



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
APRIL 15, 2013  
7:00 P.M.**

**MINUTES**

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

Mayor Mancino called the meeting to order at 7:02 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan and DiMaggio. Absent was Trustee 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, Village Attorney Robert Kenny and Deputy Village Clerk Sandy Hansen.

**II. PLEDGE OF ALLEGIANCE**

**III. SPECIAL PRESENTATIONS**

**A. Approval of a Resolution of Appreciation—Police Officer Michael Viramontes**

Ms. Lobaito read the resolution into the record.

**B. Approval of a Resolution of Appreciation—Police Officer Sarah Canada**

Ms. Lobaito read the resolution into the record.

Mayor Mancino commented that countless lives have probably been saved by the actions of our police officers.

**C. Presentation by Sue Minott, Sister Cities International**

Ms. Minott, Sister Cities International, provided the Board with the history of Sister Cities International. It is a non-profit organization that was started under the presidency of Dwight D. Eisenhower to promote citizen diplomacy around the world. There are about 600 Sister City programs on six continents. The events Hawthorn Woods could participate in as a Sister City member were outlined.

Mayor Mancino commented that we have a strong ethnicity in Hawthorn Woods, and that it will be good for the Village to have connections abroad. It was noted that the Village will be forming a Sister City relationship with Marineo, Sicily, Mayor Mancino's hometown.

Motion by DiMaggio, second by Morgan to approve a Resolution of Appreciation—Michael Viramontes.

Roll call vote.

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

Motion by Corrigan, second by Morgan to approve a Resolution of Appreciation—Sarah Canada.

Roll call vote.

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

Motion by Riess, second by Corrigan to change the agenda to move the Planning, Building and Zoning report up on the agenda.

Roll call vote.

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

Agenda item VIII. B. Planning, Building and Zoning Commission report was addressed at this time. Chairperson Susy Rein reported that there were two action items that came from the last Planning, Building and Zoning Commission meeting.

1. An Ordinance Amending the Village Code of the Village of Hawthorn Woods—  
Deletion of Sections 9-8-1 Through 9-8-9—Duplication

Ms. Rein noted these sections were duplicates of 9-8A-1 through 9-8A-9.

2. An Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 9,  
Section 9-17-7E.; Maintenance Responsibility for Trees in Village Right-Of-Way

Ms. Rein noted that the purpose of this text amendment is to clarify in the village code that when a homeowner plants a tree in the Village right-of-way without

authorization of the Village, the maintenance of that tree does not become the responsibility of the Village.

Motion by Corrigan, second by DiMaggio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Deletion of Sections 9-8-1 Through 9-8-9—Duplication.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Ponzio, second by DiMaggio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 9, Section 9-17-7E.; Maintenance Responsibility for Trees in Village Right-Of-Way.

Both ordinances were reviewed by Village Attorney Brankin.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

#### **IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

None this month.

#### **V. NEW BUSINESS**

##### **A. Consent Agenda**

1. Approval of Minutes from the March 19, 2013 Village Board Meeting
2. Approval of Paid Invoice List Dated April 2013
3. Approval of Bills List Dated April 2013
4. Approval of a Resolution Recognizing National Police Week 2013
5. Approval of a Resolution Authorizing the Execution of a Certain Agreement—J & M Displays, Inc.
6. A Resolution Ratifying and Confirming the Execution of a Previously Executed Agreement – The Barn Nursery
7. Approval of an Amended Public Works Committee Meeting Calendar
8. Approval a Resolution Amending the Village Capital Asset Policy

9. Approval of a Resolution Recognizing the Spirit of Friendship and Goodwill, This Sister Cities of Hawthorn Woods and Marineo, Sicily
10. An Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2013 and Ending December 31, 2013
11. A Resolution Ratifying and Confirming the Execution of a Previously Executed Agreement – Edwards Engineering, Inc.
12. A Resolution Authorizing the Execution of an Agreement—Peach’s Beach Party—Summer Concert
13. A Resolution Authorizing the Execution of an Agreement—The Chauffeurs—Summer Concert
14. A Resolution Authorizing the Execution of an Agreement—Déjà Vu—Summer Concert
15. A Resolution Authorizing the Execution of an Agreement—The Soda—Summer Concert
16. A Resolution Authorizing the Execution of an Agreement—Save the Clocktower—Summer Concert
17. A Resolution Authorizing the Execution of an Agreement—Saturday June Band—Summer Concert
18. A Resolution Authorizing the Execution of an Agreement—Shelter Dogs—Summer Concert
19. A Resolution Authorizing the Execution of an Agreement—Soul Patch Monkey—Summer Concert
20. A Resolution Authorizing the Execution of an Agreement—Gray Rock Band—Summer Concert
21. A Resolution Authorizing the Execution of an Agreement—Paper Thick Walls—Summer Concert
22. A Resolution Authorizing the Execution of an Agreement—John Lambert—Summer Concert
23. A Resolution Authorizing the Execution of an Agreement—Alex & the Allstars—Summer Concert
24. A Resolution Authorizing the Execution of an Agreement—Magic Frank Blues Band—Summer Concert
25. A Resolution Authorizing the Execution of an Agreement—Carte Blache—Summer Concert
26. A Resolution Authorizing the Execution of an Agreement—Chuck-A-Roo & the Fabulous Memories—Summer Concert
27. A Resolution Authorizing the Execution of an Agreement—8 Miles South—Summer Concert

Items 1, 8, 9, 10 and 11 were removed from the Consent Agenda.

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of items 1, 8, 9, 10 and 11.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Corrigan, second by DiMaggio to approve Consent Agenda item #1—  
Approval of Minutes from the March 19, 2013 Village Board Meeting.

Trustee Ponzio noted he was not in attendance at that meeting.

Roll call vote.

Ayes: Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: Ponzio

Absent: David

Motion carried.

Motion by Riess, second by DiMaggio to approve Consent Agenda item #8—  
Approval a Resolution Amending the Village Capital Asset Policy.

Trustee Corrigan noted a correction in wording in the resolution itself. Ms. Kazenas stated the policy was updated to include the sewer infrastructure. The policy was discussed at the Finance Committee meeting and with the auditor for useful life purposes.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Riess, second by DiMaggio to approve Consent Agenda item #9—  
Approval of a Resolution Recognizing the Spirit of Friendship and Goodwill, This  
Sister Cities of Hawthorn Woods and Marineo, Sicily.

Trustee Ponzio noted that Mayor Mancino grew up in Marineo, Sicily, and that a few years ago, he was recognized in his hometown as Person of the Year. The Board discussed the benefits of forming a relationship with Marineo through the Sister Cities International program. Mayor Mancino stated the Village is growing to network and reach beyond our borders. He noted that Marineo already has two sister cities, and Marineo participates in a student exchange with one of their other sister

cities. The students perform service work in the communities, which has led to business exchanges.

Village Attorney Kenny noted that Palatine participates in the Sister Cities program, and he has seen much resident involvement as a result. It is somewhat of a focal point for some families.

Mayor Mancino noted that the Mayor of Marineo has already traveled to Hawthorn Woods for a meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Riess, second by Corrigan to approve Consent Agenda item #10—An Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2013 and Ending December 31, 2013.

Ms. Kazenas explained the purpose of the required budget amendment. She noted that the pipes along the wall of the Aquatic Center burst and damaged the heater. The insurance adjustor recommended the heater be replaced as opposed to repairs being made. She said staff recommends the additional expenditure of \$3,000 to insulate the pipes. This agenda item is related to Consent Agenda item #11.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by DiMaggio, second by Ponzio to approve Consent Agenda item #11—A Resolution Ratifying and Confirming the Execution of a Previously Executed Agreement – Edwards Engineering, Inc.

Trustee Morgan asked about the selection of the firm. Ms. Kazenas stated three firms submitted quotes on the project, and Edwards Engineering, Inc. was the only one that had the ability to perform the entire job. Trustee Ponzio noted one typo on the resolution.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

**B. Items for Separate Action**

1. None this month.

**VI. OLD BUSINESS**

None this month.

**VII. ADMINISTRATION REPORTS**

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

1. Village Operations

Ms. Newton reported that the Village learned that Waste Management was charging \$122 for the annual landscape collection service, not \$110 per contract. Staff has been working with Waste Management to correct the error and secure refunds for all residents impacted by this error. Trees in Community Park are being removed as a part of the Emerald Ash Borer grant the Village received. Replacement trees are forthcoming. The golf outing will be on May 13, 2013, at the Hawthorn Woods Country Club. Both foursomes and sponsorship opportunities are still available.

2. Economic Development Department Report

Ms. Newton reported that staff has been looking at neighboring communities welcome signs for ideas. Community Development funds will be used for this signage. She also noted that our newest employee, Brian Sullivan, will be managing the IKE grant for the Comprehensive Plan update.

3. Parks and Recreation and Special Events

Ms. Newton reported that Ms. Carlson has been busy teaching various recreation classes.

Brian Sullivan, Deputy Director of Parks and Recreation, and Executive Project Manager, was introduced to the Board. Mr. Sullivan provided his background information and informed the Board of the status of the upcoming summer events for the Village. He stated that he looks forward to reaching out to others in a collaborative fashion, and that he will be seeking new sources of revenue for the

Village. He praised the team that has already been assembled, and noted that he will be seeking a Gold Medal from the National Parks and Recreation Association in six years' time. Ms. Newton noted that Mr. Sullivan was voted Park Professional of the Year, and that Mr. Sullivan has already completed park inspections in the Village.

**B. Report from the Village Attorney**

Village Attorney Kenny noted that Mr. Brankin has been working with staff on a number of agenda items. He stated that the Village is still awaiting a response from the bond company regarding subdivision improvements in the Hawthorn Trails subdivision. Village Attorney Kenny said that Mr. Brankin has suggested an economic development bus tour of the Village in the near future.

**C. Reports from Department Heads**

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

Ms. Lobaito reported that the manure pile on the Hugi property on Gilmer Road has been removed.

1. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into an Agreement with Countryside Fire Protection District and Pine Grove Equestrian Center, LLC

Motion by Ponzio, second by DiMaggio to approve a Resolution Authorizing the Mayor and Village Clerk to Enter Into an Agreement with Countryside Fire Protection District and Pine Grove Equestrian Center, LLC, subject to the execution of the agreement by Dr. Meister no later than April 29, 2013.

Mike McNally, Countryside Fire Protection District, commented that they have been working since 2008 to finalize the fire suppression system at this location. He thanked the Board for addressing this issue in the agreement.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

b. Village Clerk's Office Report

Ms. Lobaito reported that staff is looking into designing smaller vehicle stickers as a result of resident requests.

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

a. Finance Department Report

Ms. Kazenas reported that she is working to complete the Management Discussion and Analysis for the audit report. Mr. LeFevre will be present at the May Village Board meeting to present the audit. She noted that the Village once again has been recognized with the GFOA Certificate for Excellence in Financial Reporting for the sixth time.

Ms. Kazenas noted that ABN has completed the email hosting conversion, and addressed this issue quickly as a result of two recent spam attacks on our email system. She asked the Board members to notify her if they have any lingering email issues.

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 reported that the plans for the golf outing are progressing. She also reported that the CERT Pancake Breakfast will be on May 19, 2013, and the Bike Rodeo will be on May 25, 2013.

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

a. Public Works Department Report

Ms. Frable reported that she has all the field usage agreements signed. The Aquatic Center opening maintenance operations are coming along. The generator installation at Village Hall is complete, and the Public Works staff has received further training for its ongoing maintenance and testing. Ms. Frable reported that there were three bids for the Heritage

Oaks Park irrigation system replacement; however, they all came in too high. She said the bids will all be rejected and other options will be pursued. The Board discussed the possibility of purchasing a water cannon. The LCDOT open house for the Gilmer and Midlothian roads intersection improvements will be on Wednesday, April 17, 2013, at the Aquatic Center. Trustee Corrigan suggested staff publicize that this is an open house and not a meeting so that people understand they can come and go. The Board discussed their concerns for the existing businesses at this address and the impact a roundabout could have.

## VIII. MAYORS REPORT AND COMMITTEE REPORTS

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

#### 1. Sister Cities International—Marineo, Sicily—Letter of Invitation

Mayor Mancino commented that when he was elected Mayor in 2009, his hometown of Marineo, Sicily heard of his election. Soon thereafter, the Mayor of Marineo came to the United States, and visited Mayor Mancino at Village Hall. The mayors of about 15 surrounding communities, state representatives and county board members joined in a luncheon in honor of the mayor of Marineo. Mayor Mancino noted that in discussing their respective communities, he learned that the City of Marineo faces the same issues we face in Hawthorn Woods.

#### 2. Approval of An Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Chapter 3—Liquor Control; Title 11, Section 11-1-1I—Liquor Licenses

Motion by Riess, second by DiMaggio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Chapter 3—Liquor Control; Title 11, Section 11-1-1I—Liquor Licenses.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

#### 3. Reappointment of Timothy McCue to Police Pension Board – 2 Year Term Effective May 14, 2013 – May 12, 2015

Motion by Corrigan, second by DiMaggio to reappoint Timothy McCue to the Police Pension Board for a two year term effective May 14, 2013—May 12, 2015.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

4. Appointment of Jackson Kinzer to the Public Works Committee

Motion by Corrigan, second by Riess to appoint Jackson Kinzer to the Public Works Committee.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

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

This agenda item was addressed earlier in the meeting.

- 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

Trustee Riess reported that there will be a Special Environmental Committee meeting on Saturday, April 20, 2013, from 11 a.m. – 2 p.m. to prepare the seedlings for the upcoming Arbor Day celebration at the local schools.

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 welcomed the newest member of the Finance Committee, Chuck Schulte. Trustee Ponzio stated that Ms. Kazenas suggested a joint Police Pension and Finance Committee meeting on July 22, 2013, to discuss investing and the finances of the Police Pension. Trustee Ponzio also reported that Jeff Schuepel is looking at various options for financing future road improvements.

1. Approval of January, 2013 Financial Statements

Motion by Corrigan, second by Ponzio to approve the January, 2013 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

2. Approval of February, 2013 Financial Statements

Motion by DiMaggio, second by Ponzio to approve the February, 2013 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

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

No report this month, however, Trustee Corrigan acknowledged that the Public Works Chairperson, John Harchut, had recently passed away. She commented that he was a former Mayor of Hawthorn Woods and that we are here today because of Mr. Harchut's contributions to the Village. Mayor Mancino noted that when he took office, Mr. Harchut

contacted him and offered to volunteer his time to the Village once again. He said that Mr. Harchut had such a positive impact on Hawthorn Woods and that he would be greatly missed.

**IX. 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 noted there would be no business conducted after Executive Session.

Motion by Corrigan, second by DiMaggio to adjourn the Village Board meeting and go into Executive Session.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: David

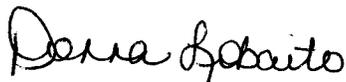
Motion carried.

The Village Board entered into Executive Session at 8:30 p.m.

**X. ADJOURNMENT**

There being no further business the regular meeting adjourned at 8:40 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk