



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, JANUARY 23, 2023  
5:00 P.M.**

**MINUTES**

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

Mayor DiMaggio called the meeting to order at 5:05 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, McCarthy, Rychlik, Bayer, and Hurst. Absent was Trustee David.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Katreina York, Director of Public Safety/Interim Chief of Police John Malcolm, Parks and Recreation Director Brian Sullivan, Community Development Director Chris Heinen, Director of Community Engagement Amy Mason, and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

**III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**Larry Friedrichs, 15 Senaca Ave. West** – Mr. Friedrichs addressed the Board about their continued involvement in the Rout 53 extension. He was pleased the Board was going to pass a resolution regarding the same.

**IV. MAYOR’S REPORT, COMMITTEE REPORTS AND OTHER REPORTS**

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

1. Approval of a Resolution of Appreciation – Police Officer Brian Cvitkovich

Ms. Lobaito read the resolution into the minutes.

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

Chief Malcolm commented that this was the fourth time Officer Cvitkovich was awarded the DUI award. Officer Cvitkovich has been with the department since 2017.

Voice vote.

Ayes: 5

Nays: 0  
Abstain: 0  
Absent: 1  
Motion carried.

2. Administration of the Oath of Office – Sgt. Michael Behan

Sgt. Behan was first employed by the Village of Hawthorn Woods in 2014. He has served as a field training officer and evidence technician, and has been a member of MCAT Team and the Crisis Intervention Team. He comes from a family of law enforcement officers. Mayor DiMaggio administered the Oath of Office.

3. Administration of the Oath of Office – Sgt. Michael Viramontes

Sgt. Viramontes was first employed by the Village of Hawthorn Woods in 2001. He has served as a field training officer, range instructor, evidence technician, and rapid deployment instructor. He is the current president of the Metropolitan Alliance of Police Chapter 483, a member of the Hawthorn Woods Police Pension Fund Board, and was a past investigator for the Lake County Major Crime Task Force. Mayor DiMaggio administered the Oath of Office.

4. Administration of the Oath of Office – Officer Patrick Pagliuco

Chief Malcolm reported that Officer Pagliuco began his employment with the Village last August, and is in field training right now. Officer Pagliuco holds a Bachelor's degree in Criminal Social Justice from Lewis University, and is Crisis Prevention Intervention certified. Mayor DiMaggio administered the Oath of Office.

5. Administration of the Oath of Office – Officer Karolina Kulczyk

Chief Malcolm reported that Officer Kulczyk began her employment with the Village last September. She has 15 years' experience as a community service officer, and she graduated with a 4.0 GPA from National Lewis University with a BA in Applied Behavioral Science. Mayor DiMaggio administered the Oath of Office.

6. Appointment of Nick Blackshaw to the Planning, Building and Zoning Commission

Motion by Kaiser, second by Bayer to appoint Nick Blackshaw to the Planning, Building and Zoning Commission.

Mr. Blackshaw introduced himself to the Board.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

7. Appointment of Anne Hurst as Trustee Liaison to the Sustainability Committee

Motion by Kaiser, second by Rychlik to appoint Anne Hurst as Trustee Liaison to the Sustainability Committee.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

8. Approval of the Mayor's Monarch Proclamation

Motion by Hurst, second by Bayer to approve the Mayor's Monarch Proclamation.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

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

Mr. Sullivan noted the committee will begin planning with Trustee Hurst on the committee.

C. Zoning Board of Appeals-----John Kosik, Chair  
Cathy Bayer, Trustee Liaison

No report this month.

D. Planning, Building and Zoning Commission-----Jim Merkel, Chair  
Thomas Rychlik, Trustee Liaison

No report this month.

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

No report this month.

F. Hawthorn Woods In Bloom-----Lauren Vondrasek, Chair

James W. Kaiser, Trustee Liaison

The Indian Creek Preserve grants were discussed.

G. Public Safety Department-----Mayor Dominick DiMaggio, Liaison

No report this month.

**V. NEW BUSINESS**

A. Consent Agenda

1. Approval of the November 28, 2022 Village Board Meeting Minutes
2. Approval of Bills List Dated January 2023
3. Approval of Paid List Dated January 2023
4. Approval of an Ordinance Authorizing the Execution of an Employment Agreement—Amy Mason, Director of Community Engagement
5. Approval of an Ordinance Authorizing the Execution of an Certain Agreement—Commonwealth Edison Company and Azavar Audit Solutions, Inc.
6. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement With the Hawthorn Woods Elite Soccer Club
7. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement With the Lake Zurich Lacrosse Club
8. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement With the Lake County Stars Baseball
9. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for a Workshop of Wings and Talons Instruction With the Ancient Oaks Foundation of Lake Zurich
10. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 5, Section 5-4-3—Dog Licenses Required
11. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Subsection 11-1-1.F.19—Vendor Fees, and Title 11, Subsection 11-1-1F.20—Golf Outing Fees
12. Approval of a Resolution of Support for the Rt. 53 Task Force Recommendations Transferring Land from the Illinois Department of Transportation to the Illinois Department of Natural Resources
13. Approval of Brian Sullivan to Attend and Vote at the Illinois Association of Park District’s Annual Business Meeting
14. Authorization to Join the Transportation Alliance of Lake County for One Year
15. Approval of a Resolution Recognizing National Engineer’s Week 2023

Items #1, #2, #5, and #12 were removed from the Consent Agenda.

Motion by Rychlik, second by Kaiser to approve the Consent Agenda with the exception of items #1, #2, #5 and #12.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Kaiser, second by McCarthy to approve Consent Agenda item #1, approval of the November 28, 2022 Village Board Meeting Minutes.

Trustee Hurst noted her name needed to be added to the vote under the Finance Committee.

Amended motion by Kaiser, amended second by McCarthy to approve the Consent Agenda item #1, approval of the November 28, 2022 Village Board Meeting Minutes as noted.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Rychlik, second by Kaiser to approve Consent Agenda item #2, approval of Bills List Dated January 2023.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy

Nays: None

Abstain: Rychlik, Hurst

Absent: David

Motion carried.

Motion by McCarthy, second by Hurst to approve Consent Agenda item #5, approval of an Ordinance Authorizing the Execution of an Certain Agreement—Commonwealth Edison Company and Azavar Audit Solutions, Inc.

Ms. Newton and Mr. Brankin clarified the terms of the settlement agreement. The agreement provides approximately \$16,000 to the Village.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Rychlik, second by McCarthy to approve Consent Agenda item #12, Approval of a Resolution of Support for the Rt. 53 Task Force Recommendations Transferring Land from the Illinois Department of Transportation to the Illinois Department of Natural Resources.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Hurst

Nays: Rychlik

Abstain: None

Absent: David

Motion carried.

B. Items for Separate Action

1. None this month.

**VI. OLD BUSINESS**

- A. None this month.

**VII. ADMINISTRATION REPORTS**

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

Ms. Newton reported on the four areas of her annual report. She highlighted the Village receiving approximately \$2.5 million in grants in 2022. She also discussed the new sustainable revenue source for funding road repairs, the new special event, and land donations.

- B. Report from the Village Attorney

Mr. Brankin's report will be provided in Executive Session.

- C. Annual Reports from Department Heads

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

Ms. Lobaito highlighted the Village Code fee update, the police donation program, the new office phones, FOIA logs, her volunteerism with the Municipal Clerks of Illinois and the International Institute of Municipal Clerks, and the elimination of vehicle stickers and dog tags.

- b. Village Clerk's Annual Report

Ms. Lobaito's report is in the packet.

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

Ms. York reported on the completion of her third budget, the road referendum, the audit, her human resources roll, and the GFOA award.

3. Public Safety Director/Interim Chief of Police – John Malcolm
  - a. Public Safety/Police Department’s Report

Director Malcolm reported personnel, training and equipment had been the department’s focus in 2022. He highlighted the promotions and active shooter training at the school.

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

Ms. Frable’s annual report is in the packet.

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

Mr. Sullivan congratulated Amy Mason and Ryan Mathy on their promotions. He reported on the community events such as the Party in the Park, the symphony performance at Christmas, and expanded use of social media. He also reported on the installation of pickleball courts, the planning of a tree donated by Christopher B. Burke Engineering, and the Phoebe Snetsinger Garden. Mr. Sullivan reported on the Aquatic Center activities and the Sustainability Committee.

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

Mr. Heinen reported the event venue was annexed this year and construction is about ready to commence. He also reported on the status of MI Homes in the Hawthorn Woods Country Club, the Wintrust Bank project, and the Journey Hill and Forward Stride project. Permits were down a bit in 2022, and lastly he reported on the \$1.5 million grant the Village received for the sewer project in the Gilmer and Midlothian roads area.

7. Director of Community Engagement – Amy Mason, MPA, CPRP

Ms. Mason provided a highlight of last month’s activities, including the Holiday Craft Show, the Hometown Holiday event, the Movie in the Barn and the Lake County Symphony Orchestra.

## VIII. EXECUTIVE SESSION

- A. Probable or Pending Litigation – 5 ILCS 120/2(c) 11 and Executive Session Minutes – 5 ILCS 120/2(c) 21.

Mayor DiMaggio noted the Board would be entering Executive Session for the purpose of Probable or Pending Litigation and Executive Session minutes with no business being conducted after.

## IX. ADJOURNMENT

Motion by McCarthy, second by Hurst to adjourn the meeting to Executive Session.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

The meeting adjourned at 6:49 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk