



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

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:04 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, DiMaggio and David. Absent: none.

Also present were Chief Operating Officer Pam Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Kristin Kazenas, Chief of Police Jennifer Paulus, Public Works Director Jim Maiworm and Village Attorney Daniel Shapiro.

II. PLEDGE OF ALLEGIANCE

III. SPECIAL RECOGNITION

A. Approval of a Resolution Honoring the Life-Saving Efforts of David Bailey

Mayor Mancino presented a resolution honoring 7th grader David Bailey for saving the life of a fellow student who was choking while riding the school bus.

Motion by David, second by DiMaggio to approve A Resolution Honoring the Life-Saving Efforts of David Bailey.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

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 your name and address so that a staff member can follow up with related information if requested.

Mr. Mark Hernandez, 62 Darlington Drive, commented that the chlorine level in the water system seems to be too high in that he has received burns to his skin while bathing. Ms. Lobaito commented she would contact Aqua Illinois to inquire about the chlorination and provide Mr. Hernandez with that information. Mr. Hernandez also commented that

the water pressure seems too high. Mayor Mancino stated the pressure level is set by the State. It was noted that the County has indicated that the restoration work in the Glennshire area will occur in the spring.

IV. NEW BUSINESS

A. Consent Agenda

1. Approval of the Minutes from the November 15, 2010, Village Board Meeting
2. Approval of the Minutes from the February 22, 2011, Village Board Meeting
3. Approval of the Minutes from the February 22, 2011, Town Hall Meeting
4. Approval of Bill List Dated March 2011
5. Approval of a Resolution Appointing Chief Financial Officer/Human Resources Director as the Authorized Agent to the Illinois Municipal Retirement Fund
Changes authorized agent from Donna Lobaito to Kristin Kazenas.
6. Approval of a Resolution to change the ICMA Deferred Compensation authorized agent to the Chief Financial Officer/Human Resources Director
Changes authorized agent from Donna Lobaito to Kristin Kazenas.
7. Approval of Resolution Affirming the Articles of Agreement for the Special Recreation Association of Central Lake County
All member agencies are asked to approve updated amendments.
8. Approval of a Resolution Clarifying Village Policy with Regard to the Collection, Use and Communication of Individuals' Social Security Numbers
Policy complies with State of Illinois Identity Protection Act.
9. Approval of a Resolution Authorizing a Contract for Bond Counsel
Approval of engagement letter with Chapman & Cutler, the bond counsel for the Aquatic Center Refunding Revenue Bonds of 2011.
10. Approval of a Resolution Authorizing Agreement with Wells Capital Management Incorporated
Agreement first approved September 2010, revised for time extension to March 31, 2011.
11. Approval of a Resolution Authorizing the Execution of an Agreement with J&M Displays Inc.
Contract for July 3 fireworks display.
12. Approval of a Resolution Authorizing the Execution of a Field Lease Agreement with Lake County Stars
The Lake County Stars will be using one field at Heritage Oaks Park this year on Thursday evenings. This is not in conflict with the LZBSA reserved field use or scheduled public use times available in our Village parks.
13. Approval of a Resolution Authorizing the Execution of an Agreement with CIT Technology
Police Department 48 month Lease agreement with CIT Technology Financing for new Xerox copier through Chicago Office Technology Group. The old copier lease had expired. Cost is \$134.00 month plus .006 per copy.
14. Approval of a Resolution Authorizing the Execution of an Agreement with Dr. Mudd for Concerts in the Park Performance

15. Approval of a Resolution Authorizing the Execution of an Agreement with DuPage Band for Concerts in the Park Performance
16. Approval of a Resolution Authorizing the Execution of an Agreement with Second Time Around for Concerts in the Park Performance
17. Approval of a Resolution Authorizing the Execution of an Agreement with Eight Miles South for Concerts in the Park Performance
18. Approval of a Resolution Authorizing the Execution of an Agreement with déjà vu Band for Concerts in the Park Performance
19. Approval of a Resolution Authorizing the Execution of an Agreement with Save The Clocktower for Concerts in the Park Performance
20. Approval of a Resolution Authorizing the Execution of an Agreement with Triple Dawg Dare for Concerts in the Park Performance
21. Approval of a Resolution Authorizing the Execution of an Agreement with Magic Frank Blues Band for Concerts in the Park Performance
22. Approval of a Resolution Authorizing the Execution of an Agreement with Soul Patch Monkey for Concerts in the Park Performance
23. Approval of a Resolution Authorizing the Execution of an Agreement with Peach's Beach Party for Concerts in the Park Performance
24. Approval of a Resolution Authorizing the Execution of a Field Lease Agreement with Hawthorn Woods Elite Soccer Club
This agreement reserves Heritage Oaks Park Field A on Tuesday and Thursday afternoons and evenings and also allows for public use of the parks and the fields.

Trustee Ponzio asked that items #2 and #3 be removed from the Consent Agenda.

Motion by Riess, second by David to approve the Consent Agenda with the exception of items #2 and #3.

Roll call vote.

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

Motion by Corrigan, second by David to approve Consent Agenda item #2.

Roll call vote.

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

Motion by Riess, second by Morgan to approve Consent Agenda item #3.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: Ponzio

Absent: None

Motion carried.

B. Items for Separate Action

1. Approval of a Resolution Authorizing the Execution of an Agreement with PanHandler's Pizza for Aquatic Center Concessions

Motion by Ponzio, second by Morgan to approve a Resolution Authorizing the Execution of an Agreement with PanHandler's Pizza for Aquatic Center Concessions.

Ms. Newton stated this is a lease agreement between the Village and PanHandler's Pizza, and that three vendors were interviewed.

Cale of PanHandler's introduced himself and his wife to the Village Board and shared his plan for managing the concession stand at the Aquatic Center. He stated they will offer a variety of foods including healthy choices. The Board expressed their approval with the changes that have made to the contract and menu over previous years.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Present: Riess

Abstentions: None

Absent: None

Motion carried.

V. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer – Pam Newton
 1. Monthly Update – Village Operations

Ms. Newton noted that the May 16, 2011 Village Board meeting would be rescheduled to May 23, 2011 due to the Village Golf Outing. She noted it has been a busy month with FOIA requests, the audit and the bond sale.

- a. Board Direction on CN Decibel Contour

Ms. Newton distributed information regarding Canadian National, and noted the Village received \$300,000 for noise mitigation to be

distributed in some manner to identified residents affected by the increased train noise. Ms. Newton stated there would be a future meeting with residents regarding the reimbursement program, however, staff needed direction from the Board as to which residents should be included. Ms. Newton outlined how three other communities are administering their programs.

Ms. Newton stated that it has been determined that a wall would not be effective in mitigating noise because the tracks in Hawthorn Woods are relatively straight. Ms. Newton also explained that the Surface Transportation Board (STB) has provided scientific analysis on decibel contours affected by the impact of the trains running through the Village. She stated the program would allow for money to be reimbursed to identified residents for landscaping, berming, and noise mitigation home improvements such as triple insulated windows and additional insulation. Expenses would be 100% reimbursable up to a certain amount upon presentation of receipts to the Village.

Mayor Mancino noted that many of the residents along the tracks have already taken measures to mitigate noise with landscaping in their back yards; some landscaping actually being located on Canadian National property.

Board members expressed interest in walking the tracks while train traffic passes to get a better idea of the impact. Staff will contact Canadian National for a train schedule.

It was noted that if identified residents do not use the money, it may be distributed to non-residential properties, such as St. Matthew's School/Church.

Ms. Newton noted that another community withheld \$10,000 of such funds for administrative purposes.

There was discussion about allowing funds to be applied for building permits for window replacement and other approved home improvements.

2. Economic Development

No report this month.

3. Parks and Recreation

No report this month.

B. Reports from Department Heads

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

Ms. Lobaito commented that vehicle stickers and dog tags are due April 30, 2011. She also stated that staff has re-written the Architectural Overlay District Ordinance and has provided their comments to Mayor Mancino for his review. A public hearing before the Planning, Building and Zoning Commission will be scheduled for next month. Ms. Lobaito also stated that she is now tracking staff time and other expenses associated with FOIA requests. Ms. Lobaito was asked to include in her reporting whether the request came from a resident or non-resident. Lastly, Ms. Lobaito mentioned that the records identified and approved by the State for disposal have been shredded.

Trustee David left the meeting at 8:10 p.m.

- b. A Motion to Redeem the Letter of Credit for Overland's White Birch Lakes

Ms. Lobaito stated that the Village is in receipt of a notification of non-renewal of the Overland White Birch Lakes Unit II letter of credit in the amount of \$32,000. She stated that the final lift has not been installed, and as a result, staff is seeking Board approval to draw on the letter of credit in the amount of \$32,000. Mr. Maiworm commented that he is working with Ela Township on a joint paving contract which should provide cost savings measures to the Village.

Motion by Morgan, second by Corrigan to authorize the redemption of the letter of credit for Overland's White Birch Lakes Unit II.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

2. Chief Financial Officer – Kristin Kazenas
 - a. Department Report

Ms. Kazenas stated that the field work for the audit was completed last Friday, and that it is anticipated that this will be brought to the Finance Committee in May. She also noted that the Aquatic Center bond sale is complete.

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

Chief Paulus noted her report was in the packet. She also discussed the recent initial Global Connect emergency call that went out to all residents, and the response rate. Chief Paulus also noted that the CERT pancake breakfast would be held on Saturday, April 16th at the Long Grove Fire Department.

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

Mr. Maiworm stated his report was in the packet. He also noted that the President has declared a storm disaster area for our area as a result of the February blizzard. He stated a FEMA representative will soon be coming out to review our invoices and records for reimbursement.

VI. OLD BUSINESS

VII. MAYORS REPORT AND COMMITTEE REPORTS

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

No report this month.

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

No report this month.

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

Trustee Riess stated saplings will be provided to third through sixth graders at Spencer Loomis School in honor of Arbor Day. He also stated he is trying to coordinate an Adopt A Highway pick up day for all stretches of Old McHenry Road. Trustee Corrigan asked if St. Matthew’s would be included in the sapling distribution. Trustee Riess responded that they are limited by their budget this year, however, he would contact St. Matthew’s. Trustee Riess stated the committee is still looking at leaf burning options and that he hoped to have a recommendation to the Board by May or June.

- D. Zoning Board of Appeals -----Vacant, Chair
Vacant, Trustee Liaison

No report this month.

- E. Planning, Building and Zoning Commission -----Susy Rein, Chair
Trustee Liaison, Vacant

Trustee DiMaggio stated that there were no action items being brought forth from the commission. He stated that the commission will be addressing the Architectural Overlay District Ordinance at their next meeting.

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

1. Notification of Sale of Aquatic Center Refunding Revenue Bonds of 2011

Trustee Corrigan reported that the bond refund had transpired, and the problem this administration inherited has been resolved. Trustee Ponzio recapped the bond sale.

2. Approval of January 2011 Financial Statements

Motion by Riess, second by Morgan to approve the January 2011 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

3. Approval of a Resolution Creating a Fund Balance and Reserve Policy

Motion by Riess, second by DiMaggio to approve A Resolution Creating a Fund Balance and Reserve Policy.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

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

No report this month.

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

Mayor Mancino announced he will be speaking to the second graders at Spencer Loomis School tomorrow.

1. Appointment of Dominick DiMaggio as Trustee Liaison to the Planning, Building and Zoning Commission and the liaison to the Zoning Board of Appeals

Motion by Riess, second by Corrigan to appoint Dominick DiMaggio as Trustee Liaison to the Planning, Building and Zoning Commission and Trustee Liaison to the Zoning Board of Appeals.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan

Nays: None

Abstentions: DiMaggio

Absent: David

Motion carried.

2. Appointment of Surinderpal Singh Kalra to the Finance Committee

Motion by Ponzio, second by Corrigan to appoint Surinderpal Singh Kalra to the Finance Committee.

Mr. Kalra commented that he is retired and is interested in giving his time and talent to the Village. He is presently serving on the Public Safety and Judicial Committee and will remain a member there. He has spent 20 years in the financial industry and was a high school teacher in India. He holds two Bachelors and two Masters degrees.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

VIII. EXECUTIVE SESSION

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

Mayor Mancino announced there would be no Executive Session tonight.

IX. ADJOURNMENT

Motion by Corrigan, second by DiMaggio to adjourn the Regular Board Meeting. On a voice vote the motion carried unanimously and the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Donna Lobaito
Village Clerk