



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

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:06 p.m. Roll call indicated the following members were present: Mayor Mancino; Trustees Riess, DiMaggio and David. Trustees Ponzio, Morgan and Corrigan 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, Director of Parks and Recreation Brian Sullivan, Deputy Village Clerk Sandy Hansen and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported that he will be attending the third Finance Committee meeting for the Illinois Tollway Authority next week. He also reported that the Legislative Breakfast hosted by the Lake County Municipal League and BACOG will be in the near future. Lastly, Mayor Mancino reported that documents will be distributed to the Board members regarding the proposed improvements at Gilmer and Midlothian roads, and that he would be looking for Board approval.

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

**1. Approval of an Ordinance Rezoning Land Within the Village of Hawthorn Woods—
Vince Nora—Approximately 13.8 Acres; 24666 N. Gilmer Road, PIN# 14-11-200-018**

Motion by DiMaggio, second by David to approve an Ordinance Rezoning Land Within the Village of Hawthorn Woods—Vince Nora—Approximately 13.8 Acres; 24666 N. Gilmer Road, PIN# 14-11-200-018.

Chairperson Rein reported that the Planning, Building and Zoning Commission conducted a public hearing regarding Mr. Nora's application to rezone his property from R-1 One Family Residence to AG Agricultural. There were no members of the public at the public hearing other than Mr. Nora. The property was zoned Agricultural when it was unincorporated and Mr. Nora has had a long-term lease with a local farmer on this property. He has requested that the property be rezoned to AG Agricultural. The Commissioners recommended approval of the rezoning request.

Roll call vote.

Ayes: Riess, DiMaggio, David and Mancino

Nays: None

Abstentions: None

Absent: Ponzio, Morgan and Corrigan

Motion carried.

Chairperson Rein commented that Planning, Building and Zoning would be hearing the Pulte application on Tuesday, January 28, 2014 at 6PM, and she encouraged all to attend.

- 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 there was a special Environmental Committee meeting on January 9, 2014. He reported that they discussed their 2014 plans, a rain barrel ordinance to come to the Village Board in March or April, Adopt-A-Highway, Arbor Day activities, which will include Fremont School this year, and that they will be working on modifications to the tree ordinance.

Ms. Lobaito asked that the Environmental Committee provide her information on the rain barrel and tree ordinances amendments as text amendments to the zoning code may be necessary which would require a public hearing before Planning, Building and Zoning. Ms. Frable also asked to see the tree ordinance prior to it being taken to the Village Board for consideration.

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

No report this month.

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 November 18, 2013 Village Board Meeting
2. Approval of Paid Invoice List Dated January, 2014
3. Approval of Bills List Dated January, 2014
4. Approval of a Resolution Ratifying and Confirming the Execution of a Previously Executed Employment Contract—Brian Sullivan CPRP, MBA, Director of Parks and Recreation
5. Approval of a Resolution Ratifying and Confirming the Execution of a Previously Executed First Amendment to the Master Power Supply Agreement Between the Village of Hawthorn Woods, Illinois and FirstEnergy Solutions Corp.
6. Approval of a Resolution Authorizing the Execution of a Certain Agreement with Sikich, LLP—Audit Services
7. Approval of a Resolution Authorizing the Chief Operating Officer to Enter Into an Authorized Provider Agreement with the American Red Cross
8. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into an Intergovernmental Agreement with the State Comptroller's Office Regarding Debt Recovery
9. Approval of a Resolution Authorizing the Termination of a Certain Agreement with Armor Systems Corporation
10. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into an Agreement with Emergency Communications Network, LLC—CodeRED Emergency Notification Service Agreement
11. Approval of a Resolution Authorizing the Chief Operating Officer to Execute the Lake County Municipal League Intergovernmental Agreement for Joint Purchasing

12. Approval of a Resolution Authorizing the Chief Operating Officer to Execute the Letter of Commitment for Joint Purchasing with the Lake County Municipal League *Lake County Municipal League IGA. The Village expects to participate in the Crack Sealing and Pavement Marking bid only for 2014.*
13. Approval of Medical, Dental and Vision Insurance Plans for 2014
14. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1F—General Fees and Charges—Administrative Hearing Fees
15. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 1, Section 1-5-6A—Rules Created; Title 1, Section 1-5-6B—Rules of Procedure Applicable to Plan Commission, Zoning Board of Appeals, and Architectural Review Commission
16. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 2, Section 2-5-4A, and Public Safety and Judicial Committee Meetings; and Title 2, Section 2-7-4A, Property and Public Works Committee Meetings

Item #1 was removed from the Consent Agenda.

Motion by DiMaggio, second by Riess to approve the Consent Agenda with the exception of Item #1.

Roll call vote.

Ayes: Riess, DiMaggio and Mancino

Nays: None

Abstentions: David

Absent: Ponzio, Morgan and Corrigan

Motion carried.

Motion by Riess, second by David to approve Consent Agenda Item #1. Trustee David stated he did not mean to abstain from the previous vote, and intended to abstain from this item.

Motion by Riess, second by DiMaggio to reconsider the Consent Agenda with the exception of Item #1.

Roll call vote.

Ayes: Riess, DiMaggio, David and Mancino

Nays: None

Abstentions: None

Absent: Ponzio, Morgan and Corrigan

Motion carried.

Motion by Riess, second by DiMaggio to approve the Consent Agenda with the exception of Item #1.

Roll call vote.

Ayes: Riess, DiMaggio, David and Mancino

Nays: None

Abstentions: None

Absent: Ponzio, Morgan and Corrigan

Motion carried.

Motion by DiMaggio, second by Riess to approve Consent Agenda Item #1.

Roll call vote.

Ayes: Riess, DiMaggio and Mancino

Nays: None

Abstentions: David

Absent: Ponzio, Morgan and Corrigan

Motion carried.

B. Items for Separate Action

VI. OLD BUSINESS

None this month.

VII. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer Pam Newton
1. Village Operations

Ms. Newton thanked the Public Works employees for their hard work in addressing snow removal. Ms. Newton welcomed Amy Scholz to the Parks and Recreation Department. She will be joining us from the Park Ridge Park District. She also announced the promotions of Brian Sullivan as our new Parks and Recreation Director and Matt Bartlett as our new Assistant Public Works Director.

Ms. Newton reported that an emergency was declared in the Hawthorn Woods Country Club when two buses became stuck in the snow during a recent snow event. The Police Department and Public Works Department responded to assist even though the Country Club roads are privately owned. She stated that in an emergency, the Village will always respond.

- a. Approval of a Resolution Recognizing Hawthorn Woods as One of the Ten Safest Cities in Illinois

Motion by DiMaggio, second by Riess to continue the approval of this resolution recognizing Hawthorn Woods to February 18, 2014.

Voice vote.

Ayes: 4

Nays: 0

Abstain: 0

Absent: 3

Motion carried.

- b. Lake County 2040 Transportation Plan

Ms. Newton reported that Lake County Division of Transportation's 2040 Transportation Plan indicates a grade separation at the Canadian National tracks and Old McHenry Road. She also mentioned a grade separation is planned in Mundelein at Rt. 60/83. She reported that the County has yet to make a decision on whether the intersection improvements at Gilmer and Midlothian roads will be a roundabout or improved signalization. The Board expressed concern about the impact the Canadian National trains will have on traffic at this intersection if a roundabout is installed.

2. Economic Development Department Report

Ms. Newton reported that the Pulte Homes public hearing will be held on Tuesday, January 28, 2014 in the Barn. She said Pulte has modified their plans from their original concept plan, and they are working to attract businesses to the commercial parcel.

B. Report from the Village Attorney

Mr. Brankin reported that he has been working on the Pulte project and also on the Hawthorn Trails performance bonds. He reported that the subdivision improvements in Hawthorn Trails should be completed by May, 2014.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito
 - a. Building Department Report

Ms. Lobaito reported that she and Ms. Newton have been very busy processing the Pulte application. She also reported that she will not be in

attendance at next month's Village Board meeting; therefore, Deputy Village Clerk Hansen will be taking the minutes at that meeting.

b. Village Clerk's Office Report

Ms. Lobaito reported that she has completed the required annual FOIA and OMA training.

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

a. Finance Department Report

Ms. Kazenas reported that her year-end review is in the packet. She also reported that she is preparing for the annual audit, and the auditors will be out the end of February. She has processed all W-2s and other year end forms. Ms. Kazenas reported that Lake Zurich has not yet cashed the Village's check regarding sewer connection to the aquatic center. Lastly, Ms. Kazenas stated that she will be meeting with the Finance Director from Lake Zurich and the Finance Manager from Kildeer to discuss the sales tax revenue sharing from Mariano's.

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' report is in the packet.

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

a. Public Works Department Report

Ms. Frable's report is in the packet.

b. Snow and Ice Removal Update

Ms. Frable reported on snowfalls, budget concerns, aging fleet and the salt issues. Public Works was called out to plow/salt 21 times in

December and there have been two large snow events in January. She reported about equipment problems the department experienced due to the age of our equipment. She also reported that most vehicles can be repaired in a day or two, and that it is very helpful to have a full-time mechanic on staff. The January snow events required 183 hours of overtime to remove the snow. \$8,200 of the \$10,000 overtime budget has been spent already.

Ms. Frable also reported on the challenges associated with obtaining salt. She said Morton Salt has not been consistent with their deliveries. She is anticipating salt prices to increase next year due to this year's shortage. Ms. Frable also reported that with the addition of new subdivisions in the next couple years, this will add approximately 5 additional miles of roadway for Public Works to plow.

Mr. Bartlett mentioned that the department's challenge is with the equipment, not the operations.

Lastly, Ms. Frable thanked her staff and commented on their dedication to the Village. She said that she and Mr. Bartlett return all calls of all residents to explain their process with snow removal.

Trustee Ponzio arrived 8:14 p.m.

Ms. Newton requested that the purchase of a 1.5 ton truck be moved from the 2015 budget to the 2014 budget. Mayor Mancino thanked Public Works for their hard work, and said the Board will look into new equipment. He said that overtime is always a concern, but in emergency situations, the overtime is warranted. He also stated that he did not receive any complaints about snow removal. He thanked Ms. Frable and Mr. Bartlett for their good communications with the residents.

5. Director of Parks and Recreation—Brian Sullivan
 - a. Parks and Recreation, and Special Events

Mr. Sullivan reported that the Winter Carnival will be on January 31, 2014. He also reported that he will be attending the Illinois Parks and Recreation Association/Illinois Association of Park Districts annual state conference. Ms. Newton and Ms. Johnson will also be attending.

- b. Comprehensive Plan Update

Mr. Sullivan reported on the IKE Grant for the Comprehensive Plan. He said that the Village had prepared a Park Master Plan; however, it was never

adopted by the Village. He said that there was a small group of residents in attendance at the visioning workshop, and that Houseal Lavigne will have a draft report to the Village on January 31, 2014.

VIII. 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 there would be no Executive Session this evening.

IX. ADJOURNMENT

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

Voice vote.

Ayes: 4

Nays: 0

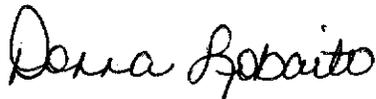
Abstentions: 0

Absent: 2

Motion carried.

There being no further business the meeting adjourned at 8:30 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk