



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, NOVEMBER 17, 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, Riess, Morgan, Corrigan, and DiMaggio. Trustee David was absent.

Also present were Chief Operating Officer Pamela Newton, Chief Financial Officer Kristin Kazenas, 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

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Mr. Lin Xia, a representative of the Hawthorn Trails Homeowner's Association requested that the Village Board waive the requirement to install landscape islands in the cul-de-sacs of the Hawthorn Trails subdivision. Mr. Xia presented a petition signed by 40 homeowners in the Hawthorn Trails subdivision to support this request. There were several concerns presented by Mr. Xia: 1. the cul-de-sacs were small and the landscape islands could inhibit snow removal operations; 2. the school buses currently use the cul-de-sacs to turn around and the landscape islands could make this more difficult; 3. the garbage trucks could have difficulty servicing the homes on the cul-de-sacs 4. the maintenance of the landscape items is costly. Mayor Mancino thanked Mr. Xia for his comments and stated that the Village will discuss these concerns with staff. Mayor Mancino also noted that the landscape islands will be funded by the proceeds from the bond company as a result of the settlement agreement resulting from the developer bankruptcy. Mr. Xia stated that this was a special case and asked for serious consideration of the request.

Mr. Thomas McGuire, 4 Oak Lane, Hawthorn Woods asked the Village Board for a status update on the issue of the sheds. Will the sheds be allowed to remain or will they be removed? Mayor Mancino stated that a prior Village Board voted to prohibit sheds within the Village boundaries. At that time, there was a 7 year sunset period to allow residents with the existing sheds to remove the shed. The sunset period ends on December 15, 2014. The Village will begin enforcing the shed ordinance at that time and will be in communication with residents to ensure compliance.

IV. PRESENTATION – APEX LANDSCAPING, ILLINOIS ASSOCIATION OF PARK DISTRICTS 2014 BEST FRIEND OF ILLINOIS PARKS SMALL BUSINESS CATEGORY

Mr. Sullivan stated that Apex Landscaping, a local Hawthorn Woods business, recently won the 2014 Best Friend of Illinois Parks – Small Business Category award from the Illinois Association of Park Districts (IAPD). Apex was recognized for providing assistance to the Hawthorn Woods Parks and Recreation Department by loaning equipment, donating woodchips for trees, donating funding for the 3rd of July fireworks, donating a mosquito application for Community Park for the 3rd of July fireworks, and donating trees for the memorial tree program which funds the Sister Cities initiative. Mayor Mancino presented the award to Mr. Bob Atwater of Apex Landscaping and stated that Apex has been a godsend to the Village. They are a great corporate citizen and this award is well-deserved.

V. PUBLIC HEARING

- A. A Public Hearing for the First Amendment to the Annexation Agreement with District 95—Stonebridge, William Ryan Homes—To be continued to January 20, 2015

Motion by Corrigan, second by DiMaggio to continue the public hearing until January 20, 2015, the next regularly scheduled Village Board meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

- B. A Public Hearing for the Fiscal Year 2015 Village Budget

Motion by Riess, second by Corrigan to open the public hearing on the Fiscal Year 2015 Village Budget.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Mayor Mancino commented on the budget process and that the Village utilizes a zero based budget process. He noted that the draft budget was on display for the last 30 days. There was no public comment on the budget.

Motion by Ponzio, second by Corrigan to close the public hearing on the Fiscal Year 2015 Village Budget.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported on the Route 53 Finance and Land Use meetings which he has been attending. He reported that there has been a lot of discussion on the funding gap. He invited everyone to attend an upcoming open house at Lake Zurich High School on November 19th from 4PM to 7PM. The open house will provide a review of initial findings and allow for public input. In addition, Mayor Mancino reported that the Finance Committee report deadline to the Toll Authority has been extended to February 15, 2015.

B. Public Safety and Judicial-----Gene Gawalek, Chair Neil Morgan, Trustee Liaison

No report this month.

C. Parks and Recreation-----Vacant, Chair Vacant, Trustee Liaison

No report this month.

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

Trustee Riess reported that the Environmental Committee discussed a potential heritage tree ordinance. This proposed ordinance would restrict the removal of trees greater than 75 years old. The draft is in legal review and the committee is waiting for the comments from the Village Attorney. It is important to note that this proposed ordinance will require two public hearings and consideration by the Planning, Building and Zoning Commission.

Mayor Mancino asked if the Committee had identified the specific heritage trees in the Village. Trustee Riess responded that the Committee was working on the draft ordinance first, and had identified a few trees that were 200-250 years old. Trustee Corrigan stated she was concerned about restricting resident's ability to remove a tree that was threatening damage to their home. Trustee Riess responded that the ordinance was still in draft form and would contain language regarding diseased or hazardous trees.

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

No report this month.

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

Chairperson Susy Rein reported that there were no action items this month. On December 9, 2014, there will be the continuation of the public hearing on the William Ryan Homes Stonebridge application. The Commission has been impressed with the public input on this application, over multiple public hearing dates. Chairperson Rein encouraged the Village Board to read the transcripts from the public hearings.

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

1. Approval of the August 2014 Financial Statements

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

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

2. Approval of the September 2014 Financial Statements

Motion by Ponzio, second by Corrigan to approve the September 2014 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

3. Approval of Budget Transfers

Motion by Morgan, second by Corrigan to approve the Budget Transfers.

Trustee Corrigan stated it was important to note that the budget transfers proposed net to zero. Trustee Ponzio stated the budget transfers were a tool used by the Department

Heads to keep track of expenditures and stay within the budgeted amounts for each account.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

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

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of Minutes from the October 14, 2014 Special Joint Meeting of the Committee of the Whole and Finance Committee and Special Village Board Meeting
2. Approval of Paid Invoice List Dated November, 2014
3. Approval of Bills List Dated November, 2014
4. Approval of a Resolution Authorizing the Execution of an Agreement with Family Services: Prevention, Education & Counseling
5. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code (2015 Motor Fuel Tax Funds)
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods, Title 6—Motor Vehicles and Traffic, Chapter 2—Traffic Code; Miscellaneous Provisions, Section 6-2-4.B Stop Intersections Designated
7. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
8. Approval of 2015 Meeting Calendar

Consent Agenda item #7 was removed from the agenda.

Motion by Morgan, second by DiMaggio to approve the Consent Agenda with the exception of item #7.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

Motion by Riess, second by Corrigan to approve Consent Agenda item #7, Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods.

Trustee Riess asked that staff detail which items were being disposed. Ms. Kazenas stated the items were old, obsolete computer equipment from the Public Works Department.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: 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, 2015 and Ending December 31, 2015

Motion by Ponzio, second by Corrigan to Approve the Ordinance Adopting an Annual Budget for Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2015 and Ending December 31, 2015.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

2. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2015 and Ending December 31, 2015 of the Village of Hawthorn Woods, Lake County, Illinois

Motion by Ponzio, second by Corrigan to Approve the Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2015 and Ending December 31, 2015 of the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: 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 Ponzio, second by Corrigan to Approve the 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, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

4. Approval of a Resolution Authorizing the Execution of an Agreement – Metropolitan Alliance of Police, Hawthorn Woods Police Chapter #485 – January 1, 2015 - December 31, 2017

Motion by Riess, second by DiMaggio to Approve a Resolution Authorizing the Execution of an Agreement – Metropolitan Alliance of Police, Hawthorn Woods Police Chapter #485 – January 1, 2015 t- December 31, 2017.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

5. Approval of a Resolution Authorizing Mayor and Chief of Police as the Emergency Management Agency Coordinator to Execute the Emergency Operations Plan

Motion by Morgan, second by DiMaggio to Approve a Resolution Authorizing Mayor and Chief of Police as the Emergency Management Agency Coordinator to Execute the Emergency Operations Plan.

Trustee Morgan stated that the Emergency Operations Plan was the result of three years of hard work and personally thanked the sub-committee and Chief Paulus for their efforts. He stated it was a living, breathing document that will not only be utilized, but updated as the needs of the Village change.

Chief Paulus stated this was a private document which details the Village's response to emergencies and has confidential information. She stated that she sincerely appreciated the efforts of the sub-committee including Trustee Morgan, Commander Scharringhausen, Tom Johnson, and Rob Lang.

Chief Paulus stated the Emergency Operations Plan was over 450 pages and was very detailed so that each member of the Village's team knew their role and responsibilities in an emergency. She provided the Village Board with a basic emergency response kit and encouraged them to update the kit with copies of important documents and contact phone numbers. Chief Paulus also stated that the Village was well ahead of other area agencies with our emergency preparedness plan. Mayor Mancino stated the residents should be pleased with our efforts and requested that this information be included in the next Village newsletter.

Trustee Corrigan encouraged the Village Board to read the document in detail and requested that a training exercise be scheduled in 2015. Chief Paulus stated that an EOC training exercise is planned for 2015.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

VIII. OLD BUSINESS

Mayor Mancino congratulated Chuck Bartels on his election to the Lake County Board as the representative from District 10.

IX. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer Pam Newton

1. Village Operations

Ms. Newton thanked Chief Paulus and Trustee Morgan for their efforts in updating the Emergency Operations Plan. She stated having recently experienced the earthquake emergency in Napa, CA, she realized how important a written list of contact phone numbers can be in an emergency. Ms. Newton reported that the Village has been nominated for the Lake County Municipal League Innovation Award for its innovative approach to use small business principles to manage the Village. Ms. Newton also thanked Mayor Mancino, Chief Paulus and Ms. Kazenas for their efforts in a successful collective bargaining negotiation. Ms. Newton provided updates on various development activity and noted that the new playground in Hawthorn Trails is almost completed, thanks to Mr. Sullivan's oversight.

2. Economic Development Department Report

Ms. Newton stated she has been working on recent annexations.

B. Report from the Village Attorney

Mr. Brankin stated he has been busy with various development issues.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna L. Lobaito

a. Community Development Department Report

1. Discussion about Title 9, Section 9-3-15, Sheds Prohibited; Amortization of Sheds. Planning Manager, Michael Cassata, reviewed the 2007 Ordinance prohibiting sheds and discussed the seven year sunset clause which expires December 15, 2014. He stated that certified letters will be mailed to all impacted residents. At this time, several residents are upset because they were not aware of the Ordinance. In the past, the Village was not as good at communicating with the residents as we are now. Mayor Mancino reiterated the Village Board's intent to gently enforce the ordinance and communicate with the residents. Mr. Cassata estimated there are 55 sheds impacted by the Ordinance. Trustee Ponzio asked if there was an opportunity for an additional grace period for compliance. Mayor Mancino responded that there is no grace period, however, enforcement will begin on December 15, 2015 with a focus on communication with the residents.

Trustee Riess provided a historical perspective, as the sole member of the Village Board who was a trustee when the decision was made in 2007. Trustee Riess stated that the Ordinance resulted from the proposed annexation of property west of the Aquatic Center which was not in compliance. The existing shed ordinance at that time was vague, so a more detailed ordinance was passed with a seven year sunset to give sufficient time for compliance. Mayor Mancino stated that the Village must be consistent and not allow any new sheds. Trustee Corrigan agreed that it was common knowledge that the Village did not allow sheds prior to 2007; the 2007 Ordinance was a clarification. Mayor Mancino stated there are only a few exceptions specifically addressed in annexation agreements. Mr. Cassata agreed that there were a limited number of annexation agreements that he was aware of that allow accessory structures: such as the Golf Facility at the Hawthorn Woods Country Club. Mayor Mancino asked how many sheds have come down. Mr. Cassata confirmed three sheds have been removed thus far.

Ms. Newton stated that staff will take a respectful, cooperative approach to begin the compliance process on December 16, 2014. Staff realizes some property owners may not be aware of the ordinance and will kindly, gently and respectfully begin the process. Mayor Mancino agreed that a consistent, and compassionate approach is best. Mr. McGuire approached the board and asked for clarification, are sheds going to continue to be allowed or is

there a date certain for compliance? Mayor Mancino confirmed compliance procedures will commence on December 16, 2014.

b. Village Clerk's Report

Ms. Lobaito was absent and her report was in the packet.

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

a. Finance Department Report

Ms. Kazenas stated she was currently working on both the General Liability/Workers Compensation and Employee Benefits Insurance renewals. Unfortunately, the renewal quotes were not available in time for tonight's meeting. Therefore, a special Village Board meeting will be held on Monday, December 15, 2014 at 7:00 p.m.

b. Human Resource Department Report

Ms. Kazenas stated her report was in the packet.

c. Risk Management Department Report

Ms. Kazenas stated her report was in the packet.

3. Chief of Police – Jennifer R. Paulus

a. Police Department Report

Chief Paulus stated her report was in the packet. This has been a very busy week for the police department. As a result of the incident on Friday, there is a use of force investigation that is nearing completion. Per Chief Paulus, the final report is pending, but the preliminary report is that the officers responded safely and appropriately. Felony charges are pending and the offender's bond has been revoked. Mayor Mancino stated that the officers did a great job. Trustee Morgan stated that he appreciated the CPR/AED annual training attended by all officers, knowing that these skills are important. Trustee Morgan also commented that the Village officers' presence at the schools during the Holiday Hills shooting event was appreciated. Chief Paulus agreed that although there was no imminent threat to the community, the sense of security for the students, parents and staff was important. Chief Paulus stated Lake County has experienced five officer involved shootings in the last three weeks.

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

a. Public Works Department Report

Ms. Frable reported that the Village Hall roof replacement project would be complete this week. In addition, the annual crack sealing project was completed last month. Public Works responded to one small storm with four employees and is ready for winter. Officer Canada won the annual Halloween Chili Cook Off.

5. Director of Parks and Recreation – Brian J. Sullivan

a. Parks and Recreation Report

Mr. Sullivan reported that the relationship with St. Matthews has expanded. Trustee Ponzio will be hosting a Sunday book club at St. Matthews, starting in January. The annual holiday craft fair is full – there are even a few vendors in the hallway. The craft fair will be held on November 29 from 10a.m. to 4p.m. The tree lighting will be held on December 5 and proceeds from the memorial tree ornaments will benefit the Sister Cities fund. Thank you to Apex Landscaping for donating the memorial tree again this year. The Harchut family has purchased a memorial bench in memory of former Village President, John Harchut, and Mrs. Harchut will work with Mr. Sullivan to determine the location of the bench in a Village park. The Parks and Recreation Department attended a career fair at Lake Zurich High School at the request of Trustee Riess and made some great contacts for seasonal employment. Mr. Sullivan thanked Trustee Riess for suggesting the Village assist with a camera donation for the students at the College of Lake County photography class. We have received 16 cameras so far.

X. EXECUTIVE SESSION

A. Discussion of Probable or Pending Litigation (5 ILCS 120/2(c) 11) and Purchase of Property (5 ILCS 120/2(c)5)

Motion by Corrigan, second by DiMaggio to enter into Executive Session to discuss Probable or Pending Litigation (5 ILCS 120/2(c) 11) and Discussion of Purchase of Property (5 ILCS 120/2(c)5).

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

The Board moved into Executive Session at 8:40 p.m.

Motion by Riess, second by Morgan to reconvene the meeting. Upon a voice vote, the motion carried and the meeting reconvened at 9:40 p.m.

XI. ACTION AFTER EXECUTIVE SESSION

- A. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into a Contract for the Purchase of Real Property—Midlothian Road Property

Motion by Ponzio, second by DiMaggio to continue the discussion of this item to the December 15, 2014 Village Board Meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio

Nays: None

Abstentions: None

Absent: David

Motion carried.

XII. ADJOURNMENT

Motion by Riess, second by DiMaggio to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:45 p.m.

Respectfully submitted,



Kristin Kazenas

Chief Financial Officer/Human Resources Director