

**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
FEBRUARY 21, 2012
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, Morgan, Corrigan, DiMaggio and David. Absent was Trustee Riess. (He later arrived at 7:45 p.m.)

Also present were Chief Operating Officer Pamela Newton, Deputy Village Clerk Sandy Hansen, Chief Financial Officer Kristin Kazenas, Chief of Police Jennifer Paulus, Management Analyst David Fitzgerald and Village Attorney Patrick Brankin. CAO Lobaito was absent.

II. PLEDGE OF ALLEGIANCE

Mayor Mancino asked the Board for a motion to remove Item B3 under Items for Separate Action. He stated they received confirmation today that the letter of credit has been extended another year.

Motion by Corrigan, second by DiMaggio to remove a Motion to Seek Authorization to Draw on Letter of Credit – Toll Brothers

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

There was no public comment.

IV. OATH OF OFFICE

A. Administration of Oath of Office for Part Time Officer Michael Rossini

B. Administration of Oath of Office for Part Time Officer Marcus Pittl

Mayor Mancino administered the oath of office and thanked all the other officers for coming to the meeting and showing their support.

V. PUBLIC HEARING

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

Motion by Corrigan, second by Morgan to continue the public hearing for Fisher Burton until the March 19, 2012 Village Board meeting.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

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

Motion by Corrigan, second by DiMaggio to continue the public hearing for Sunrise Tree Care until the March 19, 2012 Village Board meeting.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Present: None

Abstentions: None

Absent: Riess

Motion carried.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the Minutes from the January 17, 2012 Village Board Meeting
2. Approval of the Minutes from the February 2, 2012 Special Village Board Meeting
3. Approval of Paid Invoice List Dated February 2012
4. Approval of Bills List Dated February 2012
5. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter into A Contract for Service with Robbins, Salomon and Patt for Special Counsel Services
6. Approval of a Resolution Authorizing the Execution of an Agreement with Family Service: Prevention, Education & Counseling
7. Approval of an Ordinance for Disposal of Certain Municipal Property
8. Approval of a Resolution to Become a U.S. EPA Watersense Promotional Partner

Items #2, #7 and #8 were removed from the Consent Agenda at the request of Village Board members.

Motion by Ponzio, second by David to approve the Consent Agenda with the exception of items #2, #7, and #8.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

Motion by DiMaggio, second by David to approve Consent Agenda item #2 – Approval of the Minutes from the February 2, 2012 Special Village Board Meeting.

Trustee Ponzio commented that he was not in attendance at the February 02, 2012 meeting.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: Ponzio

Absent: Riess

Motion carried.

Motion by DiMaggio, second by David to approve Consent Agenda item #7 – Approval of an Ordinance for Disposal of Certain Municipal Property.

Trustee Morgan asked what the two Crown Victoria's and Truck #818 are used for. Ms. Kazenas commented that the two Crown Victoria's were reassigned from the Police Department after they had their useful life. One Crown Victoria was maintained for parts and has harvested to full extent. The other Crown Victoria was recommended by our mechanic that it was not in safe driving condition. Repairs would be in excess value of the car. Ms. Kazenas also stated that our interim Public Works Director recommended that our large Truck #818 does not have good use within the Village limits. The fuel costs, repair costs, wear and tear on roads far exceeds the benefits that we receive from that very large truck. A better use would be to auction it and replace it with two new mowers and smaller vehicles which are better suited for our needs.

COO Newton commented the 5 ton truck was purchased for \$144,000 by our previous

Administration. The truck is not operable in our cul-de-sacs and doesn't have turn around capability on our streets. Our greatest needs are to get 1, 2 and 3 ton vehicles that we are desperate for. She also stated we have been giving our leftover Crown Vehicles to our Public Works Department and reimbursing the Police Department what we would have received from auction. She stated the Public Works are getting vehicles that are not quite up to standards.

Trustee Corrigan stated this was a unanimous decision from the Finance Department.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

Motion by Morgan second by DiMaggio to Approve Consent Agenda #8 - Approval of a Resolution to Become a U.S. EPA Watersense Promotional Partner.

Trustee Morgan stated he wasn't sure what this resolution is. He would like more details about it. COO Newton mentioned the resolution was sent to us from Lake County Chamber of Commerce asking all municipalities to endorse it as a means of promoting water conservation to the residents.

Mayor Mancino commented it doesn't bind us to anything and there is no cost to the Village. There is a set of standards that the Chamber of Commerce and County has bought into and is asking for us to support. He stated in new construction and remodeling projects there is plumbing to be done and certain standards are enforced that have water conservation.

COO Newton stated the program is similar to the Energy Star that you see on appliances that we buy. This is an energy efficiency rating where you can look for the label on your dishwasher or other products that you buy from home that are water sensitive to the amount of usage.

Mayor Mancino mentioned there wasn't much information in the packet. He said sometimes the County or other municipalities ask us to pass the Resolution as the first step so they can try to get funding. They are looking for support from other municipalities but don't expect us to do anything yet. He suggested that we table the motion for now. Trustee Morgan agreed to table the motion so we can get more information on the Resolution. Ms. Newton said she would ask the Environmental Committee to take a look at it too.

Motion to Amend the motion by Morgan second by Corrigan to Table the Consent Agenda #8 - Approval of a Resolution to Become a U.S. EPA Watersense Promotional Partner.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

B. Items for Separate Action

1. Approval of a Resolution Authorizing the Execution of an Intergovernmental Agreement with State of Illinois – Collection of Accounts Receivable

Motion by Corrigan, second by Ponzio to approve a Resolution Authorizing the Execution of an Intergovernmental Agreement with State of Illinois – Collection of Accounts Receivable

Mayor Mancino asked Ms. Kazenas if she could brief the board on this item. Ms. Kazenas said this item was brought to the Village by our County Board Representative Aaron Lawlor. She said it was recently enacted in December by the Comptroller's Office. We brought it to the Board first instead of going to the Finance Committee because the way they structured the program the municipality get priority in order on who passes the Resolution first. Chicago has not gone through their council yet.

When the Village has a debt we would normally turn over to collection if we were unsuccessful collecting on it. Examples are code violations and parking tickets. We can then submit a list to the state and they would offset the payment against any money due by that individual prior to remitting any money to the individual from their state income tax return. If someone owes us a \$30 ticket and owes a \$50 ticket to the City of Chicago, if we pass the resolution first and their tax refund is \$45 we will have priority in getting the money first. There is a processing fee of \$15.00 which would be charged to the debtor and not to us.

Ms. Kazenas stated in her opinion we will not resort going to the state until we fully pursue all are normal collection procedures. Participating in the program has potential to collect some uncollectable debts that we would receive 100 percent of our debt. The agreement we now have with Armor we might only collect 50 or 60 percent depending on how old the debt is. The contract states we need to set up a 1-800 number for anyone who is disputing. This number will be at her desk. It did not

cost the Village anything to set it up. We would only have to pay the usage charges if someone calls out of our local calling area.

Trustee Corrigan stated they basically are going to garnish refunds and distribute them to any municipality that is owed money. Trustee Ponzio asked if we would ever anticipate looking at the property taxes too. Ms. Kazenas stated the property taxes are collected through the County and not us. She concluded that she's not certain if it will result in a significant increase in the amount we collect, however any amount we receive above and beyond what we do now is worth and effort. Mayor Mancino agreed with Ms. Kazenas.

Roll call vote.

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

2. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 8, Section 8-2-4 – Cash Bonds

Motion by Ponzio, second by Corrigan to approve the Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 8, Section 8-2-4 – Cash Bonds.

Trustee Corrigan asked what the change was on this Ordinance. Mr. Brankin replied the only change is that we are able to take any fees from a permit that has not been paid from their road bond, for example a re-inspection fee, or an additional inspection fee. The practice has been in place all along but it was never noted in the Ordinance.

Roll call vote.

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

VII. OLD BUSINESS

None this month.

VIII. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer Pam Newton

1. Monthly Update – Village Operations

COO Newton commented on the land use issues in the Village.

She reported that Dartmoor Homes in the Hawthorn Trails subdivision is being replaced by Icon Builders. Pat and Brian Taylor are the previous owners and will be finishing up their lots. She stated Icon Builders will be assuming 34 lots. She also reported they are very reputable builder and the transition should be smooth. They will be bringing in permits in about a week or two.

Ms. Newton stated that the housing component of the Hawthorn Woods Country Club will be shutting down. She stated they have meetings scheduled with the partners to go over the technicalities. She also reported the Village has letters of credit and security bonds to protect the Village.

2. Economic Development Department Report

Ms. Newton reported on recent economic developments on Old McHenry and Midlothian Rd. She also reported on Winchester parcel development concept and Tim Towne properties being purchased for development on the R3 parcel.

3. Parks and Recreation Department Report

Ms. Newton mentioned the Park and Recreation staff went to a two day conference in Chicago and staff commuted to save the Village lodging fees. She also mentioned that the Concerts in the Park have been extended until September to coincide with the Farmer's Market.

Trustee Riess arrived at 7:45 p.m.

B. Report from the Village Attorney

Attorney Brankin reported that the Quentin and 22 parcel has been annexed into Lake Zurich. He stated that it is on Lake Zurich's agenda tonight to rezone the parcel. Mr. Brankin also stated that he and Ms. Newton are working together to make sure that as projects come into the Village they are ready from the legal aspect. Finally, Mr. Brankin wanted to give a friendly reminder to complete the online Open Meetings Act and to give their certification to Ms. Lobaito by the end of the year.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

a. Building Department Report

Ms. Lobaito was absent tonight. Ms. Newton stated her report was in the packet and she could answer any questions on Ms. Lobaito’s behalf.

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

a. Finance Department Report

Ms. Kazenas’ report is in the packet. She stated the auditors will be here next week. Trustee David asked about conducting the survey in person, to which Ms. Kazenas said would be acceptable.

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 her report was in the packet. Trustee Corrigan noted that many parents have commented about a lot of underage parties going on in the Village. She said she directed them to the Police Department. She asked about a recent underage drinking party and if the parents received citations for social hosting. Chief Paulus responded that fines would not apply for this party as the parents were out of town at the time. Chief Paulus stated they received a call about a suspicious vehicle for this particular party.

4. Public Works Director/Village Engineer – Erika Frable, PE

a. Public Works Department Report

Mr. Schweda provided the report found in the packet. Ms. Frable reported that the Village will develop a program whereby staff meets with Homeowner Associations regarding stormwater detention issues.

VII. MAYORS REPORT AND COMMITTEE REPORTS

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

1. Approval of a Resolution Authorizing the Chief Operating Officer to Enter into an Agreement with Schain, Burney, Banks & Kenny, Ltd., for Legal Services

Motion by Corrigan, second by DiMaggio to approve a Resolution Authorizing the Chief Operating Officer to Enter into an Agreement with Schain, Burney, Banks & Kenny, Ltd., for Legal Services.

Roll call vote.

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

Nays: None

Abstentions: None

Absent: None

Motion carried.

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

It was noted that the next meeting will be on March 28, 2012.

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

No report this month.

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

No report this month.

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

No report this month.

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

No report this month.

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

Trustee David temporarily stepped away from the Board proceedings.

Trustee Ponzio reported that there were two action items tonight.

1. Approval of the October 2011 Financial Statements

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

Roll call vote.

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

2. Approval of the November 2011 Financial Statements

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

Roll call vote.

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

Trustee David returned to the meeting.

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

No report this month.

V. EXECUTIVE SESSION

It was noted there would be no Executive Session this evening.

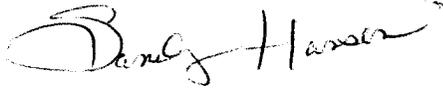
VI. ADJOURNMENT

Motion by David, second by Ponzio to adjourn the meeting.

Voice vote:
Ayes: 6
Nays: 0

There being no further business the meeting adjourned at 8:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sandy Hansen". The signature is written in black ink and is positioned above the printed name and title.

Sandy Hansen
Deputy Village Clerk