



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, MAY 8, 2017
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:11 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, 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. OATH OF OFFICE

- A. Administration of the Oath of Office—Joseph Mancino, Mayor
- B. Administration of the Oath of Office—Kelly Dobbs Corrigan, Trustee
- C. Administration of the Oath of Office—Peter Ponzio, Trustee
- D. Administration of the Oath of Office—Jayne Kosik, Trustee

Village Clerk Lobaito administered the oath of office to Mayor Mancino and Trustees Corrigan, Ponzio and Kosik.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Rick Corrigan – Mr. Corrigan commended Trustee Kosik for running for office. Mayor Mancino noted Trustee Kosik has served on the Finance Committee for eight years.

V. PRESENTATION

- A. Approval of a Resolution of Appreciation—Gary Scharringhausen, Commander

Ms. Lobaito read the resolution into the record.

Commander Scharringhausen stated how much he enjoyed working for the Village, and he appreciated the support of the Chief, Mayor and Village Board. He also thanked his wife for her support over the years.

Chief Paulus and Ms. Newton thanked Commander Scharringhausen for his work over the years.

Trustee David praised Commander Scharringhausen for his dedication and hard work.

Motion by David, second by DiMaggio to approve a Resolution of Appreciation—Gary Scharringhausen, Commander.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported he was in Springfield last week representing Lake County at the IML Days. He met with Senator McConchie and Governor Rauner regarding the state budget and Route 53. Mayor Mancino also reported on the charity boxing event he participated in as well as the Lake County Municipal League's 5k to benefit the 100 Club.

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

1. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 9, Subsection 9-9B-3—Special Uses and Title 9, Subsection 9-12—Signs

Motion by DiMaggio, second by Riess to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 9, Subsection 9-9B-3—Special Uses and Title 9, Subsection 9-12—Signs.

Discussion ensued regarding two of the recommendations that came from the Planning, Building and Zoning Commission. Specifically, the Board was not in favor of the Commission's recommendation to allow the sign message to change every 20 seconds, or that transitions would be allowed.

The Board added additional conditions including that graphics would not be allowed on the signs, only letters would be allowed, and that the lights be either amber or white LED's that dim at night.

Motion by DiMaggio, second by Riess to modify the motion to include language that provides for the message to change every 30 minutes, that transitions would not be allowed, that no graphics would be allowed, that only letters would be allowed, and that the lights be either amber or white LED's that dim at night.

The Board discussed the proposed zoning change that will be forthcoming for St. Matthew's Church and School, the timing of the change of the messages, and the use of this type of sign in other zoning districts. This type of sign will require a special use permit in the Public Use and Institutional Buildings District only.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

E. Finance Committee-----Peter Ponzio, Chair

Kelly Corrigan, Trustee Liaison

1. Approval of an Ordinance Authorizing the Execution of a Certain Agreement with George K. Baum & Company – Public Policy Services to Research and Recommend Possible Referendum Opportunities for Sustainable Funding Options for Capital Improvement Plan and Infrastructure Projects

Motion by Ponzio, second by DiMaggio to approve an Ordinance Authorizing the Execution of a Certain Agreement with George K. Baum & Company – Public Policy Services to Research and Recommend Possible Referendum Opportunities for Sustainable Funding Options for Capital Improvement Plan and Infrastructure Projects.

Trustee Ponzio noted that this ordinance would provide for George K. Baum to research and recommend a possible referendum to fund drainage and road improvements. He stated it is the opinion of the Finance Committee that the Village needs George K. Baum's assistance with determining the right time to go to referendum and to assist with planning for the referendum.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

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

Trustee David reported that the kick-off meeting with the Special Census Bureau would be held this coming Thursday.

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of the April 24, 2017 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated May 2017

Item #1 was pulled from the Consent Agenda.

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of Item #1.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Corrigan, second by Ponzio to approve Consent Agenda Item #1, Approval of the April 24, 2017 Village Board Meeting Minutes.

Trustee Corrigan noted a couple corrections to the minutes.

Motion by Corrigan, second by Ponzio to modify the motion to approve Consent Agenda Item #1, Approval of the April 24, 2017 Village Board Meeting Minutes as corrected.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

B. Items for Separate Action

None this month.

VIII. OLD BUSINESS

A. None this month.

IX. ADMINISTRATION REPORTS

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

1. Monthly Update—Village Operations

Ms. Newton reported that staff has been meeting with Toll Brothers and Aqua Illinois recently. She noted the siting of the elevated water tower is critical, and that she will send the Board an email with the preferred site location.

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

Ms. Lobaito's report is in the packet.

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

Ms. Kazenas' report is in the packet.

c. Risk Management Department Report

Ms. Kazenas' report is in the packet.

d. Business Continuity Work Group 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.

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

a. Parks and Recreation Report

Mr. Sullivan's report is in the packet.

6. Director of Community Development—Michael Cassata, AICP

a. Community Development Department Report

Mr. Cassata's report is in the packet.

X. 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)

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

XI. ADJOURNMENT

Motion by DiMaggio, second by Corrigan to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:27 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk