



**THE VILLAGE OF HAWTHORN WOODS  
JOINT FINANCE/COMMITTEE OF THE WHOLE  
AND  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, OCTOBER 22, 2018  
6:00 P.M.**

**MINUTES**

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

Trustee Kosik called the meeting to order at 6:04 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Kaiser, Kosik, Riess, Corrigan and DiMaggio. Trustee David was absent. Finance Committee members present: McCarthy. Finance Committee members Singh Kalra and Schulte 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 and Village Engineer Erika Frable, PE, Director of Parks and Recreation Brian Sullivan, and Community Development Director Michael Cassata, AICP.

**II. PLEDGE OF ALLEGIANCE**

**III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE JOINT  
FINANCE/COMMITTEE OF THE WHOLE**

There was no public comment.

**IV. PRESENTATION AND OVERVIEW OF THE 2019 OPERATING AND CAPITAL  
BUDGET**

Ms. Newton provided highlights of the 2019 Operating and Capital Budget. She highlighted the Village's accomplishments, reviewed replacement equipment and vehicles, the construction of Meadowlark Park and reviewed the capital improvement projects.

Ms. Newton highlighted the need for a sustainable funding source for the maintenance of Village streets.

**V. REVIEW AND DISCUSSION OF 2019 OPERATING AND CAPITAL BUDGET**

Ms. Kazenas presented the 2019 Operating and Capital Budget in detail. She reviewed the significant changes in the general fund revenues and expenditures. She also reviewed staffing changes. She noted a \$1 increase in the daily fees at the Aquatic Center has been included in the 2019 budget. The Reserve Fund will still maintain a 35% fund balance. Ms.

Kazenas noted the public hearing for the budget will be held at the November 26, 2018 Village Board meeting.

Questions ensued regarding the technology budget as it relates to the back-up of documents and archiving expenses. Furthermore, Ms. Kazenas stated the budget reflects implementing new software and hardware.

The current restrictions on charging a fee when accepting credit cards was discussed.

**VI. APPROVAL OF A MOTION TO RECOMMEND THE 2019 OPERATING AND CAPITAL BUDGET BE PLACED ON PUBLIC DISPLAY**

Motion by Riess, second by Corrigan to recommend the 2019 Operating and Capital Budget be placed on public display.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, McCarthy

Nays: None

Abstain: None

Absent: David, Singh Kalra, Schulte

Motion carried.

**VII. ADJOURNMENT OF JOINT FINANCE/COMMITTEE OF THE WHOLE MEETING**

Motion by Kaiser, second by Corrigan to adjourn the Joint Finance/Committee of the Whole Meeting.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, McCarthy

Nays: None

Abstain: None

Absent: David, Singh Kalra, Schulte

Motion carried.

**VIII. CALL TO ORDER AND ROLL CALL OF THE VILLAGE BOARD MEETING**

Mayor Mancino called the meeting to order at 7:25 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Kaiser, Kosik, Riess, 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, PE, Director of

Parks and Recreation Brian Sullivan, and Community Development Director Michael Cassata, AICP, and Village Attorney Patrick Brankin.

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

*At this time, the public is welcome to address the Board. Please keep your remarks concise and state your name and address so that a staff member can follow up with related information if requested.*

**Robert Leppen, 37 Sequoia Road** – Mr. Leppen asked questions about the status of certain drainage violations on his street. Staff will reach out to Mr. Leppen to answer his questions. Mr. Leppen also inquired about Rt. 53 and various other Village issues.

**Robert Atwater and Matt Menoni, Apex Landscaping** – Mr. Atwater and Mr. Menoni provided the Village Board an update as to the status of the stormwater management violations on their property and the steps they have taken to date to resolve the issues. Mayor Mancino reminded Mr. Atwater and Mr. Menoni of their deadline.

**X. MAYOR’S REPORT AND COMMITTEE REPORTS**

A. Mayors Report -----Joseph Mancino, Mayor

Mayor Mancino will have a report in Executive Session. He also updated the Board on his lobbying efforts regarding Rt. 53.

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

Trustee Riess described some of the committee’s projects for 2019 and said he would bring a list to the November Village Board meeting.

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

No report this month.

D. Planning, Building and Zoning Commission -----Jim Merkel, Chair  
Dominick DiMaggio, Trustee Liaison

No report this month.

E. Finance Committee-----Jayne Kosik, Chair  
Kelly Corrigan, Trustee Liaison

No report this month.

**XI. NEW BUSINESS**

A. Consent Agenda

1. Approval of the September 24, 2018 Village Board Meeting Minutes
2. Approval of the Bills List Dated October 2018
3. Approval of Paid Invoice List Dated October 2018
4. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Chapter 1—Building Codes, Section 8-1-6—Property Maintenance Code
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Subsection 11-1-1B—Planning/Development
7. Approval of an Ordinance Authorizing the Execution of an Amendment of the Hawthorn Hills Subdivision Improvement Agreement—Pulte Home Corporation
8. Approval of an Ordinance Authorizing the Execution of an Indemnification Agreement Between the Village of Hawthorn Woods and Taylor Morrison of Illinois—High Pointe Estates
9. Approval of a Resolution Proclaiming the Week of October 23 – 31, 2018 as Red Ribbon Week
10. Acceptance of the NPDES Annual Report
11. Approval of the 2019 Meeting Calendar
12. Authorization to Designate Brian Sullivan as Delegate and Amy Mason as Alternate Delegate to the Annual Business Meeting of the Illinois Association of Park Districts
13. Approval of a Recommendation by the Finance Committee to Place the 2019 Village Budget on Public Display

Item #7 was removed from the Consent Agenda.

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

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Corrigan, second by Kosik to approve Consent Agenda item #7, Approval of an Ordinance Authorizing the Execution of an Amendment of the Hawthorn Hills Subdivision Improvement Agreement—Pulte Home Corporation.

Discussion ensued regarding Pulte's request to forego the installation of sidewalks for another year. Mayor Mancino asked Ms. Frable to prepare an exhibit depicting the location of existing homes and where sidewalk is yet to be installed, and he asked that she provide this information for the next Board meeting. Mayor Mancino also asked to see walking patterns, location of bus stops and homes.

Amended motion by Corrigan, second by Kosik to continue this agenda item to the November 26, 2018 meeting.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

B. Items for Separate Action

1. Approval of an Ordinance Authorizing the Execution of a Contract—EOSullivan Consulting

Motion by DiMaggio, second by Kaiser to approve an Ordinance Authorizing the Execution of a Contract—EOSullivan Consulting.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

2. Discussion on Pool Covers

The Board discussed the status of a request to allow a pool cover as a barrier for a swimming pool at 61 Deer Point Drive instead of a fence. The Board will render a decision on this matter at the next Village Board meeting.

3. Direction Regarding Painting of the Aqua Illinois Water Tower

This item was tabled to the next Village Board meeting.

**XII. OLD BUSINESS**

- A. None this month.

**XIII. ADMINISTRATION REPORTS**

- A. Report from the Chief Operating Officer—Pamela O. Newton, MSOL  
1. Monthly Update—Village Operations

Ms. Newton reported that the America In Bloom judges sent a letter about their visit in Hawthorn Woods. She presented to the Mayor and Village Board the 1<sup>st</sup> place trophy for the 5,000 – 10,000 population category, and a plaque recognizing the Community Vitality with 8 stars. A community task force is being formed for the America In Bloom program.

- B. Report from the Village Attorney—Patrick Brankin

No report this month.

- C. Reports from Department Heads

1. Chief Administrative Officer—Donna Lobaito  
a. Chief Administrative Officer Report

Ms. Lobaito's report is in the packet.

- b. Village Clerk's Report

Ms. Lobaito's report is in the packet.

2. Chief Financial Officer—Kristin Kazenas, CPA, MBA, CPFO  
a. Finance Department Report

Ms. Kazenas' report is in the packet.

- b. Human Resources Department Report

Ms. Kazenas' report is in the packet.

- c. Risk Management Department Report

Ms. Kazenas' report is in the packet.

d. Business Continuity Work Group Report

Ms. Kazenas' report is in the packet.

3. Chief of Police—Jennifer R. Paulus

a. Police Department Report

Chief Paulus' report is in the packet.

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

a. Public Works Department Report

Ms. Frable's report is in the packet.

5. Director of Parks and Recreation—Brian J. Sullivan, MPA, CPSI, CPRP

a. Parks and Recreation Report

Mr. Sullivan's report is in the packet.

6. Director of Community Development—Michael Cassata, AICP

a. Community Development Department Report

Mr. Cassata's report is in the packet.

**XIV. EXECUTIVE SESSION**

A. Purchase of Property (5 ILCS 120/2(c) 1), Discussion of Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21)

Mayor Mancino indicated the need to enter into Executive Session for the purposes of Purchase of Property, Probable or Pending Litigation, and Executive Session Minutes.

Motion by Riess, second by DiMaggio to enter into Executive Session.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

Mayor Mancino stated no business would take place after Executive Session.

The Village Board moved into Executive Session at 8:18 p.m.

**XV. ADJOURNMENT**

The regular session of the Village Board reconvened at 9:20 p.m.

Motion by Riess, second by Corrigan to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:21 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Donna Lobaito". The signature is written in a cursive, flowing style.

Donna Lobaito  
Village Clerk