



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, JUNE 22, 2020  
5:00 P.M.**

**MINUTES**

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

The Special Village Board meeting was conducted via Zoom, and Mayor DiMaggio and Village Clerk Lobaito were present at Village Hall participating via Zoom.

Mayor DiMaggio called the meeting to order at 5:01 p.m. Roll call indicated the following members were present: Mayor DiMaggio, Trustees Kaiser, Kosik, Riess, Corrigan, David and McCarthy.

Also present via Zoom were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief of Police Jennifer Paulus, Public Works Director/Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan, and Village Attorney Nicholas Standiford.

**II. PLEDGE OF ALLEGIANCE**

**III. 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.*

**Anne Hurst, 1 Forest View Drive** – Ms. Hurst thanked Mayor DiMaggio for his recent newsletter article.

**Daniela Singeorzan, 15 Darlington Drive** – Ms. Singeorzan asked for a compromise this summer regarding an allowance for above ground pools, which would be removed at the end of the summer.

**Jamie Breslaw, 5 Lagoon Drive** – Ms. Breslaw echoed the comments of Ms. Singeorzan.

**Roxanne and Del Bliss, 1 Cherry Hill Circle** – Mr. and Mrs. Bliss spoke to the Board about their concerns regarding their neighbor's cedar block garden wall. They noted that the Village Attorney commented that there was nothing to prosecute. Mayor DiMaggio agreed and indicated one option would be that the Village Board could amend the Village Code to prohibit these types of walls.

**Henry Kedzierski** – Mr. Kedzierski asked what the process would be to amend the Village Code. Ms. Lobaito reviewed the process with Mr. Kedzierski. Trustee Corrigan asked if they had spoken to their neighbor about their concerns. Ms. Bliss and Mr. Kedzierski responded no. Mr. Kedzierski explained how the garden area has grown and consists of several sections.

Ms. Bliss showed pictures of another location in town that had cinder blocks around a playground. Mayor DiMaggio asked that she email the pictures to staff.

Trustees Corrigan and David asked the residents to speak to their neighbors about their concerns.

At the Board’s direction, Ms. Lobaito indicated she will work with our consultants on an ordinance prohibiting cinderblock walls.

**IV. PRESENTATION OF THE POPULAR ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019—MAX GONZALEZ, MPA INTERN**

Max Gonzalez reviewed the PAFR with the Board members. He noted that last year’s PAFR received a GFOA award for financial reporting. This year’s PAFR will be submitted to the GFOA as well for consideration of an award. He indicated that the PAFR assists readers in understanding our municipal finances.

The Board discussed the possible use of the Sister Cities Fund for other purposes. This topic will be discussed by the Finance Committee.

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

A. Mayor’s Report-----Dominick DiMaggio, Mayor

Mayor DiMaggio reported that he rode with our police officers during the planned protest in Lake Zurich, and he was pleased with how our officers handled the situation. He also thanked all who worked to make the Arbor Day celebration at the Aquatic Center a success.

Trustee David departed the Zoom meeting at 5:36 p.m.

1. Board Direction Authorizing the Mayor to Enter Into an Employment Agreement—Chief Financial Officer

Mayor DiMaggio reported that he met with the final candidate for the position of Chief Financial Officer, and that Trustee Kosik and the ELT had the opportunity to meet with her via Zoom. He was seeking Board authorization to enter into an employment agreement with this candidate.

Motion by Kaiser, second by Riess to Authorize the Mayor to Enter Into an Employment Agreement—Chief Financial Officer.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: David

Motion carried.

B. Sustainability Committee-----John Bickley, Chair

Steve Riess, Trustee Liaison

No report this month; however, Mr. Sullivan noted that almost 500 saplings native to Illinois were given away for Arbor Day.

Trustee David returned to the Zoom meeting at 5:40 p.m.

C. Zoning Board of Appeals-----John Kosik, Chair

Jodi McCarthy, Trustee Liaison

No report this month.

D. Planning, Building and Zoning Commission-----Jim Merkel, Chair

Jodi McCarthy, Trustee Liaison

No report this month.

E. Finance Committee-----Jayne Kosik, Chair

Kelly Corrigan, Trustee Liaison

Trustee Kosik reported that the Finance Committee met and received an update on operations from Ms. Newton. She noted that revenues are trending to budget for the month of April, but that we are seeing the effects of COVID-19 on taxes and licenses. To date, the Village had expended \$9,000 in COVID-19 related expenses and we were seeking reimbursement from Lake County. Trustee Kosik also informed the Board about the Finance Committee looking to transfer some money to other areas in the budget; specifically, funds in the Sister Cities account.

1. Approval of the April Financial Statements

Motion by Kaiser, second by Riess to approve the April Financial Statements.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

F. Hawthorn Woods In Bloom-----Megan Masana, Chair  
James W. Kaiser, Trustee Liaison

Ms. Newton reported that there have been weekly meetings with the America In Bloom judges. Next week, the judges will be meeting with our parks crew. She noted the Village purchased four self-watering baskets for Community Park. She thanked Bill Koch at Hawthorn Gardens for his assistance with our projects.

Mayor DiMaggio offered his home for those who want to attend the next America In Bloom Zoom meeting. The meeting is scheduled for July 9, 2020 at 1PM.

## VI. NEW BUSINESS

### A. Consent Agenda

1. Approval of the May 26, 2020 Special Village Board Meeting Minutes
2. Approval of Bills List Dated June 2020
3. Approval of the Paid List Dated June 2020
4. Approval of an Ordinance Establishing an Affordable Housing Plan Update for the Village of Hawthorn Woods Pursuant to the “Affordable Housing Planning and Appeal Act” (3 10 ILCS 67/1 et seq.)
5. 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
6. Approval of a Resolution Designating July as Parks and Recreation Month
7. Acceptance of the NPDES Report Phase II, Permit Year 17 Annual Report
8. Approval of the Popular Annual Financial Report for the Year Ended December 31, 2019

Item #4 was removed from the Consent Agenda.

Motion by Riess, second by McCarthy to approve the Consent Agenda with the exception of item #4.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

Motion by Kosik, second by McCarthy to approve Consent Agenda Item #4, Approval of Ordinance Establishing an Affordable Housing Plan Update for the Village of Hawthorn Woods Pursuant to the “Affordable Housing Planning and Appeal Act” (3 10 ILCS 67/1 et seq.).

Mayor DiMaggio noted that his title in the second paragraph needs to be corrected to Mayor, not Village President.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

**B. Items for Separate Action**

1. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Chapter 3—Swimming Pools; Section 8-3-7A—Temporary Waiver

Motion by Riess, second by Kosik to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Chapter 3—Swimming Pools; Section 8-3-7A—Temporary Waiver.

The Board asked staff for clarification on the proposed height of the above ground pools, why inflatable pools were excluded, and required barriers. Ms. Newton noted that the Village Code already allows for inflatable pools as long as the height of the pool does not exceed 24". She indicated that the proposed text amendment only allows for pools of 4' or greater so that the pool wall acts as the required barrier.

Roll call vote.

Ayes: David

Nays: Kaiser, Kosik, Riess, Corrigan, McCarthy

Absent: None

Abstain: None

Motion failed.

**VII. OLD BUSINESS**

- A. None this month.

**VIII. ADMINISTRATION REPORTS**

- A. Report from the Chief Operating Officer – Pamela O. Newton, MSOL, CM

Ms. Newton reported that there are 13 communities looking to extend and renew their Quiet Zones for the Canadian National tracks. The cost to each community for legal and engineering work will be about \$3,600. She asked the Board to let her know if they had any objections.

Ms. Newton also reported that our weekly eblast included information regarding the finding of West Nile Virus in Hawthorn Woods. Staff has been in communications with the Lake County Health Department and we have placed larvicide briquettes in the catch basins. She asked residents to help by not allowing standing water to accumulate on their properties.

Ms. Newton also reported that the America In Bloom evaluation is underway. Lastly, she noted that the Village has applied for COVID-19 financial relief, but has not yet received any money from any of the agencies.

B. Report from the Village Attorney

Mr. Standiford noted that the trial is over, and that there will be no executive session this evening.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito, RMC

a. Chief Administrative Officer's Report

b. Village Clerk's Report

Ms. Lobaito first reported that pursuant to the governor's executive order, both she and Mayor DiMaggio were attending this evening's meeting at Village Hall. She also reported that staff is starting to work in the office again, and that she reviewed the Return to Work Guidelines with all Village Hall staff last week.

c. Community Development Department Report

Ms. Lobaito reported that in the month of May 2019, 71 building permits were issued compared to 46 in May 2020. Also, 3 new housing permits were issued in May 2019 and 4 were issued in May 2020. Due to the downturn, Ms. Lobaito indicated that she ran a year to date report today to see how building was trending in the month of June, and found that to date, permits, including new housing permits, are tracking substantially ahead of last year in the month of June. She also reported on her contacts with all major home builders in town to gain an understanding on their companies' position and possible revised projections through years' end. One builder reported that they have seen an increase in foot traffic the last few weeks, and that their company has a few new jobs starting nationwide. Another of the builders reported that they experienced record setting sales in the month of May and that June was tracking strong for them as well. This builder noted that the spring market was not destroyed by COVID-19, but rather it extended it. He believes many city dwellers are now moving to the suburbs as a result of COVID-19.

2. Interim Chief Financial Officer – David Clark

a. Finance Department's Report

No report this month, but Ms. Newton noted that Mr. Clark will stay on for a few weeks during the transition with the new Chief Financial Officer.

3. Chief of Police – Jennifer R. Paulus, CPC
  - a. Police Department’s Report

Chief Paulus spoke about the Lake Zurich protest and the Village’s involvement. She said it was a good learning experience for the officers. She also noted that since the state is in Phase 4, the officers are starting to resume their normal policing activities.

Trustee Corrigan commended the police officers for their hard work during such difficult times.

4. Director of Public Works/Village Engineer – Erika M. Frable, PE
  - a. Public Works Department’s Report

Ms. Frable reported that the Village will be receiving \$87,630 in funds for the Rebuild Illinois program, and that we will be receiving six distributions over the next two years. She also reported that her staff has been working four 10-hour days, which is working out well from a productivity standpoint, and she may consider keeping this schedule in the future. Ms. Frable also reported that the new sewer truck has arrived and she is working to get it listed on our insurance. She also reported that the right-in-right-out at the Villas at the Commons is being installed tomorrow and that there will be temporary lane closures as a result. Lastly, Ms. Frable noted that the approval of the NPDES permit was on the Consent Agenda this evening and asked the Board if they had any questions or comments.

5. Director of Parks and Recreation – Brian J. Sullivan, MPA, CPSI, CPRP
  - a. Parks and Recreation Department’s Report

Mr. Sullivan reported that with the state moving into Phase 4, this allows for sports camps and playgrounds to reopen. Limited sessions will be offered in our camps. He also noted that the Parks and Recreation team has been working at the Aquatic Center to help with social distancing at Village Hall. Alex is also assisting with the parks crew in the field. During COVID-19, Parks and Recreation have been holding virtual programming, and have received great reviews. He is hopeful we will be hosting in-house baseball in August.

Trustee McCarthy thanked staff for their hard work during these times. She asked why staff was working in Village Hall at this time. Ms. Lobaito responded that she and Ms. Newton worked to develop a return to work manual to promote safety and health in the workplace, and that we believe our team being divided into smaller teams helps keep everyone safe. She said she believes it is important psychologically for staff to return to work, but in a safe manner.

Ms. Newton noted that those with childcare or medical needs are still working remotely.

**IX. ADJOURNMENT**

Motion by McCarthy, second by Kaiser to adjourn the Special Meeting.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

Respectfully submitted,

Donna Lobaito  
Village Clerk