



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
TUESDAY, JUNE 23, 2025**

**5:00PM**

**MINUTES**

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

Mayor DiMaggio called the meeting to order at 5:08 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**

**III. PRESENTATION**

**A. Certificate of Appreciation – Julianne Rosales**

Mayor DiMaggio read the Certificate of Appreciation into the record.

**B. Approval of a Resolution in Recognition of the Retirement of Chief Administrative Officer/Village Clerk Donna Lobaito**

Motion by Rychlik, second by Kaiser to approve a Resolution in Recognition of the Retirement of Chief Administrative Officer/Village Clerk Donna Lobaito.

Mayor DiMaggio read the resolution into the minutes.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

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

**John Lobaito** – Mr. Lobaito read a proclamation into the record.

**Diane Holder** – Ms. Holder thanked Ms. Lobaito for her service. She also inquired about the status of a policy regulating e-bikes. Ms. Newton indicated the Village is working on an ordinance.

**Steve Miller, 14 Seneca Avenue West** – Mr. Miller provided some history on the Village of Hawthorn Woods as a reminder to the Board about future developments.

**Former Mayor Joseph Mancino** – Former Mayor Joseph Mancino spoke of his interactions with Ms. Lobaito over the years prior to serving as Mayor as well as after his election. He thanked Ms. Lobaito for her years of service to Hawthorn Woods.

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

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

No report this month.

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

No report this month.

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

1. Approval of Sewer Rate Study Recommendation

Motion by McCarthy, second by Kaiser to approve the Sewer Rate Study Recommendation.

Trustee McCarthy presented information to the Board regarding the recommendations:

- Implement a \$4.00 per 1,000 gallon increase to the current Sewer Charges (Village Code Chapter 5 – Water and Sewer Service, Section 4-5-7) for each of the next four Fiscal Years.
- The annual CPI rate adjustments per Section 4-5-7, A. 1. are to remain in effect.
- Subject to Village Counsel review and concurrence, the ceiling of 4% for the CPI annual rate adjustments is to be removed from the Village Code.
- It is recommended that a Rate Study update be performed in four years.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of the April 2025 Financial Statements

Motion by Hurst, second by Rychlik to approve the April 2025 Financial Statements.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Approval of the Treasurer’s Report for the Year Ended December 31, 2024

Motion by Hurst, second by Laman to approve the Treasurer’s Report for the Year Ended December 31, 2024.

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

Trustee Kaiser reported the committee will be meeting this week, and the America In Bloom judges will be in town on July 13.

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

Mayor DiMaggio reported that the cameras in the parks are helping improve safety.

**VI. NEW BUSINESS**

A. Consent Agenda

1. Approval of the May 27, 2025 Village Board Meeting Minutes
2. Approval of Bills List Dated June 2025
3. Approval of Paid List Dated June 2025
4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Liquor Licenses – Title 3, Section 3-3-8 – License Classifications; Title 3, Section 3-3-10 – Number of Licenses; and Title 11, Section 11-1-1 – Fees for Certain Activities and Purposes
5. Approval of an Ordinance Authorizing the Execution of an Eighth Amendment to a Certain Agreement – Waste Management North – Scavenger Services
6. Appointment of Katreina Koprowski as the Village’s Open Meetings Act Designee
7. Approval of a Resolution Appointing a Director and Alternate Director to the Solid Waste Agency of Lake County (SWALCO)
8. Approval of a Resolution Designating July as Parks and Recreation Month
9. Approval of a Resolution of the Village of Hawthorn Woods in Support of the Illinois America250 Commemoration

Motion by Laman, second by Kaiser 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. Approval of an Ordinance Authorizing the Mayor and Village Clerk to Award and Execute the Contract for Contractual Building Cleaning and Custodial Services Program to MSCH Corp

Motion by Laman, second by Rychlik, to approve an Ordinance Authorizing the Mayor and Village Clerk to Award and Execute the Contract for Contractual Building Cleaning and Custodial Services Program to MSCH Corp.

Roll call vote.

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

2. Approval of a Resolution Authorizing the Execution of the Local Public Agency Amendment #1 for the Indian Creek Road Resurfacing, Increasing the Village's Amount from \$74,800 to \$82,179.64 – BLR 05311

Motion by McCarthy, second by Laman to approve a Resolution Authorizing the Execution of the Local Public Agency Amendment #1 for the Indian Creek Road Resurfacing, Increasing the Village's Amount from \$74,800 to \$82,179.64 – BLR 05311.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst, Laman  
Nays: None  
Abstain: None  
Absent: 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 thanked Kim Stewart for all her work planning tonight's reception for Ms. Lobaito. She indicated the Village has been recertified with Audubon International. She informed the Board of the recent rate increase by ComEd. Former Mayor Mancino indicated green energy may not have rate fluctuations as standard energy sources.

- B. Report from the Village Attorney

Mr. Brankin indicated there was no need for Executive Session this evening. He thanked Ms. Lobaito for her support over the years.

- C. Reports from Department Heads

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

Ms. Lobaito indicated her final report was in the packet, and she thanked the Board for the opportunity to serve the Hawthorn Woods community.

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

Ms. Koprowski indicated her report is in the packet.

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

Director Malcolm indicated his report is in the packet.

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

Ms. Frable indicated her report is in the packet.

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

Mr. Heinen indicated his report is in the packet.

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

Ms. Mason indicated her report is in the packet. She also thanked this month's sponsors.

## **IX. EXECUTIVE SESSION**

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

There was no Executive Session meeting this evening.

## **X. ADJOURNMENT**

Motion by Hurst, second by Rychlik to adjourn the meeting.

Voice vote.

Ayes: 6

Nays: 0

Abstain: 0

Absent: 0

Motion carried.

The meeting adjourned at 6:07 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Donna Lobaito". The signature is written in a cursive style with a small dot above the 'i' in "Lobaito".

Donna Lobaito  
Village Clerk