



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
OCTOBER 17, 2011
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:05 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, DiMaggio and 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 Acting Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. RECOGNITION

- A. Approval of a Resolution Recognizing Terry Mastandrea for His Service to the Village of Hawthorn Woods as Chief of the Lake Zurich Fire-Rescue Department

Motion by Riess, second by David to approve a Resolution Recognizing Terry Mastandrea for His Service to the Village of Hawthorn Woods as Chief of the Lake Zurich Fire-Rescue Department.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

V. OATH OF OFFICE

- A. Administration of Oath of Office for New Part Time Police Officer Aaron Santiago

Mayor Mancino administered the Oath of Office to Mr. Santiago.

- B. Approval of Appointment and Administration of Oath of Office for Dennis Murphy to the Police Board of Commissioners

Motion by David, second by Ponzio to appoint Dennis Murphy to the Police Board of Commissioners.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

Mayor Mancino administered the Oath of Office to Mr. Murphy.

VI. PUBLIC HEARING

- A. Continuation of Public Hearing for the Annexation Agreement for Fisher Burton, 27250 N. Gilmer Road

Motion by Riess, second by David to continue the public hearing to November 21, 2011.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

- B. Continuation of a Public Hearing for the Annexation Agreement for Sunrise Tree Care, 110 Midlothian Road

Motion by Ponzio, second by Corrigan to continue the public hearing to November 21, 2011.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: Riess

Absent: None

Motion carried.

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of the Minutes from the September 19, 2011 Board Meeting
2. Approval of Paid Invoice List Dated October 2011
3. Approval of Bill List Dated October 2011
4. Approval of a Resolution Authorizing the Execution of an Agreement – Canadian National License Agreement for Access to Grade Crossing Data
5. Approval of a Resolution Authorizing the Chief Operating Officer to Enter into a Development Agreement with DA Enterprises – Geffe Fill Project
6. Approval of a Resolution Authorizing the Execution of an Agreement – Sikich LLP - Agreement for Human Resources Consulting
7. Approval of a Resolution Authorizing the Execution of an Agreement – Village of Lake Zurich for Use of Indoor Firing Range
8. Approval of an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods for the Fiscal Year Commencing January 1, 2011 and Ending December 31, 2011
9. Approval of a Proclamation Declaring the Week of October 16, 2011 as national Save for Retirement Week
10. Approval of a Resolution Authorizing the Execution of an Agreement – Around the Town Entertainment, LLC
11. Resolution Proclaiming the Week of October 23 – 29, 2011 Red Ribbon Week

Items 5 and 6 were removed from the Consent Agenda.

Motion by DiMaggio, second by David to approve the Consent Agenda with the exception of items 5 and 6.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

Motion by David, second by DiMaggio to approve item #5 of the Consent Agenda.

Trustee Ponzio noted one correction to be made to the resolution. He also asked staff to include language requiring proof of workers compensation insurance as required by state law.

David amended his motion to include this language in the agreement. DiMaggio seconded the amended motion.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

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

Motion by Riess, second by Ponzio to approve item #6 of the Consent Agenda.

Ms. Kazenas responded to the question about the services this agreement covered. She stated Sikich LLP will provide expertise assistance to her for non-routine human resource questions that are not covered under our legal retainer. The Board discussed the amount of hours Sikich will be providing.

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

B. Items for Separate Action

1. Recommendation by the Village Board to Review and Place 2012 Village Budget on Public Display

Motion by Ponzio, second by Corrigan to place the 2012 Village Budget on public display on the Village's website, in the Clerk's Office and on CD's for distribution to the public.

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

2. Approval of a Resolution Authorizing the Execution of a Third Amendment to a Certain Agreement for Scavenger Services – Waste Management North

Motion by Riess, second by Corrigan to approve a Resolution Authorizing the Execution of a Third Amendment to a Certain Agreement for Scavenger Services – Waste Management North.

Trustee Riess commended Ms. Newton for negotiating this agreement for scavenger services for the community. Ms. Newton asked the Board members to also see Attachment A on the dais which covers recyclables. She noted the rates in this agreement are better than those of surrounding communities. It was noted that the Finance Committee reviewed the agreement and recommend its approval tonight.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

VIII. OLD BUSINESS

- A. Consideration of an Ordinance Annexing Certain Territory Totaling Approximately 53 Acres to the Village of Hawthorn Woods Pursuant to 67 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
- B. Approval of an Ordinance Rezoning Land Within the Village of Hawthorn Woods – Astor Development – Approximately 18 Acres, Generally Located West of Heather Lane, East of the Canadian National Railroad Tracks, and Approximately 400' North of Telser
- C. 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 14-15-300-013
- D. Consideration of an Ordinance for Voluntary Annexation for Property Located at 29190 West Illinois Route 22, Commonly Known as the Nielsen Property, PIN 14-15-302-016
- E. 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
- F. 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 Riess, second by Morgan to remove item B under Old Business and place on the agenda of either the next special or regularly scheduled Board meeting.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: none

Motion carried.

Motion by DiMaggio, second by Ponzio to continue items A, C, D, E and F under Old Business to the November 21, 2011 Village Board meeting.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

IX. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer Pam Newton

1. Monthly Update – Village Operations

Ms. Newton reported that she, Ms. Carlson and Ms. Johnson will be attending the IAPD conference in January. The Village Board provided Ms. Newton their consensus to vote on behalf of the Village while attending this conference. Ms. Newton stated that the Bent Tree project is completed. She stated that presently, there is no Aqua Illinois franchise agreement in place and that staff can begin these negotiations of the Board sees fit. She stated that Chief Paulus organized an EOP training session recently. She also reported that staff recently met with ABN regarding a security breach which was resolved. Ms. Newton also thanked Trustee Riess for his work with the Environmental Committee on their Village beautification efforts last week.

The Board discussed the Aqua Illinois agreement as it relates to the present Aqua rate increase request that is pending before the ICC.

2. Economic Development Department Report

Ms. Newton reported on recent economic developments.

3. Parks and Recreation Department Report

No report this month.

4. Legal Department Report

No report this month.

B. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

a. Building Department Report

Ms. Lobaito reported on the monthly building permit activity. She noted that Toll Brothers will not be ready for the amended preliminary PUD for Phase VI for the November Planning, Building and Zoning Commission meeting, therefore, it is anticipated this will not be an agenda item before the Village Board until January 2012.

b. Village Clerk's Department Report

Ms. Lobaito reported on the month's FOIA activity and the cost to the Village.

C. Chief Financial Officer/Human Resources Director– Kristin Kazenas

a. Finance Department Report

Ms. Kazenas thanked the Board and staff for their participation in the October 1, 2011 joint Finance Committee/Village Board meeting for the 2012 annual budget. She noted the budget will be on display for the next 30 days and that there will be a public hearing on November 21, 2011 for the budget.

b. Human Resource Department Report

Ms. Kazenas stated she is working on updates to the personnel manual and that she has finalized the posting for the Director of Public Works position.

c. Risk Management Department Report

Ms. Kazenas reported that staff had forecasted a 10% increase for insurance in 2012, and recently received notification that the Village will be realizing an 8% decrease. She stated that the general liability and workers compensation insurance renewals are presently being addressed and will be on the Finance Committee and Village Board agenda in November.

D. Chief of Police – Jennifer Paulus

a. Police Department Report

Chief Paulus noted her report was in the packet. She also reported on the results of the Gilmer and Darlington Road vehicle study. She stated that when the no turn signs were in place, an average of 735 vehicles passed through this intersection per day, and when the sign was covered an average of 733 vehicles passed through. As a result, she recommended that it is safe to remove the no turn signs. She said the tubes were out for one month and the volume of traffic was standard for a road the size of Darlington. Chief Paulus also reported that she will be placing a warning to residents in the next newsletter about the hazards of texting and driving.

E. Director of Public Works – Jim Maiworm

a. Public Works Department Report

Mr. Maiworm stated his report was in the packet. He also noted that his department will have all equipment ready by November 1st for the winter weather. He reported that the Village is in receipt of the FEMA reimbursement from the February 2011 blizzard. Lastly, Mr. Maiworm reported that the Bent Tree project is completed and reimbursement has been submitted to the County.

X. MAYORS REPORT AND COMMITTEE REPORTS

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

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

Chief Paulus noted there was no meeting this month, however, the EOP met. She will be conducting a table top exercise for the EOP in January. She also noted she has the training video used at a recent EOP training session available.

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 Adopt-A-Highway program was postponed due to inclement weather. He also reported that 2,000 bulbs were planted at Village Hall to continue with the annual beautification of the Village. He said the committee has discussed the possibility of offering free bulbs to residents to plant in ditches along the roadways.

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

No report this month.

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

1. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Section 9-2-2 and 9-8B-4 – Zoning Rules and Definitions, Special Uses Within the AB Agricultural Business District

Ms. Rein reported that the required public hearing for this text amendment was conducted at the October Planning, Building and Zoning Commission meeting and a positive recommendation was made.

Motion by Corrigan, second by DiMaggio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Section 9-2-2 and 9-8B-4 – Zoning Rules and Definitions, Special Uses Within the AB Agricultural Business District.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio, David
Nays: None
Abstentions: None
Absent: None

Motion carried.

2. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Adding Chapter 18, Solar Energy Systems

Ms. Rein reported that the required public hearing for this text amendment had been conducted at the October Planning, Building and Zoning Commission with a positive recommendation being made. Ms. Rein noted that this amendment would move the requirements on solar energy systems from the building code to the zoning code.

Motion by DiMaggio, second by Riess to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Adding Chapter 18, Solar Energy Systems.

Roll call vote.

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

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

Trustee Ponzio thanked everyone who was involved with the presentation and review of the 2012 annual budget this year. He also noted that the Finance Committee met earlier today and had reviewed the summary balance sheet prepared by Ms. Kazenas. He stated that the new format will save 30 – 40 pages each month.

Ms. Kazenas noted that the budget amendment passed earlier in the meeting was a result of the Village receiving grant money from the State for the Glennshire water project. This money was distributed to the affected Glennshire residents in its entirety. She explained the difference between a budget transfer and a budget amendment.

1. Approval of July 2011 Financial Statement

Motion by Corrigan, second by Riess to approve the July 2011 Financial Statements.

Roll call vote.

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

2. Approval of August 2011 Financial Statements

Motion by Morgan, second by DiMaggio to table the August Financial Statements to the November 21, 2011 Village Board meeting.

Roll call vote.

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

3. Approval of Budget Transfers

Motion by Morgan, second by DiMaggio to approve the budget transfers.

Roll call vote.

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

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

Mr. Maiworm commented that the committee only met to review the 2012 budget.

XI. EXECUTIVE SESSION

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

Motion by DiMaggio, second by Ponzio to enter into Executive Session to discuss Executive Session minutes, legal services, personnel issues and probable or pending litigation. Mayor Mancino stated no business would be conducted after Executive Session.

Roll call vote.

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

The Board moved into Executive Session at 8:16 p.m.

XII. ADJOURNMENT

The regular meeting reconvened at 9:28 p.m. Motion by Ponzio, second by DiMaggio to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:28 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna Lobaito".

Donna Lobaito
Village Clerk