



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MAY 17, 2010
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 Riess, Morgan, Wright, and Corrigan. Trustees Ansani and Wright were 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 and Chief Financial Officer Kristin Kazenas.

II. PLEDGE OF ALLEGIANCE

Mayor Mancino announced he was amending the agenda to move item C under New Business before item A to accommodate Mr. Deuel of Comcast.

III. RECOGNITION OF RESIDENT NATHAN NOH – High School Student, for Outstanding Music Achievement

Mayor Mancino presented Nathan Noh with a plaque commending him for his musical achievement in winning the 2010 Steinway Young Artist Concerto Competition.

IV. SWEARING IN OF TWO PART-TIME POLICE OFFICERS

A. Joshua Hornbacher

Mayor Mancino administered the Oath of Office to Joshua Hornbacher and welcomed him to the Village of Hawthorn Woods.

B. Tina Cora

Mayor Mancino administered the Oath of Office to Tina Cora and welcomed her to the Village of Hawthorn Woods.

V. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Mark Borst, 9 Winding Branch, thanked the Village for allowing him to host his half marathon on May 2. He said there were about 90 participants and he received great feedback on the event. He thanked the Police and Public Works Departments for their assistance. He presented Mayor Mancino with a check from the proceeds of the event to be used for the Woodchucks program.

VI. NEW BUSINESS

C. Items for Separate Action

1. Comcast Franchise Agreement Renewal

Ms. Newton commented that the Village's concerns have been addressed in this agreement and she thanked Ms. Kazenas and Ms. Lobaito for their assistance with the agreement. The agreement renewal is for 15 years, it includes the burial of utilities and the Village will update Comcast of new residents.

Ms. Kazenas stated the Village receives between \$26,000 and \$27,000 per quarter, but this has been trending downward by about 3% due to foreclosures and competition.

Mr. Frank Deuel of Comcast mentioned they have been in the Village since 2002 and they appreciated the good relationship they have had with the Village staff. He thanked the residents who have chosen Comcast.

Motion by Corrigan, second by Morgan to approve the Comcast Franchise Agreement.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

A. Presentation of Audit – December 31, 2009 – Brian LeFevre, Sikich

Mr. LeFevre thanked the Mayor and Village Board for the opportunity to prepare the Village's audit. He mentioned the Village received for the third year in a row the

GFOA award for the '08 CAFR. He commented that less than 1% of Villages our size receive the certificate of achievement for excellence in financial reporting. Mr. LeFevre stated he is offering an unqualified opinion which is the highest level of opinion that can be made.

Mr. LeFevre encouraged the Board members to read the MD&A as it provides an excellent summary of the audit. Mr. LeFevre also noted the audit went very smoothly this year and thanked Ms. Kazenas for her oversight.

There were no questions by the Board members.

B. Consent Agenda

1. Minutes of the Village Board Meeting – April 19, 2010
2. Bill List Dated May 2010
3. Paid Invoice Listing Dated May 2010
4. Approval of Resolution – Inland Bank ACH Agreement
5. Approval of Resolution – Inland Bank ECorp Agreement
6. Arbor Day Proclamation
7. Acceptance of Audit Report

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

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

VII. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer – Pam Newton

1. Monthly Update – Village Operations

Ms. Newton reported that the average recycling in Lake County is a 27% diversion rate, however, in Hawthorn Woods, that number is 43%. She said the Village will soon be recycling in the parks and at all recreation programs as the Village receives money for every pound that is diverted from landfills.

Ms. Newton also reported that she met with the YMCA to discuss some joint opportunities. She also met with Computer Help Key on a contract that meets our budget requirements. Lastly, she thanked the staff members who assisted with the garage sale operations. She stated Ms. Kazenas and Chief Paulus worked the event and raised \$300 for team building opportunities and an employee BBQ.

2. Economic Development

Ms. Newton stated she has met with a number of developers as of late.

3. Parks and Recreation

Ms. Newton reported the Village is accepting applications for participation in the 4th of July parade. She also stated she has reviewed the summer handbook which pertains to safe practices for children. She said staff is working diligently to get the Aquatic Center open. Ms. Newton also reported that Kelly Carlson hosted the first ever senior potluck luncheon in the Barn and there were about 20 attendees. Lastly, she reported that staff prepared an application to the Hawthorn Woods Women's Club to fund the senior citizen activities as staff has made significant donations towards these events.

Ms. Newton thanked Craig Taylor, County Board Member, for securing pumps during the recent rains. She also thanked Jim Maiworm and his staff for their around the clock assistance in saving a home from flooding.

a. Approval of Sunset Cinema Contract

Motion by Corrigan, second by Morgan to approve the Sunset Cinema Contract.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

b. Approval of a Resolution for Lake Zurich Flames Football

Mayor Mancino mentioned the Flames have used our fields without a field agreement in the past.

Motion by Morgan, second by Corrigan to approve a Resolution for Lake Zurich Flames Football.

The Board discussed inclement weather, the terms of the agreement and parking in the adjacent neighborhood. Communication with the participants to be respectful of the property owners in the area will be conducted.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None
Abstentions: None
Absent: Ansani, Weick
Motion carried.

B. Reports from Department Heads

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

Ms. Lobaito's report is found in the packet. She also reported that second notices to those who did not purchase their vehicle stickers or dog tags by the April 30, 2010 deadline will be mailed out shortly with late fees applied. She also reported that there were 17 new building permits issued in April, 2010 as opposed to 10 in April 2009.

2. Chief of Police – Jennifer Paulus

a. Department Report

Ms. Paulus reminded the Board that the annual Bike Rodeo will be held on May 29, 2010. She commented that donations for the event are down this year. She reported that McGruff will be present for the event. Lastly, she reported that the garage sale was quite successful and the Police Department received very few complaints about parking.

b. Lake Zurich Dispatch Agreement

Chief Paulus reported the agreement the Village has with Lake Zurich for dispatching services has not been updated in seven years, nor have there been any increases in that time period. She said there was an 18% increase in calls in 2009; however, the new agreement calls for only a 3% increase, which is far below that of other agencies. She said she has been very pleased with Lake Zurich's service and that Lake Zurich has already approved the agreement.

Motion by Riess, second by Morgan to approve the Lake Zurich Dispatch Agreement.

Roll call vote.

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

3. Director of Public Works – Jim Maiworm

a. Department Report

Mr. Maiworm reported that the SSA #4 sewer is being constructed from south to north and that work is progressing. He said they have dealt with some underground obstacles that were unforeseen. Mayor Mancino thanked Mr. Maiworm for his work on this important project.

b. Approval of Cleaning Contract for Village Hall and Police Department

Motion by Wright, second by Corrigan to approve the cleaning contract for Village Hall and the Police Department.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

4. Chief Financial Officer – Kristin Kazenas

Ms. Kazenas reported that the audit is now complete. She has been working with other staff members on an action plan to open the pool on time this year as there were many unforeseen items needing addressing. Ms. Kazenas also reported that Intern David Fitzgerald had completed a comprehensive resident database from information provided to the Village from some utility companies. This database will be used to determine residency for aquatic center and recreational program pricing. It will also be used for ensuring accuracy with the vehicle sticker and dog license database.

VIII. OLD BUSINESS

None this month.

IX. MAYOR'S REPORT AND COMMITTEE REPORTS

A. Mayor's Report – Joseph Mancino

1. Approval of Village Attorney Thompson Coburn, LLP

Mayor Mancino announced his recommendation for the Village Attorney. He is recommending the appointment of Daniel Shapiro of Thompson Coburn, LLP. Mayor Mancino stated the Village had retained Tom Good of

Gorski and Good for 21 years and Mr. Good did an excellent job for the Village. Mr. Good assisted the Village and staff members in numerous ways and the Village is appreciative of the work Mr. Good performed. Mayor Mancino stated his decision to appoint a new Village Attorney was based on a change in strategy for legal representation. He said the firm of Thompson Coburn has full service legal representation under one umbrella.

Mr. Shapiro thanked the Board for the appointment and stated his firm will provide full effort to the Village of Hawthorn Woods. He too acknowledged the fine work Tom Good performed over the years.

Motion by Riess, second by Corrigan to appoint Daniel Shapiro, Thompson Coburn, LLP as Village Attorney.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

2. Appointment of Arnold Thomas to the Plan Commission

Motion by Corrigan, second by Wright to appoint Arnold Thomas to the Plan Commission.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

Mr. Thomas thanked the Board for the appointment. He mentioned he has been a resident of Hawthorn Woods for 13 years and served on the Architectural Review Commission for 9 years.

3. Appointment of Mike David to the Public Safety and Judicial Committee

Motion by Wright, second by Morgan to appoint Mike David to the Public Safety and Judicial Committee.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

Mayor Mancino stated that Mr. David lives in the Country Club and has been a resident for four years. He owns Kingsford Fasteners on Gilmer Road. He said that Mr. David replaces Mr. Bob Shutty, who has been a member of the committee for 29 years.

Mayor Mancino reminded everyone that the Village's golf outing was next week and that 60 golfers had signed up to date. He thanked Ms. Kauffman for her hard work on the event.

B. Public Safety and Judicial Committee

Trustee Morgan reported that the committee has been discussing a safe disposal of prescription drugs program and that he would like to work with the Environmental Committee on this topic.

Trustee Morgan also reported that the committee has discussed their concerns of the aquatic center crossing on Midlothian Road. He said they will be working with the state to review their options.

Lastly, Trustee Morgan commented that the truck weight ordinance has been suspended for the meantime pending revisions.

C. Park and Recreation

Dan Replinger, 9 Whitman Terrace and member of the committee, reported to the Board. He commended the staff on the work that has been completed to date on the aquatic center and the recreation brochure. He mentioned that Ms. Kazenas had presented the budget to the committee. He too commented on concerns of the crossing at the aquatic center and specifically the cars passing in the right turn lane to bypass stopped traffic. The board discussed several safety options for this concern.

D. Environmental Committee

Trustee Riess thanked Tom Kusmerz from the Barn Nursery for donating the red maple that was planted as Spencer Loomis School for Arbor Day.

E. Zoning Board of Appeals

No report this month.

F. Plan Commission

Susy Rein thanked the Board for the appointment of Arnold Thomas. She stated the Commission addressed the language necessary to amend the zoning code for the blending of the Plan Commission and the Architectural Review Commission. Ms.

Rein thanked John Kosik for his dedication to the Plan Commission and mentioned that he has decided to move to the Zoning Board of Appeals.

G. Finance Committee

Pete Ponzio reported that the audit has been completed and it went very well this year. He mentioned Ms. Lobaito had gone line item by line item through the proposed fee amendment with the Finance Committee and they made a positive recommendation to the Village Board.

1. Approval of Financial Statements – March, 2010

Motion by Corrigan, second by Riess to approve the Financial Statements for March 2010.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

2. Approval of Village Fee Amendments

Motion by Morgan, second by Wright to approve an Ordinance amending the Fees section of the Village Code.

Trustee Corrigan thanked Ms. Lobaito for her research and presentation of the proposed fees. She also stated that the Village needs to educate our residents that these fees are not new; that there are people who do not know they need permits for various projects. Ms. Lobaito thanked Dan Thake for his research time.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None

Absent: Ansani, Weick

Motion carried.

3. Approval of Budget Transfer

Motion by Riess, second by Corrigan to approve the budget transfers.

Roll call vote.

Ayes: Riess, Morgan, Wright, Corrigan

Nays: None

Abstentions: None
Absent: Ansani, Weick
Motion carried.

H. Public Works Committee

Mr. Daniel McConkle, member of the Public Works Committee, reported that John Harchut has been recovering well and that the committee was awaiting his return as chairperson of the committee. In Mr. Harchut's absence, Mr. McConkle reported that the committee was reviewing the Lake Michigan water bid, they had reviewed the cleaning contract and they are pursuing grants.

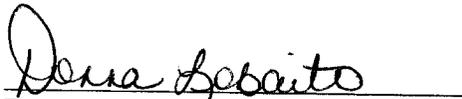
X. EXECUTIVE SESSION

Motion by Morgan, second by Riess to adjourn to Executive Session to discuss Executive Session minutes, personnel matters and possible or pending litigation. Mayor Mancino announced there would be no business conducted after Executive Session.

IX. ADJOURNMENT

There being no further business, the special meeting adjourned to Executive Session at 8:45 p.m.

Respectfully submitted,



Donna L. Lobaño
Village Clerk