



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, APRIL 24, 2017
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:04 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, and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. PRESENTATION

A. Approval of a Resolution of Appreciation—Trustee Neil Morgan

Mayor Mancino announced tonight would be Trustee Morgan's last meeting after faithfully serving the Village for 10 years. He spoke of how Trustee Morgan inspired him to get involved with CERT and other Village functions. Ms. Lobaito read the resolution into the record. Board members each commented and thanked Trustee Morgan for his service.

Trustee Morgan expressed his thanks and appreciation to the Board and staff.

Motion by Corrigan, second by Riess to approve a Resolution of Appreciation—Trustee Neil Morgan.

Roll call vote.

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

Nays: None

Abstain: Morgan

Absent: None

Motion carried.

Mayor Mancino presented Trustee Morgan with a copy of the resolution. The Board took a 30 minute reception break.

The meeting reconvened at 7:40 p.m. All Board members were still present.

V. MAYOR’S REPORT AND COMMITTEE REPORTS

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

1. Reappointment of Timothy McCue to the Police Pension Fund Board for a Two Year Term
2. Reappointment of Randy Hertel to the Board of Police Commission for a Three Year Term

Motion by DiMaggio, second by Corrigan to approve the reappointment of Timothy McCue to the Police Pension Fund Board for a Two Year Term, and to approve the reappointment of Randy Hertel to the Board of Police Commission for a Three Year Term.

Voice vote.

Ayes: 6

Nays: 0

Abstain: 0

Absent: 0

Motion carried.

Mayor Mancino reported that he will be participating in the USA sanctioned Badges vs. Bad Guys boxing event to raise scholarship money for local youth to attend the gym.

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

Trustee Riess reported that the committee continues to work on the tree ordinance.

1. Right-of-Way Tree Planting Requirements

The Board and staff discussed the need for right-of-way tree planting requirements. The requirements are to include type of tree, size, location, watering and maintenance responsibilities. Staff will bring back to the Board the requirements in ordinance format for codification.

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 there are two finalists for the computer software purchase, and that a hardware update is forthcoming.

1. Approval of the January 2017 Financial Statement

Motion by Riess, second by DiMaggio to approve the January 2017 Financial Statement.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of the February 2017 Financial Statement

Motion by Riess, second by DiMaggio to approve the February 2017 Financial Statement.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Approval of the March 2017 Financial Statement

Motion by Riess, second by Ponzio to approve the March 2017 Financial Statement.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

4. 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 DiMaggio, second by Ponzio 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, David
Nays: None
Abstain: None
Absent: None
Motion carried.

5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Subsection 11-1-1H—Building Permit/Plan Review/Inspections

Motion by Ponzio, second by DiMaggio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Subsection 11-1-1H—Building Permit/Plan Review/Inspections.

Mr. Cassata explained to the Board that the motivation to move to a flat fee permit structure was to streamline and simply the process for both residents and building permit technicians. He outlined the six proposed permit fees and the pricing structure. The fees presented were based upon the Village's direct and indirect costs. Ten communities were analyzed and Mr. Cassata found that there is no consistent standard across the communities, nor do other communities base their pricing structure on true cost.

To determine our success, after a year, Mr. Cassata will conduct an analysis to ensure the Village covered its costs.

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 reported that the Village received the Boundary and Annexation Survey materials which were verified and updated by Ms. Lobaito. The maps have been returned to the Special Census Bureau, and the Village is awaiting the next set of maps. Ms. Lobaito

stated the Special Census work group would be convening in the near future to discuss the kick-off to the Special Census.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the March 27, 2017 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated April 2017
3. Approval of Bills List Dated April 2017
4. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—J&M Displays, Inc.—Third of July, 2017 Fireworks Display
5. Approval of a Resolution Making a Determination Relative to the Release of Executive Session Minutes and Destruction of Executive Session Tapes Pursuant to the Illinois Open Meetings Act
6. Approval of a Resolution Recognizing National Police Week 2017
7. Approval of a Resolution Recognizing National Public Works Week 2017
8. Approval of a Resolution Proclaiming May 7 – 13, 2017 as Municipal Clerks Week
9. Approval of a Resolution Recognizing Arbor Day

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

Roll call vote.

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

B. Items for Separate Action

1. Approval of an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd.—Design and Construction Engineering of 40 and 42 Sequoia Drainage Improvements

Motion by Ponzio, second by Morgan to approve an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd.—Design and Construction Engineering of 40 and 42 Sequoia Drainage Improvements.

Ms. Frable provided an overview of the drainage at 40 and 42 Sequoia Road. Mr. Fell noted Burke's proposal does not include construction costs. The Board and staff discussed how the project would be funded.

Roll call vote.

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

Abstain: None
Absent: None
Motion carried.

2. Approval of an Ordinance Adopting a Certain Second Amendment to Agreement for Sewer Service—Lake County

Motion by Ponzio, second by DiMaggio to approve an Ordinance Adopting a Certain Second Amendment to Agreement for Sewer Service—Lake County.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, 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 reported that Java with Joe will be held on April 29, 2017. The next Village Board meeting will be held on May 8, 2017. The golf outing will be held on May 22, 2017, and the Lake County Municipal League's 5k run/walk and the CERT pancake breakfast will be held on May 7, 2017.

- B. Report from the Village Attorney—Patrick Brankin

There was no Village Attorney report this evening.

- 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

1. Approved Record Disposal Certificate—Local Records Commission

Ms. Lobaito informed the Board that the Village was in receipt of the approved certificate to dispose of certain records. The disposal will take place in the near future.

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

Ms. Kazenas' report is in the packet. The Finance Committee will be meeting on May 8, 2017 just prior to the Village Board meeting. Ms. Kazenas also noted that Sikich will be present at the June Village Board meeting to present their audit findings.

- 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' report is in the packet.

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

Ms. Frable's report is in the packet.

- b. 2017 IDOT/LCDOT Construction Update

Ms. Frable updated the Board on the various IDOT and LCDOT construction projects for this summer.

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

Mr. Sullivan reported that the Village will be giving away saplings this weekend at the Aquatic Center to commemorate Arbor Day.

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

Mr. Cassata reported that 124 permits had been issued to Pulte to date.

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 that there was not a need to enter into Executive Session this evening.

X. ADJOURNMENT

Motion by Morgan, second by DiMaggio to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:19 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk