



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
NOVEMBER 19, 2012
6:30 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 6:30 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Morgan, Corrigan and DiMaggio. Absent were Trustees Riess 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/Village Engineer Erika Frable and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARING FOR THE FISCAL YEAR 2013 VILLAGE BUDGET

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

Voice vote.

Ayes: 4

Nays: 0

Absent and not voting: 0

Motion carried.

Ms. Kazenas provided an overview of the budget preparation process which included a presentation to the Village Board and the Committee of the Whole in September. The theme of this year's budget is economic recovery.

Ms. Kazenas noted that a balanced budget is being presented and that it is anticipated the excess revenues over expenditures will be \$393,070. The headcount change in the 2013 budget includes one half full time equivalent in Public Works with the mechanics position going from part-time to full-time, and in the Police Department one full-time police officer will replace four part-time police officers. The 2013 budget reflects reduced overtime hours.

Trustee David arrived at 6:34 p.m.

Ms. Kazenas reviewed the revenue and expenditure highlights of each department. She noted that the Reserve Fund was planned to be at 16% of expenditures by year end 2012,

and due to strong budget controls by all staff and Village Board members, the actual Reserve Fund balance at year end 2012 will be at 35%.

Mayor Mancino and Trustee Corrigan said they received numerous positive comments on how well the Village is doing financially and on how easy the budget is to follow and understand. Mayor Mancino noted that when he took office there was less than 1% in reserves and he attributes the increase to 35% to staff's hard work and diligence.

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

Voice vote.

Ayes: 5

Nays: 0

Absent and not voting: 1

Motion carried and the public hearing was closed.

IV. SPECIAL PRESENTATIONS

- A. Approval of a Resolution Recognizing St. Matthew Lutheran Church for 150 Years of Service to the Hawthorn Woods Community

Ms. Lobaito read the resolution into the record.

Pastor Kinne was present to accept the resolution on behalf of St. Matthew Lutheran Church.

Motion by David, second by DiMaggio to approve a Resolution Recognizing St. Matthew Lutheran Church for 150 Years of Service to the Hawthorn Woods Community.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

- B. Presentation of a Certificate of Appreciation to Eagle Scout CJ Byrd

CJ Byrd presented his Eagle Scout project to the Village Board. His project included landscaping improvements at the Aquatic Center as well as the installation of benches.

Mayor Mancino thanked CJ for his commitment to the project and for the great improvements he made in beautifying the Aquatic Center. He said that he would like to somehow memorialize CJ's project with his name at the Aquatic Center. Mayor Mancino presented CJ Byrd a plaque containing the certificate of appreciation.

C. Presentation of the Hawthorn Woods Police Department 2011 DUI Award and Approval of a Resolution of Appreciation for Police Officer Michael Viramontes

Motion by DiMaggio, second by Morgan to approve a Resolution of Appreciation for Police Officer Michael Viramontes.

Ms. Lobaito read the resolution into the record.

Mayor Mancino thanked Officer Viramontes for his service to the community. Officer Viramontes was presented a plaque containing the resolution.

Roll call vote.

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

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

There was no public comment tonight.

VI. **NEW BUSINESS**

A. Consent Agenda

1. Approval of the Minutes from the October 22, 2012 Special Village Board Meeting
2. Approval of Paid Invoice List Dated November 2012
3. Approval of Bills List Dated November 2012
4. Approval of a Resolution Authorizing the Temporary Sale of Christmas Trees—Cherry Hill Plaza—Gilmer and Midlothian Roads
5. Approval of 2013 Meeting Calendar

Ms. Lobaito asked that item #4 be removed from the Consent Agenda.

Motion by DiMaggio, second by David to approve the Consent Agenda with the exception of item #4.

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 #4 – Approval of a Resolution Authorizing the Temporary Sale of Christmas Trees—Cherry Hill Plaza—Gilmer and Midlothian Roads.

Mr. Vince Nora was present to answer questions of the Village Board. He noted that the Christmas tree operator was aware of the need to get a temporary sign permit.

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 a Resolution Identifying and Correcting a Scrivener's Error Relating to the "Local Land Resource Management Plan and Intergovernmental Agreement by and Between the Village of Hawthorn Woods, the Village of North Barrington and the County of Lake Regarding the Illinois Route 12/Old McHenry Road Plan Area"

Motion by Morgan, second by DiMaggio to approve a Resolution Identifying and Correcting a Scrivener's Error Relating to the "Local Land Resource Management Plan and Intergovernmental Agreement by and Between the Village of Hawthorn Woods, the Village of North Barrington and the County of Lake Regarding the Illinois Route 12/Old McHenry Road Plan Area".

Mayor Mancino noted this resolution corrects a scrivener's error in the Intergovernmental Agreement and that all parties agreed to the change.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

2. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2013 and Ending December 31, 2013

Motion by Corrigan, second by Ponzio to approve an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2013 and Ending December 31, 2013.

Roll call vote.

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

3. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing on January 1, 2013 and Ending on December 31, 2013, for the Village of Hawthorn Woods, Lake County, Illinois

Motion by Ponzio, second by Corrigan to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing on January 1, 2013 and Ending on December 31, 2013, for the Village of Hawthorn Woods, Lake County, Illinois.

It was noted that the Village is not requesting any increase in the levy amount over the 2012 extension.

Roll call vote.

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

4. Approval of Medical, Dental and Vision Insurance Plans for 2013

Ms. Newton stated that the 2013 insurance program represents a 2.9% decrease from 2012. She also noted the employees will be paying an increased deductible. Trustee Ponzio stated the Finance Committee reviewed the plan in detail and recommended Village Board approval.

Motion by DiMaggio, second by Ponzio to approve the Medical, Dental and Vision Plans for 2013.

Roll call vote.

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

Absent: Riess
Motion carried.

5. 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 \$119,578 for property, casualty, and workers compensation insurance

Motion by Corrigan, second by Morgan to approve 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 \$119,578 for property, casualty, and workers compensation insurance.

Ms. Newton thanked Ms. Kazenas for her work in securing a 3.6% decrease in insurance costs. Ms. Kazenas stated that Gallagher agreed to keep the same pricing for three years. Trustee Corrigan stated the Finance Committee reviewed the insurance proposal and recommended Village Board approval.

Roll call vote.

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

Motion carried.

6. Approval of a Resolution Authorizing the Chief Operating Officer to Award the Generators and Installation of Generators for the Hawthorn Woods Village Hall and Emergency Operations Center/Police Department Emergency Backup Project to Advanced Energy Systems at a Lump Sum of \$32,534 and Authorizing the Chief Operating Officer to Execute the Agreement with Advanced Energy Systems

Motion by Corrigan, second by David to approve a Resolution Authorizing the Chief Operating Officer to Award the Generators and Installation of Generators for the Hawthorn Woods Village Hall and Emergency Operations Center/Police Department Emergency Backup Project to Advanced Energy Systems at a Lump Sum of \$32,534 and Authorizing the Chief Operating Officer to Execute the Agreement with Advanced Energy Systems.

Ms. Frable noted the installation will take place depending on which generator is selected. Gas piping is needed at Village Hall before the generator installation is to take place. Ms. Frable said there were four bidders with the lowest bid beating the next closest by \$4,000.

Roll call vote.

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

7. Approval of Authorization to Use Canadian National Funds for the Required Infrastructure Upgrades and Purchase and Installation of Generators for Hawthorn Woods Village Hall and Emergency Operations Center/Police Department Emergency Backup Project

Motion by DiMaggio, second by Morgan to Approve the Authorization to Use Canadian National Funds for the Required Infrastructure Upgrades and Purchase and Installation of Generators for Hawthorn Woods Village Hall and Emergency Operations Center/Police Department Emergency Backup Project.

Ms. Frable stated this would provide funding for all infrastructure costs for the generator. She anticipates the concrete pad being installed in the next couple weeks.

Roll call vote.

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

Ms. Newton thanked Vernon Township for the use of a bucket truck. The Movie Night was a success with 50 residents attending this free event. She also reported on the first wetland burn in years by the Public Works facility. Representatives from the Village attended the Lake County Municipal League annual dinner held at the Hawthorn Woods Country Club. Lastly, staff met with representatives of Copperfield Homeowners Association to discuss certain issues relating to Copperfield Park.

2. Economic Development Department Report

No report this month.

3. Parks and Recreation Department Report

Ms. Newton reported that Heritage Oaks Park soccer fields are being rebuilt to bring them up to playing standards. A private soccer club is paying for this work.

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. He also reported that he has been working on several projects with staff.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

a. Building Department Report

Ms. Lobaito reported that two new housing permits were issued last month and that Icon Builders informed her they sold eight homes last weekend.

b. Village Clerk's Department Report

Ms. Lobaito mentioned that nominating papers for the April 9, 2013 Consolidated Election are available in the Village Clerk's office during regular office hours. The filing dates are December 17th - December 24th.

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

a. Finance Department Report

Ms. Kazenas reported that the Illinois Department of Transportation has hired an audit staff to conduct the Motor Fuel Tax audit.

b. Human Resource Department Report

Ms. Kazenas noted that renewal meetings for insurance were held in October.

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.

4. Public Works Director/Village Engineer – Erika Frable, PE
 - a. Public Works Department Report

Ms. Frable reported that both Sequoia and Old Lake roads were paved last week. The generator has been bid with the project now moving to the construction phase. She also reported that Public Works held a chili cook-off for all staff members with Dave Barkemeyer winning the competition. Lastly, she reported that the new two ton truck with plow should be arriving soon.

IX. MAYORS REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported on the Lake County Municipal League's annual dinner held at the country club. He also reported that the Lake County Municipal League held several strategic sessions to better define the league and its values. There were discussions at the strategic sessions regarding the make-up of the LCML Board of Directors. Mayor Mancino also reported that he met with the Hawthorn Woods Country Club Homeowners Association regarding the Aqua Illinois rate increase and other maintenance issues. He reported that he has met with both Senator Duffy and Representative O'Sullivan to secure money for the Village.

- B. 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, Chapter 9, Open Space Zoning District
2. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 28 Bruce Circle North – Brierwoods Park (Acorn Acres)
3. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 245 Equestrian Lane – Bridlewoods Park
4. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 18 Thornfield Lane – Brierwoods Park
5. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 37 E. Old McHenry Road – Community Park
6. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 2 Seneca Avenue West – Conservatory of Indian Creek Park

7. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 9 Copperfield Drive – Copperfield Park
8. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 171 Cardinal Drive – Countryside Meadows Park
9. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 25 E. Peter Lane
10. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 13 Heather Lane – Heather Highlands Park
11. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 310 Fairfield Road – Heritage Oaks Park
12. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 19 Carlisle Road – Highview Park
13. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 19 Lakeview Road – Rambling Hills Park
14. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 25 W. Old McHenry Road – Three Corners Park
15. Approval of an Ordinance Rezoning Municipally Owned Property from R-1 Single Family Residential to OS Open Space District – 23 Juel Circle – Woodland Park

Motion by DiMaggio, second by Morgan to approve items #1 - #15 above. Ms. Lobaito reported that public hearings were conducted, signs posted on all properties and that several calls regarding the signs were addressed with no concerns being expressed.

Roll call vote.

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

Motion carried.

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

1. Solid Waste Agency of Lake County's Annual Report

Ms. Newton reported on behalf of Trustee Riess that SWALCO has requested a \$.25 increase per household for their operations and maintenance fee. The Board discussed recent trends in the volatility of the recycling market.

Trustee David left the meeting at 7:48 p.m.

Ms. Kazenas reported that the recycling funds distributed to the Village from SWALCO have been decreasing every month due to the recycling market.

Trustee David returned to the meeting at 7:50 p.m.

- 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 Ponzio noted that the Finance Committee will now have a standing item on their agenda relating to a plan for future roadway reconstruction. He also noted that in January, there will be an action item on the Finance Committee's agenda for CIP expenditures.

- 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 Probable or Pending Litigation (5 ILCS 120/2(c) 11) and Consideration of Executive Session Minutes (5 ILCS 120/2(c)21)

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

XI. ADJOURNMENT

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

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio and David

Nays: None

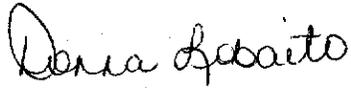
Abstentions: None

Absent: Riess

Motion carried.

There being no further business the regular meeting adjourned at 7:54 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk