

Village of Mazon Board Minutes

December 8, 2025

The meeting was called to order at 6:00 pm on December 8, 2025.

Present were: Melanie Murphy, Jared Kowalewski, Kirk Houchin, Pam Pastick, Kris Webster, Diane Punke, Larry Pastick, John Frederick, Chris Dearth, Tim Hejny

Absent: Jeff Marques, Rachel Carrell, Roland Tondini

**D. Punke made a motion to appoint Trustee K. Houchin to serve as Acting Chair for this meeting in the absence of the Village President. The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion carried.**

The minutes for November 24, 2025, were presented for approval. **D. Punke made a motion to approve November 24, 2025, minutes as presented. The motion was seconded by J. Kowalewski. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion carried.**

The Zoning Committee minutes for December 2, 2025, were presented for approval. **J. Kowalewski made a motion to approve December 2, 2025, Zoning Committee minutes as presented. The motion was seconded by D. Punke. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion carried.**

The Water/Sewer Committee minutes for December 3, 2025, were presented for approval. **D. Punke made a motion to approve December 3, 2025, Water/Sewer Committee minutes as presented. The motion was seconded by J. Kowalewski. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion carried.**

The bill list for December 8, 2025, was presented for approval. **K. Webster made a motion to approve the bill list for December 8, 2025, as presented. The motion was seconded by D. Punke. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion carried.**

**Treasurer:**

The November 2025 Treasurer's Report was presented for review.

**Secretary:**

M. Murphy reported to the board. She informed them that she received the 2026 unemployment rate. It has decreased from 1.15% to .75%. She stated she will complete end of year taxes for the village and send out W-2s before our next meeting in January. She added that she will also begin budget planning for FY27 sometime in the next month.

M. Murphy stated the office is scheduled to be closed for Holiday on Christmas Eve, Christmas Day, and New Years Day. She also informed the board that she will be using the last of her Vacation Days on December 19<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, and 26<sup>th</sup>. This means the Village Hall will be closed starting December 19<sup>th</sup> And will reopen on December 29<sup>th</sup>. She stated she will post it to the website informing residents of office closing.

**Public Comment:**

D. Punke stated that Public Works did a great job plowing this last snow storm. Roads were nice and clear.

**President:**

Nothing at this time.

**Committee Reports:**

J. Kowalewski stated that the Zoning Committee met on December 2 and discussed increasing some of the permit fees to be more inline with the unincorporated county's permit pricing. The Committee also went over the permit fee revenue for this fiscal year and the zoning department is not making enough to cover the Zoning Officer's salary. He also stated that some changes and updates to several other ordinances need to be made. They will continue meeting to finish all their recommendations and will bring it to the board soon.

J. Kowalewski stated that the Water and Sewer Committee met on December 3 and went over all of the information from the survey done by Mr. Cameron with Illinois Rural Water Association. Knowing we've had a shortfall in our water fund every year for years and knowing the bank will be looking at our revenue for the upcoming loan for the new water treatment plant we recommend raising our water rates effective immediately. We are not making enough money to cover expenses. We also have to look at rising costs in the future and be prepared to stay on top of maintenance and in the near future start looking into phase 2 and replacing the pipes. They then discussed the types of pipes that will be used when replacing the system and potential cost.

T. Hejny stated that he wants the board to keep in mind that phase 2 can be done in sections. The whole town does not have to be done at the same time.

K. Houchin stated the committee also is recommending to split a rate up by usage.

J. Kowalewski stated currently the rates are

0-2000 gallons=\$21.50 flat rate

2001-3000 gallons=\$12.07 per 1000 gallons

3001-15000 gallons=\$12.27 per 1000 gallons

15001 and over=\$12.69 per 1000 gallons

The committee is recommending splitting up the 3001-15000 rate into two different rates. It would be a rate for 3001-8000 and 8001-15000.

J. Kowalewski stated that customers that regularly use over 8000 gallons a month should pay more. He stated that his family is one of those households that regularly uses that much water and believes he should be paying more.

The committee also recommends raising each rate \$1.00.

D. Punke stated that these changes are necessary if the village is going to continue to provide water to our residents and to will ensure that when we apply for the loan for the WTP, we have the right numbers behind us that they will require. We will no longer be in the negative.

J. Kowalewski stated that the water fund is one mild hiccup away from having nothing.

M. Murphy stated as of right now the water fund has \$1131 in it. She added that she is getting ready to do a transfer from the general fund for \$131000 to the water fund. This \$131000 is ARPA funds that have been obligated to go towards the cost of the engineering for the new water treatment plant. The transfer alone will not solve anything due to the fact that the water fund is losing at least \$6000 a month.

The new water rates will be:

0-1000 gallons=\$22.50 Flat rate

1001-3000 gallons=\$13.07 per 1000

3001-8000 gallons=\$13.27 per 1000

8001-15000 gallons=\$13.69 per 1000

15000 and over=\$14.02 per 1000

**J. Kowalewski made a motion to accept the new water rates as recommended. The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion carried.**

K. Houchin stated he will not be at the Personnel Committee meeting due to a family event. The committee discussed rescheduling the committee meeting. They agreed that they want to get it done soon but will need to check with the Committee Chairman R. Tondini. D. Punke stated that even if it doesn't get done until middle of January, the pay raises would be retroactive to January 1<sup>st</sup>.

K. Houchin also stated that he will be going to the Township board meeting to discuss the Sesquicentennial Celebration.

#### **Old Business:**

Nothing at this time.

#### **New Business:**

**D. Punke made a motion to give the village employees a \$200 holiday gift. The motion was seconded by J. Kowalewski. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion was carried.**

M. Murphy asked the board if they were ok with holding the annual dinner in February this year. She added she does not have a place picked out yet. She stated she knows that someone suggested having it at the American Legion and getting it catered but the problem with that is who will be doing the set up and clean up. The board discussed restaurant options and agreed on February for the annual dinner.

**K. Webster made a motion to approve An Ordinance Authorizing and Approving the Execution of a Loan Agreement between the Village of Mazon and the Illinois Environmental Protection Agency from the Public Water Supply Loan Program. The motion was seconded by J. Kowalewski. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion was carried.**

**J. Kowalewski made a motion to approve an Ordinance Authorizing and Approving the Execution of a Tax Compliance certificate and Agreement Associated with the Loan Agreement between the Village of Mazon and the Illinois Environmental Protection Agency from the Public Water Supply Loan Program. The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion was carried.**

**K. Webster made a motion to approve a Resolution Authorizing a Representative to Sign Loan Documents Associated with the Loan Agreement between the Village of Mazon and the Illinois Environmental Protection Agency from the Public Water Supply Loan Program. The motion was seconded by J. Kowalewski. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes, D. Punke-Yes. Motion was carried.**

**Director of Public Works:**

J. Frederick reported to the board. He stated that they got the yellow dump truck back. He stated after plowing they found some hydraulic issues with the truck and will be addressing that. He stated that they have been staying on to of the plowing and salting. He also informed the board that have been trying to get the shed cleaned out and more organized. While plowing a service line leak was discovered at 502 8<sup>th</sup> Street. They dug up and repaired that.

**Chief of Police:**

L. Pastick reported to the board. He stated that since the last meeting he has had one traffic stop. On November 25<sup>th</sup> he attended mapping training for the schools. L. Pastick then asked Attorney Chris Dearth if has taken a look at the prostitution policy yet. C. Dearth stated he has not taken a look at it yet but will get back to him. He also reported that we received \$352.98 in traffic fines from Grundy County Clerk's Office.

**Zoning:**

Nothing at this time.

**Engineer:**

Nothing at this time.

**Attorney:**

Nothing at this time.

**J.Kowalewski made a motion to adjourn at 6:57 pm. K. Webster seconded the motion. Roll was taken. K. Houchin-Yes, P. Pastick-Yes, K. Webster-Yes. Motion carried.**