



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, NOVEMBER 23 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 Chief Operating Officer Pamela Newton were present at Village Hall participating via Zoom. Mayor DiMaggio noted that due to the governor's executive order, it was not practical to meet in person.

Mayor DiMaggio called the meeting to order at 5:02 p.m. Roll call indicated the following members were present: Mayor DiMaggio, Trustees Kaiser, Kosik, Riess, and McCarthy. Trustee David was absent.

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.

Trustee David joined the meeting at 5:03 p.m.

**IV. PUBLIC HEARING**

**A. A Public Hearing for the Fiscal Year 2021 Village Budget**

Motion by Riess, second by Kosik to open the public hearing.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, David, McCarthy  
Nays: None  
Absent: None  
Abstain: None

Motion carried.

The public hearing opened at 5:04 p.m. There were no comments from the public nor the Village Board regarding the 2021 budget.

Motion by Riess, second by McCarthy to close the public hearing.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, David, McCarthy  
Nays: None  
Absent: None  
Abstain: None

Motion carried. The public hearing closed at 5:05 p.m.

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

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

Mayor DiMaggio reported that Trustee Corrigan has resigned her position on the Board as she has moved out of town.

1. Appointment of Thomas Rychlik as Village Trustee

Motion by Riess, second by McCarthy to appoint Thomas Rychlik as Village Trustee.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, David, McCarthy  
Nays: None  
Absent: None  
Abstain: None

Motion carried.

2. Administration of the Oath of Office to Thomas Rychlik

Village Clerk Lobaito administered the Oath of Office to Thomas Rychlik.

3. Appointment of Jodi McCarthy to the Finance Committee

Motion by Riess, second by Kosik to appoint Jodi McCarthy to the Finance Committee.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

4. Appointment of Sean Sornsin to the Finance Committee

Motion by Riess, second by Kosik to appoint Sean Sornsin to the Finance Committee.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

5. Appointment of Kiran Chaudhari to the Finance Committee

Motion by Riess, second by Kosik to appoint Kiran Chaudhari to the Finance Committee.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

6. Appointment of Kurt Kolseth to the Finance Committee

Motion by Riess, second by Rychlik to appoint Kurt Kolseth to the Finance Committee.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

7. Appointment of Jill Mark to the Sustainability Committee

Motion by Riess, second by Kosik to appoint Jill Mark to the Sustainability Committee.

Roll call vote.  
Ayes: Kaiser, Kosik, Riess, David, McCarthy, Rychlik  
Nays: None  
Absent: None  
Abstain: None  
Motion carried.

8. Appointment of Mary Kay Kolseth to the Sustainability Committee

Motion by Riess, second by Rychlik to appoint Mary Kay Kolseth to the Sustainability Committee.

Roll call vote.  
Ayes: Kaiser, Kosik, Riess, David, McCarthy, Rychlik  
Nays: None  
Absent: None  
Abstain: None  
Motion carried.

Mayor DiMaggio also reported that he would be a guest speaker on the Zoom call with our senior citizens.

B. Sustainability Committee-----John Bickley, Chair  
Steve Riess, Trustee Liaison  
Trustee Riess reported that the Sustainability Committee is working on their website.

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  
Trustee Kosik reported the Finance Committee met on November 9 and approved the September and October financial statements. Later in the evening, the Board will consider the tax levy ordinance which reflects a 4.8% increase. The committee also reviewed the employee benefit renewal.

1. Approval of Budget Transfers

Motion by Riess, second by Rychlik to approve the Budget Transfers.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

- F. Hawthorn Woods In Bloom-----Margo Pelak, Chair  
James W. Kaiser, Trustee Liaison

Ms. Newton reported that the committee met on Zoom as a wrap up to the symposium. She mentioned a seed library is being started.

## VI. NEW BUSINESS

### A. Consent Agenda

1. Approval of the October 26, 2020 Special Village Board Meeting Minutes
2. Approval of Bills List Dated November 2020
3. Approval of the Paid List Dated November 2020
4. Approval of an Ordinance Adopting by Reference of the Lake County Watershed Development Ordinance—Amends Title 10, Section 10-4-2A
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1L—Aquatic Center Fees\
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-2—Draw Down Deposit Agreement
7. Approval of a Resolution Authorizing the Sale of Surplus Real Estate
8. Approval of an Ordinance Authorizing the Chief Operating Officer to enter into an agreement with Ela Township – Intergovernmental Agreement for the Use of the Equipment Between Ela Township Highway Department & Village of Hawthorn Woods Public Works
9. Approval of an Ordinance Authorizing the Execution of the Audit Engagement Letter for the Audit of the Financial Statements for the Year Ended December 31, 2020 – Sikich, LLP
10. Approval of Medical, Dental and Vision Insurance Plans for 2021
11. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter Into an Agreement with Arthur J. Gallagher Risk Management Services:
  - Accept the Proposal of Insurance from Arthur J. Gallagher Risk Management Services; and
  - Execute “Client Authorization to Bind Coverage”; and
  - Execute “Gallagher Compensation Agreement”; and
  - Expend \$186,232 for Property, Casualty, and Workers Compensation Insurance
12. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code for 2020—BLR 14230
13. Approval of a Resolution—Municipal Estimate of Maintenance Costs for 2020—BLR 14231

14. Approval of a Resolution—Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2020—BLR 09150
15. Approval of a Resolution Making a Determination Relative to the Release of Executive Session Minutes and Destruction of Executive Session Tapes Pursuant to the Illinois Open Meetings Act

Items #4, #5, #6 and #8 were removed from the Consent Agenda.

Motion by McCarthy, second by Riess to approve the Consent Agenda with the exception of items #4, #5, #6 and #8.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

Motion by Riess, second by Kosik to approve item #4, an Ordinance Adopting by Reference of the Lake County Watershed Development Ordinance—Amends Title 10, Section 10-4-2A.

The Board asked staff to clarify some of the details of the proposed ordinance.

Roll call vote.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

Motion by Rychlik, second by McCarthy to approve item #5, an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1L—Aquatic Center Fees

Trustee McCarthy asked for an overview of the fees and the outlook for the opening of the aquatic center in light of COVID-19. Mr. Sullivan reported the fees were increased slightly to keep in line with competitors. The Village will have to wait and see how COVID-19 might impact the swim season. Trustee Kosik noted that conservatively, 2021 season passes were decreased by \$22,000 in the budget.

Roll call vote.

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

Nays: None

Absent: None  
Abstain: None  
Motion carried.

Motion by Kaiser, second by Riess to approve item #6, an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-2—Draw Down Deposit Agreement

Trustee McCarthy asked about the proposed increases in the deposit amounts.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, David, McCarthy, Rychlik  
Nays: None  
Absent: None  
Abstain: None  
Motion carried.

Motion by Riess, second by David to approve item #8, an Ordinance Authorizing the Chief Operating Officer to enter into an agreement with Ela Township – Intergovernmental Agreement for the Use of the Equipment Between Ela Township Highway Department & Village of Hawthorn Woods Public Works.

Ms. Newton noted the signer of the document was changed from her to Erika Frable.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, David, McCarthy, Rychlik  
Nays: None  
Absent: None  
Abstain: None  
Motion carried.

## B. Items for Separate Action

1. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2021 and Ending December 31, 2021

Motion by Kosik, second by Riess to approve an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2021 and Ending December 31, 2021.

Roll call vote.

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

Nays: None  
Absent: None  
Abstain: None  
Motion carried.

2. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2021 and Ending December 31, 2021, of the Village of Hawthorn Woods, Lake County, Illinois

Motion by McCarthy, second by Rychlik to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2021 and Ending December 31, 2021, of the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, David, McCarthy, Rychlik  
Nays: None  
Absent: None  
Abstain: None  
Motion carried.

## **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 since Consent Agenda item #7 passed, staff would proceed with the next steps. She also reported she finished 40 hours of training to maintain her credentialed managers designation. A card and dinner were sent to the Corrigan family to thank Trustee Corrigan for her years of service to Hawthorn Woods. Lastly, Ms. Newton reported that there had been a few cases of COVID-19 amongst employees, but none were contracted at work.

- B. Report from the Village Attorney

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

- C. Reports from Department Heads

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

Ms. Lobaito reported that the vehicle sticker and dog tag databases were being readied for the 2021 mailing. She noted residents will be able to make their purchases online this year for the first time.

b. Village Clerk's Report

Ms. Lobaito reported that she and the Executive Board of the Municipal Clerks of Lake County had planned the 2021 training schedule.

c. Community Development Department Report

Ms. Lobaito's report is in the packet.

2. Chief Financial Officer – Katreina York, MBA, MSA

a. Finance Department's Report

Katreina York's report is in the packet. She noted she worked on the budget the last month.

3. Chief of Police – Jennifer R. Paulus, CPC

a. Police Department's Report

Chief Paulus reported that this month's report included traffic stop data which was requested at last month's meeting. She reported that fraudulent unemployment claims are up considerably with her department receiving 1 – 5 calls per day.

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

a. Public Works Department's Report

Ms. Frable reported that 300 tons of salt had been ordered today, and the two new trucks have been received.

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

a. Parks and Recreation Department's Report

Mr. Sullivan thanked Sarah Wiseman for conducting the virtual Kids in the Kitchen program. There were 16 participants, and Sarah is working on a Girl Scout badge.

**IX. EXECUTIVE SESSION**

- A. Setting the Price for Sale or Lease of Property Owned by the Public Body (5 ILCS 120/2(c) 6, and Probable or Pending Litigation (5 ILCS 120(c) 11.

Mayor DiMaggio indicated the Village Board would enter into Executive Session for the purposes of Setting the Price for Sale or Lease of Property Owned by the Public Body (5 ILCS 120/2(c) 6, and Probable or Pending Litigation (5 ILCS 120(c) 11.

**X. ADJOURNMENT**

Motion by Rychlik, second by Kosik to adjourn the meeting into Executive Session for the purposes of Setting the Price for Sale or Lease of Property Owned by the Public Body (5 ILCS 120/2(c) 6, and 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