



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
JULY 21, 2014
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:07 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Corrigan and DiMaggio. Absent were Trustees Riess, Morgan and David.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief of Police Jennifer Paulus, Public Works Director and Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

Mayor Mancino stated he was going to modify the agenda and move Agenda Item IV. Presentations, to this portion of the meeting.

- A. Presentation of a Certificate of Achievement – Jesse Schmidt, Girl Scout Gold Award

Mayor Mancino announced Miss Schmidt was not available for tonight's meeting and would be attending a meeting in the near future.

- B. Presentation and Resolution—Appreciation to Michael Salvi, Planning, Building and Zoning Commissioner

Mayor Mancino recognized Michael Salvi for his many years of service to the Village as a Planning, Building and Zoning Commissioner. Mr. Salvi has decided to retire from the Commission. Commissioners Rein, LaGro and Kaiser were also present and commended Mr. Salvi for his years of service. Mr. Salvi thanked the Board, Ms. Newton and Ms. Lobaito. Ms. Lobaito read the resolution into the record and Mayor Mancino presented a copy of it to Mr. Salvi.

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Jean Bacardi, 36 Deer Point Drive— Ms. Bacardi stated she was addressing the Board in hopes of saving her dog. Mr. Brankin reminded the Board that this matter is the subject of

pending litigation. Furthermore, he stated Ms. Bacardi should contact him directly regarding a settlement since she is pro se and he would forward it to the Board.

Joe Porter, 2 Orchard Lane – Mr. Porter stated his dog was poisoned recently and he thanked the police department for their investigation.

Andrea Alvarez, Citizen Advocacy Center – Ms. Alvarez stated she was an attorney from the Citizen Advocacy Center and was present because a citizen was removed from the June Village Board meeting. Ms. Alvarez spoke of the First Amendment rights of the public and their right to communicate with the Village Board at a public meeting. She stated it was an Open Meetings Act violation to have a citizen removed from the meeting.

Mayor Mancino thanked Ms. Alvarez for her comments, but said he was confused as to her claims of an OMA violation since she was not present at the June Village Board meeting. He informed Ms. Alvarez that the citizen was out of order. He also mentioned the Village staff prepared three FOIA responses in a timely manner, costing the Village thousands of dollars in staff time, and the citizen has yet to pick them up.

Gerri Songer, 60 Senaca Avenue East – Ms. Songer questioned Mayor Mancino about whether Village Board meetings were recorded. He responded they were not. She asked if the Mayor's position was a voluntary position. He responded it was. She asked several questions about Route 53 and the timing of certain Route 53 meetings. Lastly, she asked why gas tanks were being approved for Public Works. Mayor Mancino responded they were being approved so that Public Works and Police employees do not have to travel to Lake Zurich for fuel.

Kim Rauchfuss, 46 Deer Point Drive – Ms. Rauchfuss was present to support Ms. Bacardi. She stated the Bacardi's dog bit her son, and she had filed a report, but she did not want the dog put down.

Brian Sullivan, Parks and Recreation Director – Mr. Sullivan spoke on behalf of Chuck Bartels who could not attend tonight's meeting. He stated that Mr. Bartels wanted to thank the Village for allowing him to participate in the Fourth of July parade.

Jean Bacardi, 36 Deer Pointe Drive – Ms. Bacardi further addressed the Board about the Board's intent of putting her dog down. Ms. Bacardi would not step away from the microphone and was reminded several times by Mayor Mancino that she was out of order. He reminded Ms. Bacardi that she could not sue the Village and expect us to discuss the matter with her in a public meeting.

IV. PRESENTATIONS

This portion of the meeting was addressed earlier in the evening.

V. PUBLIC HEARING FOR THE FIRST AMENDMENT TO ANNEXATION AGREEMENT—LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT—To be continued to a future date.

Motion by DiMaggio, second by Ponzio to open the public hearing.

Motion by DiMaggio, second by Ponzio to continue the public hearing to the next regularly scheduled meeting.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

Motion carried.

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

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

1. Appointment of Kristin Kazenas as the Continuing Disclosure Agent, and Pamela Newton as Alternate

Trustee Ponzio stated this item is a result of the bond issuance for the Aquatic Center, and that the disclosure is part of the policy formulated by the SEC. Annual financial statements will be filed and tonight's action to appoint an agent and alternate is needed.

Motion by DiMaggio, second by Corrigan to appoint Kristin Kazenas as the Continuing Disclosure Agent, and Pamela Newton as Alternate.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

Motion carried.

Mayor Mancino updated the Board on his attendance today at the Tollway Land Use meeting. He noted there was still a funding gap and that no federal funds would be available.

B. Planning, Building and Zoning Commission-----Susy Rein, Chair

Dominick DiMaggio, Trustee Liaison

No report this month.

C. Public Safety and Judicial-----Gene Gawalek, Chair

Neil Morgan, Trustee Liaison

No report this month.

- D. Environmental Committee-----John Bickley, Chair
Steve Riess, Trustee Liaison

No report this month.

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

No report this month.

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

Trustee Ponzio updated the Village Board on the finances of the Village. Trustee Corrigan reported that the Finance Committee reviewed the continuing disclosure policy.

1. Approval of the February, 2014 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the February, 2014 Financial Statements.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

Motion carried.

2. Approval of the March, 2014 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the March, 2014 Financial Statements.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

Motion carried.

3. Approval of the April, 2014 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the April, 2014 Financial Statements.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

Motion carried.

4. Approval of the May, 2014 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the May, 2014 Financial Statements.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

5. Approval of a Resolution Authorizing the Adoption of the Village of Hawthorn Woods, Illinois Municipal Securities Continuing Disclosure Policies and Procedures

Motion by Ponzio, second by Corrigan to approve a Resolution Authorizing the Adoption of the Village of Hawthorn Woods, Illinois Municipal Securities Continuing Disclosure Policies and Procedures.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

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

No report this month.

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of the Minutes from the June 16, 2014 Village Board Meeting
2. Approval of Paid Invoice List Dated July, 2014
3. Approval of Bill List Dated July, 2014
4. Approval of a Resolution Authorizing the Chief Operating Officer to Award and Execute the Contract for the 2014 Crack Sealing Project To Behm Pavement Maintenance, Inc.

5. Approval of a Resolution Authorizing the Mayor and Village Clerk to Award and Execute the Contract for the Hawthorn Woods Lake View Storm Sewer Replacement Project to Mark Meade Excavators, Inc.
6. Approval of a Resolution Designating July, 2014 as Parks and Recreation Month
7. Approval of an Ordinance of the Village of Hawthorn Woods, Lake County, Illinois, Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics, and Other Workers Employed on Public Works of Said Village

Motion by DiMaggio, second by David to approve the Consent Agenda.

Roll call vote.

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

- B. Items for Separate Action
None this month.

VIII. OLD BUSINESS

IX. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer Pam Newton

1. Village Operations

Ms. Newton reported that the Village received a rate of 5.5% from NIMEC for electric aggregation. She also thanked Brian Sullivan and Amy Scholz for their work on the Fourth of July festivities.

2. Economic Development Department Report

No report this month.

- B. Report from the Village Attorney

Mr. Brankin stated he would have a report for the Board in Executive Session.

- C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

a. Building Department Report

Ms. Lobaito reported on the monthly building permit activity and provided an update on the Pulte and Stonebridge developments. She also reported that Dan Thake had decided to retire and volunteer his time assisting those less fortunate than him. She thanked Mr. Thake for his service to the community.

b. Village Clerk's Report

Ms. Lobaito reported on the month's FOIA activity and the cost to the Village.

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

a. Finance Department Report

i. Review of 2015 Budget Calendar

Ms. Newton noted that Ms. Kazenas had an excused absence from tonight's meeting. She reviewed the 2015 Budget Calendar with the Board.

b. Human Resource Department Report

i. Approval of a Revision to the Building Department Organizational Chart and Job Descriptions

Ms. Newton reported that due to the anticipated increase in building activity, staff was proposing a revised Building Department organizational chart. The department name will change to Community Development Department and it is to be divided into three distinct areas: Planning, Building and Economic Development. She noted staff is looking to hire a Planning Manager, with such hiring having zero impact on the budget this year because not all positions are filled at this time. She noted the Planning Manager's position is in the \$75,000 salary band.

Mayor Mancino supported the reorganization and noted that both Ms. Newton and Ms. Lobaito had been working long hours to keep up with the onslaught of development activity. Board members stated they supported the reorganization.

Motion by Corrigan, second by DiMaggio to approve the Revision to the Building Department Organizational Chart and Job Descriptions.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, Mancino

Nays: None

Abstentions: None

Absent: Riess, Morgan, David

c. Risk Management Department Report

Ms. Newton reported that after the most recent severe storms and the realization that the fire department siren does not reach all areas, Ms.

Kazenas purchased weather radios for the Aquatic Center, Village Hall and Public Works facilities. Mayor Mancino noted that the risk management costs have decreased considerably.

3. Chief of Police – Jennifer Paulus

a. Police Department Report

Chief Paulus reported that Officer Rosini was nominated by his third grade class for the National Adopt-A-Cop recognition.

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

a. Public Works Department Report

Ms. Frable reported that she had been kept busy with development activity. She also reported on the FEMA funded Lake View storm sewer replacement project.

5. Director of Parks and Recreation – Brian Sullivan

a. Parks and Recreation Report

Mr. Sullivan reported on the upcoming Copperfield Park picnic, Movie in the Park, Concerts in the Park, recreation programs, Aquatic Center activities and the park playground piece to be installed at Highview Park. Ms. Newton noted there was a mock drowning drill at the Aquatic Center, and that the staff performed very well according to the fire department who staged the event.

The Board members commended Brian on the park improvements as well as the Fourth of July. Trustee DiMaggio suggested speakers being placed on the far side of the parking lot next year at the fireworks show.

X. EXECUTIVE SESSION

A. Discussion of Probable or Pending Litigation (5 ILCS 120/2(c) 11), Discussion of Executive Session Minutes (5 ILCS 120/2 (c) 21), Purchase of Property (5 ILCS 120/2(c) 5), and Sale or Lease of Property (5 ILCS 120/2(c) 6)

Motion by Corrigan, second by DiMaggio to enter into Executive Session to discuss Probable or Pending Litigation (5 ILCS 120/2(c) 11), Discussion of Executive Session Minutes (5 ILCS 120/2 (c) 21), Purchase of Property (5 ILCS 120/2(c) 5), and Sale or Lease of Property (5 ILCS 120/2(c) 6). Mayor Mancino stated no business would be conducted after Executive Session.

Roll call vote.

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

The Board moved into Executive Session at 8:28 p.m.

XI. ADJOURNMENT

The regular meeting reconvened at 9:34 p.m. Motion by DiMaggio, second by Corrigan to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:35 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk