



THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
NOVEMBER 18, 2013  
7:00 P.M.

MINUTES

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

Mayor Mancino called the meeting to order at 7:01 p.m. Roll call indicated the following members were present: Mayor Mancino; Trustees Ponzio, Riess, Morgan and DiMaggio. Trustees Corrigan and David were absent.

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 Robert Kenny.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Girl Scout Troop 432.

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

**Terry Cali, 4 North Trail** - Ms. Cali addressed the Board regarding the Village's policy for snow plowing cul-de-sac. She commented that because the cul-de-sac's are plowed last, she has become stuck in the roadway at her house. She stated she has spoken to Ms. Frable about her concerns, but was told cul-de-sac's are secondary to the main roads. Mayor Mancino spoke about the importance in clearing main roads for emergency services and school bus passage. Mayor Mancino asked Ms. Cali to call Public Works when necessary.

**Joe Pasquesi, 6 North Trail** - Mr. Pasquesi asked the Board that a "No outlet" sign be placed in his cul-de-sac due to the Rt. 12 road construction. Mayor Mancino responded that both Public Works and the Police Department will look into his request.

**Girl Scout Troop 432** - The Girl Scouts of Troop 432 informed the Board they were completing a project on leadership and communications. They reported that they conducted an energy audit at their school and interviewed numerous students and teachers, and learned most thought the school was too cold. Adjustments were made to the temperature in the school because of the interview results.

They also reported that they worked on a project to encourage more exercise. They borrowed a measure wheel from Public Works and measured trails in B&B and Community parks, and plan to do the same in Heritage Oaks Park. They asked the Village Board for

permission to install signs in some parks to encourage walking and running. Mayor Mancino asked the girls to work with Mr. Sullivan.

#### IV. MAYOR'S REPORT AND COMMITTEE REPORTS

##### A. Mayor's Report -----Joseph Mancino, Mayor

Tom Chmela, Hawthorn Woods Elite Soccer, reported to the Board that his team won the Illinois President's Cup, which qualifies the team to play in the regionals in Kansas City. Mayor Mancino stated he follows the team online, and congratulated them for their accomplishments. Mayor Mancino read a certificate of appreciation into the record.

##### 1. Comprehensive Plan Update

Mr. Sullivan reported that the update plan is on track, and that the steering committee recently met to review the materials to date. He reported the Visioning Workshop will be on January 15, 2014 in the Barn from 7:30 p.m. – 9:00 p.m. He encouraged all to go online and take the survey regarding existing conditions.

##### 2. Route 53 Committee—Appointment of Peter Ponzio as Alternate

Motion by Riess, second by DiMaggio to appoint Peter Ponzio as the Alternate to the Route 53 Committee.

Roll call vote.

Ayes: Riess, Morgan, DiMaggio and Mancino

Nays: None

Abstentions: Ponzio

Absent: Corrigan and David

Motion carried.

##### 3. Appointment of Public Works Committee Chair and Trustee Liaison

Mayor Mancino said he was deferring this action item.

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

Ms. Rein reported that the Commission held a public hearing regarding amendments to permitted accessory buildings, structures and uses. The findings of fact will be considered at the January meeting and the recommendation will then be forwarded to the Village Board. Trustee Riess asked that regulations for rain barrels be considered in the future.

Ms. Rein reminded the Village Board that the Commission is still in need of one more member.

- C. Public Safety and Judicial -----Gene Gawalek, 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 the Committee met in November and 2014 initiatives were discussed. He said that Fremont School will be added to the list of schools receiving seedlings for Arbor Day. He said the Committee discussed participating in the Hawthorn Woods garage sale with all proceeds going towards fall bulb plantings.

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

No report this month.

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

Trustee Ponzio provided a report on the tax levy, August, 2013 financial statements, and insurance through Arthur J. Gallagher. He said the employee benefit options were not ready for Board consideration at this time, but would be forthcoming. The Committee also discussed pavement management funding options.

1. Approval of the August, 2013 Financial Statements

Motion by Riess, second by DiMaggio to approve the August, 2013 Financial Statements.

Roll call vote.

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

Motion carried.

- H. Public Works Committee ----- Vacant, Chair  
Trustee Liaison, Vacant  
No report this month.

**V. NEW BUSINESS**

A. Consent Agenda

1. Approval of Minutes from the October 21, 2013 Village Board Meeting
2. Approval of Paid Invoice List Dated November, 2013
3. Approval of Bills List Dated November, 2013
4. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into an Agreement with Blu Petroleum for the Installation of Fuel Tanks at the Public Works Facility
5. Approval of a Resolution Authorizing the Chief Operating Officer to Enter Into a Three Year Agreement with Dustbusters, Inc. for Village Hall and Police Department Cleaning Services
6. Approval of a Resolution Authorizing the Execution of an Agreement with Family Services: Prevention, Education & Counseling
7. Approval of a Resolution National Drunk and Drugged Driving Prevention Month—December 2013
8. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code (2014 Motor Fuel Tax Funds)
9. Approval of an Ordinance Authorizing the Sale, Donation or Disposal of Personal Property Owned by the Village of Hawthorn Woods
10. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Business Licenses—Title 3, Section 3-1-7—License Term; Expiration; Renewal; Title 3, Section 3-1-20—License Fees
11. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 6, Section 6-2-1—Adoption of the Illinois Vehicle Code
12. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1H.1.a—Permit Fee, New Home
13. Approval of an Ordinance Annexing Approximately 30.6 Acres of Property to the Village of Hawthorn Woods Pursuant to 65 ILCS 5/71-1-13—24821 N. Gilmer Road, PIN #14-11-200-003; 24752 N. Gilmer Road, PIN #14-11-200-007; 24680 N. Gilmer Road, PIN #14-11-200-015; 24807 N. Gilmer Road, PIN #14-11-200-017; and 24666 N. Gilmer Road, PIN #14-11-200-018, and Generally Located North of Gilmer Road and North and West of Hawthorn Grove Drive and Generally South of Gilmer Road and West of Hawthorn Grove Drive
14. Approval of 2014 Meeting Calendar

Items #4, #5 and #13 were removed from the Consent Agenda.

Motion by Ponzio, second by DiMaggio to approve the Consent Agenda, with the exception of items #4, #5 and #13.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

Motion by DiMaggio, second by Ponzio to approve Consent Agenda Item #4, Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into an Agreement with Blu Petroleum for the Installation of Fuel Tanks at the Public Works Facility.

Trustee Morgan asked whether the Village went out to bid. Ms. Frable responded no, however, Blu Petroleum's costs are comparable to those currently being charged by Lake Zurich, and that the equipment would be free. The cost of gas at the pump was discussed. Ms. Frable reported on the lost time experienced by her department in traveling to Lake Zurich to fuel their vehicles. During some snow events, a truck may be out of the Village for 20 – 45 minutes for travel time alone. She calculated the lost time in travel to Lake Zurich amounts to 7 weeks of work for one Public Works employee, and 5 weeks of work for one Police Department employee each year.

The cost to the Village to implement the agreement with Blu Petroleum and security was discussed. Ms. Frable is looking into additional fencing and the cost for an automated gate. She also said security cameras will be installed and users will have their own unique identification and password.

Village Attorney Kenny stated a motion can be made to waive competitive bidding, which would require 2/3 vote of the Board of Trustees.

Ms. Newton stated the plan is to run simultaneously with Blue Petroleum and Lake Zurich until May, 2014 so that the Village can provide Lake Zurich advance notice that we will be terminating our contract.

Fire and safety concerns were addressed. The State Fire Marshall would conduct inspections and bollard guards will be placed near the tanks.

Mayor Mancino left the meeting at 8:00 p.m.

It was noted only a proposal was attached to the resolution, not a contract. Ms. Frable responded the Village has only received a proposal.

Mayor Mancino returned to the meeting at 8:01 p.m.

Roll call vote.

Ayes: Ponzio, Riess, DiMaggio and Mancino

Nays: Morgan

Abstentions: None

Absent: Corrigan and David

Motion carried.

Motion by Ponzio, second by DiMaggio to approve Consent Agenda Item #5, Approval of a Resolution Authorizing the Chief Operating Officer to Enter Into a Three Year Agreement with Dustbusters, Inc. for Village Hall and Police Department Cleaning Services.

Trustee Ponzio noted that there is a clause allowing the contractor to terminate the agreement, but not the Village. Ms. Kazenas responded she would check with the contractor about adding such language. Trustee Ponzio also noted that there was no mention as to the amount of insurance under the common declaration. Ms. Kazenas responded the certificate of insurance was forthcoming and that she would confirm the expiration date and amount.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

Motion by Riess, second by DiMaggio to approve Consent Agenda Item #13, Approval of an Ordinance Annexing Approximately 30.6 Acres of Property to the Village of Hawthorn Woods Pursuant to 65 ILCS 5/71-1-13—24821 N. Gilmer Road, PIN #14-11-200-003; 24752 N. Gilmer Road, PIN #14-11-200-007; 24680 N. Gilmer Road, PIN #14-11-200-015; 24807 N. Gilmer Road, PIN #14-11-200-017; and 24666 N. Gilmer Road, PIN #14-11-200-018, and Generally Located North of Gilmer Road and North and West of Hawthorn Grove Drive and Generally South of Gilmer Road and West of Hawthorn Grove Drive.

Trustee Morgan asked for the background information on this annexation. Ms. Lobaito noted that the subject property was wholly bounded by the Village and created a hole in our boundary. She said the annexation was noticed, and that she did hear from two property owners expressing concern about being annexed and

zoned residential. Ms. Lobaito explained they were each told the Village would conduct a public hearing to rezone their properties to Agricultural District upon application, and that this would be done at no cost to the property owners.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

#### B. Items for Separate Action

1. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2014 and Ending December 31, 2014

Motion by Ponzio, second by DiMaggio to open the public hearing on the 2014 annual budget.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

Mayor Mancino commented on the budget process and that the Village utilizes a zero based budget plan. He noted that the budget was on display for the last 30 days.

There was no public comment on the budget.

Motion by DiMaggio, second by Morgan to close the public hearing. Upon a voice vote, the motion carried unanimously.

Motion by DiMaggio, 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, 2014 and Ending December 31, 2014.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

2. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2014 and Ending December 31, 2014, of the Village of Hawthorn Woods, Lake County, Illinois

Motion by Ponzio, second by DiMaggio to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2014 and Ending December 31, 2014, of the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

3. 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 DiMaggio, second by Riess 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.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

4. 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 \$141,635 for Property, Casualty, and Workers Compensation Insurance

Motion by Riess, second by DiMaggio 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 \$141,635 for Property, Casualty, and Workers Compensation Insurance

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan 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**

Ms. Newton reported on a recent petition for annexation received by the Village, and of a possible annexation on Indian Creek Road. She also reported that she and Ms. Lobaito met today for a second time with a national investor, and that they toured the Village. Ms. Newton reported that the park map had been updated and that the Village has only 173 acres or 3.3% of our land as parkland.

#### **2. Economic Development Department Report**

##### **a. Pulte/Albert Draw Down Deposit Agreement – Required Signatures**

Motion by Ponzio, second by DiMaggio to approve the Pulte/Albert Drawn Down Deposit Agreement.

Ms. Lobaito informed the Board that when Pulte executed the Draw Down Deposit Agreement, the property owner made certain edits to the agreement, thus removing their responsibility to reimburse the Village for any development costs. Ms. Lobaito also explained that the form of the agreement was approved by the Village Board; therefore, any modification to the agreement would take Board action.

Ms. Lobaito informed the Board that staff has provisions in place that prevent a developer's funds from going below 20% of the initial deposit, thus protecting the Village from not having sufficient funds to cover consultant

fees associated with developments. As such, it was staff's recommendation that the Board approve the modified language in the Pulte Draw Down Deposit Agreement for the Pulte/Albert project.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None

Absent: Corrigan and David

Motion carried.

### 3. Parks and Recreation and Special Events

Mr. Sullivan reported on the December 6<sup>th</sup> Tree Lighting Ceremony, which will include a living memorial tree and ornament program. He also reported that he will be completing the ADA analysis next month.

### B. Report from the Village Attorney

Mr. Kenny reported that Attorney Brankin has been working on the three settlement agreements associated with Hawthorn Trails.

### C. Reports from Department Heads

#### 1. Chief Administrative Officer – Donna Lobaito

##### a. Building Department Report

Ms. Lobaito reported that she has been working on the Hawthorn Trails settlement agreements, and that she has been working with Pulte Homes on their project.

##### b. Village Clerk's Office Report

#### i. A Resolution Making a Determination Relative to the Release of Executive Session Minutes and Destruction of Executive Session Tapes Pursuant to Illinois Open Meetings Act

Motion by Morgan, second by DiMaggio to approve a Resolution Making a Determination Relative to the Release of Executive Session Minutes and Destruction of Executive Session Tapes Pursuant to Illinois Open Meetings Act.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and DiMaggio

Nays: None

Abstentions: None  
Absent: Corrigan and David  
Motion carried.

2. Chief Financial Officer/Human Resources Director– Kristin Kazenas
  - a. Finance Department Report

No report this month.

- b. Human Resource Department Report

Ms. Kazenas reported that the employees and elected officials successfully completed the wellness initiative of walking to Disneyland. She said over 2 million steps were logged.

Ms. Kazenas also reported that she is still waiting for information on the employee benefit renewal, and that the delay had to do with the pending healthcare reform. She said if we keep the same plan, the increase will be 18%, which is not in the budget. She has been working with the Linden Group and Blue Cross Blue Shield on rate relief, and she will send the Village Board the revised proposal once received.

- c. Risk Management Department Report

Ms. Kazenas reported that the Village qualified for a safety equipment grant through Gallagher to buy equipment for the Police Department.

3. Chief of Police – Jennifer Paulus

- a. Police Department Report

Chief Paulus' report is in the packet. She reported that the department received a grant for bullet proof vests.

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

- a. Public Works Department Report

Ms. Frable reported that Heritage Oaks Park was designed to host winter activities, such as skating. She said the pond is 12' at its deepest, and that it is staff's recommendation that a sign be placed at the shore's banks informing all to stay out of the water and off the ice. She said that this type of sign should be posted at all Village owned ponds.

Ms. Newton stated that staff is looking into using the ice skating rink at Community Park, because if skating is allowed on the ponds, then they have to be monitored seven days a week.

**VIII. 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 Executive Session this evening.

**IX. ADJOURNMENT**

Motion by DiMaggio, second by Morgan to adjourn the Village Board meeting.

Voice vote.

Ayes: 4

Nays: 0

Abstentions: 0

Absent: 2

Motion carried.

There being no further business the meeting adjourned at 8:55 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk