



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, APRIL 1, 2019
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 Kaiser, Riess, Corrigan, DiMaggio and David. Trustee Kosik was absent.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief of Police Jennifer Paulus, Director of Parks and Recreation Brian Sullivan, and Village Attorney Nick Standiford.

II. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

III. MAYOR’S REPORT AND COMMITTEE REPORTS

A. Mayors Report -----Joseph Mancino, Mayor
Mayor Mancino commended Village Intern, Max Gonzalez, who won Intern of the Year through Northern Illinois University. Mayor Mancino also reported on the finance discussions occurring in Springfield.

- 1. Appointment of Beryl Ibbotson to the America In Bloom Committee

Motion by Corrigan, second by DiMaggio to appoint Beryl Ibbotson to the American In Bloom Committee.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Kosik

Motion carried.

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

No report this month.

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

1. Approval of an Ordinance Authorizing a Special Use Permit for a Home Based Business—Janet Sharlach, 4 Walnut Drive

Motion by Corrigan, second by DiMaggio to approve an Ordinance Authorizing a Special Use Permit for a Home Based Business—Janet Sharlach, 4 Walnut Drive.

Ms. Sharlach informed the Board about her business, and answered questions of the Board regarding her request for a special use permit.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Kosik

Motion carried.

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

Trustee Riess reported on the status of the audit, the infrastructure plan delay and additional funds found by Azavar.

1. Approval of the October 2018 Financial Statements

Motion by Corrigan, second by Kaiser to approve the October 2018 Financial Statements.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Kosik

Motion carried.

2. Approval of the November 2018 Financial Statements

Motion by Riess, second by Corrigan to approve the November 2018 Financial Statements.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Kosik

Motion carried.

V. NEW BUSINESS

A. Consent Agenda

1. Approval of the February 25, 2019 Village Board Meeting Minutes
2. Approval of Bills List Dated March 2019
3. Approval of Paid Invoice List Dated March 2019
4. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Weed and Algae Control Agreement with Integrated Lake Management (ILM) of Waukegan, Illinois for Maintenance Services of Village Ponds in Copperfield and Heritage Oaks Parks
5. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement with Apex Landscaping, Inc., for the Maintenance of Village of Hawthorn Woods Islands and Cul De Sacs
6. Approval of an Ordinance Authorizing the Disposal of Personal Property
7. Approval of an Ordinance Ratifying and Confirming a Previously Executed Agreement with J & M Displays, Inc. for the Third of July, 2019 Independence Day Celebration Fireworks Display
8. Approval of an Ordinance Providing for the Official Zoning Map of the Village of Hawthorn Woods, Lake County, Illinois
9. Approval of an Ordinance Authorizing and Confirming the Execution of a Previously Executed Agreement with the Illinois Department of Central Management Services—Joint Purchasing Requisition for Bulk Rock Salt
10. Approval of a Resolution—Arbor Day Proclamation

Items #5 and #7 were removed from the Consent Agenda.

Motion by Riess, second by Corrigan to approve the Consent Agenda with the exception of agenda items #5 and #7.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Kosik
Motion carried.

Motion by Kaiser, second by Corrigan to approve Consent Agenda item #5, Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement with Apex Landscaping, Inc., for the Maintenance of Village of Hawthorn Woods Islands and Cul De Sacs.

Discussion ensued regarding how environmentally sensitive the chemicals are being used.

Amended motion by Kaiser, second by Corrigan to approve an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement with Apex Landscaping, Inc., for the Maintenance of Village of Hawthorn Woods Islands and Cul De Sacs, subject to execution by the Mayor after review of the materials in the products used on Village grounds.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio
Nays: None
Abstain: David
Absent: Kosik
Motion carried.

Motion by Riess, second by DiMaggio to approve Consent Agenda item #7, Approval of an Ordinance Ratifying and Confirming a Previously Executed Agreement with J & M Displays, Inc. for the Third of July, 2019 Independence Day Celebration Fireworks Display.

There was discussion about the need to ratify a previously executed agreement. Ms. Newton responded that the contract was for three years; however, she negotiated an additional \$500.00 in materials.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David
Nays: None
Abstain: None
Absent: Kosik
Motion carried.

Trustee DiMaggio asked that additional speakers be used to pipe music into the soccer field area during the festivities. Mr. Sullivan will address this with his committee.

B. Items for Separate Action

1. Approval of Village-Wide Computer Upgrade Project

Motion by Corrigan, second by Riess to approve the Village-Wide Computer Upgrade Program.

Trustee Riess updated the Board on the need for new computers. Village computers are at the end of their useful life and running on the Windows 7 operating system which will no longer be supported by Microsoft after January 2020. \$45,000 was approved as a part of the 2019 budget; however, the total cost to upgrade the hardware on all Village computers is \$36,640. The current monitors will be utilized and replaced only when necessary.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Kosik

Motion carried.

VI. OLD BUSINESS

A. None this month.

VII. ADMINISTRATION REPORTS

A. Annual Report from the Chief Operating Officer—Pamela O. Newton, MSOL

1. Monthly Update—Village Operations

Ms. Newton reported on the status of the Dark Skies ordinance, updates to the website, the AIB judges being in town on July 15 and 16, and the April 6, 2019 Bark in the Park.

B. Report from the Village Attorney—Nick Standiford

Mr. Standiford did not have a report this evening.

C. Reports from Department Heads

1. Chief Administrative Officer—Donna Lobaito, RMC

a. Chief Administrative Officer's Report

Ms. Lobaito reported on the wrap-up of the K. Hovnanian ordinances approved at last month's meeting.

b. Village Clerk's Report

Ms. Lobaito reported on the 19 non-police related FOIA's processed last month, and that the liquor and business licenses have been processed.

2. Chief Financial Officer—Kristin Kazenas, CPA, MBA, CPFO

a. Finance Department's Report

Ms. Kazenas' report is in the packet.

b. Human Resources Department's Report

Ms. Kazenas' report is in the packet.

c. Risk Management Department's Report

Ms. Kazenas' report is in the packet.

d. Business Continuity Work Group's Report

Ms. Kazenas' report is in the packet.

3. Chief of Police—Jennifer R. Paulus

a. Police Department's 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 reported that the school generator work is almost completed. She noted that the salt dome has 700 tons of salt, and that we will start next year's season with a full dome.

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

a. Parks and Recreation Report

Mr. Sullivan reported on the summer intern being hired, Trustee Corrigan sponsoring the April Senior Lunch, the distribution of saplings on April 27, 2019 to commemorate Earth Day, the work being performed to complete the pickle ball court at Brierwoods Park, and the opening of the Aquatic Center in May.

VIII. 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 noted there was not a need to enter into Executive Session this evening.

IX. ADJOURNMENT

Motion by Corrigan, second by David to adjourn the meeting.

Roll call vote.

Ayes: Kaiser, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Kosik

Motion carried.

The motion carried and the meeting adjourned at 8:14 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk