



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, SEPTEMBER 21, 2015
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:11 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, DiMaggio and David.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Kristin Kazenas, Chief of Police Jennifer Paulus, Public Works Director and Village Engineer Erika Frable, PE, Director of Parks and Recreation Brian Sullivan, Community Development Director Michael Cassata, AICP and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. ADMINISTRATION OF THE OATH OF OFFICE—POLICE OFFICERS

A. Oath of Office—Police Officer Alexander D. Miller

Mayor Mancino administered the Oath of Office to Alexander D. Miller.

B. Oath of Office – Police Officer Donald C. Rathje

Mayor Mancino administered the Oath of Office to Donald C. Rathje.

IV. PRESENTATION

- A. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, Marie Patsais**
- B. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, David Bailey**
- C. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, Matt Angelbeck**
- D. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, Beth Remler**
- E. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, Brandon Kavanaugh**
- F. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, Sarah Ludwigen**
- G. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, Evan Petropoulos**

H. Approval of a Resolution Recognizing the Life Saving Efforts of Lifeguard, Matt Neninger

Motion by Corrigan, second by DiMaggio to approve items A. through H.

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

I. Approval of a Resolution Recognizing the Life Saving Efforts of Director of Parks and Recreation, Brian Sullivan

Motion by Morgan, second by DiMaggio to approve a Resolution Recognizing the Life Saving Efforts of Director of Parks and Recreation, Brian Sullivan.

Ms. Kazenas explained how Brian Sullivan saved her life by performing the Heimlich maneuver on her as she was choking on food.

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

J. Approval of a Resolution Recognizing Michael McNally, Countryside Fire Protection District Fire Marshall, Upon His Retirement

Motion by Corrigan, second by DiMaggio to approve a Resolution Recognizing Michael McNally, Countryside Fire Protection District Fire Marshall, Upon His Retirement.

Mr. McNally spoke before the Board about his service to both the Fox Lake and Countryside Fire Districts. Ms. Lobaito read the resolution into the record.

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

V. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino requested that agenda item VII B. 1., Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 4, Section 4-5-7—Sewer Charges for Connection to Lake Zurich System, be moved to this portion of the meeting.

Motion by Corrigan, second by David to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 4, Section 4-5-7—Sewer Charges for Connection to Lake Zurich System.

Mr. Ponzio noted Christopher B. Burke Engineering, Ltd. conducted a sewer study of both the Village and other communities and reviewed a range of rates, fund balances, and actual use by current users. It is anticipated the new rate will cost approximately \$200 per month per household, but for now, no homes are on this system. It was noted that the funds are needed in order to maintain the Village owned system. Currently, maintenance is paid by connection fees. The Finance Committee will review the fee schedule again in two years.

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

1. Appointment of Paul Sedlacek to the Planning, Building and Zoning Commission

Motion by DiMaggio, second by Ponzio to appoint Paul Sedlacek to the Planning, Building and Zoning Commission.

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

Mayor Mancino updated the Village Board on his work regarding Rt. 53. He noted the Land Use Plan should be adopted by the end of 2016. He noted that some of our concerns are being addressed – the MOU has been removed and we have been told the CPC is being removed.

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

No report this month.

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

Trustee Riess stated the committee is preparing for the fall bulb planting.

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

No report this month.

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

1. An Ordinance Granting a Certificate of Approval for Monument Sign Area Lighting—Hawthorn Grove Homeowners Association—Southwest & Southeast Corners of Hawthorn Grove Drive and Gilmer Road

Motion by DiMaggio, second by David to approve An Ordinance Granting a Certificate of Approval for Monument Sign Area Lighting—Hawthorn Grove Homeowners Association—Southwest & Southeast Corners of Hawthorn Grove Drive and Gilmer Road.

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

Motion carried.

2. An Ordinance Authorizing the Execution of an Agreement—Hawthorn Grove Homeowners Association—Street Light Utilization—Southwest Corner of Hawthorn Grove Drive and Gilmer Road

Motion by Corrigan, second by DiMaggio to approve an Ordinance Authorizing the Execution of an Agreement—Hawthorn Grove Homeowners Association—Street Light Utilization—Southwest Corner of Hawthorn Grove Drive and Gilmer Road.

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

Motion carried.

3. An Ordinance Granting a Certificate of Approval—Hawthorn Woods Business Park Lot 5—Landover Parkway

Motion by Ponzio, second by Riess to approve an Ordinance Granting a Certificate of Approval—Hawthorn Woods Business Park Lot 5—Landover Parkway.

Mr. Cassata noted that Mr. Demonte will be building a four-suite building, and that the property owners association approved the plans. The plans also comply with all aspects of the Village Code.

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

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

1. Approval of the June 2015 Financial Statements

Motion by Corrigan, second by Ponzio to approve the June 2015 Financial Statements.

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

2. Approval of the July 2015 Financial Statements

Motion by Corrigan, second by Morgan to approve the July 2015 Financial Statements.

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

3. Approval of an Ordinance in Connection with Rights and Responsibilities Related to Locally Imposed and Administered Taxes of the Village of Hawthorn Woods, Illinois

Motion by Ponzio, second by Riess to approve an Ordinance in Connection with Rights and Responsibilities Related to Locally Imposed and Administered Taxes of the Village of Hawthorn Woods, Illinois.

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

4. Approval of an Ordinance Authorizing the Execution of a Certain Copier Lease Agreement with Konika Minolta Business Solutions

Motion by Corrigan, second by Morgan to approve an Ordinance Authorizing the Execution of a Certain Copier Lease Agreement with Konika Minolta Business Solutions.

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

5. Approval of an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2015 and Ending December 31, 2015

Motion by Ponzio, second by Corrigan to approve an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2015 and Ending December 31, 2015.

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

6. Approval of a Resolution Authorizing the Village to Purchase Investments from PMA Financial Network, Inc. and PMA Securities, Inc.

Motion by Corrigan, second by Riess to approve a Resolution Authorizing the Village to Purchase Investments from PMA Financial Network, Inc. and PMA Securities, Inc.

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

7. Approval of a Resolution Adopting an Investment Policy.

Motion by Corrigan, second by Riess to approve a Resolution Adopting an Investment Policy.

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

8. Approval of Budget Transfers

Motion by Riess, second by DiMaggio to approve the Budget Transfers.

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

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of the August 17, 2015 Town Hall Meeting Minutes
2. Approval of Paid Invoice List Dated September, 2015
3. Approval of Bills List Dated September, 2015
4. Approval of an Ordinance of the Village of Hawthorn Woods, Lake County, Illinois Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed on Public Works of Said Village
5. Approval of an Ordinance Authorizing the Chief Operating Officer to Award the 2015 Pavement Patching Program
6. Approval of an Ordinance Authorizing the Execution of a Proposal With Christopher B. Burke Engineering, Ltd.—Professional Engineering Services—Bruce Circle Culvert Replacement
7. Approval of an Ordinance Amending Ordinance Number 1188-06, Entitled, “An Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 4, Public Health and Safety—Adding a New Chapter 8 Entitled ‘Smoke Free Air Regulations’”

Motion by Corrigan, second by David to approve the Consent Agenda as presented.

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

B. Items for Separate Action

1. The Board discussed this item earlier in the meeting.

VIII. OLD BUSINESS

A. None this month.

IX. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer—Pamela O. Newton, MSOL
1. Monthly Update—Village Operations

Ms. Newton reported on her work with Rt. 53. She noted staff cut \$500,000 from the 2016 CIP. She also reported that she will be traveling to Seattle to collect an award being presented to the Village from ICMA.

- B. Report from the Village Attorney

Mr. Brankin stated he would provide his report in Executive Session.

- C. Reports from Department Heads

1. Chief Administrative Officer and Village Clerk—Donna Lobaito

Ms. Lobaito reported on her work with Rt. 53. She also reported that she and Ms. Kazenas and Ms. Eccles have been working to finalize a master address list that will have use throughout many aspect of Village work. She also reported that staff prepared 18 non-police FOIAs in the months of July and August.

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

- a. Finance Department Report

Ms. Kazenas thanked Chief Paulus for her involvement in selecting the new copiers. She stated the Committee of the Whole/Finance Committee meeting will be at 5:30 p.m. on October 5, 2015. Lastly, she reported that the Village is taking advantage of special pricing for parcel shipping through UPS.

- b. Human Resources Department Report

1. Approval of a Resolution Adopting the Village of Hawthorn Woods Personnel Policy Manual, Revised October 2015

Ms. Kazenas noted that the manual had gone through two legal reviews, one with Dominick Lanzito and one with Clark Baird Smith.

Motion by Corrigan, second by DiMaggio to approve a Resolution Adopting the Village of Hawthorn Woods Personnel Policy Manual, Revised October 2015.

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

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 reported on the status of cracksealing. She updated the Board on the current condition of the roads in the Village. She noted the road conditions are getting worse and residents are calling the Village looking for repairs. Ms. Frable also reported that the 2015 CIP provided for a fence/gate replacement at Public Works in the amount of \$15,000. She said three proposals were received and the lowest came in at \$12,900. Ms. Frable asked for Board authorization to proceed with the purchase. The Board asked that Ms. Frable move forward with this purchase and bring the ratification to the October Village Board meeting.

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

Mr. Sullivan noted that Commander Scharringhausen found a 15-passenger van to be used for park programs and camps.

6. Director of Community Development—Michael Cassata, AICP
 - a. Community Development Department Report

Mr. Cassata reported that the Village has issued 34 new housing permits to date in 2015. He also reported that Wayne Wehde has been hired as the Village's new Code Enforcement Officer/Building Inspector.

X. EXECUTIVE SESSION

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

Motion by Corrigan, second by Ponzio to adjourn the regular meeting and enter into Executive Session to discuss the Purchase of Property, Probable or Pending Litigation and Executive Session Minutes.

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

IX. ADJOURNMENT

The meeting adjourned at 9:10 p.m. and entered into Executive Session.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna Lobaito".

Donna Lobaito
Village Clerk