



THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
JUNE 16, 2014  
7:00 P.M.

MINUTES

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

Mayor Mancino called the meeting to order at 7:05 p.m. Roll call indicated the following members were present: Mayor Mancino; Trustees Ponzio, Riess, Morgan, Corrigan, and DiMaggio. Trustee David was 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 and Village Engineer Erika Frable, Director of Parks and Recreation Brian Sullivan, and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

Mayor Mancino announced he would like to move Agenda Item IV. A. to this portion of the agenda.

Presentation and A Resolution Recognizing Christian Migliarese, a Hawthorn Woods Resident, in Being Inducted into the National Wrestling Hall of Fame and Being Awarded the Metal of Courage

A video was shown of Christian receiving the Metal of Courage. Christian addressed the Board and explained he started wrestling four years ago and had his first win his senior year of high school. Christian was a student at Carmel Catholic High School. He pinned his opponent in a tournament and said he never thought it would be possible given his physical challenges. He thanked his family for being so supportive of him. Christian just completed his freshman year at Texas Christian University.

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

**Geri Songer, 60 Senaca East** – Ms. Songer stated that last month she presented 46 pages of documents to the Village Board regarding her concern about the Canadian National train traffic behind her home. She provided the Board a recap of all the documents she submitted last month. She stated she is concerned about the increased train traffic and the hazardous materials being transported. She believes she has been exposed to hazardous materials and has been hospitalized as a result of this. Ms. Songer outlined five steps she wants the Village to take. She wants the Village to notify residents, assess wells, assess the tracks for leakage, assess open lands for dumping, and adjust property taxes for depreciation in value.

Ms. Songer asked what the Village was using Canadian National funds for. Mayor Mancino informed Ms. Songer to contact staff with her specific questions, but mentioned money had been used for the engineering of the bike crossing at Old McHenry Road, EOC equipment and landscaping by the aquatic center. He stated the Village cannot address certain items on her list. Ms. Songer refused to stop speaking and was eventually escorted away from the microphone.

#### IV. PRESENTATIONS

- A. Presentation and A Resolution Recognizing Christian Migliarese, a Hawthorn Woods Resident, in Being Inducted into the National Wrestling Hall of Fame and Being Awarded the Metal of Courage

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

- B. Presentation by Recreation Accessibility Consultants, LLC—John McGovern, ADA Report and Presentation

Mr. McGovern was retained by the Village to examine and recommend ways to retrofit the parks for accessibility. He explained the process he utilized in compiling this information and presented his report to the Board. He noted that the remaining steps to his services include three hours of training for staff members and a free public feedback opportunity. He commended the Village for being proactive in identifying deficits in accessibility to better address how to serve the community.

Ms. Newton noted that the Village will incorporate this plan into our budget planning for 2015. Trustee Corrigan noted that it will now be easier for the Village to access grant money as a result of this audit.

- C. Presentation of the Comprehensive Plan—Brandon Nolin and John Houseal, Houseal Lavigne Associates, LLC

Mayor Mancino commented that a committee had been formed approximately ten months ago to work with Houseal Lavigne in updating the Comprehensive Plan, and the process included several public meetings and workshops. John Houseal and Brandon Nolin of Houseal Lavigne presented an overall report on the draft plan. \

Mr. Nolin noted that through the process it was apparent that residents, business owners and community leaders love the Village, and that although they want to preserve the community, it was clear that it was important to augment the current plans and services of the Village to keep up with the changing times. He highlighted some of the requests of the residents, such as better access to goods and services, preservation of environmental areas, conservation oriented developments, traffic congestion resolution, control over water and sewer facilities, gateway signage, annexation of strategic properties to improve appearances, use of low-impact bio swales, and hazard mitigation.

Ms. Newton commented that Houseal Lavigne will be providing the Village with a GIS format on a disc.

At this time Ms. Newton introduced intern Ashley Eccles to the Board members. Ashley has been assisting staff on various projects this summer, and she is completing her senior year at Carthage College in Kenosha.

**V. MAYOR'S REPORT AND COMMITTEE REPORTS**

**A. Mayor's Report**

1. Appointment of Thomas Rychlik to a Four Year Term to the Planning, Building and Zoning Commission

Mr. Rychlik introduced himself to the Board. He resides in Hawthorn Woods with his wife and two children. He has been a civil engineer for the past 20 years with Gewalt Hamilton, and he stated he is looking forward to serving the community in this capacity.

Motion by DiMaggio, second by Morgan to appoint Thomas Rychlik to a Four Year Term to the Planning, Building and Zoning Commission.

Roll call vote.

Ayes: Riess, Ponzio, 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

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 commented on the success of the Village's tuition reimbursement program and that two employees are presently taking advantage of this benefit.

1. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 2, section 2-8-2A, Officers—Finance Committee

Motion by Corrigan, second by DiMaggio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 2, Section 2-8-2A, Officers—Finance Committee.

Roll call vote.

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

Motion carried.

2. Approval of the Annual Treasurer's Report for the Year Ended December 31, 2013 in Compliance With the Publication Requirement as Defined in the Illinois Compiled Statutes Chapter 65 Section 5/3.1-35-65

Motion by Riess, second by Corrigan to approve the Annual Treasurer's Report for the Year Ended December 31, 2013 in Compliance With the Publication Requirement as Defined in the Illinois Compiled Statutes Chapter 65 Section 5/3.1-35-65.

Roll call vote.

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

Motion carried.

3. Approval of the Year End Fund Balance Transfers

Motion by Ponzio, second by DiMaggio to approve the Year End Fund Balance Transfers.

Roll call vote.

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

4. Approval of the January, 2014 Financial Statements

Motion by Riess, second by Corrigan to approve the January, 2014 Financial Statements.

Trustee Corrigan stated the Village has come a long way to be in a position to transfer money to the CIP Fund, and this is a testimony to the staff's hard work.

Roll call vote.

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

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

No report this month.

**VI. NEW BUSINESS**

A. Consent Agenda

1. Approval of Minutes from the May 19, 2014 Village Board Meeting
2. Approval of Paid Invoice List Dated June, 2014
3. Approval of Bills List Dated June, 2014
4. Approval of a Resolution Authorizing the Execution of a Certain Agreement with Advanced Business Group LLC
5. Approval of a Resolution Accepting the Americans with Disabilities Act Access Audit and Preliminary Transition Plan
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Section 3-3-9B—Proration of License Fees; Title 3, Section 3-3-13A, Term of License
7. Approval of a Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation
8. Acceptance of the NPDES Report Phase II, Permit Year 11 Annual Report
9. Approval of a Resolution Accepting a Grant from the Illinois Housing Development Authority's Abandoned Residential Property Municipal Relief Program

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

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of Items #1, #8 and #9.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Riess, second by DiMaggio to approve Consent Agenda Item #1, Approval of the Minutes from the May 19, 2014 Village Board Meeting.

Trustee Morgan stated he would be abstaining as he was not present at the meeting.

Roll call vote.

Ayes: Riess, Ponzio, Corrigan, DiMaggio

Nays: None

Abstentions: Morgan

Absent: David

Motion carried.

Motion by Corrigan, second by Morgan to approve Consent Agenda Item #8, Acceptance of the NPDES Report Phase II, Permit Year 11 Annual Report.

Trustee Ponzio questioned language in the report that related to the designated use of waterways, and he requested what those designated uses would be. Ms. Frable responded this is standard language used by the Stormwater Management Commission. Ms. Newton provided examples of to explain the uses.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Corrigan, second by DiMaggio to approve Consent Agenda Item #9, Approval of a Resolution Accepting a Grant from the Illinois Housing Development Authority's Abandoned Residential Property Municipal Relief Program.

Trustee Ponzio asked if any qualified projects had been identified. Ms. Newton responded that there were nine, but that other properties not yet identified may qualify in the future if they meet certain health and safety deficiencies.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

B. Items for Separate Action

1. Approval of an Ordinance Adopting the Comprehensive Plan in and for the Village of Hawthorn Woods

Motion by Corrigan, second by DiMaggio to approve an Ordinance Adopting the Comprehensive Plan in and for the Village of Hawthorn Woods, in substantial form as presented, subject to minor changes.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

2. Approval of a Resolution Authorizing the Mayor and Village Clerk to Execute A Memorandum of Agreement Between the Village of Hawthorn Woods, Orleans RHIL, LP, Starzwood Development, Inc., Michael M. Sarykowitz, and Susan Sarykowitz—Countryside Meadows Subdivision

Motion by Riess, second by DiMaggio to approve a Resolution Authorizing the Mayor and Village Clerk to Execute A Memorandum of Agreement Between the Village of Hawthorn Woods, Orleans RHIL, LP, Starzwood Development, Inc., Michael M. Sarykowitz, and Susan Sarykowitz—Countryside Meadows Subdivision.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

3. Approval of a Resolution Accepting a Fifth Amendment to Declaration of Protective Covenants, Conditions, Restrictions, Reservations, and Grants of the Countryside Meadows Subdivision, as Presented by the Countryside Meadows Homeowners Association

Motion by DiMaggio, second by Morgan to approve a Resolution Accepting a Fifth Amendment to Declaration of Protective Covenants, Conditions, Restrictions, Reservations, and Grants of the Countryside Meadows Subdivision, as Presented by the Countryside Meadows Homeowners Association.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

4. Approval of a Resolution Authorizing the Execution of a Proposal from First Impression, Inc. for the Resurfacing of the Tennis Courts and Basketball Court at Highview Park, Reimbursable Through FEMA

Motion by Riess, second by DiMaggio to approve a Resolution Authorizing the Execution of a Proposal from First Impression, Inc. for the Resurfacing of the Tennis Courts and Basketball Court at Highview Park, Reimbursable Through FEMA.

The project will be completed by the end of June, and the contractor has provided the Village with a certificate of insurance.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

## **VII. OLD BUSINESS**

None this month.

## **VIII. ADMINISTRATION REPORTS**

- A. Report from the Chief Operating Officer Pam Newton

1. Village Operations

Ms. Newton reported that she and Ms. Lobaito attended the ILCMA Summer Conference, and that she is working to become a credentialed manager. She reported that at the conference she met with people from Washington, Illinois, the community hit by a tornado last year, and she met with an FBI agent regarding the Dixon, Illinois fraud scheme.

Ms. Newton also reported on the Concerts in the Park, Farmer's Market and the upcoming Fourth of July festivities.

2. Economic Development Department Report

Ms. Newton's report is on the dais.

B. Report from the Village Attorney

Attorney Brankin reported that he has been working with staff on a number of tonight's agenda items. He has also been working on documents related to several developments in the Village, and he will be working with the Village on the newly formed task force relating to the Village's utilities.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

a. Building Department Report

Ms. Lobaito's report is in the packet.

b. Village Clerk's Office Report

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

Motion by Ponzio, 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 the Illinois Open Meetings Act.

Roll call vote.

Ayes: Riess, Ponzio, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

ii. Records Disposal Certificate—Local Records Commission

Ms. Lobaito informed the Board that the Village has received permission from the Local Records Commission to dispose of certain records. She included the approved application in the Board packet. No action was requested of the Board.

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

Ms. Kazenas thanked the Police Department for their assistance in setting up the local debt recovery program through the State Comptroller's Office. She noted the Village has received approximately \$3,300 in delinquent parking tickets. Confirmation has been received from our former collection agency that the contract has been terminated.

b. Human Resource Department Report

Ms. Kazenas reported that at the suggestion of Trustee Morgan, the Village implemented drug testing of all seasonal employees.

c. Risk Management Department Report

Ms. Kazenas' report is in the packet.

3. Chief of Police – Jennifer Paulus

a. Police Department Report

Chief Paulus' report is in the packet.

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

a. Public Works Department Report

Ms. Frable reported that she will be finalizing the ICC barrier project in the near future. She completed the NPDES Year 11 report. She also reported that the fountain has been added to the Copperfield Park pond, and that Heritage Oaks Park soccer field will be re-seeded. Lastly, Ms. Frable reported that she and Matt Bartlett attended the CERT Canadian National training session.

5. Director of Parks and Recreation—Brian Sullivan

a. Parks and Recreation, and Special Events

Mr. Sullivan reported that he has worked with Ms. Newton in ordering a new play piece for Highview Park. A park tour in the fall will be arranged. Mr. Sullivan also reported that the aquatic center mechanicals have been working smoothly this summer and thanked the Public Works staff for their fine work in ensuring that the operations were in order. Mr. Sullivan also thanked Amy Scholz for enhancing the enrollment of Woodchucks.

**IX. EXECUTIVE SESSION**

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

Mayor Mancino noted that there would not be an Executive Session this evening.

**X. ADJOURNMENT**

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

Voice vote.

Ayes: 5

Nays: 0

Abstentions: 0

Absent: 1

Motion carried.

There being no further business the meeting adjourned at 8:47 p.m.

Respectfully submitted,



Donna Lobaito

Village Clerk