



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, FEBRUARY 27, 2017  
7:00 P.M.**

**MINUTES**

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

Mayor Mancino called the meeting to order at 7:12 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 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, and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

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

None this month.

**IV. PRESENTATIONS**

**A. Presentation of a Resolution of Appreciation – Police Officer Anthony Cortez**

Ms. Lobaito read the resolution of appreciation into the record. Mayor Mancino presented the resolution to Police Officer Anthony Cortez for having the most DUI arrests in 2016.

Motion by Corrigan, second by DiMaggio to approve a Resolution of Appreciation – Police Officer Anthony Cortez.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

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

A. Mayors Report -----Joseph Mancino, Mayor

Mayor Mancino reported that the Lake County Municipal League would be hosting a 5K run/walk on May 7, 2017 at Independence Grove, with all proceeds going to the 100 Club.

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

Trustee Riess reported that the committee continues to work on the tree ordinance. They expect to finalize the draft ordinance early summer.

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

Trustee Ponzio reported that this year, there would be no audit adjustments. He also reported on a building permit issue that was discovered by the Community Development Department. This issue has been resolved. Lastly, Trustee Ponzio reported that the passage of the Paymentus ordinance would allow residents to pay for certain bills online.

1. Approval of the October 2016 Financial Statements

Motion by Riess, second by DiMaggio to approve the October 2016 Financial Statements.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of the November 2016 Financial Statements

Motion by DiMaggio, second by Corrigan to approve the November 2016 Financial Statements.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Approval of an Ordinance Authorizing the Execution of a Certain Agreement with Paymentus, Paymentech, LLC and JP Morgan Chase Bank

Motion by Ponzio, second by Corrigan to approve an Ordinance Authorizing the Execution of a Certain Agreement with Paymentus, Paymentech, LLC and JP Morgan Chase Bank.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

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

Trustee David commended staff for their work on the Special Census. It is his recommendation that the Board authorize the Mayor to sign the Memorandum of Understanding.

## VI. NEW BUSINESS

### A. Consent Agenda

1. Approval of the January 23, 2017 Village Board Meeting Minutes
2. Approval of the January 30, 2017 Special Village Board Meeting Minutes
3. Approval of Paid Invoice List Dated February 2017
4. Approval of Bills List Dated February 2017
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Subsection 11-1-1-H—Building Permit/Plan Review/Inspections
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-2—Draw Down Deposit Agreement
7. Approval of an Ordinance Authorizing the Execution of a Memorandum of Understanding with the Field Division, U.S. Census Bureau
8. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Field Rental Agreement with Lake County Stars Baseball Team
9. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Field Rental Agreement with Lake Zurich Lacrosse Club

10. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Field Rental Agreement with Hawthorn Woods Elite Soccer Club and Hawthorn Woods Honors Soccer Club
11. Approval of an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd.
12. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Weed and Algae Control Agreement with Scientific Aquatic Weed Control, Inc. of Gurnee, Illinois, for Maintenance Services of Village Ponds in Copperfield and Heritage Oaks Park
13. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Maintenance Agreement with Apex Landscaping, Inc. of Hawthorn Woods, Illinois of Village Island and Cul De Sacs
14. Approval of a Resolution Recognizing National Engineers Week

Item #2 was removed from the Consent Agenda.

Motion by Riess, second by DiMaggio to approve the Consent Agenda with the exception of agenda item #2.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Corrigan, second by Morgan to approve Consent Agenda item #2, Approval of the January 30, 2017 Special Village Board Meeting Minutes.

Roll call vote.

Present: Ponzio

Ayes: Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

#### B. Items for Separate Action

1. Approval of an Ordinance Approving an Amended Special Tax Roll for Special Service Area Number Four of the Village of Hawthorn Woods

Motion by DiMaggio, second by Corrigan to approve an Ordinance Approving an Amended Special Tax Roll for Special Service Area Number Four of the Village of Hawthorn Woods.

Trustee Ponzio reported on the status of the tax payments for SSA #4. Several property owners did not pay their taxes in 2014 and 2015, thus causing a deficiency of approximately \$25,000 in the bond reserve fund. Taxes were abated in anticipation of having sufficient reserves to meet the minimum tax payments. Since taxes were not paid by two property owners, an amended Special Tax Roll for Special Service Area Number Four is needed thus levying for the maximum amount permitted, which is \$500,000.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL)—Update to Village-Wide Analysis of Reported Drainage Problems Report

Motion by DiMaggio, second by Ponzio to approve an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL)—Update to Village-Wide Analysis of Reported Drainage Problems Report.

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. Monthly Update—Village Operations

Ms. Newton indicated she had been working with staff to change certain streets to FAU routes to be able to secure federal funding for resurfacing costs. She also reported that the Village is celebrating National Engineers Week, and that she is working on a ComEd grant. Ms. Newton also reported that the IAPD Legislative Breakfast would be held at our Village Hall on Friday.

B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin stated he would be reporting to the Board next month in Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer—Donna Lobaito

a. Chief Administrative Officer Report

Ms. Lobaito's report is in the packet.

b. Village Clerk's Report

Ms. Lobaito reported on the status of vehicle sticker and dog tag sales to date. She also reminded the Board and department heads that they should be in receipt of their Statement of Economic Interest forms, which should be filed by May 1, 2017. Lastly, Ms. Lobaito reported that the Municipal Clerks of Lake County would be meeting next week, and representatives from the Illinois Liquor Control Commission would be present to answer questions about liquor licensing.

Mayor Mancino mentioned that Lake Zurich is seeking his support for SB 1288 regarding craft distillers. This bill is being sponsored by Senator Dan McConchie of Hawthorn Woods.

2. Chief Financial Officer—Kristin Kazenas, CPA, MBA, CPFO

a. Finance Department Report

Ms. Kazenas' report is in the packet

b. Human Resources Department Report

1. Wellness Committee 2016 Annual Report

The Wellness Committee 2016 Annual 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' report is in the packet.

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

Ms. Frable reported on the lobby improvements, the Indian Creek culvert replacement, which is budgeted in 2018, the LCML cracksealing and patching, the drainage workgroup, the school lift station, the uptown sewer and water study, and the FAU routes.

Ms. Newton noted that CBBEL would defer the cost of phase I engineering for the FAU route work to a later date.

Ms. Frable said she would be looking at the CBBEL proposal for auxiliary power to the lift station.

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

Mr. Sullivan reported on the increased revenue for the aquatic center memberships to date. He noted there was a homeowners' workshop for the development of the Lake Lorraine Estates park. He also reported that there would be 56 attendees at the IAPD Legislative Breakfast this Friday. Lastly, Mr. Sullivan thanked Amy Scholz for her work on the Winter Carnival.

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

Mr. Cassata reported that 116 permits had been issued to Pulte to date, and that two permits had been issued in the Stonebridge subdivision. He also noted the market analysis, 2015 building codes and a flat fee schedule would be forthcoming in the near future.

Mr. Cassata provided a brief update on the status of Toll Brothers and Hawthorn Trails 3.

The Board briefly discussed right-of-way trees.

## **IX. EXECUTIVE SESSION**

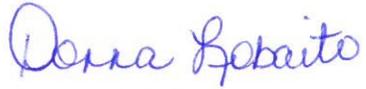
- A. Purchase of Property (5 ILCS 120/2(c) 1), Discussion of Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21)

Mayor Mancino announced there would be no need for Executive Session this evening.

**X. ADJOURNMENT**

Motion by DiMaggio, second by Morgan to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:39 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk