



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
SEPTEMBER 11, 2014  
6:00 P.M.**

**MINUTES**

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

Mayor Mancino called the meeting to order at 6:04 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, DiMaggio and 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 and Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

Mayor Mancino asked for a moment of silence in remembrance of those who lost their lives on this day in 2001.

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

None this month.

**IV. PRESENTATIONS**

- A. A Presentation Honoring Girl Scout Jesse Schmidt Upon Receiving the Girl Scouts of America Gold Award

Mayor Mancino stated that Miss Schmidt was not available this evening; therefore, this item will be placed on a future agenda.

- B. A Presentation by the Wauconda Fire Department—125 Years of Service

Wauconda Fire Chief, Dave Dato and Deputy Chief of Operations, Paul Gross, conducted a presentation of the Wauconda Fire Department's history and operations over the years. The department began in 1889 and now serves 10 communities with three stations. At the end of the presentation the fire department presented the Village with a commemorative plaque, and the Village presented the fire department with a certificate of appreciation.

**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 continue the public hearing to the next special or regular Village Board meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

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 is working with area mayors, and a recommendation to the Tollway Board is anticipated by the end of the year. He stated that he verbalized to the Tollway Board that he is concerned with the impact Route 53 will have to Hawthorn Woods, and as a result, a meeting is being arranged between designees of the Tollway Board and the Village to discuss these concerns. Mayor Mancino also reported that he went to Springfield recently as the President of the Lake County Municipal League.

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

No report this month.

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

1. An Ordinance Granting a Special Use Permit for a Planned Unit Development Plan and Plat, Granting Final Subdivision Plat Approval, Granting Final Engineering Plan Approval, Granting Final Landscape Plan Approval, and Granting Certain Relief from the Village's Zoning Ordinance, Subdivision Control Ordinance, and Building Regulations Ordinance—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads
2. An Ordinance Granting a Special Use Permit for Display Homes—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads
3. An Ordinance Rezoning Land Within the Village of Hawthorn Woods to R1 One Family Residence District—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads—Approximately 115.656 Acres
4. An Ordinance Rezoning Land Within the Village of Hawthorn Woods to B Retail Business/Commercial District—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads—Approximately 7.071 Acres
5. An Ordinance Dedicating a Certain Parcel of Land for Public Road Purposes—Kruckenberg Road
6. An Ordinance Accepting the Dedication of a Certain Parcel of Land from AGP Investments, LLC for Public Road Purposes—Kruckenberg Road
7. An Ordinance Accepting the Dedication of a Certain Parcel of Land from Aqua Illinois for Public Road Purposes—Kruckenberg Road
8. An Ordinance Accepting the Dedication of a Certain Parcel of Land from Toll Brothers for Public Road Purposes—Kruckenberg Road
9. An Ordinance Accepting the Dedication of a Certain Parcel of Land from Hawthorn Woods Homeowner Association—Kruckenberg Road
10. A Resolution Authorizing the Execution of the Hawthorn Hills Subdivision Improvement Agreement—Pulte Home Corporation
11. A Resolution Authorizing the Execution of an Indemnification Agreement—Hawthorn Hills Subdivision—Pulte Home Corporation
12. A Resolution Authorizing the Execution of an Agreement Regarding Park Donation—Hawthorn Hills Subdivision—Pulte Home Corporation
13. A Resolution Accepting a Declaration of Covenants for Hawthorn Hills, an Easement and Cost Sharing Declaration, and an Operating Agreement of Hawthorn Hills Homeowners' Association, LLC

Mayor Mancino stated that the items relating to Pulte Homes are not quite ready for Board action this evening. Motion by Riess, second by DiMaggio to continue Items #1 - #13 under the Planning, Building and Zoning Commission to the next regular or special Village Board meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

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

Trustee Ponzio reported that the Finance Committee has been discussing possible funding sources for future road projects, development funds, and MFT funds.

1. Approval of the June, 2014 Financial Statements

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

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

2. Approval of the July, 2014 Financial Statements

Motion by DiMaggio, second by Ponzio to approve the July, 2014 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

3. Approval of the SEC Municipal Continuing Disclosure Cooperation Initiative Questionnaire for Self Reporting

Ms. Kazenas provided an explanation of the SEC Municipal Continuing Disclosure Cooperation Initiative Questionnaire for Self Reporting.

Motion by DiMaggio, second by Morgan to approve the SEC Municipal Continuing Disclosure Cooperation Initiative Questionnaire for Self Reporting.

Roll call vote.

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

4. Approval of Budget Transfers

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

Roll call vote.

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

5. Approval of an Ordinance Amending the 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 Corrigan, second by Riess to approve an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2014 and Ending December 31, 2014.

Ms. Kazenas noted that the budget amendment was necessary due to grant money received by the Village. Trustee Corrigan noted that the expenditures are offset by the revenues; therefore, this is a net zero impact to the taxpayers.

Roll call vote.

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

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

**VII. NEW BUSINESS**

A. Consent Agenda

1. Approval of Paid Invoice List Dated September, 2014
2. Approval of Bills List Dated September, 2014

3. Approval of a Resolution Ratifying and Confirming the Execution of a Certain Agreement with Acosta Medical Testing
4. Approval of a Resolution Authorizing the Chief Operating Officer to Award and Execute the Contract for the Hawthorn Woods Lake Village Hall/Police Department Roof Replacement project to Waukegan Roofing Co. Inc.
5. Approval of a Resolution Authorizing the Chief Operating Officer to Execute a Contract with Lakeshore Lighting for the Purpose of Submitting Grant Applications for the Upgrading of LED Energy Efficiency Lighting Fixtures through Incentives Issued by the Department of Commerce and Economic Opportunity (DCEO) and Illinois Clean Energy (ICE)
6. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
7. Approval of an Ordinance Consenting to the Villages of Volo and Bannockburn as Additional Members of the Solid Waste Agency of Lake County, Illinois (SWALCO) with No Late Fee

Items #1, #4 and #5 were removed from the Consent Agenda.

Motion by Ponzio, second by DiMaggio to approve the Consent Agenda with the exception of Items #1, #4 and #5.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

Motion by Corrigan, second by Riess to approve Consent Agenda Item #1, Paid Invoice List Dated September, 2014.

Trustee Morgan stated he would be abstaining from the vote as his permit road bond refund check was an item on the Paid Invoice List.

Roll call vote.

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David

Nays: None

Abstentions: Morgan

Absent: None

Motion carried.

Motion by Riess, second by Morgan to approve Consent Agenda Item #4, a Resolution Authorizing the Chief Operating Officer to Award and Execute the Contract for the Hawthorn Woods Lake Village Hall/Police Department Roof Replacement project to Waukegan Roofing Co. Inc.

A typo was noted in the title of the Resolution. The word "Lake" should be removed. The corrected title of the Resolution is, "A Resolution Authorizing the Chief Operating Officer to Award and Execute the Contract for the Hawthorn Woods Village Hall/Police Department Roof Replacement project to Waukegan Roofing Co. Inc."

Roll call vote.

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

8. Motion by Corrigan, second by DiMaggio to approve Consent Agenda Item #5, a Resolution Authorizing the Chief Operating Officer to Execute a Contract with Lakeshore Lighting for the Purpose of Submitting Grant Applications for the Upgrading of LED Energy Efficiency Lighting Fixtures through Incentives Issued by the Department of Commerce and Economic Opportunity (DCEO) and Illinois Clean Energy (ICE)

The Board discussed the positive impact this project will have on the Village. The project should begin around the end of October or the beginning of November, and it should take 3 – 4 days to complete.

Roll call vote.

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

#### B. Items for Separate Action

1. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods, Title 10, Chapter 10-2-5 – Construction of Required Improvements

Motion by Riess, second by Corrigan to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods, Title 10, Chapter 10-2-5 – Construction of Required Improvements.

Ms. Frable explained that this text amendment is needed as it covers a schedule of construction services and inspections provided by the Village with the development of land.

Trustee Morgan noted that reference to Aqua Illinois should be removed from the text amendment as some of these utility services are provided by other entities.

Motion by Riess, second by Corrigan to amend the original motion thus eliminating language in the text amendment that relates to Aqua Illinois.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

## VIII. OLD BUSINESS

- A. None this month.

## IX. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer Pam Newton

- 1. Village Operations

Ms. Newton introduced Planning Manager, Michael Cassata, AICP, to the Village Board. Mr. Cassata highlighted his past work experiences in both the private and public sectors. He worked previously as a Planner for the Village of Mundelein. Mr. Cassata outlined some of the initiatives he has been working on since his employment began, and thanked the Board for the opportunity provided to him.

Ms. Newton reported that the budget meeting scheduled for September 29, 2014 will be postponed, because of the delay in the Board's consideration of the Pulte development.

- 2. Economic Development Department Report

Ms. Newton stated Pulte was not quite ready to be brought forward at this meeting, and she asked if the Board would be available for a special meeting on September 23, 2014. Mayor Mancino stated his expectation was that all documents relating to the development would be completed in their entirety before a special meeting would be scheduled.

Ms. Newton reported that the budget meeting scheduled for September 29, 2014 will be postponed, because of the delay in the Board's consideration of the Pulte development.

Trustee Corrigan asked that staff email the Village Board the Planning, Building and Zoning meeting dates.

Ms. Newton reported on several other developments.

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 development.

b. Village Clerk's Report

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

c. A Resolution Authorizing the Execution of a Third Amendment to Intergovernmental Agreement for Building Inspections and Plan Reviews Between the Village of Hawthorn Woods and the Village of Mundelein

Motion by Corrigan, second by DiMaggio to approve a Resolution Authorizing the Execution of a Third Amendment to Intergovernmental Agreement for Building Inspections and Plan Reviews Between the Village of Hawthorn Woods and the Village of Mundelein.

The Board discussed the potential future development and whether the Village had reached the point of bringing these types of services in-house. Ms. Lobaito responded this is something she and Ms. Newton are monitoring very closely, and that this topic is something she regularly discusses with the Building Department Director at the Village of Mundelein.

Trustee Morgan noted that the resolution was not uploaded to Box.com.

Roll call vote.

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David

Nays: None

Abstentions: Morgan

Absent: None

Motion carried.

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

a. Finance Department Report

Ms. Kazenas provided an update on the 2015 budget.

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 stated her report was in the packet.

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

a. Public Works Department Report

Ms. Frable stated the cost of salt is increasing this season with the price going from \$59.20 per ton last year to \$78.07 per ton this year.

5. Director of Parks and Recreation – Brian Sullivan

a. Parks and Recreation Report

Mr. Sullivan stated that his report was in the packet.

**X. 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)

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

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: None

Motion carried.

The Board moved into Executive Session at 7:33 p.m.

**XI. ADJOURNMENT**

The regular meeting reconvened at 8:21 p.m. Motion by Riess, second by DiMaggio to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:21 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna Lobaito".

Donna Lobaito  
Village Clerk