



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, JANUARY 25, 2021
5:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

The Special Village Board meeting was conducted via Zoom. Mayor DiMaggio noted that nobody was present at Village Hall due to extenuating circumstances.

Mayor DiMaggio called the meeting to order at 5:00 p.m. Roll call indicated the following members were present: Mayor DiMaggio, Trustees Kaiser, Kosik, Riess, David, McCarthy and Rychlik.

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

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.

None this month.

IV. PRESENTATIONS AND RECOGNITIONS

A. Approval of a Resolution of Appreciation—Police Officer Alexander Miller

Motion by Riess, second by Kosik to approve a Resolution of Appreciation—Police Officer Alexander Miller.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

B. Approval of a Resolution of Appreciation—Police Officer Brian Cvitkovich

Motion by Riess, second by Kaiser to approve a Resolution of Appreciation—Police Officer Brian Cvitkovich.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

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

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

1. Appointment of Karen Baird to the Police Pension Board

Motion by Riess, second by Rychlik to appoint Karen Baird to the Police Pension Board.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

2. Appointment of Appaji Valavala to the Hawthorn Woods In Bloom Committee

Motion by David, second by Kosik to appoint Appaji Valavala to the Hawthorn Woods In Bloom Committee.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

3. Appointment of Tracy Allen to the Hawthorn Woods In Bloom Committee

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

- B. Sustainability Committee-----John Bickley, Chair
Steve Riess, Trustee Liaison
Trustee Riess reported the committee is working on their webpage.
- C. Zoning Board of Appeals-----John Kosik, Chair
Thomas Rychlik, Trustee Liaison
No report this month.
- D. Planning, Building and Zoning Commission-----Jim Merkel, Chair
Thomas Rychlik, Trustee Liaison
Trustee Rychlik commented that the Commission reviewed additional building elevations for the Villas at the Commons. Their focus was to ensure anti-monotony standards were maintained.
- E. Finance Committee-----Jayne Kosik, Chair
Jodi McCarthy, Trustee Liaison
1. Approval of the August Financial Statements

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

Roll call vote.
Ayes: Kaiser, Kosik, Riess, David, McCarthy, Rychlik
Nays: None
Absent: None
Motion carried.
 2. Approval of the September Financial Statements

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

Roll call vote.
Ayes: Kaiser, Kosik, Riess, David, McCarthy, Rychlik
Nays: None
Absent: None
Motion carried.
- F. Hawthorn Woods In Bloom-----Margo Pelak, Chair
James W. Kaiser, Trustee Liaison
Trustee Kaiser noted the committee did not meet in January. Ms. Newton reported the Village will be accepting a \$25,000 grant related to Hawthorn Woods In Bloom.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the November 23, 2020 Special Village Board Meeting Minutes
2. Approval of the December 16, 2020 Special Village Board Meeting Minutes
3. Approval of Bills List Dated January 2021
4. Approval of the Paid List Dated January 2021
5. Approval of an Ordinance Authorizing the Sale or Disposal of Personal Property Owned by the Village of Hawthorn Woods
6. Approval of an Ordinance Authorizing the Execution of a Side Letter of Agreement—Metropolitan Alliance of Police
7. Approval of an Ordinance Authorizing the Execution of an Agreement—Albarran Law Offices
8. Approval of an Ordinance Extending the Time for Payment of Fees for Liquor Licenses Due Pursuant to Title 3, Section 3-3-13A—Term of License; Renewals; Forfeitures
9. Approval of a Resolution – Notice of Appointment of Authorized Agent – Illinois Municipal Retirement Fund
10. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter Into an Agreement with Arthur J. Gallagher Risk Management Services

Item #3 was removed from the Consent Agenda.

Motion by McCarthy, second by Rychlik to approve the Consent Agenda with the exception of item #3.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

Motion by McCarthy, second by Kaiser to approve item #3, Approval of Bills List Dated January 2021.

Trustees McCarthy and Rychlik noted they would need to abstain.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, David

Nays: None

Absent: None

Abstain: McCarthy, Rychlik

Motion carried.

B. Items for Separate Action

1. Approval of the Acceptance of Phase 1 of Hawthorn Hills Subdivision—Pulte Homes

Motion by McCarthy, second by Kaiser to approve the Acceptance of Phase 1 of Hawthorn Hills Subdivision—Pulte Homes.

Ms. Frable noted staff and consultants have performed inspections of the infrastructure and recommend acceptance at this time.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

2. Approval of a Release of Hawthorn Hills Phase 1 Letter of Credit No. 3121783 in the Amount of \$1,217,509.07

Motion by McCarthy, second by Kaiser to approve a 1. Release of Hawthorn Hills Phase 1 Letter of Credit No. 3121783 in the Amount of \$1,217,509.07.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

3. Approval of an Ordinance Authorizing the Execution of a Bill of Sale and Assignment for Hawthorn Hills Phase 1 – Pulte Home Company, LLC

Motion by Kosik, second by Kaiser to approve an Ordinance Authorizing the Execution of a Bill of Sale and Assignment for Hawthorn Hills Phase 1 – Pulte Home Company, LLC.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

4. Approval of the Final Acceptance of the Hawthorn Hills Phase 2, Phase 3, Neighborhood 1 Park and Neighborhood 2 Park

Motion by Riess, second by Rychlik to approve the 1. Final Acceptance of the Hawthorn Hills Phase 2, Phase 3, Neighborhood 1 Park and Neighborhood 2 Park.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

5. Approval of the Release of Maintenance of Hawthorn Hills Letter of Credit No. 3132585 in the Amount of \$75,113.42 – Phase 2, Letter of Credit No. 3132584 in the amount of \$108,317.89 – Phase 3, Letter of Credit No. 3132590 in the amount of \$21,436.00 – Neighborhood 1 Park and Letter of Credit No. 3132591 in the amount of \$14,248.50 – Neighborhood 2 Park

Motion by Riess, second by Kaiser to approve the Release of Maintenance of Hawthorn Hills Letter of Credit No. 3132585 in the Amount of \$75,113.42 – Phase 2, Letter of Credit No. 3132584 in the amount of \$108,317.89 – Phase 3, Letter of Credit No. 3132590 in the amount of \$21,436.00 – Neighborhood 1 Park and Letter of Credit No. 3132591 in the amount of \$14,248.50 – Neighborhood 2 Park.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

VII. OLD BUSINESS

- A. None this month.

VIII. ADMINISTRATION REPORTS

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

Ms. Newton reported that this past year has been very unique due to the pandemic. She highlighted some notable events and successes staff and the Village have had in 2020. She also encouraged everyone to sign up for their vaccine on the County's AllVax website.

- B. Report from the Village Attorney

Mr. Brankin indicated he would provide his report during Executive Session.

- C. Annual Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito, RMC
 - a. Chief Administrative Officer’s Report

Ms. Lobaito reported that the implementation of online vehicle sticker and dog tag purchases has gone very smoothly. She commended Max Gonzalez for his leadership with the implementation and oversight of this project, and she commended Kim Stewart and Kelley Foster for their assistance with processing and fulfilling stickers and tags.

- b. Village Clerk’s Report

Ms. Lobaito’s report is in the packet.

- c. Community Development Department Report

Ms. Lobaito reported that the building department saw a 34.5% increase in permit activity in 2020. She commended the department staff for their hard work and success in keeping up with the added permit volume. She also noted that staff had to be creative in conducting inspections during COVID, and the inspectors utilized Google Duo to conduct some inspections as a means of keeping everyone safe.

2. Chief Financial Officer – Katreina York, MBA, MSA
 - a. Finance Department’s Report

Katreina York noted that this has been a transitional year for her in the department. She thanked Danette Russell for her guidance during 2020. She reported that she will be reaching out to people this next year to build relationships. She asked that those people involved with completing the audit fraud questionnaire to please do so at their scheduled appointments.

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

Chief Paulus thanked the Board for the DUI recognitions earlier in the evening. She noted that many people have been staying home this past year due to COVID, and that her officers have been cautious with enforcement.

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

Ms. Frable reported that her team put a safety plan in place to keep everyone safe with the start of COVID. Hand sanitizer and plexiglass were installed in various locations of the municipal buildings. She also reported that she learned a lot from the Illinois Department of Labor inspection.

Lastly, Ms. Frable reported that Sen. McConchie secured \$104,000 for the Village to install a new cold storage building.

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

Mr. Sullivan reported that 327 volunteer hours were logged this year for assistance with weeding parks and planting bulbs. He noted that there were many sponsors of our programs this past year.

IX. EXECUTIVE SESSION

- A. Probable or Pending Litigation (5 ILCS 120(c) 11)

Mayor DiMaggio indicated the Village Board would enter into Executive Session for the purpose of Probable or Pending Litigation (5 ILCS 120(c) 11. He noted there would be no action taken after Executive Session.

X. ADJOURNMENT

Motion by Riess, second by Rychlik to adjourn the meeting into Executive Session for the purposes of Probable or Pending Litigation (5 ILCS 120(c) 11.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

Respectfully submitted,



Donna Lobaito
Village Clerk