



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

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:06 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Kosik, Riess and DiMaggio. Trustees Corrigan and David were absent.

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. APPOINTMENT OF VILLAGE TRUSTEE—JAMES KAISER

Motion by DiMaggio, second by Kosik to appoint James Kaiser as Village Trustee.

Roll call vote.

Ayes: Kosik, Riess, DiMaggio, Mancino

Nays: None

Abstain: None

Absent: Corrigan and David

Motion carried.

IV. OATH OF OFFICE—VILLAGE TRUSTEE

Ms. Lobaito administered the oath of office to Trustee James Kaiser. Trustee Kaiser took his seat on the dais.

V. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

VI. DARLINGTON DRIVE ROADWAY REHABILITATION OPTIONS

A. Motion to Approve the Road Rehabilitation Design for Darlington Drive

Motion by Riess, second by DiMaggio to approve the Road Rehabilitation Design for Darlington Drive.

Ms. Frable reviewed the options presented by Christopher B. Burke Engineering, Ltd. for the road rehabilitation design. Ms. Frable mentioned that Darlington Drive cannot be designated an FAU route because of the chokers. She indicated maintenance of the chokers has been an issue. After much discussion, the Board concurred the chokers should remain. At the direction of the Board, Lee Fell, PE with Christopher B. Burke Engineering, Ltd., indicated he would bid the project for the choker to remain, and with both asphalt and stamped concrete. The cobbles will remain on the wall.

Roll call vote.

Ayes: Kaiser, Kosik, Riess and DiMaggio

Nays: None

Abstain: None

Absent: Corrigan and David

Motion carried.

VII. MAYOR'S REPORT AND COMMITTEE REPORTS

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

1. Approval of a Resolution Honoring Chief Operating Officer, Pamela O. Newton

Mayor Mancino reported that Pamela Newton was recently named a Credentialed Manager through the ICMA. Ms. Lobaito read the resolution into the minutes. Ms. Newton commented on her accomplishment and recognized staff for their efforts as well. Ms. Newton was presented a plaque with the resolution.

Mayor Mancino also commented on the State budget. He also reported on the effects of the recent flooding due to heavy rain. He said staff attended a meeting regarding potential FEMA funding as a result of the flooding.

B. Environmental Committee-----John Bickley, Chair

Steve Riess, Trustee Liaison

Trustee Riess reported that the committee will be reviewing the tree ordinance in September, and once finalized, it would be submitted to the Chief Operating Officer.

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 Rezoning Land Within the Village of Hawthorn Woods to PU/IB Public Use and Institutional Building District—St. Matthew Lutheran Church—Approximately 16.35 Acres—24474 – 24570 N. Old McHenry Road—Located South of Old McHenry Road and East of the Canadian National Railroad Tracks
2. Approval of an Ordinance Granting a Special Use Permit for an Electric Message Sign—St. Matthew Lutheran Church—24474 – 24570 N. Old McHenry Road

Motion by Kaiser, second by DiMaggio to approve both items 1 and 2 above.

Mr. Cassata indicated that upon annexation 15 years ago, St. Matthew's property was zoned R-1 One Family Residential, and that rezoning to PU/IB zoning would be appropriate based upon their uses. He also reported that St. Matthew's meets the criteria for a special use permit for an electronic message sign. St. Matthew's will work with staff on the landscaping at the base of the sign.

Roll call vote.

Ayes: Kaiser, Kosik, Riess and DiMaggio

Nays: None

Abstain: None

Absent: Corrigan and David

Motion carried.

3. Approval of an Ordinance Granting Preliminary and Final Subdivision Plat Approval, Granting Final Site Plan Approval, Granting Tree Survey and Tree Preservation Plan Approval—93 Miller Road

Motion by DiMaggio, second by Kosik to approve an Ordinance Granting Preliminary and Final Subdivision Plat Approval, Granting Final Site Plan Approval, Granting Tree Survey and Tree Preservation Plan Approval—93 Miller Road.

Trustee Kaiser indicated he would recuse himself from the discussion and vote as he provided legal service to the applicants in the past.

Mr. Cassata reported that this approval provides for a two lot subdivision. Access was preferred off Miller Court, but the residents of Thompson-Wozny subdivision who own Miller Court denied access. Access will come through the lot of the existing home.

Roll call vote.

Ayes: Kosik, Riess, DiMaggio and Mancino

Nays: None

Abstain: Kaiser

Absent: Corrigan and David

Motion carried.

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

Trustee Kosik updated the Board on the Village's revenues. She noted the State is two months delinquent in their revenue disbursements. Trustee Kosik also reported on the potential FEMA funds for the repair of the choker, and she provided an update on the Village's work with George K. Baum.

1. Approval of Year End Transfers

Motion by DiMaggio, second by Kosik to approve the Year End Transfers.

Roll call vote.

Ayes: Kaiser, Kosik, Riess and DiMaggio

Nays: None

Abstain: None

Absent: Corrigan and David

Motion carried.

2. Approval of the June 2017 Financial Statements

Motion by DiMaggio, second by Riess to approve the June 2017 Financial Statements.

Roll call vote.

Ayes: Kaiser, Kosik, Riess and DiMaggio

Nays: None

Abstain: None

Absent: Corrigan and David

Motion carried.

3. Approval of the Finance Committee Meeting Calendar

Motion by Riess, second by DiMaggio to approve the Finance Committee Meeting Calendar.

Roll call vote.

Ayes: Kaiser, Kosik, Riess and DiMaggio

Nays: None

Abstain: None

Absent: Corrigan and David

Motion carried.

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

In Trustee David's absence, Ms. Lobaito provided the Board with an update on the Special Census.

VIII. NEW BUSINESS

A. Discussion on Building Codes

Mr. Cassata reported that staff is working on updating the building codes from 2000 to 2015. The 2000 codes do not require fire suppression for one and two family units; however, the 2015 codes do. Staff met with the four fire districts serving Hawthorn Woods. The fire districts indicated that the cost for fire suppression will be approximately \$7,000 for a 2,300 square foot house, and that insurance deductions would be available.

Mr. Cassata indicated the Village of Mundelein adopted a compromise ordinance with limited fire suppression for basements and crawl spaces since this is where the majority of fires start. Any amendment to the building codes would be applicable to current subdivisions under construction, including Stonebridge, Hawthorn Hills and Countryside Meadows. Hawthorn Trails Phase 3 would have a five-year freeze on compliance.

The Board discussed the additional construction costs for new homes as well as the current impact fees on certain properties. Mr. Cassata indicated staff is looking for direction from the Village Board on this issue in order to draft the building code amendment ordinance. Mr. Cassata noted fire suppression is not a State requirement.

Board members asked questions about the impact to the Aqua water system if additional homes were constructed with fire suppression. It was noted that there are no annual inspections required with fire suppression systems in homes. Homes with fire suppression are not required to be connected to the fire district.

Jeff Steingart offered to answer any questions the Board had about fire suppression. The Board will continue this discussion at the September Board meeting.

B. Consent Agenda

1. Approval of the June 26, 2017 Special Village Board Meeting Minutes
2. Approval of the Bill List Dated July 2017
3. Approval of Paid Invoice List Dated July 2017
4. Approval of an Ordinance Authorizing the Chief Operating Officer to Award the Crack Sealing Program for 2017
5. Approval of an Ordinance Authorizing the Chief Operating Officer to Award and Execute the Pavement Patching Program for 2017

6. Approval of an Ordinance Authorizing the Mayor to Award and Execute the Public Works Salt Dome Roof Replacement and Public Works Roof Repair Project to Advanced Roofing, Inc.
7. Approval of an Ordinance Authorizing the Execution of a Contract with Rush Truck Centers to Purchase a Base 2-Ton Truck in an Amount Not to Exceed \$81,130.
8. Approval of an Ordinance Authorizing the Execution of an Agreement on Exchange of Information Between the Village of Hawthorn Woods and the Illinois Department of Revenue
9. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 6, Section 6-1-5B—Half Year License; Title 11- Section 11-1-1E—Motor Vehicle Licenses

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

Roll call vote.

Ayes: Kaiser, Kosik, Riess and DiMaggio

Nays: None

Abstain: None

Absent: Corrigan and David

Motion carried.

B. Items for Separate Action

1. None this month

IX. OLD BUSINESS

- A. None this month.

X. ADMINISTRATION REPORTS

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

1. Village Operations Report

Ms. Newton indicated the collective bargaining negotiations would begin shortly. She also sent CMAP the Village's comments on their On To 2050 plan. Ms. Newton thanked CERT for their assistance with the recent flooding. She reported that the Village sustained \$1 million in public infrastructure damages from the flooding. Ms. Newton reported on the Aqua Illinois meeting with residents last week as well as the status of the elevated tower.

- B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin did not have a report for the Board 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. She provided further information on the Special Census.

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 reported that the 2018 budget process has begun, and the Board will review the draft budget at the October Board meeting.

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 a new police officer would be starting at the police academy soon. He will be sworn in after the academy.

4. Director of Public Works/Village Engineer—Erika M. Frable, PE

a. Public Works Department Report

Ms. Frable reported on the recent flooding in the Village. She noted that engineers from Christopher B. Burke Engineering, Ltd. were in the Village all day on July 12 and were able to see key issues during the rain event.

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

a. Parks and Recreation Report

Mr. Sullivan reported that he will be judging a fishing contest being hosted by SRACLC. He also reported that a memorial bench was purchased for Heritage Oaks Park.

6. Director of Community Development—Michael Cassata, AICP

a. Community Development Department Report

Mr. Cassata's report is in the packet.

XI. 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.

XII. ADJOURNMENT

Motion by Kosik, second by DiMaggio to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:53 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk