



THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
NOVEMBER 21, 2011  
7:00 P.M.

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:16 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, and DiMaggio. Trustee David was absent.

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, Intern David Fitzgerald, Interim Public Works Director Joe Schweda and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARING FOR THE FISCAL YEAR 2012 VILLAGE BUDGET

Motion by Corrigan, second by DiMaggio to open the public hearing on the Fiscal Year 2012 budget.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Ms. Kazenas indicated tonight's public hearing was noticed on November 7, 2011, and that copies of the draft budget were made available to the public. She provided an overview of the 2012 budget.

There being no comments from the audience, a motion was made by DiMaggio, second by Ponzio to close the public hearing.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Aaron Lawlor, District 18 County Board Representative, complimented staff on the budget, and mentioned the County just approved a budget that represented a decrease from

the previous year. Mr. Lawlor spoke about the Aqua Illinois rate increase request and indicated the County hired outside counsel to challenge the rate increase.

**Bill Zanchi, 7 Rosewood**, made an appeal to the Village Board to ban leaf burning in the Village. Mayor Mancino informed Mr. Zanchi that this issue was active before the Environmental Committee and encouraged him to attend those meetings for discussions.

**V. PUBLIC HEARING**

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

Motion by Ponzio, second by DiMaggio to continue the public hearing for Fisher Burton until the January 17, 2012 Village Board meeting.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, 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 Morgan to continue the public hearing for Sunrise Tree Care until the January 17, 2012 Village Board meeting.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

C. A Public Hearing for the Annexation Agreement for Pugsley & LaHaie, 24414 N. Old McHenry Road

Motion by Morgan, second by Corrigan to open the public hearing.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Ms. Lobaito reviewed the highlights of the annexation agreement with the Board members. She mentioned the property will be zoned AB Agricultural Business with certain special

uses. The agreement specifically prohibits certain uses upon redevelopment and rezoning to B Business zoning. Ms. Lobaito noted there are presently some SMC violations on the property that Mr. LaHaie and Mr. Atwater are working through. Ms. Lobaito also stated the property is subject to recapture for water service and certain donations upon redevelopment.

There were no questions by the Village Board.

Mr. Atwater mentioned he started his business, which is now located in Northbrook, in 1991. He stated that Mr. LaHaie agreed to annex his property into Hawthorn Woods as a condition of the purchase agreement. Ms. Newton stated staff conducted due diligence by visiting Mr. Atwater's property in Northbrook and found the site to be clean, tidy and well managed. There were no complaints filed with either the Northbrook Police or Building Departments.

Mr. Zanco, 7 Rosewood, asked whether consideration was given to the increased traffic this will generate on Old McHenry Road. Ms. Lobaito stated the County required a traffic study and the results proved that a deceleration lane was not warranted. Ms. Newton noted that most business traffic would not be during rush hour.

Trustee David arrived a 7:35 p.m.

Motion by DiMaggio, second by Ponzio to close the public hearing.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: David

Absent: None

Motion carried.

## VI. NEW BUSINESS

### A. Consent Agenda

1. Approval of the Minutes from the October 1, 2011 Committee of the Whole Meeting
2. Approval of the Minutes from the October 17, 2011 Village Board Meeting
3. Approval of Paid Invoice List Dated November 2011
4. Approval of Bills List Dated November 2011
5. Approval of a Resolution Amending the Geffe Fill Project Agreement to add an additional signatory
6. Approval of Medical, Dental and Vision Insurance Plans for 2012
7. Approval of 2012 Meeting Calendar
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 Resolution Authorizing the Mayor to Execute a Letter of Agreement for Municipal Legal Services
10. Approval of a Resolution Authorizing the Chief Operating Officer to:
  - Accept the Proposal of Insurance from Arthur J. Gallagher Risk Management Services; and
  - Execute "Client Authorization to Bind Coverage"; and
  - Execute "Gallagher Compensation Agreement"; and
  - Expend \$124,055 for property, casualty, and workers compensation insurance coverage from December 31, 2011 to December 31, 2012
11. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter into an Annexation Agreement – Pugsley & LaHaie and Apex Landscaping, Inc. – Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads
12. Approval of an Ordinance Annexing Property to the Village of Hawthorn Woods – Pugsley & LaHaie - Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads
13. Approval of an Ordinance Zoning Land Newly Annexed to the Village of Hawthorn Woods – Pugsley & LaHaie - Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads
14. Approval of an Ordinance Granting Special Use Permits to Land Newly Annexed to the Village of Hawthorn Woods – Pugsley & LaHaie - Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads
15. Approval of a Proclamation Declaring December 2011 National Drunk and Drugged Driving Prevention Month
16. Approval of the Use of Municipal Property for the Hawthorn Woods Half Marathon to be Held on Sunday, April 29, 2012

Items 9, 11, 12, 13 and 14 were removed from the Consent Agenda.

Motion by Riess, second by Corrigan to approve the Consent Agenda with the exception of items 9, 11, 12, 13 and 14. Item #9 will be moved to the Mayor's Report.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

Motion by Corrigan, second by Ponzio to approve Consent Agenda item #11 – A Resolution Authorizing the Mayor and Village Clerk to Enter into an Annexation Agreement – Pugsley & LaHaie and Apex Landscaping, Inc. – Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads.

Roll call vote.

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

Motion by Riess, second by DiMaggio to approve Consent Agenda item #12 - An Ordinance Annexing Property to the Village of Hawthorn Woods – Pugsley & LaHaie - Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads.

Roll call vote.

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

Motion by Riess, second by DiMaggio to approve Consent Agenda item #13 – An Ordinance Zoning Land Newly Annexed to the Village of Hawthorn Woods – Pugsley & LaHaie - Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads.

Trustee Corrigan asked for confirmation that the special uses were allowed now and the rezoning to B Business would be in the future, subject to certain permitted uses. Ms. Lobaito confirmed this was accurate.

Roll call vote.

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

Motion by Riess, second by Morgan to approve Consent Agenda item #14 - An Ordinance Granting Special Use Permits to Land Newly Annexed to the Village of Hawthorn Woods – Pugsley & LaHaie - Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads.

Roll call vote.

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

B. Items for Separate Action

1. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2012 and Ending December 31, 2012

Motion by Ponzio, second by Corrigan to approve an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2012 and Ending December 31, 2012.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

2. Approval of an Ordinance Providing For the Levy of Taxes for the Fiscal Year Commencing on January 1, 2012 and Ending December 31, 2012, for the Village of Hawthorn Woods, Lake County, Illinois

Motion by Ponzio, second by DiMaggio to approve Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing on January 1, 2012 and Ending December 31, 2012, for the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

3. Approval of an Ordinance Abating Special Service Area Taxes for Special Service Area Number Four of the Village of Hawthorn Woods and Approving an Amended Special Tax Roll

Motion by Corrigan, second by Ponzio to approve an Ordinance Abating Special Service Area Taxes for Special Service Area Number Four of the Village of Hawthorn Woods and Approving an Amended Special Tax Roll.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

4. Approval of a Resolution Authorizing the Execution of a Labor Contract with Metropolitan Alliance of Police, Chapter No. 483

Motion by Riess, second by Corrigan to approve a Resolution Authorizing the Execution of a Labor Contract with Metropolitan Alliance of Police, Chapter No. 483.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

## VII. 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 Corrigan, second by Morgan to table item B under Old Business and place on the agenda of the January 17, 2012 Village Board meeting.

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 continue items A, C, D, E and F under Old Business to the January 17, 2012 Village Board meeting.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

### VIII. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer Pam Newton

1. Monthly Update – Village Operations

Ms. Newton congratulated the entire staff who recently completed the CPR and AED training and certification program. She acknowledged the Pugsley & LaHaie annexation which took place this evening and welcomed the property owner into the Village. Joe Schweda, Interim Public Works Director was introduced to the Village Board. She noted the first round of interviews for a replacement director took place after conducting a national search. Second round interviews with the Mayor are forthcoming.

Ms. Newton also reported that interviews were conducted for part-time police officers. There will be a half marathon in the Village of Hawthorn Woods on April 29, 2012. Ms. Newton reported there will be a craft fair in the Barn this Saturday, and the Tree Lighting Ceremony will be on December 2, 2011 at Village Hall.

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 she worked with Toll Brothers on the removal of an illegally

constructed temporary access road from Tournament Drive East to Kruckenberg Road.

b. Village Clerk's Department Report

Ms. Lobaito reported on the month's FOIA activity and the cost to the Village. She noted that at the direction of the Village Board last month, an invoice was sent to a FOIA applicant for copies made, but not picked up.

For informational purposes, Ms. Lobaito provided the Village Board a binding opinion from the State's Attorney to the City of Champaign, IL regarding the scope of public record under the Freedom of Information Act.

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

a. Finance Department Report

Ms. Kazenas reported the Village received the GFOA's Certificate of Achievement for Excellence in Reporting for our 2010 audit.

b. Human Resource Department Report

No report this month.

c. Risk Management Department Report

No report this month.

3. Chief of Police – Jennifer Paulus

a. Police Department Report

Chief Paulus stated she did not have a report this month.

Trustee David asked about the staffing levels at the Police Department. Chief Paulus noted the difficulty in keeping part-time police officers. She stated the promotion from part-time to full-time status must follow the Police Commission rules and the Village must use the existing list. She noted the Village has 20 – 30 candidates on the list.

4. Interim Director of Public Works – Joseph Schweda

a. Public Works Department Report

Mr. Schweda reported that he has met with all Public Works employees and reviewed safety measures and truck maintenance. A list of necessary

repairs to vehicles and equipment was prepared and a preventative maintenance program will be implemented to help control costs.

Mr. Schweda has met with residents regarding various drainage issues and is in the process of preparing a list to address in the spring. He also noted that jet rodding will be necessary behind the homes along St. John Drive.

Mr. Schweda reported that the mechanic is performing preventative maintenance on vehicles and equipment, and that he has been studying the plowing plan. He has 3 – 4 seasonal plow drivers lined up for the winter and the salt bin is full.

Mayor Mancino noted that the most recent newsletter was prepared by Intern David Fitzgerald. He congratulated David on a job well done.

Intern Fitzgerald reported that he has been processing many applications for the Canadian National reimbursement program.

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

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

1. Approval of a Resolution Repealing Resolution Number 4-18-05-4, Entitled “A Resolution Relating to Participation by Elected Officials in the Illinois Municipal Retirement Fund”

Mayor Mancino reported that Resolution Number 4-18-05-4 had been on the books since the previous administration, which allowed elected officials to participate in the Illinois Municipal Retirement Fund if they worked a minimum of 1,000 per year. Mayor Mancino noted that since the elected officials under his administration are not paid, this resolution should be repealed, which a recommendation from a recent IMRF audit.

Trustee Corrigan noted that for three years, this has not been funded for any elected officials, and tonight’s action was a housekeeping issue.

Motion by Corrigan, second by Morgan to approve a Resolution Repealing Resolution Number 4-18-05-4, Entitled “A Resolution Relating to Participation by Elected Officials in the Illinois Municipal Retirement Fund”.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

Mayor Mancino noted he moved Consent Agenda item #9 to the Mayor's Report. He noted that he is seeking the appointment of Schain, Burney, Banks and Kenny to serve as the Village Attorney. He noted that a contract will be brought forward in January, 2012, however, he was making the appointment this evening.

Motion by Riess, second by Corrigan to Approve of a Resolution Authorizing the Mayor to Execute a Letter of Agreement for Municipal Legal Services.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

- B. Public Safety and Judicial ----- Vacant, Chair  
Neil Morgan, Trustee Liaison  
No report this month.
- C. Parks and Recreation ----- Vacant, Chair  
Vacant, Trustee Liaison  
No report this month.
- D. Environmental Committee ----- John Bickley, Chair  
Steve Riess, Trustee Liaison  
No report this month.
- E. Zoning Board of Appeals ----- Vacant, Chair  
Dominick DiMaggio, Trustee Liaison  
1. Approval of an Ordinance Granting a Variance – 8 Acorn Drive

Motion by DiMaggio, second by Ponzio to approve an Ordinance Granting a Variance – 8 Acorn Drive.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

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

Jim Kaiser, Planning, Building and Zoning Commissioner, was present and reported that there were two items on tonight's agenda.

1. Approval of Hartman Preliminary Plat and Engineering

Motion by Corrigan, second by DiMaggio to approve an Ordinance Granting Preliminary Plat and Engineering Approval – Hartman Subdivision – 6.05 Acres Located at 24838 N. Old McHenry Road.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

2. Approval of an Ordinance Amending Title 9, Section 9-3-11B – Architectural Review; Title 8, Section 8-5-1C-Building Permit Fee; Required; and Title 2, Section 2-2-2J – Powers and Duties

Motion by DiMaggio, second by Ponzio to approve an Ordinance Amending Title 9, Section 9-3-11B – Architectural Review; Title 8, Section 8-5-1C-Building Permit Fee; Required; and Title 2, Section 2-2-2J – Powers and Duties.

Trustee Morgan asked for clarification on the purpose of this text amendment. Ms. Lobaito noted that staff requested this amendment to streamline the approval process for certain improvements.

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 Ms. Kazenas for her recent work on the tax levy, 2012 budget and budget transfers. He noted that to date, 96% of property taxes had been collected in the Village.

1. Approval of August 2011 Financial Statement
2. Approval of September 2011 Financial Statements

Motion by Riess, second by Morgan to approve both the August, 2011 and September 2011 Financial Statements.

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

No report this month.

## X. EXECUTIVE SESSION

A. Discussion of Personnel and Possible or Pending Litigation

Motion by Ponzio, second by DiMaggio to enter into Executive Session to discuss 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.

## XI. ADJOURNMENT

There being no further business the meeting adjourned at 8:51 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk