

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD  
ON MONDAY, MAY 24, 2021, AT 5:30 P.M. AT THE VILLAGE HALL,  
835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE  
COUNTY, ILLINOIS

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***Due to the COVID-19 Pandemic, the Village will be utilizing Zoom for this meeting.***

1. **CALL TO ORDER**

Public Works Foreman Passero called the meeting to order at 5:30 PM.

2. **ROLL CALL**

Those present at roll call via Zoom were Trustees Berglund, Mistele and Ruffalo.

Also present were Assistant Village Administrator Sean Halloran, and Public Works Foreman AJ Passero.

3. **DISCUSSION – Building Permit Analysis**

Assistant Village Administrator Halloran discussed revenues and expenditures of the Building Department over the past couple of years. Based on Finance Director Dittman's figures, there has been a bit of a surplus. Discussion was had between Foreman Passero and Trustee Mistele regarding revenues vs. expenditures in the permitting process as shown in the exhibit attached to the agenda.

4. **PUBLIC WORKS UPDATE**

Public Works Foreman Passero stated that on June 8 at 10:00 am there will be a road program bid opening. The plans have been approved by IDOT.

Foreman Passero also spoke about an Inserta Valve that will be installed north of Pete's Fresh Market. Currently, there is a fire hydrant leaking at dead-end 69<sup>th</sup> St. and water cannot be shutoff at that location without lower water pressure to the entire Pete's Fresh Market area. Passero explained that an Inserta Valve is a hot tap water main line valve. With the Inserta Valve installed, Public Works will be able to isolate the affected area and it will not affect Pete's Fresh Market. Trustee Mistele requested a master map of all the water service lines in the Village. Foreman Passero explained that the Water Atlas map contains that information.

Trustee Mistele then inquired about a newly installed meter that measures water purchased from DuPage County. Passero explained the location of that meter and went on to explain the layout of incoming and outgoing water measuring meters. A discussion was had regarding meter testing on the old meter that was recently replaced. Foreman Passero explained that the meter is so old and is no longer being made so testing it is impossible. Mistele inquired as to if we should be replacing all the water meters in town. Passero explained how commercial meters are tested semi-annually, however, discussion should begin regarding residential meter replacement.

Discussion continued regarding a new truck that will be delivered this week for Public Works use and that hydrant flushing will be completed by June 4. Passero advised that there are 15 hydrants to be replaced this year.

- a. April 2021 Monthly Building Permit Reports  
Foreman Passero reviewed the monthly permit activity report for the month of April 2021. Passero advised that the Village received \$22,212 in permit revenue with 53 permits issued.

5. **VISITORS' BUSINESS**

(None)

6. **ADJOURNMENT**

Motion to adjourn was made by Trustee Mistele and seconded by Trustee Ruffalo. The meeting was adjourned at 5:49 PM.

(Minutes transcribed by Virginia Stoltz 6/22/2021)