

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 27, 2021, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at 5:30 P.M. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Village Clerk Deborah Hahn, Village Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Greg Ruffolo, Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Clerk Christine Mardegan and Director of Municipal Services AJ Passero.

Present via conference call, due to the COVID-19 pandemic, were, Trustee Paul Oggerino and Building Official Roy Giuntoli.

Absent: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented and no written comments were received.

NEW BUSINESS

4. DISCUSSION: WATER METER REPLACEMENT PROGRAM

Director of Municipal Services AJ Passero presented the details of the program:

At the September 13, 2021, Municipal Services Committee, staff discussed the possibility of implementing a residential water meter replacement program over the next three years, starting in FY '22. The details and nuances of the plan have not been finalized, nor have the costs been finalized. The 5/8" water meters were installed in the early 90s and need replacement. Most of the current water meters are past their expected service life. They have lost accuracy as the internal mechanical parts have degraded and slowed, leading to under

registering water consumption. The older the water meter is, the more water passes through without registering.

Village staff is reviewing the **installation of "smart" water meter technology** that will utilize a remote wireless meter reading process and recommend a company that works with the current software. Any type of water meter must be reliable, accurate, and provide longevity. This technology will provide better customer service, reduce operation costs, and provide greater data accuracy. To help minimize water loss, it is recommended we replace the meters. The new meters will be expected to be accurate for the entirety of their 20-year life expectancy. The new meters will have the ability to provide on-demand readings and leak alerts, which makes early identification of leaks more likely than with traditional meters and a drive-by reading system.

Moving forward, if the Board approves the direction, below would be the proposed timeline:

- Winter 2021 - Staff will seek proposals from highly qualified vendors.
- Spring 2022 - The Board will approve a vendor.
- Summer 2022 - The selected vendor will begin the first section of the water replacement program.
- Summer 2023 - The selected vendor will begin the second section of the water replacement program.

Summer 2024 - The selected vendor will begin the final section of the water replacement program.

Director Passero concluded by indicating that this replacement was for the actual water meter as the reader had been replaced in 2014. He also indicated that a software upgrade later this year, 2021, would allow communication directly with the meters. The purpose of the changes, upgrades, etc. is to minimize water loss.

Mayor Trilla asked for questions. Trustee Berglund questioned whether this applied to the condominium complexes in the Village as she believed they had only recently been replaced. Director Passero agreed that, yes, they had been recently replaced and that this program would apply to residential, single-family homes only.

Trustee Neal asked what the battery life is. Director Passero responded that it is 12-15 years, still within its current lifespan.

CONSENSUS: The discussion was for informational purposes only and Public Works will proceed with the replacement program as planned.

5. DISCUSSION: COMMUNITY RESOURCE CENTER UPDATE

Mayor Trilla asked Village Administrator Pabst to present the information regarding the Community Resource Center.

Administrator Pabst identified that in a review of the preliminary design, the Village architect, Nick Batistich, Owner's Representative, Ed Kalina, and Village staff were made aware of a possible issue with the existing design location of the pillar marking the main entrance of the building.

By placing the pillar as proposed, staff has found a safety hazard for pedestrians (limited visibility), compliance issues with the Americans with Disabilities Act (ADA)(ramp installation), and underground utilities (water main and sanitary clean-out service to the building) that cannot be moved.

Two options have been proposed to resolve the issue. The staff would like the Board's input as to whether to: 1. Remove the pillar design completely, or 2. Relocate the pillar to the northwest corner of the building on Midway Drive.

The discussion center on several main points:

- o Maintaining pillar for design consistency with the other buildings on the Municipal Campus, but relocating to the northwest corner of the building (Midway Drive)
- o If pillar relocated, maintaining a covered entrance way
- o Ensuring compliance of the entrance way with all ADA requirements
- o Additional costs of keeping the pillar design feature as opposed to no pillar (simplicity, cost effectiveness)

The discussion was primarily split between keeping the relocated pillar to maintain the cohesion of the Municipal Campus and the added cost of redesigning the location for the pillar.

The Board requests the Village Administrator to meet with the architect to review the redesign and estimates the proposed costs for relocating the pillar.

CONCENSUS: Although no consensus was reached, the Board agreed to revisit the issue after reworked cost estimates are received.

## 6. DISCUSSION: REMOTE WORK FROM HOME POLICY

Administrator Pabst indicated the intention was to have a policy for remote work in place in the event it is needed in the case of future closures. The policy presented has been reviewed by the lawyer and is legally stable with built in flexibility.

Assistant Administrator Halloran continued by presenting the key points of the policy:

After a review of neighboring municipalities policies and internal discussion, the proposed policy includes the following highlights:

- **Eligibility:**
  - This policy will be based on both the position, employee, and organizational impact. If approved, the first two months shall be considered a trial period. An employee may be considered ineligible for remote work in the remote event work can be demonstrated to have resulted in diminished individual or organizational performance, or continuation of remote work will interfere with the employee's ability to attain or return to a fully successful performance level.
- **Eligibility Considerations:**
  - While the considerations for eligible remote work will be based on productivity, it will also include the following considerations:
    - The proposed remote work assignment supports the current business operations.
    - There is a benefit to the Village's business operations.
    - Productivity can be documented and quantified to ensure work performance is maintained at the same or higher levels.
    - Whether job responsibilities can reasonably be fulfilled when working remotely.
- Whether requests for immediate Village assistance can be addressed on days on which the employee is working remotely.
- Whether an employee can perform job responsibilities without access to equipment, materials, and files that can only be accessed at a Village of Willowbrook facility.
- The extent to which an employee's remote work will not affect the ability of other Village departments to provide services and/or to conduct business.

- Whether an employee has supervisory or leadership responsibilities that require a village presence for those that remain on-site.
- Whether an employee has emergency management responsibilities that require a Village presence; and
- The extent to which security issues require the job responsibilities to be conducted at a Village of Willowbrook facility.
- **Responsibilities**
  - o Supervisors and employees will be required to formulate objectives, expected results, and evaluation procedures for work completed while working remotely. The supervisor and employee will discuss at pre-determined intervals to review the employee's work performance (i.e., weekly, or biweekly meetings).
  - o While working remotely, employees are in an official on-duty status. Failure to adhere to applicable policies may result in, among other things, the imposition of specific limitations on remote work, the termination of remote work, and/or other consequences.
  - o The employee's Department Head/Director, in consultation with the Village Administrator, will review requests and determine a schedule that is appropriate, which will be documented in a written plan signed by the employee, Department Head/Director and the Village Administrator.

The discussion which followed centered on the pros and cons of remote work with the Trustees providing the following opinions:

Trustee Davi believes that a remote work policy is necessary and that it should be developed and administered by the Village Administrator and Assistant Village Administrator.

Trustee Berglund doesn't approve of work from home, believing it to be cumbersome and that things that need to get done, don't get done. She doesn't believe there should be a remote work policy.

Trustee Mistele encourages work in the building, for the socialization and team building benefits offered. He indicated that the policy is needed but that it should be sparingly used.

Trustee Neal reiterated that the agenda item was asking for a decision as to whether a policy should be in place and agrees that it should. She also indicated that the decision on remote work, and the specifics, should be handled by the Village Administrator and Assistant Administrator.

Trustee Oggerino indicated that it is not a bad idea to have a remote work policy in place, but agrees with Trustees Ruffolo, Mistele and Berglund that it is preferable to have employees in the building.

Trustee Ruffolo agreed with Trustee Mistele that it is preferable to have employees in the building, that it is important to have collaboration. Although he is not a proponent of remote work, it is a good backstop and that having a policy is prudent.

Mayor Trilla agreed that a policy is necessary and that it should be managed by the Village Administrator and Assistant Administrator. Although he was against work from home when it first came up, he believes the Village staff handled remote work well.

Village Attorney Bastian asked if the Board felt the need to discuss the parameters for when the remote work policy would be enacted. Administrator Pabst felt that the specifics needn't be in the policy that it is to be used sparingly. Assistant Administrator Halloran indicated there is general language in the policy to address usage.

CONCENSUS: To accept the Remote Work Policy as presented.

MOTION: Made by Trustee Berglund and seconded by trustee Davi to accept the Remote Work Policy as presented.

ROLL VOTE: AYES: Trustees, Berglund, Davi, Mistele, Neal, Oggerino and Ruffolo. NAYS: None. ABSENT: None.

## 7. ADJOURNMENT

MOTION: Made by Trustee Neal and seconded by Trustee Davi to adjourn the Special Meeting of the Committee of the Whole at the hour of 6:18 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2021.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.