



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
FEBRUARY 16, 2010  
7:00 P.M.**

**MINUTES**

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

Mayor Mancino called the meeting to order at 7:10 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Riess, Morgan, Wright, Weick and Corrigan. Trustee Ansani was absent.

Also present were Chief Operating Officer Pam Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Public Works Director Jim Maiworm, Chief of Police Jennifer Paulus, Chief Financial Officer Kristin Kazenas, Recreation Coordinator Kelly Carlson, Administrative Intern David Fitzgerald and Village Attorney Tom Good.

**II. PLEDGE OF ALLEGIANCE**

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

None this month

**IV. NEW BUSINESS**

**A. Consent Agenda**

1. Minutes of the Village Board Meeting – January 19, 2010
2. Bill List Dated February 2010
3. Paid Invoice Listing Dated February 2010

Motion by Riess, second by Corrigan to approve the Consent Agenda as presented.

Roll call vote.

Ayes: Riess, Morgan, Wright, Weick, Corrigan  
Nays: None

Abstentions: None  
Absent: Ansani  
Motion carried.

B. Items for Separate Action

None this month.

V. **ADMINISTRATION REPORTS**

A. Report from the Chief Operating Officer – Pam Newton

1. Monthly Update – Village Operations
2. Parks and Recreation
3. Economic Development

Ms. Newton noted that her monthly update was on the dais and was emailed to the Board. She encouraged Board members to call her with any questions.

Ms. Newton also reported that she and staff had been meeting with a number of individuals representing economic development opportunities. She stated staff had been quite busy with preparing for, meeting with and following up with information relating to these meetings and has had to implement a limit of no more than three meeting a day in order for the department heads to properly run their departments.

Ms. Newton also reported she received correspondence from the Department of Transportation that upgrades to Fairfield Road in the area of Rt. 176 are forthcoming. She also reported that she received communication from ComEd that the second pavilion at Heritage Oaks Park had been taken off of a restaurant status, and as a result, the Village would receive free electric service to this building. Ms. Newton also reported that a sample Nicor bill had been included in her report and that the Village is now saving approximately 2/3 of the terms used last year at this time. She thanked Public Works for shoring up the facility and assisting with identifying and correcting the misuse of the building.

B. Reports from Department Heads

1. Director of Building Department/Chief Administrative Officer -  
Donna Lobaito

A. Countryside Meadows - Donation Letter of Credit Reduction Request

Ms. Lobaito reported that the developer of Countryside Meadows has requested a reduction in their donation letter of credit due to \$30,000 in donations being paid to the Village since the last reduction. The new letter of credit balance will be \$555,000.00.

Motion by Corrigan, second by Riess to authorize the reduction in the Countryside Meadows donation letter of credit to \$555,000.00.

Roll call vote.

Ayes: Riess, Morgan, Wright, Weick, Corrigan

Nays: None

Abstentions: None

Absent: Ansani

Motion carried.

- B. Approval of Ordinance Amending The Village Code of the Village of Hawthorn Woods - Title 3, Section 3-1-20B. - Fee Schedule; Title 3, Section 3-6-4 - Application for License; Fee; Title 4, Section 4-6A-2 - License Fees

Ms. Lobaito explained that due to the fact that the Village is a non-home rule community, we are limited by the state statutes as to which businesses we can license. She explained that Ms. Hansen was preparing to send out the business license applications and before doing so, staff wanted to amend this section of the code to ensure we capture all revenues we are entitled to by law.

Motion by Corrigan, second by Morgan to approve Ordinance Amending The Village Code of the Village of Hawthorn Woods - Title 3, Section 3-1-20B. - Fee Schedule; Title 3, Section 3-6-4 - Application for License; Fee; Title 4, Section 4-6A-2 - License Fees

Roll call vote.

Ayes: Riess, Morgan, Wright, Weick, Corrigan

Nays: None

Abstentions: None

Absent: Ansani

Motion carried.

- C. A Resolution Authorizing The Mayor and Village Clerk to Execute a Certain Plat of Easement - Brickman - SSA #4

Ms. Lobaito explained that Mr. Brickman is granting an easement for the location of a lift station in conjunction with the SSA #4 sewer project. Ms. Lobaito explained that the settlement agreement with Mr. Brickman over the

Weatherstone development provided for the conveyance of this easement.

Motion by Corrigan, second by Weick to approve a Resolution Authorizing the Mayor and Village Clerk to Execute a Certain Plat of Easement - Brickman - SSA #4.

Roll call vote.

Ayes:	Riess, Morgan, Wright, Weick, Corrigan
Nays:	None
Abstentions:	None
Absent:	Ansani

Motion carried.

2. Chief of Police - Jennifer Paulus

Chief Paulus noted her report was in the packet. She updated the Board on a burglary in Hawthorn Woods, and thanked those who have already pledged money towards the Big Brothers Big Sisters bowling outing.

3. Director of Public Works - Jim Maiworm

Mr. Maiworm stated his report would be found on the dais. He also reported that there was an SSA #4 construction progress meeting this morning and that it is anticipated that erosion control measures would begin on March 8, 2010 and groundbreaking would occur on March 17, 2010 - all weather permitting.

Mr. Maiworm also reported that some of the trucks have experienced maintenance issues during the snowplowing season, but all are up and running at this point.

Trustee Corrigan commended Mr. Maiworm and the Public Works Department for their fine work during last weeks snow event.

4. Chief Financial Officer - Kristin Kazenas

A. Broker of Record - Medical Insurance

Ms. Kazenas reported that after meeting with and reviewing services of several insurance brokers, she is recommending the Village utilize the services of the Linden Group for health insurance needs. She said the Linden Group provided many value added services, such as flexible spending account management, employee statements at year end and they will

come out and conduct open enrollment. She said the Linden Group specializes in small businesses with a strong municipal base.

Ms. Kazenas commented that Emerald Insurance presented the Village with a 27% increase with no innovative ideas as to how we could reduce costs.

Motion by Weick, second by Corrigan to approve the Linden Group as the Village's broker of record for medical insurance.

On a voice vote, the motion carried.

B. Medical Insurance Renewal

Ms. Kazenas discussed in detail the proposed medical renewal plan. She outlined three changes with the renewal of Blue Cross Blue Shield:

1. Add an additional, high deductible/HRA (Health Reimbursement Arrangement) option.
2. Modify the plan design for the PPO from a \$250/\$500 deductible to a \$500/\$1,000 deductible.
3. Modify the plan design for the HMO to increase the office visit and prescription co-payments.

Implementing these changes will result in a projected increase of 6% - 15%, depending on the utilization.

Ms. Newton mentioned there would be an employee meeting tomorrow for all employees on the Village plan. She also mentioned staff is looking at a wellness plan for all employees to encourage better health.

Motion by Corrigan, second by Weick to approve the proposed medical insurance renewal outlined by Ms. Kazenas.

Roll call vote.

Ayes:	Riess, Morgan, Wright, Weick, Corrigan
Nays:	None
Abstentions:	None
Absent:	Ansani

Motion carried.

5. Village Intern - David Fitzgerald

A. U.S. Census Resolution

Mr. Fitzgerald outlined the resolution and the letter to our residents found in the packet regarding the 2010 census.

Motion by Weick, second by Morgan to approve A Resolution Affirming the Village of Hawthorn Woods' Support of and Partnership with the 2010 Census, "It's In Our Hands".

Mr. Fitzgerald stated information will be in the upcoming newsletter, an email blast will be sent and the homeowner associations would be contacted to disseminate the information.

Roll call vote.

Ayes:	Riess, Morgan, Wright, Weick, Corrigan
Nays:	None
Abstentions:	None
Absent:	Ansani

Motion carried.

**VI. OLD BUSINESS**

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

A. Mayor's Report-----Joseph Mancino, Mayor

1. Appointment of Village Freedom of Information Act Officers, Donna Lobaito, Sandy Hansen and Jan Filenko

Motion by Riess, second by Weick to appoint Donna Lobaito, Sandy Hansen and Jan Filenko as the Village's Freedom of Information Act Officers.

Voice vote. Motion carried.

2. Appointment of Brian Ibbotson, Public Works Committee

Motion by Weick, second by Corrigan to appoint Brian Ibbotson to the Public Works Committee.

Voice vote. Motion carried.

Mr. Ibbotson thanked the Board for the appointment and said he looked forward to assisting the Village. Mayor Mancino mentioned the first meeting will be next month.

3. Creation of Emergency Operations Plan Work Group

Mayor Mancino mentioned a work group was being formed that would consist of John Schaeffges, Harry Benstein, Tom Johnson, Steve Riess, Neil Morgan, Jennifer Paulus and Gary Scharringhausen.

Chief Paulus explained that as the Emergency Management Coordinator for the Village, she is responsible to ensure the preparedness of the Village in the case of an emergency. She stated the draft plan is 300 pages long, but outdated and does not include any mention of CERT. She said she met with Trustee Morgan and decided to form a work group to put the plan into effect. They will be meeting once per month to review and update and the goal is to have the plan completed by the end of the year.

Mayor Mancino mentioned the Texas A&M training seminar on February 24, 2010 being hosted at Hawthorn Woods for area first responders.

Motion by Riess, second by Morgan to approve the creation of an emergency operation plan work group.

Voice vote. Motion carried.

Mayor Mancino also mentioned that Kelly Carlson will serve as the Village's new SRACLC representative.

Trustee Corrigan mentioned that she is hearing many favorable comments in the Village about the positive changes at Village Hall and within the community.

Ms. Newton mentioned that today the Daily Herald came out to take pictures and interview the four female department heads at Village Hall. She also mentioned there will be a Parks and Recreation survey article tomorrow.

- B. Public Safety and Judicial Committee-----Harry Benstein, Chair  
Neil Morgan, Trustee Liaison

No report this month.

- C. Parks and Recreation Committee-----Terry Ditsch, Chair  
Joanne Weick, Trustee Liaison

1. Report from Program Coordinator, Kelly Carlson

Ms. Carlson mentioned that a survey was emailed to 974 residents with 230 responding back in one day with a strong response for adult recreation programs. She thanked Denise Kauffman for her assistance. She also mentioned the residents will be receiving the same survey in the next Village newsletter. Ms. Carlson stated she will be starting some classes in the Community Room at the Aquatic Center in April, and she is planning summer camps at this time.

Terry Ditsch, Parks and Recreation Committee Chairperson, mentioned that the committee still has one opening. He updated the Board on the upcoming marathon and 5K and 10K races this summer. Mr. Ditsch also mentioned that members of the Parks Committee as well as other Village personnel will be meeting on March 22nd with a representative from Springfield on the possible formation of a park district. Mr. Ditsch asked if the playground equipment would be installed at Heritage Oaks Park this summer. Ms. Newton responded that the cost to install the equipment exceeds our budget, but staff is working to resolve this issue.

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

No report this month.

- E. Zoning Board of Appeals-----Susy Rein, Chair

No report this month.

- F. Plan Commission-----Susy Rein, Chair

Ms. Rein reported that the one agenda item in February was continued to the March meeting.

Mr. Fitzgerald reported that he has been working with staff to conduct a resident survey that will assist with the update to the Comprehensive Plan. Ms. Newton confirmed that the target date to complete the Comprehensive Plan update is by the end of the year.

- G. Finance Committee-----Pete Ponzio, Chair  
Trustees Corrigan, Weick, Riess, Liaisons

Mr. Ponzio stated there was no report this month as the committee would be meeting tomorrow.

Ms. Newton asked the Board for clarification on the fireworks show. \$10,000 is in the budget and this is based on donations received. Ms. Newton asked for permission by the Board to enter into a contract for fireworks not to exceed \$10,000.

H. Public Works Committee-----

No report this month.

**VIII. EXECUTIVE SESSION**

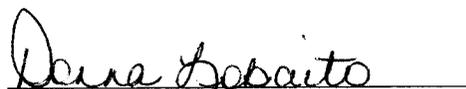
- A. Executive Session minutes from January 2010
- B. Discussion of Personnel and Possible or Pending Litigation

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

**IX. ADJOURNEMENT**

There being no further business, the meeting adjourned at 8:27 p.m.

Respectfully submitted,



Donna L. Lobaito  
Village Clerk