



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
18 JULY, 2011  
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 Ponzio, Morgan, Riess, Corrigan and DiMaggio. Absent was Trustee 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 Jim Maiworm, Intern David Fitzgerald and Village Attorney Daniel Shapiro.

**II. PLEDGE OF ALLEGIANCE**

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

*At this time, the public is welcome to address the Village Board. Please keep your remarks concise and state your name and address so that a staff member can follow up with related information if requested.*

**Mr. Bob Bober, 34 Darlington** asked the Board why the “No left turn” signs were removed from Darlington and Gilmer. He requested that they be reinstalled to prevent cut through traffic that still exists despite the limited business being conducted at Kemper. He also mentioned concern for those who blow through stop signs on Darlington.

**Mr. Duane Stavnos, 56 Darlington** stated that it is important that the police department monitor the speeders along Darlington. He too wanted the “No left turn” signs reinstalled.

Chief Paulus stated she has received calls and emails from concerned residents requesting the removal of the signs as they are no longer needed. Staff indicated they did not remove the signs and thought the contractor for the Gilmer Road resurfacing project may have.

**IV. RECOGNITIONS**

**A. Approval of a Resolution of Appreciation to Harry Benstein**

Mayor Mancino presented a resolution of appreciation to Harry Benstein for his many years of service to the Village of Hawthorn Woods. Mayor Mancino noted that it was Mr. Benstein who first encouraged him to run for office. Mr. Benstein thanked the Mayor and said it was a pleasure serving the community.

Motion by Riess, second by DiMaggio to approve a Resolution of Appreciation to Harry Benstein.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

**B. Approval of a Resolution Recognizing Officer Ed Armijo for DUI Enforcement**

Mayor Mancino presented a resolution recognizing Officer Ed Armijo for his DUI enforcement efforts within the department. He also noted that Officer Sarah Canada, who has won this award the last two years, had only one less arrest than Officer Armijo.

Motion by DiMaggio, second by Morgan to approve a Resolution Recognizing Officer Ed Armijo for DUI Enforcement.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

**V. PUBLIC HEARING**

**A. A Public Hearing for the Annexation Agreement for Fisher Burton, 27250 N. Gilmer Road**

Motion by Corrigan, second by Riess to open the public hearing for the consideration of an annexation agreement for Fisher Burton.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Corrigan, second by Riess to continue the public hearing to September 19, 2011.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

B. A Public Hearing for the Annexation Agreement for Sunrise Tree Care, 110 Midlothian Road

Motion by DiMaggio, second by Riess to open the public hearing for the consideration of an annexation agreement for Sunrise Tree Care.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by DiMaggio, second by Ponzio to continue the public hearing. Trustee DiMaggio amended his motion to note that the public hearing will continue to September 19, 2011. Trustee Ponzio seconded the amended motion.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

It was noted that staff had been working with Mr. Wynsma on another annexation; however, the applicant has been non-responsive.

## VI. NEW BUSINESS

### A. Consent Agenda

1. Approval of the Minutes from the June 20, 2011, Village Board Meeting
2. Approval of Paid Invoice List Dated July 2011
3. Approval of Bills List Dated July 2011
4. Approval of an Ordinance Amending Title 1, Chapter 5, of the Village Code Regarding Part-Time Police Officers  
*Ordinance mandated by Illinois Law Enforcement Training and Standards Board for the requirements for the hiring of part-time police officers.*
5. Approval of Tuition Reimbursement Policy  
*This policy outlines the process and requirements for allocating the tuition reimbursement funds included in the Human Resources department of the operating budget.*

Items #1 and #5 were removed from the Consent Agenda.

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of items #1 and #5.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio  
Nays: None  
Abstentions: None  
Absent: David  
Motion carried.

Motion by Ponzio, second by DiMaggio to approve Consent Agenda item #1.

Trustee Corrigan noted she was not in attendance at that meeting and would be abstaining from the vote. Trustee DiMaggio noted the same.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and Mancino  
Nays: None  
Abstentions: Corrigan and DiMaggio  
Absent: David  
Motion carried.

Motion by Ponzio, second by Riess to approve Consent Agenda item #5.

Discussion ensued regarding the funding of the tuition reimbursement program, and the concern that the Village has not been receiving state disbursements. Ms. Kazenas noted the item is funded and that the policy is separate from the line item. Ms. Kazenas noted that no staff member has been able to take advantage of the program because the policy has not been adopted. Ms. Newton stated she is aware of two employees who enrolled or are planning on enrolling in continuing education classes because of this policy.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio  
Nays: None  
Abstentions: None  
Absent: David  
Motion carried.

B. Items for Separate Action

**VII. OLD BUSINESS**

- A. Consideration of an Ordinance Annexing Certain Territory Totaling Approximately 53 Acres to the Village of Hawthorn Woods Pursuant to 65 ILCS 5/7-1-13 for Certain Territory Located Generally West of Quentin Road and North and South of Illinois Route 22 and East of Telser Road

Mayor Mancino opened the public hearing. He asked for a motion to continue this matter to the July 27, 2011 Special Village Board meeting.

Motion by DiMaggio, second by Corrigan to continue this matter to the July 27, 2011 Special Village Board meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

- B. Consideration of an Ordinance for Voluntary Annexation for Property Located at 21854 West Highway 22 and 23030 North Quentin Road, Commonly Known as the Wooten Property, PIN 14-15-300-012 and 14-115-300-013
- C. Consideration of an Ordinance for Voluntary Annexation for Property Located at 21910 West Illinois Route 22, Commonly Known as the Nielsen Property, PIN 14-15-302-016
- D. Consideration of an Ordinance for Voluntary Annexation for Property Located at 22960 North Quentin Road, Commonly Known as the Lara Holdings (Cummings) Property, PIN 14-22-100-015
- E. Consideration of an Ordinance for Voluntary Annexation for Property Located at 23084 North Quentin Road, Commonly Known as the Obenauf Property, PIN 14-15-300-015

Motion by Corrigan, second by Riess to table items B – E above until the July 27, 2011 Special Village Board meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

- F. Approval of an Ordinance for Annexation of Sunrise Tree Care, 110 Midlothian Road  
*This item was tabled from the June 20, 2011 Village Board meeting. This item to be tabled for consideration at the time the annexation agreement is passed.*
- G. Approval of an Ordinance for Zoning of Sunrise Tree Care, 110 Midlothian Road  
*This item was tabled from the June 20, 2011 Village Board meeting. This item to be tabled for consideration at the time the annexation agreement is passed.*

Motion by DiMaggio, second by Morgan to table items F and G above until the September 19, 2011 Village Board meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

## VIII. ADMINISTRATION REPORTS

### A. Report from the Chief Operating Officer – Pam Newton

#### 1. Monthly Update – Village Operations

Ms. Newton reported that the Village Hall was without electricity for a week due to the storm on July 11, 2011. She noted that she would provide the Village Board with her written report tomorrow. She thanked the Public Works department for their hard work during the week of the storm. Ms. Newton reported that she will be meeting with a Hawthorn Woods family shortly to discuss property donation to the Village. Lastly, Ms. Newton reported that six individuals had been interviewed for the position of Executive Administrative Assistant, and Julie Horner had been selected. She is a graduate of Butler University with a degree in Education and will be joining our staff very soon.

#### 2. Economic Development

#### 3. Parks and Recreation

### B. Reports from Department Heads

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

Ms. Lobaito's report is included in the packet. She noted 47 permits were issued in June 2011. She also read to the Village Board an email from a contractor recognizing the fine work of Code Enforcement Officer Dan Thake and Building Inspector Karl Gewalt.

#### 2. Chief Financial Officer – Kristin Kazenas

##### a. Department Report

Ms. Kazenas noted that due to the storm, she did not have a written report for the Board this evening. She noted that staff has been working with Civic Plus finalizing the new website, and that a soft launch of the site is planned for September 1, 2011.

Ms. Kazenas also noted that she will be providing the department heads their budget preparation packets for 2012 within the next week.

3. Chief of Police – Jennifer Paulus
  - a. Department Report

Chief Paulus noted her report was in the packet. She thanked the members of CERT for their work during the 4<sup>th</sup> of July festivities. She also noted that CERT was called out today to help search for a 29 year old with Downs Syndrome, and it was a CERT member who found the person in the Cuba marsh. She commended CERT for their work.

4. Director of Public Works – Jim Maiworm
  - a. Department Report

Mr. Maiworm noted his report was in the packet along with his project list. He noted that the Midlothian Road sewer project is complete with the exception of a couple punch list items. He noted that he has a change order for a credit of \$27,000. Mr. Maiworm reported that he expected the SMC permit for the Bent Tree project shortly.

Mayor Mancino asked about the pooling of water on the R-H Insurance property off of Midlothian Road. Mr. Maiworm responded that a clogged drain had been found, and that it had been corrected. He noted that the pooling water was not a result of the contractor. Mr. Maiworm noted that the top dressing with soil and blanket will take place this fall.

## **IX. MAYORS REPORT AND COMMITTEE REPORTS**

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

1. Appointment of Tim McCue to Police Pension Board – 2 Year Term Effective May 10, 2011 – May 13, 2013

Motion by Ponzio, second by DiMaggio to appoint Tim McCue to the Police Pension Board for a 2 year term effective May 10, 2011 – May 13, 2013.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

2. Appointment of Doug Samz to Police Pension Board– 2 Year Term Effective May 11, 2010 – May 7, 2012

Motion by Riess, second by DiMaggio to appoint Doug Samz to the Police Pension Board for a 2 year term effective May 11, 2010 – May 7, 2012.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

3. Appointment of Bill Zanchi to Finance Committee

Motion by Ponzio, second by Corrigan to appoint Bill Zanchi to the Finance Committee.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

B. Public Safety and Judicial -----Vacant, Chair  
Neil Morgan, Trustee Liaison

1. Approval of an Ordinance Amending Turning Restrictions

*Removal of turning regulations at Gilmer Road and Darlington Drive, Gilmer Road and St. John Drive, and Old McHenry Road and Hillcrest Drive put in place to eliminate cut-through traffic from Kemper properties. No longer necessary. Recommended for approval by Public Safety and Judicial committee.*

Trustee Morgan noted that the committee discussed the removal of the signs at Darlington and Gilmer, St. John and Gilmer and Old McHenry and Hillcrest due to the decreased workforce at Kemper. Chief Paulus noted that in the mid-80's the signs were put in place due to the heavy cut through traffic that was being experienced during rush hour. She said she has had several residents ask for the removal of the signs, because traffic is being forced to Cambridge Drive. She also noted that traffic studies from when the chokers were installed indicated no difference in traffic volume. Trustee Morgan suggested a traffic study so that the Board could deal with facts. Chief Paulus was asked to conduct a traffic study for a period of 90 days and report back to the Board. Mr. Stavnos noted that the stop lines had been removed at Gilmer Road. Mr. Maiworm said this was due to the Gilmer Road resurfacing project and that he will contact Lake County Division of Transportation.

Motion by Morgan, second by Ponzio to approve an Ordinance Amending Turning Restrictions, as well as the completion of a traffic study in 90 days.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None  
Abstentions: None  
Absent: David  
Motion carried.

- C. Parks and Recreation -----Vacant, Chair  
Vacant, Trustee Liaison

No report this month.

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

Trustee Riess noted that the Environmental Committee had addressed amendments to the tree ordinance as it relates to Emerald Ash Borer. The committee also made recommendations to remove Ash trees from the list of protected trees.

Ms. Newton noted that staff has been meeting with garbage haulers and will be presenting an amended contract, which will include provisions for leaf vacuuming, shortly.

- E. Zoning Board of Appeals -----John Kosik, Chair  
Dominick DiMaggio, Trustee Liaison

No report this month.

- F. Planning, Building and Zoning Commission -----Susy Rein, Chair  
Dominick DiMaggio, Trustee Liaison

No report this month.

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

No report this month.

- H. Public Works Committee -----John Harchut, Chair  
Trustee Liaison, Vacant

No report this month.

## **X. EXECUTIVE SESSION**

- A. Approval of Executive Session Minutes
- B. Discussion of Personnel and Possible or Pending Litigation

Motion by Corrigan, second by DiMaggio to enter into Executive Session to discuss the approval of Executive Session minutes, personnel issues, and possible and pending litigation. Mayor Mancino noted no business will be conducted after Executive Session.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

The Village Board moved into Executive Session at 8:49 p.m.

## **XI. ADJOURNMENT**

The regular meeting reconvened at 10:09 p.m.

Motion by Riess, second by Corrigan to adjourn the regular meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

There being no further business, the meeting closed at 10:10 p.m.

Respectfully submitted,



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Donna Lobaito  
Village Clerk