



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
TUESDAY, MAY 19, 2015  
7:00 P.M.**

**MINUTES**

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

Mayor Mancino called the meeting to order at 7:09 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Corrigan and DiMaggio. Absent were Trustees Riess, Morgan and David.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Kristin Kazenas, Public Works Director and Village Engineer Erika Frable, Director of Parks and Recreation Brian Sullivan and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

**III. ADMINISTRATION OF THE OATH OF OFFICE—NEWLY ELECTED OFFICIALS**

Mayor Mancino administered the oath of office to Trustee Dominick DiMaggio.

**IV. PRESENTATION**

**A. Recognition of Alexander Heraty, Jack Dahlinger and Nicholas Lopinski—Eagle Scouts**

Alexander Heraty spoke about his Eagle Scout project whereby he rebuilt the band storage room at Fremont Middle School.

Trustees David and Riess arrived at 7:17 p.m.

Jack Dahlinger's Eagle Scout project consisted of planting trees and building benches to help beautify the Village. Nick Lopinski's Eagle Scout project consisted of expanding a trail and building a platform over a ditch in the Long Grove Park District.

Mayor Mancino presented each Eagle Scout with a Certificate of Recognition.

**V. PUBLIC HEARING**

**A. A Public Hearing for the Annexation Agreement with Hidrogo Property**

Motion by Corrigan, second by Riess to open the public hearing.

Voice vote:

Ayes: 5  
Nays: 0  
Abstain: 0  
Absent: 1

Motion carried.

The petitioners were sworn in. Mike Ralph, attorney representing Hugo and Jose Hidrogo, testified that the property is currently located in unincorporated Lake County and is zoned residential. Upon annexation the property will be rezoned to Agricultural Business. Mr. Ralph stated the Hidrogo's plan to operate their landscaping business from this location.

There were no questions about the agreement.

Motion by Corrigan, second by DiMaggio to close the public hearing.

Voice vote:

Ayes: 5  
Nays: 0  
Abstain: 0  
Absent: 1

Motion carried.

The following action items found on the agenda under the Planning, Building and Zoning Committee were addressed at this time:

1. Approval of an Ordinance Granting a Certificate of Approval for a Certain Sign—Wifler Law Group—Cherry Hill Plaza—Northeast Corner of Gilmer Road and Midlothian Road

The Board will address this agenda item later in the evening.

2. Approval of an Ordinance Adopting a Certain Annexation Agreement—Hidrogo Property—25706 N. Gilmer Road

Motion by David, second by Corrigan to approve an Ordinance Adopting a Certain Annexation Agreement—Hidrogo Property—25706 N. Gilmer Road.

Roll call vote:

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David, Mancino  
Nays: None  
Abstain: None  
Absent: Morgan

Motion carried.

3. Approval of an Ordinance Annexing Property to the Village of Hawthorn Woods—Hidrogo Property—Approximately 1.6 Acres Located at 25706 N. Gilmer Road (PIN#14-03-200-024)

Motion by David, second by Corrigan to approve an Ordinance Annexing Property to the Village of Hawthorn Woods—Hidrogo Property—Approximately 1.6 Acres Located at 25706 N. Gilmer Road (PIN#14-03-200-024).

Roll call vote:

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David, Mancino

Nays: None

Abstain: None

Absent: Morgan

Motion carried.

4. Approval of an Ordinance Rezoning Land within the Village of Hawthorn Woods to AB Agricultural Business District—Hidrogo Property—Approximately 1.6 Acres Located at 25706 N. Gilmer Road (PIN#14-03-200-024)

Motion by David, second by Corrigan to approve an Ordinance Rezoning Land within the Village of Hawthorn Woods to AB Agricultural Business District—Hidrogo Property—Approximately 1.6 Acres Located at 25706 N. Gilmer Road (PIN#14-03-200-024).

Roll call vote:

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David, Mancino

Nays: None

Abstain: None

Absent: Morgan

Motion carried.

5. Approval of an Ordinance Granting Certain Variations—Hidrogo Property—25706 N. Gilmer Road

Motion by David, second by Corrigan to approve an Ordinance Granting Certain Variations—Hidrogo Property—25706 N. Gilmer Road.

Roll call vote:

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David, Mancino

Nays: None

Abstain: None

Absent: Morgan

Motion carried.

6. Approval of an Ordinance Granting a Certain Variation—Hidrogo Property—25706 N. Gilmer Road

Motion by David, second by Corrigan approving an Ordinance Granting a Certain Variation—Hidrogo Property—25706 N. Gilmer Road.

Roll call vote:

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David, Mancino  
Nays: None  
Abstain: None  
Absent: Morgan

Motion carried.

7. Approval of an Ordinance Granting Special Use Permits for a Landscape Contracting Business, Accessory Structures and Parking Setbacks—Hidrogo—25706 N. Gilmer Road

Motion by David, second by Corrigan to approve an Ordinance Granting Special Use Permits for a Landscape Contracting Business, Accessory Structures and Parking Setbacks—Hidrogo—25706 N. Gilmer Road.

Roll call vote:

Ayes: Ponzio, Riess, Corrigan, DiMaggio, David, Mancino  
Nays: None  
Abstain: None  
Absent: Morgan

Motion carried.

#### **IV. PRESENTATION - Continued**

- B. Presentation of the Comprehensive Annual Financial Report as of December 31, 2014—  
Brian LeFevre

Mr. LeFevre presented the Comprehensive Annual Financial Report to the Village Board. He noted the Village was awarded the GFOA Excellence in Financial Reporting Award, which is the highest award for financial reporting. He also reported they are offering an unmodified opinion, and that less than 1% of governments with less than 10,000 in population receive an unmodified opinion.

#### **VI. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

None this month.

Trustee Riess left the meeting at 7:41 p.m.

#### **VII. MAYOR'S REPORT AND COMMITTEE REPORTS**

A. Mayors Report -----Joseph Mancino, Mayor

Mayor Mancino updated the Board on recent activities surrounding the proposed extension of Rt. 53. He noted that the media is now noticing the efforts of the Village to correct the public record.

B. Public Safety and Judicial -----Gene Gawalek, Chair  
Neil Morgan, Trustee Liaison

No report this month.

C. Environmental Committee -----John Bickley, Chair  
Steve Riess, Trustee Liaison

No report this month.

D. Zoning Board of Appeals -----John Kosik, Chair  
Dominick DiMaggio, Trustee Liaison

1. Approval of an Ordinance Granting a Certain Variation—Inez Horcher—Shed Variation—1 Victoria Lane

Mr. Cassata provided the background information on the 2007 ordinance prohibiting the continuation of sheds within the Village. He reported that the Zoning Board of Appeals recommended the denial of the variation. The Village issued a building permit for Ms. Horcher's shed in 1981.

Mr. Cassata stated that the findings of the Zoning Board of Appeals were that Ms. Horcher did not meet the three standards for a variation. Mayor Mancino stated that this is not a case whereby someone put up a shed without a permit, and that it was his opinion that consideration should be given to the variation request because they obtained a permit.

The maintenance of Ms. Horcher's shed was discussed. The Board decided to table this agenda item so that staff could speak to Ms. Horcher about the condition of the shed and arrange for an inspection.

Motion by Ponzio, second by DiMaggio to table this agenda item until the next Village Board meeting and refer this matter back to staff.

Roll call vote:

Ayes: Ponzio, Corrigan, DiMaggio

Nays: David

Abstain: None

Absent: Riess, Morgan

Motion carried.

2. Approval of an Ordinance Granting a Certain Variation—Todd Ferguson—Fence Variation—9 Turnbury

Motion by Ponzio, second by David to approve an Ordinance Granting a Certain Variation—Todd Ferguson—Fence Variation—9 Turnbury.

Mr. Cassata provided the background information on the request for a fence variation. He noted Mr. Ferguson requested the variation for the fence to cover and protect his swimming pool equipment. He noted that the applicant received a permit from the Village to install a swimming pool, and the plans indicated landscape screening around the pool equipment. The inspector failed the final inspection when he noted there was a fence around the pool equipment and not landscaping. Mr. Ferguson then applied for a variation from the building code for the fence.

Mr. Cassata noted this particular fence does not meet the building code requirements for a swimming pool fence in that it is located 17.5' from the edge of the pool.

Mr. Ferguson was present and indicated that the fence was constructed in order to protect the pool equipment from golf balls. He did indicate that he will abide by the decision of the Village Board and was willing to tear out the fence to comply with the Village Code; however, he wanted to make his property beautiful by screening the pool equipment as well as protecting it.

Trustee David stated that he thought the project was well done, that the fence was not an eyesore, and that the compliance issue was small. It was noted that the homeowner's association is not willing to compromise on this issue as the fence is a violation of their covenants.

Several Board members offered possible solutions to assist Mr. Ferguson with his desire to protect his pool equipment. Trustee Corrigan suggested the installation of dense shrubbery to screen the pool equipment. Mr. Ferguson responded that golf balls could go through the shrubs.

Trustee David asked if landscaping with Plexiglas would constitute a fence. The Board briefly discussed the definition of a fence. Mayor Mancino suggested the installation of a berm to provide protection and screening. Mr. Ferguson noted that the berm would take up a part of his yard.

Trustee Corrigan suggested staggering the landscape screening to achieve opacity without creating a living fence.

Mayor Mancino suggested this agenda item be tabled so that staff could examine the numerous suggestions offered by the Board members. Mayor Mancino informed Mr. Ferguson that if this agenda item were to be tabled tonight, he would not have to tear the fence out at this time.

Mr. Ferguson asked that the vote be taken this evening.

Roll call vote.

Ayes: David  
Nays: Ponzio, Corrigan, DiMaggio  
Abstain: None  
Absent: Riess, Morgan  
Motion failed.

E. Planning, Building and Zoning Commission -----Susy Rein, Chair  
Dominick DiMaggio, Trustee Liaison

1. Approval of an Ordinance Granting a Certificate of Approval for a Certain Sign—  
Wifler Law Group—Cherry Hill Plaza—Northeast Corner of Gilmer Road and  
Midlothian Road

Motion by Ponzio, second by DiMaggio to approve an Ordinance Granting a  
Certificate of Approval for a Certain Sign—Wifler Law Group—Cherry Hill Plaza—  
Northeast Corner of Gilmer Road and Midlothian Road.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio  
Nays: None  
Abstain: David  
Absent: Riess, Morgan  
Motion carried.

F. Finance Committee -----Peter Ponzio, Chair  
Kelly Corrigan, Trustee Liaison

1. Approval of the February, 2015 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the February, 2015 Financial  
Statements.

Roll call vote.

Ayes: David, Ponzio, Corrigan, DiMaggio  
Nays: None  
Abstain: None  
Absent: Riess, Morgan  
Motion carried.

2. Approval of the March, 2015 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the March, 2015 Financial  
Statements.

Roll call vote.

Ayes: David, Ponzio, Corrigan, DiMaggio

Nays: None  
Abstain: None  
Absent: Riess, Morgan  
Motion carried.

3. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1.B.13—General Planning/Development—Capital Improvement and Community Development Fee

Motion by Ponzio, second by Corrigan to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1.B.13—General Planning/Development—Capital Improvement and Community Development Fee.

Roll call vote.

Ayes: David, Ponzio, Corrigan, DiMaggio  
Nays: None  
Abstain: None  
Absent: Riess, Morgan  
Motion carried.

4. Approval of an Ordinance Authorizing the Execution of a Certain Contingent Fee Professional Services Agreement with Azavar Audit Solutions

Motion by Ponzio, second by Corrigan to approve an Ordinance Authorizing the Execution of a Certain Contingent Fee Professional Services Agreement with Azavar Audit Solutions.

Roll call vote.

Ayes: David, Ponzio, Corrigan, DiMaggio  
Nays: None  
Abstain: None  
Absent: Riess, Morgan  
Motion carried.

5. Approval of an Ordinance Authorizing the Execution of a Certain Master Subscription and Service Agreement—eCivis

Motion by Corrigan, second by DiMaggio to approve an Ordinance Authorizing the Execution of a Certain Master Subscription and Service Agreement—eCivis.

Roll call vote.

Ayes: David, Ponzio, Corrigan, DiMaggio  
Nays: None  
Abstain: None  
Absent: Riess, Morgan  
Motion carried.

6. Approval of an Ordinance Authorizing the Execution of a Certain Reciprocal Agreement on Exchange of Information between the Village of Hawthorn Woods and the Illinois Department of Revenue

Motion by Corrigan, second by Ponzio to approve an Ordinance Authorizing the Execution of a Certain Reciprocal Agreement on Exchange of Information between the Village of Hawthorn Woods and the Illinois Department of Revenue.

Roll call vote.

Ayes: David, Ponzio, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: Riess, Morgan

Motion carried.

7. Approval of a Resolution Supporting Preservation of Local Funds

Motion by Ponzio, second by DiMaggio to approve a Resolution Supporting Preservation of Local Funds.

Roll call vote.

Ayes: David, Ponzio, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: Riess, Morgan

Motion carried.

## VIII. NEW BUSINESS

### A. Consent Agenda

1. Approval of the April 21, 2015 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated May, 2015
3. Approval of Bills List Dated May, 2015
4. Approval of an Ordinance Authorizing the Execution of an Employment Agreement—Michael Cassata, AICP, Director of Community Development
5. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
6. Approval of an Ordinance Authorizing the Execution of a Certain Amendment to an Agreement among the Villages of Lake Zurich, Hawthorn Woods and Kildeer Regarding Use of Lake Zurich Gas Pumps and Fuel
7. Approval of an Ordinance Authorizing the Acceptance of a Certain Proposal—Parks Identification Sign Program—Openwood Studios, Inc.  
*Provides for the installation of Park and Aquatic Center identification signs.*
8. Approval of a Resolution Recognizing National Public Works Week 2015
9. Approval of a Resolution Proclaiming May, 2015 as Motorcycle Awareness Month

10. Acceptance of the Comprehensive Annual Financial Report as of December 31, 2014
11. Acceptance of Auditor's Communication to the Board of Trustees as of December 31, 2014
12. Approval of an Ordinance Establishing an Affordable Housing Plan Update for the Village of Hawthorn Woods Pursuant to the "Affordable Housing Planning and Appeal Act" (310 ILCS 67/1 et seq.)

Motion by Ponzio, second by DiMaggio to approve the Consent Agenda as presented.

Roll call vote:

Ayes: Ponzio, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Riess, Morgan

Motion carried.

#### B. Items for Separate Action

1. Approval of an Ordinance Authorizing the Acceptance of a Proposal with Christopher B. Burke Engineering, Ltd.—Onondaga Drive Culvert Replacement Engineering Services

Motion by DiMaggio, second by Ponzio to approve an Ordinance Authorizing the Acceptance of a Proposal with Christopher B. Burke Engineering, Ltd.—Onondaga Drive Culvert Replacement Engineering Services.

Roll call vote:

Ayes: Ponzio, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Riess, Morgan

Motion carried.

### IX. OLD BUSINESS

- A. None this month.

### X. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer Pam Newton, MSOL
  1. Monthly Update – Village Operations

Ms. Newton congratulated Mr. Cassata on his appointment, and thanked Amy Scholz for her work at the golf outing. She also reported that Mayor Mancino recently cut the ribbon at the Keller Williams open house.

B. Report from the Village Attorney

Village Attorney Brankin deferred his report to Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer—Donna Lobaito
  - a. Village Clerk's Department Report

Ms. Lobaito stated her report was in the packet.

2. CFO/Human Resources Director—Kristin N. Kazenas, CPA, MBA, CPFO

- a. Finance Department Report

Ms. Kazenas reported that she will be recognized at the GFOA conference next month in Philadelphia for her recent designation as a Certified Public Finance Officer.

1. Approval of an Ordinance Authorizing the Execution of an Intergovernmental Agreement between the Village of Hawthorn Woods and the Illinois Public Risk Fund

Motion by Corrigan, second by DiMaggio to approve an Ordinance Authorizing the Execution of an Intergovernmental Agreement between the Village of Hawthorn Woods and the Illinois Public Risk Fund.

Roll call vote:

Ayes: Ponzio, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: Riess, Morgan

Motion carried.

- b. Human Resource Department Report

Ms. Kazenas stated her report was in the packet.

- c. Risk Management Department Report

Ms. Kazenas stated her report was in the packet.

3. Chief of Police—Jennifer R. Paulus

- a. Police Department Report

Chief Paulus' report is in the packet.

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

a. Public Works Department Report

Ms. Frable acknowledged that this week is National Public Works Week, and she thanked her staff for their dedication and hard work.

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

a. Parks and Recreation Report

Mr. Sullivan stated his report was in the packet.

6. Planning Manager—Michael Cassata, AICP

a. Community Development Department Report

1. Economic Development Report

Mr. Cassata stated his report was in the packet.

2. Building Division Report

Mr. Cassata stated his report was in the packet.

**XI. EXECUTIVE SESSION**

A. Discussion of Personnel and Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21)

Motion by DiMaggio, second by Corrigan to enter into Executive Session to discuss probable or pending litigation.

Roll call vote:

Ayes: Ponzio, Corrigan, DiMaggio, David

Nays: None

Abstain: None

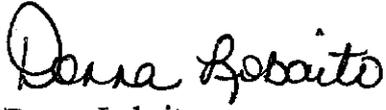
Absent: Riess, Morgan

Motion carried.

**XII. ADJOURNMENT**

Motion by Corrigan, second by DiMaggio to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:17 p.m. and the Board moved into Executive Session.

Respectfully submitted,



Donna Lobaito  
Village Clerk