



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
JANUARY 22, 2013
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 Morgan, Corrigan and DiMaggio. Absent were Trustees Riess, Ponzio and David. Trustees Ponzio and David had excused absences.

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. SPECIAL PRESENTATIONS

A. Swearing in of New Police Officer Anthony Cortez

Mayor Mancino administered the oath of office to Anthony Cortez. Both Mayor Mancino and Chief Paulus congratulated Officer Cortez on his appointment and welcomed him to the Village of Hawthorn Woods.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

There was no public comment tonight.

Motion by DiMaggio, second by Morgan to move agenda item VII C 2 b i Wellness Committee 2012 Annual Report, up on the agenda.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio and Mancino

Nays: None

Abstentions: None

Absent: Riess, Ponzio and David

Motion carried.

Kristin Kazenas, Rich Richter and Donna Lobaito, members of the Wellness Committee, presented the 2012 annual report to the Village Board. They highlighted the 2012 goals and accomplishments and presented the 2013 goals, all of which are designed to promote a health lifestyle both at work and in employees' personal lives.

V. NEW BUSINESS

A. Consent Agenda

1. Approval of Minutes from the November 19, 2012 Village Board Meeting
2. Approval of Minutes from the November 26, 2012 Special Village Board Meeting
3. Approval of Minutes from the November 27, 2012 Special Village Board Meeting
4. Approval of Paid Invoice List Dated January 2013
5. Approval of Bills List Dated January 2013
6. Designation of Village Clerk Donna Lobaito as the Open Meetings Act Designee for 2013
7. Approval of a Resolution Authorizing the Execution of an Agreement with Family Services: Prevention, Education & Counseling
8. Approval of a Resolution Ratifying Board Action on the Master Power Supply Agreement by and between the Village of Hawthorn Woods and FirstEnergy Solutions to Provide Full-Requirements Electricity Supply and Related Services for the Village's Electric Aggregation Program
9. Approval of a Resolution Authorizing the Final Allocation of CN Funds for Municipal Public Safety Operations
10. Approval of a Resolution Authorizing the Execution of a Certain Agreement with Sikich, LLP for Audit Services

Trustee Morgan asked that item #2 and #3 be removed from the Consent Agenda. Trustee Corrigan asked that item #5 be removed from the Consent Agenda.

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of items #2, #3 and #5.

Roll call vote.

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

Motion carried.

Motion by Corrigan, second by DiMaggio to approve Consent Agenda item #2 – Approval of Minutes from the November 26, 2012 Special Village Board Meeting, and Consent Agenda item #3 - Approval of Minutes from the November 27, 2012 Special Village Board Meeting.

Trustee Morgan said he would be abstaining from the vote since he was not in attendance at these meetings. As a result, Trustee Corrigan withdrew her motion, and substituted a motion to move Consent Agenda items #2 and #3 to the February 19, 2013 Village Board meeting. Trustee DiMaggio seconded the removal of the motion, and seconded Trustee Corrigan's substituted motion.

Roll call vote.

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

Motion by DiMaggio, second by Corrigan to approve Consent Agenda Item #5, the Bills List Dated January 2013. Trustee Corrigan asked how many hours the \$25,500 expenditure for IT hours with ABN would purchase. Ms. Kazenas noted this will purchase 200 hours.

Roll call vote.

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

B. Items for Separate Action

1. 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 DiMaggio 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.

Ms. Kazenas explained that Municap calculates the fund balance of SSA #4 every year and determines what is needed to pay the debt. This year, \$167,000 is being abated. This ordinance will be filed with the County by the end of February.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio and Mancino

Nays: None

Abstentions: None

Absent: Riess, Ponzio and David

Motion carried.

2. Approval of a Resolution Authorizing the Chief Operating Officer to Accept the Agreement with Nicor to Upgrade the Gas Service to the Village Hall/EOC/Police Department for New Generators Project

Motion by DiMaggio, second by Morgan to approve a Resolution Authorizing the Chief Operating Officer to Accept the Agreement with Nicor to Upgrade the Gas Service to the Village Hall/EOC/Police Department for New Generators Project.

Mayor Mancino noted that this resolution would be subject to Village Attorney review, as the Village is awaiting a response from Nicor. In order to prevent a month's delay, the Chief Operating Officer will be granted authority to sign the agreement up to \$10,000, and subject to Village Attorney review.

Ms. Frable stated she expects the cost from Nicor to come in under \$4,000.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio and Mancino

Nays: None

Abstentions: None

Absent: Riess, Ponzio and David

Motion carried.

3. Approval of a Resolution Authorizing the Execution of the Lake County Municipal League Intergovernmental Agreement for Joint Purchasing

Motion by Corrigan, second by DiMaggio to approve a Resolution Authorizing the Execution of the Lake County Municipal League Intergovernmental Agreement for Joint Purchasing.

Ms. Newton reported that this agreement will allow the Village to save money on Public Works materials and supplies by partaking in volumetric pricing. This year, the Village will participate in joint purchasing for crack sealing. Ms. Frable

discussed the importance of crack sealing to preserve the roads. MFT funds will be used for this year's crack sealing.

Roll call vote.

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

4. Approval of Resolution Authorizing the Chief Operating Officer to Execute the Letter of Commitment for Joint Purchasing with the Lake County Municipal League

Motion by Corrigan, second by DiMaggio to approve a Resolution Authorizing the Chief Operating Officer to Execute the Letter of Commitment for Joint Purchasing with the Lake County Municipal League.

Roll call vote.

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

VI. OLD BUSINESS

None this month.

VII. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer Pam Newton
 1. Village Operations – 2012 Year in Review

Ms. Newton reported the Village has achieved 36% savings two years ahead of schedule, and as a result, the Village is financially sound. The Village will be investing in streets and parks in 2013. She reported on the new personnel at the Village, our successes with grant awards, recent and proposed annexations, and the retirement of one of the Village's police officers.

2. Economic Development Department Report

No report this month.

3. Parks and Recreation and Special Events – 2012 Year in Review

On behalf of Kelly Carlson, Ms. Newton reported on the record attendance at many Village sponsored events, and the successes of our community events.

B. Report from the Village Attorney

Village Attorney Brankin thanked the Board members for completing the online Open Meetings Act training. He also reported on the status of the performance bond for the Hawthorn Trails subdivision. He anticipates a response from the bond company in the near future.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

i. Building Department Report – 2012 Year in Review

Ms. Lobaito reported on the status of various development projects she and Ms. Newton have worked on in 2012. She also reported on the numerous FOIA responses handled by the Village.

b. Building Department Monthly Report

Ms. Lobaito reported that there were four new housing starts in November and December, and that staff continues to work with Mr. Brankin in securing the performance bond in the Hawthorn Trails subdivision so that Icon Builders can continue with their successful construction operations.

c. Village Clerk's Office Report

Ms. Lobaito reported that Village Hall would be open this coming Saturday for vehicle sticker sales. She also reported that she has started her fourth paralegal class, and will graduate from the paralegal studies program in May, 2014.

i. Approval of Rules for the Taping of Meetings by the Public

Motion by Corrigan, second by DiMaggio to approve rules for the taping of meetings by the public.

The Board discussed which types of meetings to which these rules would apply, and the ability of the chair to make a determination as to whether the taping of a meeting was interfering with the decorum of the meeting. Ms. Lobaito will forward the rules to all department heads and committee chairpersons.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio and Mancino

Nays: None

Abstentions: None

Absent: Riess, Ponzio and David

Motion carried.

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

a. Finance Department Report – 2012 Year in Review

Ms. Kazenas reported the Village’s fund balance is \$1 million, which was achieved two years ahead of schedule. She also reported on the replacement of village computers, and the work performed by the UIC students regarding salary bands and job descriptions. Ms. Kazenas explained that she resolved the police pension fund issue on the clarification of calculations relating to years of service.

b. Human Resource Department Report

i. Wellness Committee 2012 Annual Report Presentation

The presentation was conducted earlier in the meeting.

c. Risk Management Department Report

Ms. Kazenas reported on contained risk management and health insurance costs in 2012. She also reported that in 2012, there were zero lost work days due to on the job injuries.

3. Chief of Police – Jennifer Paulus

a. Police Department Report – 2012 Year in Review

Chief Paulus reported that Hawthorn Woods continues to be a safe place to live. She said traffic citations are down, which is consistent with what other communities are experiencing. She attributes this to increased fines per citation. She also noted there were a couple thefts that resulted in three arrests and the closure of ten cases.

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

a. Public Works Department Report – 2012 Year in Review

Ms. Frable reported on the department highlights, including the hiring of Matt Bartlett and Karen Baker. She also reported on the accomplishments of the year, including the generator RFP, paving of Old Lake and Sequoia roads, completion of two Eagle Scout projects, improvements at the Aquatic Center, playground inspections, and day to day maintenance, including the thorough cleaning and organizing of the Public Works facility.

b. Presentation of 2012 – 2013 Snow Removal Plan

Matt Bartlett, Public Works Superintendent, reviewed the 2012 – 2013 Snow Removal Plan. He announced that this year cul-de-sacs will be plowed at the same time the primary and secondary streets are addressed. He said the vehicles are ready and the staff has been trained.

Ms. Newton noted that there are six routes and five trucks, and as a result the Village will have to reinvest in the fleet in the future. Mr. Bartlett said that next year they will release a snow removal public service announcement in October.

VIII. MAYORS REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported on his attendance at the Lake County Municipal League strategic planning sessions, which included discussions on the direction of the league. He noted that he discussed with the league the make-up of the board membership, specifically, that it includes the Lake County Board Chair. This makes the league more of a council of governments. He will continue to report back to the Board on this issue.

Mayor Mancino attended the Chamber of Commerce’s annual meeting. He also in the process of interviewing potential committee members.

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

Trustee DiMaggio reported that the Commission conducted public hearing for the re-zoning of the Hugi property on Gilmer Road from R-1 Single Family Residential to Agriculture, and a public hearing for a text amendment for home occupations. The findings of fact will

be considered by the Commission next month, and ordinances on both topics will be on the February 19, 2013 Village Board agenda.

- 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

No report this month.

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

No report this month.

IX. EXECUTIVE SESSION

- A. Discussion of Probable or Pending Litigation and Consideration of Executive Session Minutes

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

X. ADJOURNMENT

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

Voice vote.

Ayes: 4

Nays: 0

Abstentions: 0

Absent: 3

Motion carried.

There being no further business the regular meeting adjourned at 9:11 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk