



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
JULY 16, 2012  
7:00 P.M.**

**MINUTES**

**I. CALL TO ORDER AND ROLL CALL**

Mayor Mancino called the meeting to order at 7:06 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Morgan, Corrigan, DiMaggio and David. Absent was Trustee Riess.

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/Village Engineer Erika Frable and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

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

There was no public comment tonight.

**IV. SPECIAL PRESENTATIONS**

**A. Saved by the Safety Belt Club – Jamie Lynn Firfer**

Chief Paulus recognized Ms. Jamie Lynn Firfer, recipient of the Illinois Department of Transportation's Saved by the Safety Belt Club. Ms. Firfer was involved in a near head on collision in Hawthorn Woods in which she sustained serious injury, however her safety belt most likely saved her life. Ms. Firfer was presented a certificate and medal by Mayor Mancino.

**B. Police Officer Commendation – Officer Tina Cora**

Chief Paulus recognized Officer Tina Cora for going above the call of duty in regards to a home fire on Marilyn Lane, outside the Village's corporate limits. She entered the home which was fully engulfed in flames to look for any possible occupants. Chief Paulus noted the commendation is the highest award of the police department. Mayor Mancino read the certificate and thanked Officer Cora for her service.

C. Police Officer Commendation – Officer Aaron Santiago

Officer Santiago was not present at the meeting, however, Chief Paulus will present him with his commendation for his response as well to the house fire on Marilyn Lane.

D. Approval of a Resolution Recognizing Aquatic Center Employees John Nard and Alex Casler for Life-Saving Efforts and Exceptional Service to the Hawthorn Woods Community

Motion by Corrigan, second by DiMaggio to approve a Resolution Recognizing Aquatic Center Employees John Nard and Alex Casler for Life-Saving Efforts and Exceptional Service to the Hawthorn Woods Community.

Ms. Newton outlined the details of the accident that occurred just outside the Aquatic Center on Midlothian Road, and the fact that Aquatic Center employees John Nard, Alex Casler and Aquatic Center Manager Dawn Johnson were the first responders.

Mayor Mancino read the resolution into the record thanked the recipients.

Roll call vote.

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

Motion carried.

**V. PUBLIC HEARING**

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

Motion by DiMaggio, second by Morgan to continue the public hearing for Fisher Burton until the September 18, 2012 Village Board meeting.

Roll call vote.

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

Motion carried.

**VI. NEW BUSINESS**

A. Consent Agenda

1. Approval of the Minutes from the June 18, 2012 Village Board Meeting
2. Approval of the Minutes from the June 27, 2012 Special Village Board Meeting

3. Approval of Paid Invoice List Dated July 2012
4. Approval of Bills List Dated July 2012
5. Approval of an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed on Public Works
6. Approval of a Resolution Authorizing the Execution of an Agreement with Doggone Mountain for Concerts in the Park Performance

Trustee Morgan asked that item #5 be removed from the Consent Agenda.

Motion by Ponzio, second by DiMaggio to approve the Consent Agenda with the exception of item #5.

Roll call vote.

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

Motion carried.

Motion by Ponzio, second by DiMaggio to approve Consent Agenda item #5 – Approval of an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed on Public Works

Trustee Morgan asked if there was any correlation to this ordinance with the salary survey comparison. Ms. Kazenas responded no.

Roll call vote.

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

Motion carried.

#### B. Items for Separate Action

1. Approval of Authorization to Use Canadian National Funds for the Purchase of Police Department Booking Room DVR System, a Portable Video System, Five Squad Car Video Cameras and a Computer Server for the Cameras, and for the Purchase of a Vehicle for Public Works

Motion by David, second by DiMaggio to Approve the Authorization to Use Canadian National Funds for the Purchase of Police Department Booking Room DVR System, a Portable Video System, Five Squad Car Video Cameras and a Computer Server for the Cameras, and for the Purchase of a Vehicle for Public Works.

Chief Paulus noted that this system would be helpful for criminal investigations and DUI cases. Public Works Director Frable provided the specifications on the truck needed by the Public Works department.

Roll call vote.

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

Motion carried.

2. Approval of Resolution Authorizing Execution of an Independent Contractor Agreement Between Joan A. Vasquez and the Village of Hawthorn Woods for Hearing Officer Services in Municipal Adjudication Court

Motion by DiMaggio, second by Morgan to approve a Resolution Authorizing Execution of an Independent Contractor Agreement Between Joan A. Vasquez and the Village of Hawthorn Woods for Hearing Officer Services in Municipal Adjudication Court.

Chief Paulus introduced Ms. Joan Vasquez to the Board as the Village's recommendation for the new hearing officer.

Roll call vote.

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

Motion carried.

3. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Liquor Licenses – Title 3, Section 3-3-7 – Examination and Investigation of Applicant/Licensee; Title 3 Section 3-3-8 – License Classifications; Title 3, Section 3-3-10 – Number of Licenses; Title 3, Section 3-3-13 – Term of License; Renewals; Forfeitures; Title 3, Section 3-3-15 – Conditions of Licenses; Title 3, Section 3-3-19 – Prohibited Acts and Conditions; Title 11, Section 11-1-1 – Fees for Certain Activities and Purposes

Motion by DiMaggio, second by Morgan to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Liquor Licenses – Title 3, Section 3-3-7 – Examination and Investigation of Applicant/Licensee; Title 3 Section 3-3-8 – License Classifications; Title 3, Section 3-3-10 – Number of Licenses; Title 3, Section 3-3-13 – Term of License; Renewals; Forfeitures; Title 3, Section 3-3-15 – Conditions of Licenses;

Title 3, Section 3-3-19 – Prohibited Acts and Conditions; Title 11, Section 11-1-1 – Fees for Certain Activities and Purposes.

Roll call vote.

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

4. Approval of an Ordinance Providing for the Submission to the Electors of the Village of Hawthorn Woods, Lake County, the Question Whether the Village Should Have the Authority Under Public Act 096-0176 to Arrange for the Supply of Electricity for its Residential and Small Commercial Retail Customers Who Have Not Opted Out of Such Program

Motion by Corrigan, second by Ponzio to approve an Ordinance Providing for the Submission to the Electors of the Village of Hawthorn Woods, Lake County, the Question Whether the Village Should Have the Authority Under Public Act 096-0176 to Arrange for the Supply of Electricity for its Residential and Small Commercial Retail Customers Who Have Not Opted Out of Such Program.

Trustee Ponzio noted that the pilot program implemented at the Aquatic Center has realized a cost savings of about 15%. Residents and small businesses will have the opportunity to opt out.

Roll call vote.

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

## VII. OLD BUSINESS

- A. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 4, Chapter 4-7 – Open Burning; Landscape Waste

Motion by Corrigan, second by Ponzio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 4, Chapter 4-7 – Open Burning; Landscape Waste.

Staff recapped the status of their work in investigating surrounding communities and how they have handled leaf collection services. It was noted the Smoke Free Illinois Act of 2008

relates to health and air quality, which has been an impetus in the need to find alternatives to leaf burning in our community.

The process began with the Environmental Committee researching and ranking various options via committee vote. In May, 2012, this information was presented to the Village Board as noted on the agenda. The Mayor asked for additional information at the May, 2012 meeting, and staff presented that information and options at the June, 2012 Village Board meeting.

Limiting issues were discussed such as an exclusive contract with Waste Management for leaf collection options, in-house equipment costs, and the mandatory \$1.00 per month cost per household for Waste Management leaf vacuuming.

Resident options were discussed such as mowing/mulching of the leaves, unlimited landscape pick up service by Waste Management for a cost of about \$110 per year, residents contracting with private landscape services, composting, and leaf vacuuming by Waste Management.

**Steven Sharlot, 4 Walnut** – Mr. Sharlot showed a Power Point presentation on the effects of leaf burning. He noted he composts his leaves.

**Janet Sharlot, 4 Walnut** – Ms. Sharlot stated that due to health issues, she cannot go outside during leaf burning, and many times has to leave town. She expressed concern for the health issues caused by burning.

**Bill Zanco, 7 Rosewood** – Mr. Zanco questioned the continued allowance for fire pits and how burning of branches would be policed. He also asked for clarification on the options with Waste Management. It was noted that the proposed leaf vacuuming by Waste Management would include 6 weekly pick ups. Mayor Mancino noted that the Village would first be voting on the text amendment before addressing options. He also said leaf vacuuming would not be the preferred option due to the lack of curb and gutters within the Village and the drainage problems this would cause.

**Bob Achille, 6 Old Barn** – Mr. Achille noted he was a Village Board member when the current leaf ordinance was enacted, and that it was a compromise ordinance providing for limited burning. He spoke of the possibility of grant money to assist with the cost of leaf collection, and the daily inconvenience of Rt. 53 if it were to be constructed. He suggested that no vote be taken on banning leaf burning until a viable option is going to be addressed.

**Beryl Ibotson, 8 Lagoon Drive** – Ms. Ibotson promoted the annual Waste Management landscape option of \$110.00 per year as being a good value and option.

**Scott Wagoner, 5 James Drive** – Mr. Wagoner noted there was no state or federal regulations to ban leaf burning. He said he did not see a fair compromise. He noted that

when he bought his home he knew burning was allowed and that he should be grandfathered in. He said the people who want the ban should be the ones who pay the cost of collection for all.

Mayor Mancino responded that he sees the issue as a personal property issue, and that this Village needs to progress towards clean air for all.

Mr. Wagoner noted that he hires a landscaper at \$42.00 per week to mow his lawn, and that cost would double to remove his leaves. He suggested he may cut down his trees. Mr. Wagoner asked for options before a ban is implemented.

Trustee DiMaggio left the meeting at 8:44 PM.

Trustee Corrigan stated that she has heard from many residents about not being able to leave their homes on burning days.

Mr. Wagoner said he wants a no cost solution to this issue.

Trustee DiMaggio returned to the meeting at 8:47 PM.

**Ken Littel, 17 Hawthorn Drive** – Mr. Littel suggested mulching as an option. He also asked for a decision on leaf vacuuming right now so residents could plan accordingly.

Trustee David stated he would like to see more solutions before voting. Mayor Mancino stated there are three options if leaf burning were to go into effect: mulching, bagging or unlimited landscape service through Waste Management for about \$110.00 per year.

It was noted that the Village has entered into an exclusive contract with Waste Management, but this may not preclude a homeowner's association from contracting for leaf pick up services.

With the size limitation on fire pits being a part of the proposed amendment, Trustee DiMaggio asked how existing fire pits would be handled if they exceeded 36" in diameter. Ms. Newton said they would be considered legal non-conforming and their continued use would be allowed.

Ms. Newton clarified that the ban would not prevent residents from having fire pits

Roll call vote.

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

Motion carried.

B. Approval of a Resolution Adopting Job Descriptions and Compensation Structure

Motion by DiMaggio, second by Ponzio to approve a Resolution Adopting Job Descriptions and Compensation Structure

Mayor Mancino stated that the Village has gone through a great transformation in the last few years and that this Board made a promise to its residents to provide excellent service. He also spoke of his belief that a Village should be run like a small business. He noted that the salary study is a step towards that vision. In 2007 and 2008 40% of the employees were laid off, and since that time, the remaining staff has been asked to do more with less.

Trustee David left the meeting at 9:12 PM.

Mayor Mancino noted that there were serious personnel issues when he took office, and that he was looking to change the operations of the Village today and into the future. He reminded the Board of the costly lawsuit the Village endured regarding the police unionization. He noted that the employees stuck with the Village through the difficult times and that it was the employees who have helped in transforming this Village. He discussed the importance of retaining and being able to attract the best employees, which in turn will provide for the success of this Village.

Trustee David returned to the meeting at 9:14 PM.

Trustee Ponzio spoke of the need to eliminate turnover. He also reviewed the methodology used by the UIC students to make their recommendation for the compensation structure and job descriptions. He noted that comparable communities were used as well as private sector data. Banding of job functions was used establishing minimum, mid, and maximum levels. Sikich also reviewed the approach and methodology used and was in agreement with both.

Trustee Ponzio noted that 19 employees were presently being paid below the minimum standard compared to the 10 communities. He also noted that Hawthorn Woods was ranked last in terms of benefits, including health care and days off.

The recommendations were outlined by Trustee Ponzio. They include no changes to the benefits right now, adoption of a banding structure with minimum, mid and maximum salary levels and a budget amendment.

The Board discussed in detail the proposed compensation structure with some members expressing concern as to the methodology used and the comparable communities.

Trustee Corrigan stated that she did not receive the information on the compensation structure until 6PM Friday evening and would not be in a position to vote on this topic this evening. Ms. Kazenas noted that there was a delay in receiving some information from one of the

consultants. It was decided a special meeting would be called in the near future to address this subject.

**Bill Zanchi, 7 Rosewood Drive** – Mr. Zanchi asked what the affect would be on the Village's reserves. Trustee Ponzio stated there would be no impact due to the funding coming from the General Fund. Mr. Zanchi also asked if the Finance Committee would be reviewing this information. Trustee Ponzio responded they would not as the ad hoc Human Resources committee made the recommendation to the Village Board.

Trustee Morgan asked if an analysis was conducted to see if this was sustainable. Trustee Ponzio stated yes because the Village does zero based budgeting. He also noted that revenue forecasts have been conservative.

The distribution of the funds amongst the employees was discussed with it being noted the Human Resources ad hoc committee would make this determination because they are best qualified for this function. Ms. Newton noted that the distribution would not be proportional. Trustee Ponzio asked the Board for alternative recommendations if they felt they were warranted.

Ms. Kazenas noted that she would not make this recommendation to the Village if she had any doubt about it being sustainable.

Roll call vote.

Ayes: Ponzio, DiMaggio, David and Mancino

Nays: Morgan

Abstentions: Corrigan

Absent: Riess

Motion carried.

Trustee David left the meeting at 10:33 PM.

## VIII. ADMINISTRATION REPORTS

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

#### 1. Monthly Update – Village Operations

Ms. Newton reported the Village received a \$173,000 grant with the assistance from Senator Duffy's office. She thanked the staff for their hard work on the Fourth of July.

#### 2. Economic Development Department Report

Ms. Newton updated the Board in the area of economic development.

3. Parks and Recreation Department Report

No report this month.

B. Report from the Village Attorney

Village Attorney Brankin reminded Board members to complete their online Open Meetings Act training and forward the certificates of completion to Ms. Lobaito.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

a. Building Department Report

Ms. Lobaito reported on the complaints the Building Department has received regarding air cooler noise from Continental Automotive in Lake Zurich.

b. Village Clerk's Department Report

Ms. Lobaito reported on the FOIA requests for the month.

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

a. Finance Department Report

Ms. Kazenas noted that Trustee Ponzio continues to perform monthly reviews of all bank reconciliations.

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 noted that her report is in the packet.

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

a. Public Works Department Report

Ms. Frable stated her report is in the packet. She also thanked Public Works for their hard work over the Fourth of July holiday.

**IX. MAYORS REPORT AND COMMITTEE REPORTS**

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

1. Approval of Appointment of Trustees Ponzio and Riess as Trustee Liaisons to Staff for Information Technology

Motion by DiMaggio, second by Morgan to approve the appointment of Trustees Ponzio and Riess as Trustee Liaisons to Staff for Information Technology.

Roll call vote.

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

Motion carried.

2. Approval of Appointment of Trustees Ponzio and Riess as Trustee Liaisons to Staff for Human Resources Implementation

Motion by DiMaggio, second by Corrigan to approve the appointment of Trustees Ponzio and Riess to Staff for Human Resources Implementation

Roll call vote.

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

Motion carried.

Mayor Mancino updated the Board on the Dimucci application before the County. He noted the County ZBA would be meeting this Wednesday at the Concorde in Kildeer.

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

No report this month.

- 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

1. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 3, Section 3-1-20, License Fees; Title 11, Section 11-1-1, Fees for Certain Activities and Purposes; Title 6, Section 6-1-4C, Time Limit for Licensing

Motion by Ponzio, second by DiMaggio to approve an Amending the Village Code of the Village of Hawthorn Woods – Title 3, Section 3-1-20, License Fees; Title 11, Section 11-1-1, Fees for Certain Activities and Purposes; Title 6, Section 6-1-4C, Time Limit for Licensing.

Ms. Lobaito made a presentation on the proposed fee structure. Trustee Corrigan noted that some amendments would place Hawthorn Woods' fee structure on the high end. Mr. Fitzgerald discussed his comparison and analysis of building and development fees for a typical home in the Village. He noted that each town follows a slightly different fee structure making a true comparison almost impossible. Trustee Corrigan expressed concern that our impact fees keep developers away.

Roll call vote.

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

2. Approval of April 2012 Financial Statements

Motion by Ponzio, second by DiMaggio to approve the April 2012 Financial Statements.

Roll call vote.

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

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

Ms. Kazenas reported that a budget amendment was needed for revenues to reflect the grant received with the assistance of Senator Duffy, and expenditures to include funding for the market adjustment. It was noted that a 2/3 vote was needed to amend the budget, or 5 votes.

It was noted that the Board approved the job descriptions and compensation structure earlier in the evening, however, the adjustments could not occur without the budget amendment.

Ms. Kazenas noted that the budget amendment had not yet been allocated to each employee and that the executive leadership team said they would be willing to forego their allocation to give staff a greater allocation now.

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

Roll call vote.

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

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

Ms. Frable noted drainage issues were discussed at the last Public Works meeting.

**X. EXECUTIVE SESSION**

A. Discussion of Personnel, Possible or Pending Litigation and Consideration of Executive Session Minutes

Mayor Mancino stated there would be no Executive Session this evening.

**XI. ADJOURNMENT**

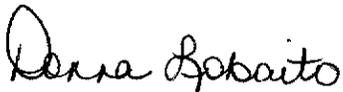
Motion by DiMaggio, second by Corrigan to adjourn the meeting.

Roll call vote.

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

There being no further business the regular meeting adjourned at 11:33 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk