



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, JANUARY 23, 2017  
7:00 PM**

**MINUTES**

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

Mayor Mancino called the meeting to order at 7:07 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, DiMaggio and David.

Also present were Chief Operating Officer Pamela Newton, 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, Village Engineer Lee Fell. PE, Village Engineer Darren Olson, PE, and Deputy Village Clerk Jan Filenko.

**II. PLEDGE OF ALLEGIANCE**

**III. PRESENTATION**

- A. Citizen Service Award—Lake Zurich Fire Presentation to Susie and Doug Wheeler, Hawthorn Woods Residents

Lake Zurich Fire Chief John Malcolm and Mayor Mancino presented a Citizen Service Award to Susie and Doug Wheeler, residents of Hawthorn Woods, for their heroic effort that saved the lives of residents in a burning home on Quentin Road.

- B. Stormready Presentation—Mike Bardou, National Weather Service Chicago/Romeoville

Mike Bardou of the National Weather Service worked with Chief Paulus and Commander Scharringhausen on our hazardous weather response plan. Tonight, Hawthorn Woods was being recognized as being Stormready. He noted Hawthorn Woods is the 75<sup>th</sup> community in the state to earn such designation. Trustee Morgan noted that Chief Paulus worked to get all police officers Stormready trained.

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

None this month.

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

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

Mayor Mancino reported that the Lake County Municipal League continues to keep a close eye on the budget situation down state.

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

Trustee Riess reported the committee met and has been working on establishing a tree nursery with the Village of Wauconda. He anticipates bringing an intergovernmental agreement to the Board later this spring.

Trustee Riess also reported that SWALCO has renewed their contract with their lobbyist. They have also approved a one year contract with E-Paint Recycling Services for latex paint recycling. SWALCO is also seeking a fourth amendment for recycling, which would extend services through 2019.

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

No report this month.

F. Special Census Report-----Mike David, Trustee

Ms. Lobaito reported that the Village should receive an updated cost estimate for the Special Census this week.

**VI. NEW BUSINESS**

A. Consent Agenda

1. Approval of the November 28, 2016 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated January 2017
3. Approval of Bills List Dated January 2017
4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1-L – Aquatic Center Fees

5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 6; Section 6-2-4B – Certain Intersections Designated
6. Approval of a Resolution Approving the List of Municipal Officials Authorized to View Confidential Information Provided to the Village of Hawthorn Woods by the Illinois Department of Revenue

Item #5 was removed from the Consent Agenda.

Motion by DiMaggio, second by Corrigan to approve the Consent Agenda with the exception of Item #5.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Ponzio, second by Corrigan to approve Consent Agenda Item #5, an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 6; Section 6-2-4B – Certain Intersections Designated.

It was noted there was a scrivener's error in the ordinance that has been corrected. The correct version of the ordinance was on the dais for the Board's review.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

#### B. Items for Separate Action

1. Approval of an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2017 and Ending December 31, 2017

Motion by Corrigan, second by DiMaggio to approve an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2017 and Ending December 31, 2017.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None  
Motion carried.

## **VII. OLD BUSINESS**

- A. None this month.

## **VIII. ADMINISTRATION REPORTS**

- A. Report from the Chief Operating Officer—Pamela O. Newton, MSOL

1. 2016 Annual Report—Village Operations

Ms. Newton presented her annual report which covered housing trends, and monthly permit activity amongst other activities.

Trustee David asked staff to look into what the current median home prices are in Hawthorn Woods now compared to 10 years ago.

2. 2016 Grant Summary Report

Ashley Eccles updated the Board on the 2016 grant awards. The Village was awarded 12 grants totaling \$156,717 in 2016.

- B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin will provide his report in Executive Session.

- C. Reports from Department Heads

1. Chief Administrative Officer—Donna Lobaito  
a. Chief Administrative Officer's Annual Report

Ms. Lobaito presented her annual report, which included project management, development meetings, Special Census implementation, and oversight on the Barn kitchen remodeling project.

- b. Village Clerk's Annual Report

Ms. Lobaito reported that staff had prepared 83 non-police related FOIA requests in 2016. She streamlined the liquor license application process, completed the second of three years at the Municipal Clerks of Illinois Institute in Springfield, and she continues to serve as the Treasurer of the Municipal Clerks of Lake County.

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

Ms. Kazenas reported that she assisted with the preparation of the Priority Based Budget, and the Village updated the virtual private network and various computers. Furthermore, the audio visual equipment in the Barn was replaced.

- b. Human Resources Department Annual Report

Ms. Kazenas' report is in the packet.

- c. Risk Management Department Annual Report

Ms. Kazenas reported on the accomplishments of the Wellness Committee. Specifically, this year's insurance renewal came in at -9%.

- d. Business Continuity Work Group Annual Report

Ms. Kazenas' report is in the packet.

3. Chief of Police—Jennifer R. Paulus
  - a. Police Department Annual Report

Chief Paulus' report is in the packet.

4. Director of Public Works/Village Engineer—Erika M. Frable, PE
  - a. Public Works Department Annual Report

Ms. Frable reported that she attended a variety of County meetings as well as worked on new developments with Mr. Cassata and Ms. Lobaito. Her staff completed several CIP projects including the Onondaga and Bruce Circle culvert replacements, pavement patching, Barn exterior door replacement, and the application of the surface course in Hawthorn Trails subdivision.

Ms. Frable also reported on the aquatic center maintenance, road and drainage projects, storm sewer repairs, building maintenance, fleet maintenance and the replacement of the sanitary sewer meter at the school lift station.

The Board spoke about the need for patching on Old McHenry Road at the Canadian National tracks. Ms. Newton reported that Canadian National has said they will make this repair a priority.

b. Discussion on Privately Owned Drainage Pipes, Catch Basins and Detention Basins

Mayor Mancino spoke about the need for Board conversation on establishing a new policy for addressing the various drainage issues in the Village. A regional drainage study was previously conducted, but now discussion is needed for smaller issues.

The main issue outlined by Mayor Mancino is that there are situations throughout the Village where infrastructure that serves many acres lies on privately owned or HOA properties. He noted this was allowed by the Village many years ago, and in some situations, we do not have an easement, or maintenance rights were assigned to a HOW which is now defunct, and in some cases, it is unclear as to the location of easements. Mayor Mancino stated that our policy of not addressing drainage issues because we lack easements is not working, and that residents do not have the ability to take care of this infrastructure.

It was acknowledged that a funding source is needed in order to correct the various drainage issues. Mayor Mancino suggested forming a committee to bring ideas to the Village Board.

Ms. Frable referred to a spreadsheet which indicated there are 30 known locations in town where Public Works conducts drainage checks twice per week.

The committee will work on a new policy, prioritize the drainage issues and research funding sources and grant opportunities.

Ms. Kazenas reported that the Village has spent \$319,266 on drainage issues in FY 2013-2016. Ms. Newton stated that the 2017 budget contains \$500,000 for drainage issues, but not for what was discussed tonight.

5. Director of Parks and Recreation—Brian J. Sullivan, MPA, CPSI, CPRP  
a. Parks and Recreation Department Annual Report

Mr. Sullivan reported that this year his department installed signage in all parks, scrub trees were cleared at Acorn Acres park, six trees were harvested by the boy scouts, all park equipment is now ADA accessible, fields at Heritage Oaks Park were upgraded, a memorial bench program was implemented, and the swim team won the conference. The Village also just learned that we are the recipient of a \$150,000 matching grant for the Lake Lorraine Estates Park.

6. Director of Community Development—Michael Cassata, AICP
  - a. Community Development Department Annual Report

Mr. Cassata reported that this past year, 100 new home permits were issued, Hawthorn Trails South was entitled, there is a new office building in the business park, staff completed visioning workshops which identified pertinent agreements related to development, and the market analysis was initiated. Mr. Cassata updated the Board on the current status of various projects.

## **IX. EXECUTIVE SESSION**

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

Motion by Riess, second by Corrigan to enter into Executive Session for the purposes of Purchase of Property (5 ILCS 120/2(c) 1), Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21).

There will be no business conducted after Executive Session.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

The Village Board entered into Executive Session at 9:35 p.m.

The open session resumed at 10:22 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 10:23 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk