



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, SEPTEMBER 18, 2023  
5:00 P.M.**

**MINUTES**

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

Mayor DiMaggio called the meeting to order at 5:04 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, McCarthy, Rychlik, Bayer, and Hurst. Trustee Laman was absent.

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, Public Works Director/Village Engineer Erika Frable, PE, 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**

Tosi Ufodike – Ms. Ufodike, owner of Kiddie Academy, informed the Board she is running for State Representative.

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

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

Mayor DiMaggio reported on the success of the Party in the Park event.

B. Sustainability Committee-----John Bickley, Chair  
Anne Hurst, Trustee Liaison

No report this month.

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

1. Approval of an Ordinance Granting a Special Use Permit for a Home Occupation Business in Which Clients Will be Seen in the Home Located at 90 Mark Drive, Hawthorn Woods, IL—Catherine and Donovan Phillips

Motion by Hurst, second by Bayer to approve an Ordinance Granting a Special Use Permit for a Home Occupation Business in Which Clients Will be Seen in the Home Located at 90 Mark Drive, Hawthorn Woods, IL—Catherine and Donovan Phillips.

The Board was provided information on the hours of operation, traffic, access, and a possible change of address. Additionally, Trustee Rychlik noted that one neighbor expressed concern about the Phillips’s potential future plan for an event venue, but noted an event venue is not a part of the ordinance that is up for consideration.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

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

1. Approval of July 2023 Financial Statements

Motion by Kaiser, second by Rychlik to approve the July 2023 Financial Statements.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

- F. Hawthorn Woods In Bloom-----Lauren Vondrasek, Chair  
James W. Kaiser, Trustee Liaison

Trustee Kaiser reported the next meeting will be held on October 25, 2023. Ms. Newton stated the America In Bloom awards symposium will be held next week.

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

Mayor DiMaggio reported he met with the police personnel.

**V. NEW BUSINESS**

A. Consent Agenda

1. Approval of the July 24, 2023 Village Board Meeting Minutes
2. Approval of the July 31, 2023 Special Village Board Meeting Minutes
3. Approval of Bills List Dated September 2023
4. Approval of Paid List Dated September 2023
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Addition of Title 1, Section 1-5-8—Rules for Public Comment at Public Meetings
6. Approval of an Ordinance Adopting by Reference of the Lake County Watershed Development Ordinance—Amends Title 10, Section 10-4-2A
7. Approval of a Resolution Proclaiming the Week of September 18 – 24, 2023 as National Rail Safety Week Item #6 was removed from the Consent Agenda.

Item #5 was removed from the Consent Agenda.

Motion by Rychlik, second by McCarthy to approve the Consent Agenda with the exception of Item #5.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

Motion by McCarthy, second by Kaiser to approve Consent Agenda Item #5, an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Addition of Title 1, Section 1-5-8—Rules for Public Comment at Public Meetings.

Trustee Hurst indicated she did not agree with placing a time limit on those making public comment, or indicating repetitiveness should be avoided. Mayor DiMaggio noted the way the ordinance is drafted allowed for the chair to provide for additional time to speak.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: Hurst

Abstain: None

Absent: Laman

Motion carried.

B. Items for Separate Action

1. Approval of An Ordinance Authorizing the Execution of the Eighth Amendment of the Stonebridge Subdivision Improvement Agreement – HDP Stonebridge LLC

Motion by Rychlik, second by McCarthy to approve An Ordinance Authorizing the Execution of the Eighth Amendment of the Stonebridge Subdivision Improvement Agreement – HDP Stonebridge LLC.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

2. Approval of an Ordinance Authorizing the Chief Operating Officer to Award and Execute the 2023 Pavement Patching Program

Motion by Kaiser, second by Rychlik to approve an Ordinance Authorizing the Chief Operating Officer to Award and Execute the 2023 Pavement Patching Program.

Because the bid came in at almost \$20,000 under budget, additional patching will take place this year.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

**VI. OLD BUSINESS**

- A. None this month.

**VII. ADMINISTRATION REPORTS**

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

Ms. Newton recognized Amy Mason for her leadership in organizing the Party in the Park. She also thanked Public Works for their assistance. Staff continues to work on preparing the 2024 budget.

B. Report from the Village Attorney

Mr. Brankin indicated he would provide a report in Executive Session.

C. Annual Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito, RMC, CMC

Ms. Lobaito reported the disposal of records, budget preparation, and research conducted regarding the Aqua Illinois agreements. She also informed the Board that former Village Treasurer, Marilyn McGuan, who served the Village for more than 30 years, had passed away.

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

Ms. York reported that work continues on the 2024 budget, and the expenses the Village incurred during the water outage have been sent to Aqua Illinois. The budget will be presented next month.

3. Public Safety Director/Interim Chief of Police – John Malcolm

Director Malcolm reported the new police officers are doing well, and the squad cars are being equipped at this time. He also reported there were no issues at the Party in the Park.

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

Ms. Frable indicated her report was on the dais.

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

Mr. Sullivan indicated his report was on the dais.

Trustee Laman arrived at 5:45 p.m.

6. Director of Community Development – Chris Heinen

Mr. Heinen reported the event venue was issued their final permit, and that he and Ms. Lobaito recently met with them regarding the issuance of their liquor license.

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

Ms. Mason thanked Public Works for their assistance at the Party in the Park. She also reported on the upcoming concert in the Barn by the Lake County Symphony Orchestra.

**VIII. EXECUTIVE SESSION**

A. Probable or Pending Litigation – 5 ILCS 120/2(c)11

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

**IX. ADJOURNMENT**

Motion by Kaiser, second by Hurst to adjourn the meeting to Executive Session for the purposes of Probable or Pending Litigation.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst, Laman

Nays: None

Abstain: None

Absent: None

Motion carried.

The meeting adjourned at 6:55 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk