

Village of Mazon Board Minutes

January 26, 2026

The meeting was called to order at 6:00 pm on January 26, 2026.

Present were: Jeff Marques, Melanie Murphy, Rachel Carrell, Jared Kowalewski, Kirk Houchin, Pam Pastick, Diane Punke, Roland Tondini, Larry Pastick, John Frederick, Chris Dearth, Tim Hejny

Absent: Kris Webster

The minutes for January 12, 2026, were presented for approval. **R. Tondini made a motion to approve January 12, 2026, minutes as presented. The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion carried.**

The Personnel Committee minutes for January 21, 2026, were presented for approval. **R. Tondini made a motion to approve January 21, 2026, Personnel Committee minutes as presented. The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion carried.**

The bill list for January 26, 2026, was presented for approval. **J. Kowalewski made a motion to approve the bill list for January 26, 2026, as presented. The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion carried.**

Treasurer:

R. Carrell reported to the board. She stated that the village received an extraordinary dividend of \$7,307.20 from SOCU. R. Carrell gave some recommendations to the board on what to do with the dividend income. Her highest recommendation would be to start a CD for Water Infrastructure as currently the Water Fund has no CDs.

The board stated they would like this on the next agenda.

The December 2025 Treasurer's Report was presented for approval. **D. Punke made a motion to approve the December 2025 Treasurer's Report as presented. The motion was seconded by J. Kowalewski. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion carried.**

Secretary:

Nothing at this time.

Public Comment:

D. Punke stated many residents have commented about Public Works doing a great job keeping roads clear of snow.

President:

Nothing at this time.

Committee Reports:

R. Tondini reported for the Personnel Committee. He stated that they have decided on pay raise recommendations for the employees, but he stated he also has some other concerns. He stated that J. Frederick was given a PIP in the summer and he would like to know if there is a way to expunge or rescind the PIP from the minutes.

C. Dearth stated that there is no way to remove them from the minutes. He added that a general statement can be made that it should have never been done but once a public document has been created, which meeting minutes are, they can not be altered or destroyed.

P. Pastick asked if we can make an amendment to the minutes.

C. Dearth stated that typically not and asked what she wants to amend on those minutes.

P. Pastick stated that she would want to add that the situation was not handled properly and that it shouldn't have been documented that way.

J. Frederick stated that a lot of it was blatant lies. He added that the PIP set him up for failure and it is permanently in his personal file. He stated that it was based on one person's hear-say and according to the handbook, the board is supposed to talk to said employee. He stated that he was never talked to or asked about any of it. He also stated that he was just assumed guilty and disciplined.

P. Pastick stated that after investigating the matter she believes it should have never happened that way and she feels that J. Frederick was attacked personally. She stated that according to google amendments can be made to minutes.

C. Dearth stated that minutes can be amended prior to approval. He stated once minutes are approved, they're approved. He stated that even if an amendment was to be made, which he is saying is illegal, P. Pastick wouldn't be able to make that amendment due to she was not on the board at that time and was not present.

M. Murphy stated that as the Clerk, when she is taking minutes of a meeting, she is writing down what is said and discussed during the meeting. She stated you can not amend and say something else was said during that meeting that did not occur, even though the opinion has since changed. She added that new minutes can reflect what the new opinion is, and these minutes currently being take will have this discussion, but you can not change minutes from the past to say something that did not take place.

C. Dearth further explained that minutes are a public document that cannot be destroyed or altered.

P. Pastick stated that she doesn't want the public to be able to come read those executive minutes.

C. Dearth stated that the only one that can read executive minutes legally are trustees and the mayor.

P. Pastick stated that she thought they were public minutes and anyone can read those minutes.

C. Dearth stated he thought the minutes they are referring to were held in executive session.

J. Frederick stated that his problem with it is it is in his personal record. He stated that if a new mayor comes in and has it out for him, he doesn't want the new mayor to have false ammunition because he has that in his file. He added that it is setting him up for failure in the future.

P. Pastick stated that the PIP should have had an expiration date on it. She stated that verbally attacking him is abusing him as far as she is concerned.

K. Houchin stated that the PIP was not a tool of the board, it was a tool of one individual as far as he is concerned.

J. Frederick stated that the entire board allowed it to happen.

C. Dearth stated that he is happy to talk about however J. Frederick would like to talk about it, but if he does want to talk about it, he recommends going into executive session because M. Murphy is creating minutes right now that are open to the public, so the executive session that took place to put this all in place is the safe guard against this being public.

J. Frederick stated that he understands that and he is not worried about this being in public minutes because he did nothing wrong and he added that he is the victim.

C. Dearth does not recall if there was a timeline on the PIP.

J. Frederick stated that it did. He stated that it was 4 pages that explained how he sucks at his job. Telling him that he needed to improve on things that were not even in place.

C. Dearth asked if there was a timeline in place. He asked if there were penalties like these need to be improved on in this amount of time.

J. Frederick stated that yes there were check-in dates, but nothing was followed up on after they gave me the PIP. He added the problem is that it is still in his personal record. He stated that they are in the executive minutes whenever they get released. He stated that it is setting him up for failure in the future if someone new comes in and doesn't like me, they can use this against me.

C. Dearth stated for what its worth, I think the village has retained minutes on personal matters for a long time. And he stated that as long as he is sitting in this chair and someone asks his opinion, he will recommend those minutes be held in confidence.

J. Frederick stated that he isn't worried about the public knowing about it, he is worried about any new board members or mayor that comes in and doesn't like him will look in his personal file and say "oh you got this in here and you suck at your job" then attack him with that information.

J. Kowalewski stated that he wasn't here when this PIP was initiated but if he has improved on the issues, why can't they expire the PIP and remove it from his file.

P. Pastick stated that the board was supposed to follow up in 3 months after the PIP was issued and they never did.

M. Murphy stated that the board can close the PIP and issue a new document attached to the PIP in his file stating whether it was issued in error, if it violated due process, it was issued retaliatorily. The board would need to document the reasoning to essentially void the PIP.

J. Kowalewski asked if we need to set a meeting to get this all done.

J. Marques stated no. He said he stated that it should not have been done to begin with, but it can never be removed from his record. He doesn't want to see anyone go back and bring it up as long as he is sitting as mayor. He added that as far as a new mayor coming in and changing J. Frederick's position, a mayor can come in here and change any appointment he wants. He will make the appointments and the board has to approve or not approve those appointments. He doesn't need a reason to say he is not appointing you as Director of Public Works. J. Marques stated that as M. Murphy previously said, we can't strike it from the record, but we can put it in the new minutes, that after investigation or review, it can not be held against him due to it was given in error to begin with. He added that he doesn't know the legal language to use.

C. Dearth stated that if the board feels as though everything in the PIP has been complied with, he would make that statement, he would also add that any use of this report for disciplinary action or demotion in the future is not allowed and should not be relied upon.

J. Frederick stated that everything in the PIP has not been complied with because they were false accusations. He added that if the board stated that it has been complied with, that is saying that those things were a true issue.

C. Dearth stated that we could phrase it as the village trustee who initiated the PIP did not comply with the requirements of it and upon further investigations, the impending fractions were unfounded.

P. Pastick stated that J. Frederick requested an apology for this.

J. Frederick stated that he just wants a letter to be put in his file attached to the PIP stating that these allegations were unfounded or whatever. That way it can be acknowledged.

P. Pastick stated that its not good for the village to say the village is responsible.

J. Frederick stated that the way it was handled was not good for the village.

C. Dearth stated that he doesn't know how much of this is wanted to be public, but you could always request a resolution be drafted. That's about as official as an official document can get.

The board agreed that it may be a good idea.

C. Dearth informed J. Frederick that that would be put on the agenda and make it a public document because it would be voted on.

J. Frederick stated that he is not worried about that.

C. Dearth stated that he can draft something and meet with the mayor to go over it.

R. Tondini continued his report from the personnel committee. He asked why L. Pastick does not have a contract.

C. Dearth stated that appointed officials don't typically have a contract. They can make a contract. He stated that the appointment term is the term and it's a yearly appointment. Appointments are made every May.

R. Tondini stated that he was curious because he asked Chief Pastick for his contract and Chief Pastick stated he did not have one.

P. Pastick stated that most Chiefs of Police do have a contract.

R. Tondini stated that some things they discussed in committee like contracts, vacation time that is offered.

P. Pastick informed the board they may recommend putting certain employees on a salary. She added that the committee will continue meeting to discuss all this to make some changes in the future.

R. Tondini stated right now he would like to get the employees their wage increases for this year.

The Personnel Committee recommends M. Murphy's title as Secretary be changed to Office Administration Manager to align with the current work being performed. The board and Mayor agreed.

The Personnel Committee recommends the following pay raises to employees:

M. Murphy- \$2.00

L. Pastick-6%

J. Frederick-4%

M. Milburn-5%

L. Jacobsgaard-5%

R. Tondini made a motion to approve the Personnel Committee's recommendation for M. Murphy's title change and for employee pay raises as follows:

M. Murphy- \$2.00

L. Pastick-6%

J. Frederick-4%

M. Milburn-5%

L. Jacobsgaard-5%

The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes,

P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion carried.

K. Houchin and M. Murphy updated the board on the Sesquicentennial Committee's progress. They reported that the committee is very fortunate to have so many volunteers that are putting a lot of time and effort into this celebration. K. Houchin stated that he informed the Fire Dept about the miscommunication regarding them helping us with our fundraiser and the Fire Dept having their own separate fundraiser and he stated they were understanding and seemed to be open to helping support our celebration.

Old Business:

Nothing at this time.

New Business:

D. Punke made a motion to approve the class C-1 liquor license for the Village of Mazon Sesquicentennial Committee. The motion was seconded by P. Pastick. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion was carried.

J. Kowalewski made a motion to approve An Ordinance Authorizing and Approving the Village of Mazon Police Department Prostitution Investigation Act Policy. The motion was seconded by R. Tondini. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion was carried.

J. Marques stated that the Sesquicentennial is looking for some startup funds for their celebration. The startup funds would help get some fundraisers and merchandising up and running. He stated that the Sesquicentennial is requesting \$6,000 that was appropriated for Community Outreach and Donations. \$5,000 would come from Community Outreach and \$1000 would come from Donations, both are in the General Fund.

K. Houchin added that these funds are being requested for startup purposes and the theory is that once we start fundraising and selling merchandise that those funds along with the funds from the celebration week will produce a profit that will go right back into Centennial Park.

D. Punke made a motion to approve the interfund transfer of \$6,000 from the General Fund to the Park Fund as a donation to the Sesquicentennial Committee. The motion was seconded by R. Tondini. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion was carried.

Director of Public Works:

J. Frederick reported to the board. He stated that there has been an ongoing issue with backflow into the reservoir that they are trying to figure out. Maguire Iron came and did a visual inspection on the 100k tower. He reported that he and Jeff had a meeting with the engineers and Gasvota for the new water plant. He informed the board that the Village had an EPA Sewer Inspection last Friday. He stated that they rebuilt the CL2 Pump and replaced the check valve for the CL2 line. Gasvota came out and calibrated the flow meter for the sewer plant. He added that meters have been read for the month.

J. Frederick stated that public works took advantage of the ground being frozen and put riprap down where they replaced the overflow on the south pond at Primrose. They also filled in spots that had little to no riprap on ponds 1, 3, and 4. He stated that while riprapping Primrose, it was observed that on the west side of the north pond, the run off has been eating away the bank and it may be in the Village's best interest to riprap that whole bank.

He stated that he and the other Public Works employees have continued to organize and consolidate the Maintenance shed. He signed up for the water conference in Effingham on the 17th through the 19th of February. He added that he found a Class B refresher class that he signed up for as well. He found M. Milburn a Class 3&4 refresher course, and he signed up for it. All Public Works employees are signed up for the Julie conference in March.

Chief of Police:

L. Pastick reported to the board. He stated that since the last meeting he has had 9 traffic stops. He attended the Grundy County 911 Advisory Committee Meetings on January 7, 2026, and January 14, 2026. He completed FBI/DOJ Webinar Training on January 13, 2026. He attended the Child Advocacy Center Meeting on January 15, 2026. State reporting for BWC/In-Car Camera for 2025 is completed. State reporting for NIBRS/IL-UCR for 2025 is completed.

Zoning:

Nothing at this time.

Engineer:

Nothing at this time.

Attorney:

Nothing at this time.

D. Punke made a motion to adjourn at 6:50 pm. P. Pastick seconded the motion. Roll was taken. J. Kowalewski-Yes, K. Houchin-Yes, P. Pastick-Yes, D. Punke-Yes, R. Tondini-Yes. Motion carried.