



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, SEPTEMBER 27, 2021  
5:00 P.M.**

**MINUTES**

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

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

Also present 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, Community Development Director Chris Heinen, 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.*

**Anne Hurst** – Ms. Hurst thanked the Board for their service. She said she wanted to recognize the service of John Barrington. She said Mr. Barrington was a Navy veteran and Ela Township elected official. She inquired about planting a memorial tree in Mr. Barrington's memory. She was instructed to contact Mr. Sullivan for details.

Trustee Kaiser joined the meeting at 5:04 p.m.

**IV. MAYOR'S REPORT AND COMMITTEE REPORTS**

**A. Mayor's Report-----Dominick DiMaggio, Mayor**

Mayor DiMaggio reported he met with all the police shifts to introduce Director Malcolm. He also indicated he met with Lake Zurich Mayor, Tom Poynton regarding the Flex Property, and that he would go through more details about this subject in executive session this evening. He thanked staff for their hard work on the Fall Family Fun Fest.

**1. September Garden of the Month Winner**

Mr. Sullivan will announce the winner later in the meeting.

2. 2021 Aquatic Center Life Saves by Katie Fuchs and Lizzy Allore

Aquatic Center Manager Patrick Teehan reported on Katie Fuchs and Lizzy Allore's life saves at the Aquatic Center this summer. Ms. Fuchs was on the Zoom call and described the event to the Board.

Trustee David arrived at 5:07 p.m.

3. Appointment of Jodi Clute to the Sustainability Committee

Motion by Riess, second by Rychlik to appoint Jodi Clute to the Sustainability Committee.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik, Bayer  
Nays: None  
Abstain: None  
Absent: None

4. Appointment of Audrey Massel to the Planning, Building and Zoning Commission

Motion by Riess, second by Rychlik to appoint Audrey Massel to the Planning, Building and Zoning Commission.

Ms. Massel introduced herself to the Board and mentioned she has been involved with the Hawthorn Woods Country Club HOA, and that she worked to keep water rates low for residents.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik, Bayer  
Nays: None  
Abstain: None  
Absent: None

Trustee David left the meeting at 5:11 p.m.

5. Appointment of Cathy Bayer as Trustee Liaison to the Zoning Board of Appeals

Motion by McCarthy, second by Rychlik to appoint Cathy Bayer as Trustee Liaison to the Zoning Board of Appeals.

Roll call vote.

Ayes: Kaiser, Riess, McCarthy, Rychlik, Bayer  
Nays: None

Abstain: None  
Absent: David

Trustee David joined the meeting at 5:13 p.m.

Motion by Bayer, second by Riess to appoint Trustee David as the liaison to the police department.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

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

Mr. Sullivan thanked Trustee Riess for his guidance during his absence. There will be an Adopt-A-Highway garbage pick-up on October 17. The committee will be reviewing the tree management report at their next meeting, and the report is expected to be brought to the Village Board in October.

Mr. Sullivan noted the residents at 119 Glen Road were the Garden of the Month winners in September.

- 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

No report this month.

Trustee David left the meeting at 5:22 p.m.

- E. Finance Committee-----Jayne Kosik, Chair  
Jodi McCarthy, Trustee Liaison

Trustee McCarthy reported that the Finance Committee continues to discuss roads.

1. Approval of the July Financial Statements

Motion by Riess, second by Bayer to approve the July Financial Statements.

Roll call vote.

Ayes: Kaiser, Bayer, Riess, McCarthy, Rychlik

Nays: None

Absent: David

Motion carried.

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

Trustee Kaiser reported that the AIB seminar is in the near future, and that Ms. Newton will be a presenter.

Trustee Kaiser also reported on a seminar on October 13 at St. Matthew's to discuss residents aging in place. He asked that this event be promoted.

Trustee David joined the meeting at 5:25 p.m.

- G. Public Safety Department-----Mike David, Trustee Liaison

## V. NEW BUSINESS

### A. Consent Agenda

1. Approval of the July 26, 2021 Special Village Board Meeting Minutes
2. Approval of the August 9, 2021 Special Village Board Meeting Minutes
3. Approval of Bills List Dated September 2021
4. Approval of the Paid List Dated September 2021
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 6, Chapter 3 – Parking Regulations, Section 1— Prohibited Parking Areas; Added New Sub-Section 6-3-1-N.7—Kruckenberg Road
6. Approval of an Ordinance Authorizing the Execution of a Real Estate Donation Agreement
7. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter into an Intergovernmental Agreement Between Ela Township Highway Department & Village of Hawthorn Woods Public Works
8. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter into an Intergovernmental Agreement Between Illinois Department of Transportation & Village of Hawthorn Woods
9. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into an Agreement with the Lake Zurich Lacrosse Club
10. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for Drama/Theatre Instruction with Cricket Theatre of Lake Zurich
11. Approval of an Ordinance Adopting the Village's Flag Display Policy

12. Approval of an Ordinance for the Approval and Submittal of an Application for an Open Space Land Acquisition and Development Grant (OSLAD) with the Illinois Department of Natural Resources to Provide Matching Grant Funding for the Replacement of Playground Equipment at Woodland Park
13. Approval of a Resolution Proclaiming the Week of October 23 – 31, 2021 Red Ribbon Week
14. Approval of an Amended Return to Work Guidelines

Items #3 and #11 were removed from the Consent Agenda.

Motion by Rychlik, second by David to approve the Consent Agenda with the exception of items #3 and #11.

Roll call vote.

Ayes: Kaiser, Bayer, Riess, David, McCarthy, Rychlik  
Nays: None  
Absent: None

Motion carried.

Motion by Riess, second by Bayer to approve item #3, Approval of the Paid List Dated September 2021.

Roll call vote.

Ayes: Bayer, Riess, David, Rychlik  
Nays: None  
Absent: None  
Abstain: Kaiser, McCarthy

Motion carried.

Motion by Rychlik, second by Kaiser to approve item #11, Approval of an Ordinance Adopting the Village's Flag Display Policy.

Trustee McCarthy inquired about flying certain flags at certain times outside of the policy. Ms. Newton responded flags to be flown would be limited to those incorporated in the policy, and that the Village could pass a proclamation for other organizations.

Roll call vote.

Ayes: Kaiser, Bayer, David, Riess, Rychlik  
Nays: McCarthy  
Absent: None  
Abstain: None

Motion carried.

B. Items for Separate Action

1. None this month

**VI. OLD BUSINESS**

- A. None this month.

**VII. ADMINISTRATION REPORTS**

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

Ms. Newton reported that the development team, consisting of herself, Ms. Lobaito, Ms. Frable and Mr. Heinen, meet every Thursday. Ms. Newton reported the ARPA funds arrived. She also indicated staff is working on the medical insurance renewal. The Finance Committee will be exploring refinancing the aquatic center bonds. She also reported that there may be another road referendum in the future, and if passed, the majority of residents will pay either less or the same. Ms. Newton noted tonight was the last Board meeting for Chief Paulus, and she thanked her for her service.

B. Report from the Village Attorney

Mr. Brankin will provide his report in Executive Session.

C. Reports from Department Heads

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

Ms. Lobaito noted her report was in the packet. She also reported that since passing the new solicitor's ordinance, the Village has issued two such permits. She also thanked Chief Paulus for her service to the village.

- b. Village Clerk's Report

Ms. Lobaito reported that she held an in-house training session on the Freedom of Information Act with all village FOIA officers. This is in addition to the required annual training by the Attorney General's office.

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

Ms. York's report is in the packet.

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

Chief Paulus noted her report was in the packet.

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

Ms. Frable reported the Aqua Illinois peat removal will commence in a couple weeks. Aqua will notify all adjacent property owners of the activity in the area. Ms. Frable also reported the Old McHenry Crossing project’s virtual public forum will be September 30 to October 15. The village will promote this in our e-blasts.

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

Mr. Sullivan reported on a recent memorial tree ceremony held at Bridlewoods Park. He also reported on the Cricket Theatre program. Lastly, Mr. Sullivan informed the Board that Amy Mason gave birth to a baby girl.

6. Director of Community Development – Chris Heinen
  - a. Community Development Department’s Report

Mr. Heinen reported that the office staff has been processing a large amount of building permits. He stated both the Villas at the Commons and Stonebridge should be completed next year. He indicated he has been meeting with several real estate agents and developers about certain properties in the village. He also created some community marketing sheets for distribution.

## **VIII. EXECUTIVE SESSION**

- A. Personnel (5 ILCS 120/2(c) 1): Probable or Pending Litigation (5 ILCS 120/2(c) 11)

Mayor DiMaggio noted there would be no business conducted after Executive Session.

Motion by Riess, second by Kaiser to adjourn the regular meeting to enter into Executive Session to discuss personnel issues and probable and pending litigation.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

**IX. ADJOURNMENT**

The meeting adjourned 6:08 p.m.

Respectfully submitted, .

  
Donna Lobaito  
Village Clerk