



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, APRIL 28, 2025**

**5:00PM**

**MINUTES**

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

Mayor DiMaggio called the meeting to order at 5:03 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustee Kaiser, McCarthy, Rychlik, Bayer, Hurst and Laman. Absent: None.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Katreina Koprowski, Director of Public Safety/Interim Chief of Police John Malcolm, Public Works Director/Village Engineer Erika Frable, PE, Community Development Director Chris Heinen, Parks and Recreation Director Amy Mason, and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

Mayor DiMaggio announced Trustee Laman provided proper notice that she is traveling for business and would be attending the meeting electronically.

Motion by Kaiser, second by McCarthy to allow for Trustee Laman to attend the meeting electronically.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

**III. ACCEPTANCE OF ELECTION RESULTS**

Motion by Bayer, second by Hurst to accept the election results.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

**IV. OATH OF OFFICE**

A. Administration of the Oath of Office – Dominick DiMaggio, Mayor

Judge John Joanem administered the Oath of Office to Mayor DiMaggio.

B. Administration of the Oath of Office – James W. Kaiser, Trustee

Judge John Joanem administered the Oath of Office to Trustee Kaiser.

C. Administration of the Oath of Office – Jodi McCarthy, Trustee

Judge John Joanem administered the Oath of Office to Trustee McCarthy.

D. Administration of the Oath of Office – Thomas Rychlik

Judge John Joanen administered the Oath of Office to Trustee Rychlik.

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

None this month.

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

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

1. Reappointment of Dennis Hoppe to the Police Pension Board for a 2-Year Term

Motion by Rychlik, second by Hurst to approve the reappointment of Dennis Hoppe to the Police Pension Board for a 2-year term.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

B. Sustainability Committee -----Mary Kay Kolseth, Chair

Anne Hurst, Trustee Liaison

Trustee Hurst reported that the Arbor Day tree giveaway occurred last Saturday, and the Adopt-A-Highway event will occur on May 10, 2025.

- 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 Final Plat of Resubdivision—Hawthorn Woods Country Club Townhomes—Approximately 1.34 Acres Located in Phase 1 and Phase 2 of the Hawthorn Woods Country Club

Motion by Kaiser, second by Rychlik to approve an Ordinance Granting a Final Plat of Resubdivision—Hawthorn Woods Country Club Townhomes—Approximately 1.34 Acres Located in Phase 1 and Phase 2 of the Hawthorn Woods Country Club.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst, Laman  
Nays: None  
Abstain: None  
Absent: None

Motion carried.

2. Approval of an Ordinance Rezoning Land Within the Village of Hawthorn Woods to AB Agricultural Business District and Granting a Special Use Permit for a Landscaping Contracting Business and Equipment Yard and for a Nursery, Tree or Shrub, Retail or Nonretail, with Greenhouse Buildings—Approximately 4.72 Acres—25635 Fairfield Road, Hawthorn Woods, IL

Motion by Hurst, second by McCarthy to approve an Ordinance Rezoning Land Within the Village of Hawthorn Woods to AB Agricultural Business District and Granting a Special Use Permit for a Landscaping Contracting Business and Equipment Yard and for a Nursery, Tree or Shrub, Retail or Nonretail, with Greenhouse Buildings—Approximately 4.72 Acres—25635 Fairfield Road, Hawthorn Woods, IL.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst, Laman  
Nays: None  
Abstain: None  
Absent: None

Motion carried.

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

1. Approval of the February 2025 Financial Statements

Motion by Rychlik, second by Kaiser to approve the February 2025 Financial Statements.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of Budget Transfers—Aquatic Center

Motion by Hurst, second by McCarthy to approve Budget Transfers--Aquatic Center.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Approval of an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2025 and Ending December 31, 2025

Motion by Hurst, second by McCarthy to approve an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2025 and Ending December 31, 2025.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

F. Hawthorn Woods In Bloom Committee-----Vacant, Chair  
James W. Kaiser, Trustee Liaison

No report this month.

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

No report this month.

## VII. NEW BUSINESS

### A. Consent Agenda

1. Approval of the March 24, 2025 Village Board Meeting Minutes
2. Approval of Bills List Dated April 2025
3. Approval of Paid List Dated April 2025
4. Approval of an Ordinance Authorizing the Mayor to Enter Into an Agreement with Skeeter Beater of Hawthorn Woods, Illinois for Mosquito, Flea, and Tick Control at Community Park
5. Approval of an Ordinance Authorizing the Execution of a Cable Television Franchise Agreement by and Between the Village of Hawthorn Woods, Illinois and Comcast of Illinois/West Virginia, LLC
6. Approval of an Ordinance Authorizing the Execution of a Confidentiality Agreement by and Between the Village of Hawthorn Woods, Illinois and Comcast of Illinois/West Virginia, LLC
7. Approval of a Resolution Proclaiming Municipal Clerks Week May 4-10, 2025
8. Approval of a Resolution Recognizing National Public Works Week 2025—  
“People, Purpose, Presence”
9. Approval of a Resolution Recognizing National Police Week 2025
10. Approval of the Hawthorn Woods Employee Handbook Amending Tuition Reimbursement Section

Motion by Kaiser, second by Bayer to approve the Consent Agenda.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

### B. Items for Separate Action

1. None this month.

## VIII. OLD BUSINESS

### A. None this month

## IX. ADMINISTRATION REPORTS

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

Ms. Newton reported on several necessary capital improvements, the computer migration, aging in place, and Hawthorn Woods being named the third safest community in Illinois.

### B. Report from the Village Attorney

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

### C. Reports from Department Heads

#### 1. Chief Administrative Officer's Report – Donna Lobaito, RMC, CMC

Ms. Lobaito reported on the required filing of the statement of economic interest and the upcoming Administration lunch next Monday.

#### 2. Chief Financial Officer's Report – Katreina Koprowski, MBA, MSA

Ms. Koprowski thanked the Board for the budget amendment and thanked everyone for attending the dessert exchange hosted by the Finance Department.

#### 3. Public Safety Director/Interim Chief of Police's Report – John Malcolm

Director Malcolm reported LakeComm should go live mid-July. He also reported on the status of a grant, red light cameras, and active shooter training.

#### 4. Director of Public Works/Village Engineer's Report – Erika M. Frable, PE

Ms. Frable reported on the status of cold patching and drainage issues.

##### a. IDOT/LCDOT Report

Ms. Frable provided an update to the Board on IDOT and LCDOT projects affecting the Village.

#### 5. Director of Community Development's Report – Chris Heinen

Mr. Heinen reported the last permit has been issued to MI Homes on the developed lots in the Hawthorn Woods Country, the first permit has been issued in Phase 6 of the Hawthorn Woods Country Club, and all but one of the townhome permits has been issued. He has extensive communications with residential and commercial developers. The monument entrance sign will be illuminated next week.

#### 6. Director of Community Engagement's Annual Report – Amy Mason, MPA, CPRP

Ms. Mason reported on the hiring of Erica De Luca to manage the Aquatic Center. The pool will open May 24. She also reported on Bark in the Park, soccer, buckthorn removal at Brierwoods Preserve, and the golf outing on May 19<sup>th</sup>.

**X. EXECUTIVE SESSION**

Probable or Pending Litigation – 5 ILCS 120/2(c) 11; Executive Session Minutes – 5 ILCS 120/2(c) 21

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

Motion by Rychlik, second by McCarthy to enter into Executive Session for the purposes of Probable or Pending Litigation – 5 ILCS 120/2(c) 11; Executive Session Minutes – 5 ILCS 120/2(c) 21.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

**XI. ADJOURNMENT**

The meeting adjourned to Executive Session at 5:49 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk