

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 8, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those present at roll call were Mayor Trilla, Village Clerk Leroy Hansen, Trustees Sue Berglund, Terrence Kelly, and Gayle Neal.

ABSENT: Trustees Umberto Davi, Michael Mistele, and Paul Oggerino.

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Chief Robert Pavelchik, Jr., Deputy Chief Robert Schaller, Director of Finance Carrie Dittman, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Officer John Handzik to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - December 18, 2017 (APPROVE)
- c. Warrants - \$151,611.11 (APPROVE)
- d. Monthly Financial Report - December 31, 2017 (APPROVE)
- e. Ordinance - An Ordinance Amending Title 3, Chapter 12, Section 3-12-5(B) of the Village Code - Classifications: Class B License - Ordinance No. 18-0-01 (PASS)
- f. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Kelly and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Mayor Trilla, Trustees Berglund, Kelly, and Neal. NAYS: None. ABSENT: Trustees Davi, Mistele, and Oggerino.

MOTION DECLARED CARRIED

NEW BUSINESS

6. PROCLAMATION - A PROCLAMATION RECOGNIZING OFFICER JOHN HANDZIK FOR 25 YEARS OF SERVICE TO THE VILLAGE OF WILLOWBROOK

Mayor Trilla presented Officer John Handzik with a Proclamation recognizing his 25 years of service with the Village of Willowbrook. Mayor Trilla, the Board of Trustees, and Staff thanked Officer Handzik for his service.

7. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK EMPLOYEE PERSONNEL MANUAL BY AMENDING ITS POLICIES PROHIBITING SEXUAL HARASSMENT AND PROCEDURES FOR FILING A COMPLAINT

Director Dittman related that in November of 2017, Governor Rauner signed into law an amendment to the State Officials and Employees Ethics Act. Part of the amendment requires the Village adopt a resolution prohibiting sexual harassment. Director Dittman advised that the Village's personnel manual already addresses sexual harassment. However, a modification to the manual is required to incorporate the new language into the policy.

Some additions include clarification on how to file a complaint, a prohibition on retaliation, the consequences of an employee who knowingly files a false complaint, and definitions.

Director Dittman stated that this amendment will be incorporated into the newly revised personnel manual, however, it is required that the Village adopt the policy within 60 days of the law's passage.

Trustee Kelly recommended that the Ethics Officer be added to Section 2.9, which provides for the procedures for filing a complaint, for an employee to contact in the event that they are

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uncomfortable speaking with their supervisor or Village Administrator.

Mayor Trilla asked about procedures for complaints that are received anonymously. Attorney Bastian advised that under the ordinance, there has to be an investigation. Mayor Trilla requested that this issue be looked at more in depth.

MOTION: Made by Trustee Berglund and seconded by Trustee Neal to pass Ordinance No. 18-0-02 as amended by adding the Ethics Officer as an additional person to be contacted.

PREVIOUS ROLL CALL VOTE: AYES: Mayor Trilla, Trustees Berglund, Kelly, and Neal. NAYS: None. ABSENT: Trustees Davi, Mistele, and Oggerino.

MOTION DECLARED CARRIED

PRIOR BUSINESS

8. COMMITTEE REPORTS

Trustee Neal thanked Chief Pavelchik and Deputy Chief Schaller for welcoming her as the new Chairwoman and answering questions pertaining to the Public Safety Committee.

Trustee Kelly thanked Administrator Halik for updating him on the Municipal Services Committee.

Trustee Berglund also thanked Director Dittman for clarifying documentation provided for the Finance & Administration Committee.

9. ATTORNEY'S REPORT

Attorney Bastian had no report.

10. CLERK'S REPORT

Clerk Hansen had no report.

11. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

12. MAYOR'S REPORT

Mayor Trilla thanked the Village Board for their cooperation with the changes in Committee assignments.

13. CLOSED SESSION

Mayor Trilla stated that there was no need for Closed Session during tonight's meeting.

14. ADJOURNMENT

MOTION: Made by Trustee Kelly and seconded by Trustee Neal, to adjourn the Regular Meeting at the hour of 6:45 p.m.

ROLL CALL VOTE: AYES: Mayor Trilla, Trustees Berglund, Kelly, and Neal. NAYS: None. ABSENT: Trustees Davi, Mistele, and Oggerino.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

January 22 , 2018.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.