other Metropolitan Planning Organizations.

B. Environmental Committee-----John Bickley, Chair  
Steve Riess, Trustee Liaison

No report this month.

C. Zoning Board of Appeals-----John Kosik, Chair  
Dominick DiMaggio, Trustee Liaison

No report this month.

D. Planning, Building and Zoning Commission -----Jim Kaiser, Chair  
Dominick DiMaggio, Trustee Liaison

No report this month.

E. Finance Committee-----Peter Ponzio, Chair  
Kelly Corrigan, Trustee Liaison

1. Approval of the June 2016 Financial Statements

Motion by DiMaggio, second by Morgan to approve the June 2016 Financial Statements.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, DiMaggio, David

Nays: None  
Abstain: None  
Absent: Ponzio  
Motion carried.

2. Approval of the July 2016 Financial Statements

Motion by Corrigan, second by Morgan to approve the July 2016 Financial Statements.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Ponzio  
Motion carried.

3. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 4, Section 4-5-6—Water and Sewer Connection Fees

Motion by Corrigan, second by Morgan to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 4, Section 4-5-6—Water and Sewer Connection Fees.

Ms. Kazenas explained this ordinance pertained to connection fees for new homes outside the Village's corporate limits. Staff recommends a connection fee of 50% above the resident rate for these properties. To ensure reasonableness, the Village consulted with Christopher B. Burke Engineering. She noted the fee would be due at the time of connection.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Ponzio  
Motion carried.

4. Approval of a Revised 2016 Meeting Calendar

Motion by Riess, second by DiMaggio to approve a Revised 2016 Meeting Calendar.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Ponzio

Motion carried.

## **VI. NEW BUSINESS**

### **A. Consent Agenda**

1. Approval of the July 18, 2016 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated September 2016
3. Approval of Bills List Dated September 2016
4. Approval of an Ordinance Authorizing the Execution of a Customer Service Agreement—Call One—ISDN-PRI
5. Approval of an Ordinance Authorizing the Execution of a Customer Service Agreement—Call One—Renewal
6. Approval of an Ordinance Authorizing the Chief Operating Officer to Award and Execute the Village Hall Exterior Door Replacement Project Contract to Anderson Lock
7. Approval of an Ordinance Authorizing the Chief Operating Officer to Award and Execute the Hawthorn Trails Paving Project Contract to Peter Baker & Son Co.
8. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
9. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 5, Chapter 2, Section 5-2-1B—State Law Provisions Adopted
10. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 5, Chapter 2, Section 5-2-3A—Sale and Possession of Tobacco Products

Motion by Morgan, second by DiMaggio to approve the Consent Agenda.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: Ponzio

Motion carried.

### **B. Items for Separate Action**

1. None

Lifeguard Jack Pogalz arrived at the meeting. Mayor Mancino presented him with his resolution. Caitlin Hunter's father arrived at the meeting. Mayor Mancino presented her resolution to her father.

## **VII. OLD BUSINESS**

### **A. None this month.**

## VIII. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer—Pamela O. Newton, MSOL
  - 1. Monthly Update—Village Operations

Ms. Lobaito reported that Ms. Newton's report was previously emailed to the Village Board.

- B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin stated he would provide his report in Executive Session.

- C. Reports from Department Heads
  - 1. Chief Administrative Officer—Donna Lobaito
    - a. Chief Administrative Officer Report

Ms. Lobaito reported that because of the growth within the Village in the last six years, the Village would be applying to the US Census Bureau for a cost estimate to conduct a Special Census. Trustee David will be working with staff on this project. Trustee David spoke about the importance of counting all our residents. Staff will look into whether there are any grants available for the Special Census.

- b. Village Clerk's Report

Ms. Lobaito reported that the nominating papers for the April 4, 2017 Consolidated Election are now available in the office. Papers are available at Village Hall during regular business hours. The first day to file papers with the Village Clerk is Monday, December 12, 2016 at 8:00 a.m., and the last day to file is Monday, December 19, 2016 at 5:00 p.m. A press release was issued and information on the upcoming election can be found on the Village's website.

- 2. Chief Financial Officer—Kristin Kazenas, CPA, MBA, CPFO
    - a. Finance Department Report

Ms. Kazenas reported that the Village's electric aggregation rate is the lowest in the state based upon the October rates, which were just released. Over the last three years, the Village customers have saved \$1.5 million. The Village will go out to bid in November as our contract expires in February.

Ms. Kazenas also reported that the upgrade to fiber optics has taken place and that ABN had changed the IP address on all devices. New service will be completed in the next few weeks.

- b. Human Resources Department Report  
Ms. Kazenas' report is in the packet.
  - c. Risk Management Department Report  
Ms. Kazenas' report is in the packet.
3. Chief of Police—Jennifer R. Paulus
- a. Police Department Report  
  
Chief Paulus reported that she and Commander Scharringhausen are working with the County Emergency Coordinator to establish a drill for next year. She suggested the elected officials participate in the drill.  
  
The Board discussed the Village's Code Red program and ways to increase resident participation. Ms. Lobaito said she would speak to staff about promoting this program in our e-blasts, newsletters and website.
4. Director of Public Works/Village Engineer—Erika M. Frable, PE
- a. Public Works Department Report  
  
Ms. Frable reported that the Stonebridge bridge is under construction.
5. Director of Parks and Recreation—Brian J. Sullivan, MPA, CPSI, CPRP
- a. Parks and Recreation Report  
  
Mr. Sullivan reported on the Fall Family Fun Fest. He noted that all the vendor slots for the holiday craft fair are now filled. He also reported on the success of the first Pokémon event and the fall soccer program.
6. Director of Community Development—Michael Cassata, AICP
- a. Community Development Department Report  
  
Mr. Cassata reported that 91 permits had been issued to Pulte to date. He also reported that he would be attending the APA conference later this week.

## **IX. EXECUTIVE SESSION**

- A. Purchase of Property (5 ILCS 120/2(c) 1), Discussion of Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21)

Mayor Mancino announced there would be no Village business conducted after Executive Session.

Motion by DiMaggio, second by Corrigan to enter into Executive Session for the purposes of the Purchase of Property, Probable or Pending Litigation and discussion of Executive Session Minutes.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Ponzio

Motion carried.

The meeting reconvened at 8:06 p.m.

**X. ADJOURNMENT**

Motion by Riess, second by Corrigan to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:25 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk