

**THE VILLAGE OF HAWTHORN WOODS**

**MINUTES OF THE FINANCE COMMITTEE**

**September 12, 2016**

- I. Meeting was called to order by Chairman Ponzio at 5:48pm. Members present were Chairman Peter Ponzio, Trustee Kelly Corrigan, Trustee Steve Riess, and Jayne Kosik. Also present were Chief Financial Officer Kristin Kazenas and Chief Operating Officer Pam Newton. Surinderpal Kalra and Chuck Schulte were absent.
  
- II. Lee Fell and Mark Emory from Christopher Burke Engineering were present.  
  
A motion was made to change the order of the agenda to move Item VI. Old Business C. Recommend Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 4, Section 4-5-6 – Water and Connection Fees first by Chairman Ponzio and seconded by Trustee Riess. The motion passed by voice acclimation.
  
- III. A motion was made to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 4, Section 4-5-6 – Water and Connection Fees by Trustee Ponzio and seconded by Trustee Riess. Lee Fell and Mark Emory from Christopher Burke Engineering discussed their review of the proposed 50% upcharge in the rates and fees for out of district water and connection fees. They noted there is no uniformity between villages. They supported the fees as presented. With a roll call vote, the motion carried unanimously.
  
- IV. Motion to approve the minutes from the July 11, 2016 meeting was made by Kelly Corrigan and seconded by Jayne Kosik. With a roll call vote, the motion carried unanimously.
  
- V. CFO Report – CFO Kazenas presented her report for July and August. The 2017 budget calendar was also reviewed.
  
- VI. New Business
  - A. COO Pam Newton discussed the priority based budgeting model noting it is a new type of excellence in budgeting. Feedback from different parties will be prioritized. Mandates come first. It is going to be a five-year document that will create a legacy of knowledge. It will document what the community thinks we need. The zero based budgeting will connect to the prioritized budget requests.
  - B. A motion was made by Trustee Riess and seconded by Trustee Corrigan to amend the Finance Committee calendar to change the October meeting date to October 24. With a roll call vote, the motion carried unanimously.
  - C. A motion was made to approve the June 2016 financial statements by Jayne Kosik seconded by Chairman Ponzio. With a roll call vote, the motion carried unanimously.
  - D. A motion was made to approve the July 2016 financial statements by Trustee Corrigan seconded by Trustee Riess. CFO Kazenas discussed her frustration with the status of income tax payments (LGDF) due from the state of Illinois noting that the state was one month behind at the end of June, skipped the July payment,

and made two payments in August. She noted expenditures were trending as expected and that the Aquatic Center had its best year ever. With a roll call vote, the motion carried unanimously.

- E. A motion was made to consider approving the Employee Travel Expense Policy and Form per state statute by Trustee Corrigan seconded by Jayne Kosik. We need an ordinance per CFO Kazenas. No decision was made at this time and the motion was tabled until the November meeting. With a roll call vote, the motion carried unanimously.
- F. A motion was made to table approving the Employee Travel Expense Policy and Form until the November meeting by Chairman Ponzio seconded by Trustee Riess. With a roll call vote, the motion carried unanimously.

VII. Old Business

- A. Funding options for capital improvement plan and infrastructure project. There was no discussion.
- B. Special Service Area #4 Debt. There will be insufficient funds to pay the December payment. The Village is going to meet with bond counsel. No action was taken.

- VIII. With no further business to discuss, a motion was made by Kelly Corrigan, seconded by Jayne Kosik to adjourn the meeting at 7:38 pm. The motion carried by unanimous voice acclamation.

A handwritten signature in black ink, appearing to be 'K. Corrigan'.A handwritten date in black ink, '11/7/16'.