



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, SEPTEMBER 25, 2017  
7:00 P.M.**

**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 Kaiser, Kosik, Riess, Corrigan, DiMaggio and David.

Also present were Chief Operating Officer Pamela Newton, Deputy Village Clerk Jan Filenko, 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.

**VI. PRESENTATION**

- A. Recognition of Matt Bartlett, American Public Works Association National Award Winner—The Community Involvement Award

Mayor Mancino stated that Mr. Bartlett was recognized by the American Public Works Association for his extensive volunteerism. Mr. Bartlett thanked the Board and staff.

- B. Hawthorn Woods Water Dragons Swim Team—Presentation of Trophy

Coach Alex spoke of the team's achievements.

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

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

Mayor Mancino reported that he has been meeting with the village attorney regarding litigation matters. He also met recently with the mayors of Mundelein and Long Grove regarding the Rt. 53 extension. Lastly, Mayor Mancino met with Lake County Board Chairman Aaron Lawlor regarding CMAP's Lake County representative appointment.

B. Environmental Committee-----John Bickley, Chair  
Steve Riess, Trustee Liaison  
Trustee Riess expects the tree ordinance revisions to be completed by mid-November.

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, Chapter 18—Renewable Energy Systems

Motion by DiMaggio, second by Corrigan to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 9, Chapter 18—Renewable Energy Systems.

Mr. Cassata distributed an outline of his presentation. Discussion ensued regarding stand-alone solar panels as well as roof mounted structures. Staff will provide information at next month’s meeting regarding what is needed for the Village to be accredited through SolSmart, addresses of homes which currently have solar panels, and pictures of stand-alone systems.

After much discussion, the Board agreed not to move forward with wind energy at this time.

Motion by DiMaggio, second by Corrigan to continue discussion on renewable energy at the October Village Board meeting.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

E. Finance Committee-----Peter Ponzio, Chair  
Kelly Corrigan, Trustee Liaison  
Trustee Kosik reported that the Finance Committee met and discussed the 2018 budget, legal, litigation and engineering finances. The Committee also discussed the citizen task force that has been formed to evaluate the readiness for a referendum question. Trustee Corrigan stated she recently attended an urban municipal league session on maximizing tax revenues and economic incentives.

1. Approval of the July 2017 Financial Statements

Motion by Riess, second by Kaiser to approve the July 2017 Financial Statements.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

2. Approval of the August 2017 Financial Statements

Motion by Riess, second by Kaiser to approve the August 2017 Financial Statements.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

3. Approval of an Ordinance Authorizing the Execution of an Underwriter Engagement Agreement with George K. Baum & Company

Motion by Riess, second by Kaiser to approve an Ordinance Authorizing the Execution of an Underwriter Engagement Agreement with George K. Baum & Company.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

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

Trustee David informed the Board that the enumerators are collecting information at this time. The Village used Code Red, homeowner association emails and signs to inform the affected residents of the Special Census.

## VI. NEW BUSINESS

### A. Discussion on Building Codes Update

Mr. Cassata led the discussion on the building code update, and specifically, the use of residential fire suppression. An informal poll was taken and four trustees were against and two were for fire suppression. Members of the Village's fire districts were present and spoke about the importance of residential fire suppression. Mr. Cassata will send a summary of the code amendments to the Village Board.

### B. Consent Agenda

Items #7, #8, #9, #11 and #12 were removed from the Consent Agenda.

Motion by DiMaggio, second by Corrigan to approve Consent Agenda item #7, an Ordinance Ratifying and Confirming the Execution of a Previously Executed Independent Contractor Agreement—Smiling Shamrock Art Studio.

Trustee Corrigan spoke of the importance of background checks on employees and contractors who are supervising children. There are three contracts on the agenda that if approved, will be subject to fingerprinting at the Village's expense except for taekwondo.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

Motion by DiMaggio, second by Corrigan to approve Consent Agenda item #8, an Ordinance Ratifying and Confirming the Execution of a Previously Executed Independent Contractor Agreement—Frank Swindell.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

Motion by DiMaggio, second by Kosik to approve Consent Agenda item #9, an Ordinance Authorizing the Execution of a Quote with Henderson Products to Purchase Equipment for 2-Ton Truck in an Amount not to Exceed \$69,575.

Trustee Kosik commented on Ms. Kazenas saving the Village \$30,000 on the purchase of the truck.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

Motion by DiMaggio, second by Corrigan to approve Consent Agenda item #11, an Ordinance Authorizing the Chief Operating Officer to Execute an Independent Contractor Agreement—ONG Taekwondo Academy.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

Motion by Riess, second by Corrigan to approve Consent Agenda item #12, an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 7, Section 7-2-8—Establishing Standards for Right-Of-Way Tree Planting Program.

Trustee Corrigan asked for the language under item D4 in the ordinance to state that the Village is not responsible for general maintenance and replacement of trees.

Trustee Riess amended his motion to include Trustee Corrigan's suggested language. Trustee Corrigan seconded the amended motion.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

1. Approval of the July 24, 2017 Village Board Meeting Minutes
2. Approval of the Bills List Dated September 2017
3. Approval of Paid Invoice List Dated September 2017
4. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—Crossmatch—Livescan Technology
5. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—Christopher B. Burke Engineering, Ltd.—Professional Engineering Design Services for Schwerman Road Resurfacing Project

6. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Contract—John Lambert—Summer Concert
7. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Independent Contractor Agreement—Smiling Shamrock Art Studio
8. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Independent Contractor Agreement—Frank Swindell
9. Approval of an Ordinance Authorizing the Execution of a Quote with Henderson Products to Purchase Equipment for 2-Ton Truck in an Amount not to Exceed \$69,575
10. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
11. Approval of an Ordinance Authorizing the Chief Operating Officer to Execute an Independent Contractor Agreement—ONG Taekwondo Academy
12. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 7, Section 7-2-8—Establishing Standards for Right-Of-Way Tree Planting Program
13. Approval of a Resolution Denouncing Federal Cuts to U.S. Forest Service Urban and Community Forestry Program
14. Approval of a Resolution for Municipal Maintenance Expenditure Statement for Fiscal Year 2016

Motion by DiMaggio, second by Corrigan to approve the Consent Agenda with the exception of items #7, #8, #9, #11 and #12.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

#### B. Items for Separate Action

Mayor Mancino noted the items listed here on the agenda were no longer necessary.

### VII. OLD BUSINESS

- A. None this month.

### VIII. ADMINISTRATION REPORTS

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

Ms. Newton reported that she will be forwarding to staff an article on the magic of a great team. She thanked staff who helped out at the Fall Family Fun Fest. The dedication of Brierwoods Preserve will be this Friday.

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 Report

Ms. Lobaito's report is in the packet.

b. Village Clerk's Report

Ms. Lobaito's report in in the packet.

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

a. Finance Department Report

Ms. Kazenas reported on the enforcement of audits through the State Comptroller's Office.

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 provided the Board her report, and thanked them for honoring Mr. Bartlett.

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

a. Parks and Recreation Report

Mr. Sullivan thanked staff for their assistance at the Fall Family Fun Fest.

6. Director of Community Development—Michael Cassata, AICP

a. Community Development Department Report

Mr. Cassata's report is in the packet.

**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)

Motion by DiMaggio, second by Corrigan to enter into Executive Session for the 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).

Roll call vote.

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

Nays: None

Abstain: None

Absent: None.

Motion carried.

The Board entered into Executive Session at 10:23 p.m.

**X. ADJOURNMENT**

Motion by DiMaggio, second by Riess to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 11:00 p.m.

Respectfully submitted,



Jan Filenko

Deputy Village Clerk