



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

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:01 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. PRESENTATION

- A. Presentation of Appreciation to Susy Rein for Her Years of Service to the Village of Hawthorn Woods

Mayor Mancino presented Ms. Rein a token of the village's appreciation for her many years of service to the village as both a trustee and as a member of the Planning, Building and Zoning Commission.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Maya Schultes, 29 Acorn Drive – Miss Schultes addressed the Village Board regarding her desire to have Free Little Libraries in the village.

V. MAYOR'S REPORT AND COMMITTEE REPORTS

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

1. Presentation of a Certificate of Achievement—Hawthorn Woodsmen Baseball

Mayor Mancino presented the members of the Hawthorn Woodsmen Baseball team Certificates of Achievement for their undefeated season.

2. Appointment of Jim Kaiser as Chairperson of the Planning, Building and Zoning Commission

Motion by Ponzio, second by DiMaggio to appoint Jim Kaiser as Chairperson of the Planning, Building and Zoning Commission.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Discussion Regarding Status of Village Committees

The Village Board discussed the present status of the Parks and Recreation, Public Safety and Judicial, and the Public Works committees and whether these committees should continue. The Board was asked to provide their feedback to staff.

Mayor Mancino reported on the status of his work on the proposed expansion of Rt. 53 through the village. He noted that Long Grove would be hosting a town hall meeting tomorrow.

Mayor Mancino also reported that he and Mr. Cassata met with Congressman Randy Hultgren regarding a mailbox issue. Lastly, Mayor Mancino reminded the Board and staff that the Lake County Municipal Leagues annual dinner will be held on December 3, 2015 and that Governor Rauner would be in attendance.

B. Public Safety and Judicial-----Gene Gewalek, Chair

Neil Morgan, Trustee Liaison

Trustee Morgan stated that CERT held a drill last week, and that they will be working on another drill in the spring of 2016.

C. Environmental Committee -----John Bickley, Chair

Steve Riess, Trustee Liaison

Trustee Riess stated the committee planted 1,800 bulbs at Heritage Oaks Park. He said the committee will be working on the tree ordinance and will be bringing it forth soon.

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. Approval of an Ordinance Granting a Change to the Hawthorn Woods Country Club Phase 2 Final Planned Unit Development Plan—Smoking Pavilion

Motion by DiMaggio, second by David to approve an Ordinance Granting a Change to the Hawthorn Woods Country Club Phase 2 Final Planned Unit Development Plan—Smoking Pavilion.

Ms. Rein introduced the smoking pavilion request to the Village Board. Bill Skelnik, General Manager of the Hawthorn Woods Country Club, was present and commented that the structure would be temporary and seasonal and that plug-in heaters and possibly a TV would be used.

Trustee Corrigan expressed concern about the use of a TV when the ordinance states that the pavilion would not be used for any entertainment purposes. There was also discussion about whether employees entering the pavilion with food would be a violation of the Illinois Clean Air Act.

Amended motion by DiMaggio, second by David to approve the ordinance with the removal of condition #7, which states, “The gazebo shall not be used for any other purpose, including, but not limited to, dining and/or entertainment.”

Roll call vote.

Ayes: Ponzio, Riess, DiMaggio and David

Nays: Morgan, Corrigan

Abstain: None

Absent: None

Motion carried.

2. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Section 9-3-2, Lot Coverage, And Title 11, Section 11-1-.M, Fees For Certain Activities and Purposes

Motion by Riess, second by Ponzio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Section 9-3-2, Lot Coverage, And Title 11, Section 11-1-.M, Fees For Certain Activities and Purposes.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 8, Section 8-1-6, Property Maintenance Code

Ms. Rein noted that this ordinance is in response to complaints staff has received over the years relating to the location of firewood piles on residential lots. She reported that the Commission removed the quantity limit from staff's recommendation.

Motion by Ponzio, second by DiMaggio to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 8, Section 8-1-6, Property Maintenance Code.

The Board discussed the language regarding front yard foundations.

Klaus Stoehr, 2 Bruce Circle North – Mr. Stoehr asked that the Board keep the ordinance simple.

Keith Knutter, 13 Acorn Drive – Mr. Knutter expressed concern about the words, “dangerous or offensive” as these are subjective words.

Cathy Bayer, 10 Bruce Circle North – Ms. Bayer said she was concerned about the limit to two cords. It was noted that the quantity restriction had been removed.

Amended motion by Ponzio, second by Morgan to remove reference to the front foundation line.

Roll call vote.

Ayes: Ponzio, Riess, Morgan and Corrigan

Nays: DiMaggio, David

Abstain: None

Absent: None

Motion carried.

4. Approval of an Ordinance Authorizing the Execution of an Agreement – Hawthorn Grove Homeowners Association – Rambling Hills Park Pedestrian Path

Motion by DiMaggio, second by Corrigan to approve an Ordinance Authorizing the Execution of an Agreement – Hawthorn Grove Homeowners Association – Rambling Hills Park Pedestrian Path.

Mr. Cassata stated staff was approached by the Hawthorn Grove HOA about connection of their subdivision to the Rambling Hills Park. The HOA has agreed to partially pay for the improvement, which will be constructed of asphalt. Ms. Frable noted a permit from SMC was not necessary since the disturbed area is less than 5,000 square feet.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

5. Approval of an Ordinance Proposing Establishment of "Backup Special Service Area #5" for the Hawthorn Hills Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith

Motion by Corrigan, second by Ponzio to open the public hearing regarding an Ordinance Proposing Establishment of "Backup Special Service Area #5" for the Hawthorn Hills Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Mayor Mancino stated the public hearing was noticed, and that the back-up SSA would be implemented if the homeowner's association does not maintain the common areas.

Attorney Brankin noted the back-up SSA was a part of the Pulte documents, and that it will only be applicable to the lots in the Hawthorn Hills subdivision. The Board discussed the rate that was set in the ordinance.

Trustee Corrigan left the public hearing at 9:02 p.m.

Ms. Newton noted the covenants contemplated the back-up SSA and that it represented village's security.

Trustee Corrigan returned to the public hearing at 9:04 p.m.

Trustee DiMaggio left the public hearing at 9:08 p.m. and returned at 9:11 p.m.

Trustee Ponzio noted his concern for the use of Special Service Areas as a funding mechanism.

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

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Corrigan, second by David to approve an Ordinance Proposing Establishment of "Backup Special Service Area #5" for the Hawthorn Hills Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith.

Roll call vote.

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

No report this evening.

VI. NEW BUSINESS

A. None this month.

1. Approval of the August 24, 2015 Village Board Meeting Minutes
2. Approval of the September 21, 2015 Village Board Meeting Minutes
3. Approval of the October 5, 2015 Committee of the Whole/Finance Committee Meeting Minutes
4. Approval of Paid Invoice List Dated October, 2015
5. Approval of Bills List Dated October, 2015
6. Approval of an Ordinance Authorizing the Execution of a Contract with Rush Truck Centers to Purchase a 1.5-Ton Truck in an Amount Not to Exceed \$108,599.00
7. Approval of an Ordinance Authorizing the Purchase of a Replacement Police Car from Thomas Dodge Chrysler Jeep in an Amount Not to Exceed \$25,000.00
8. Approval of an Ordinance Ratifying the Purchase and Installation of a Fence and Gate for Public Works Yard
9. Approval of a Resolution Proclaiming the Week of October 23-31, 2015 Red Ribbon Week

Items #2, #3, #6 and #8 were removed from the Consent Agenda.

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of items #2, #3, #6 and #8.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Corrigan, second by DiMaggio to approve Consent Agenda item #2, Approval of the September 21, 2015 Village Board Meeting Minutes.

Trustee Ponzio noted a correction to a number on page 8.

Amended motion by Corrigan, second by DiMaggio to approve Consent Agenda item #2, Approval of the September 21, 2015 Village Board Meeting Minutes as corrected.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by DiMaggio, second by Corrigan to approve Consent Agenda item #3, Approval of the October 5, 2015 Committee of the Whole/Finance Committee Meeting Minutes.

Roll call vote.

Ayes: Ponzio, Riess, Corrigan and DiMaggio

Nays: None

Abstain: Morgan, David

Absent: None

Motion carried.

Motion by Corrigan, second by Ponzio to approve Consent Agenda item #6, Approval of an Ordinance Authorizing the Execution of a Contract with Rush Truck Centers to Purchase a 1.5-Ton Truck in an Amount Not to Exceed \$108,599.00.

The board discussed the merits of purchasing a used truck as opposed to a new truck.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Corrigan, second by DiMaggio to approve Consent Agenda item #8, Approval of an Ordinance Ratifying the Purchase and Installation of a Fence and Gate for Public Works Yard.

Trustee Ponzio inquired as to whether the contractor had insurance. Ms. Frable responded yes. It was noted this is a replacement fence.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

B. Items for Separate Action

1. Approval of a Recommendation by the Village Board to Review and Place the 2016 Village Budget on Public Display

Motion by Corrigan, second by Ponzio to place the 2016 Village budget on public display.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

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

1. Monthly Update—Village Operations

Ms. Newton reminded all about the Lake County Municipal League's dinner on December 3, 2015. She also reported that Ashley Eccles prepared stationary for all elected officials and staff.

Ms. Eccles presented to the Village Board the revised New Resident Folders she created, all of which were prepared in-house.

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 attendance at the Municipal Clerks of Illinois Institute in Springfield. She noted she is working on her Registered Municipal Clerks designation.

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

a. Finance Department Report

Ms. Kazenas noted her report was in the packet and that she would be bringing forth a balanced budget next month.

b. Human Resources Department Report

No report this month.

3. Chief of Police—Jennifer R. Paulus

a. Police Department Report

Chief Paulus noted that Officer Rossini received a letter of thanks from a resident this month. Officer Rossini arrived at the meeting and was thanked by the Mayor for his service to the village.

4. Director of Public Works/Village Engineer—Erika M. Frable, PE
 - a. Public Works Department Report

Ms. Frable noted that her report was in the packet. She said her staff will have the stumps by the Steeplechase Golf Course removed this fall.

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

Mr. Sullivan reported that he worked with Countryside Fire Protection District regarding the prescribed burn at the lot on Meadowlark saving the village about \$3,000. He also noted that there will be a movie in the Barn on October 23, 2015.

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

Mr. Cassata reported that the Village has issued 11 new housing permits this month.

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)

Mayor Mancino noted no business would be conducted after Executive Session.

Motion by Riess, second by Corrigan to adjourn the regular meeting and enter into Executive Session to discuss Probable or Pending Litigation.

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

IX. ADJOURNMENT

The meeting adjourned at 10:04 p.m. and entered into Executive Session.

Respectfully submitted,

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

Donna Lobaito
Village Clerk