

## Chapin Board of Trustees Meeting

June 8, 2022

### Minutes

The meeting was called to order by Village President Rex Brockhouse at 6:59pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman present, Trustee Mary Rae Brockhouse present, Trustee Mark Lovekamp present, Trustee Loren Hamilton present, Trustee Adam Brockhouse present, Trustee Erin Morrow absent. 5 Trustees present. Also present were Christina Courier – Village Clerk, Hayden Helton – Public Works Employee and Steve Helmich – Chapin Police Chief.

### **Minutes of May 11, 2022**

Minutes of the May 11, 2022 Regular meeting were reviewed. A motion to approve the May 11, 2022 regular meeting minutes was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Bills & Transfers**

Trustees reviewed the Bills & Transfers. A note was made that Wendy's health insurance did increase due to it being up for renewal. A motion to approve the Bills & Transfers was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Financial Reports**

Trustees reviewed the Utility Billing Aging Report. A few accounts were noted. Acct #173-718-008 has been shut off and is padlocked. This account was discussed last month. Acct #304B-1749-002 has been noted as past due, however due to a glitch in the system it is not actually past due. Wendy has been in touch with support to figure out this issue.

Trustees reviewed the financial statement. There will be CD's due for renewal in August. A motion to approve the Financial Reports was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Committee & Department Reports**

#### **Chapin Water/Sewer**

Hayden Helton – Public Works employee presented the Water/Sewer report.

Regular & Recurring Duties are being performed.

It was noted that they are still looking into getting the lift stations maintenance. Another

company out of St. Louis was suggested by Benton's but they have not yet been contacted for a bid.

Items have been ordered for the blowers at the lagoon. The exhaust fan is fixed at the lagoon thanks to Hayden. It hasn't been maintained since it was put in.

Road maintenance continues as need. Recently rode around with Stephanie Ballinger from Benton's to determine which streets need oil and chipped.

A motion to approve the water/sewer report was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Chapin Police**

Steve Helmich – Chapin Police Chief noted 23.25 hours worked during the month of may with 9 calls for service and 5 total days of coverage. Steve noted that he has started a running tally of the hours worked year to date for the fiscal year. Officer Crowder has been working the majority of the hours lately.

SJPD has offered to include Chapin officers in their departments annual firearms qualifications. Right now there is no qualified instructor on staff with the Village to do this. Steve noted that if any of the officers do not complete their qualifications, they will be removed from the roster. Steve has started some discussion with SJPD about purchasing their used body cameras as SJ has just upgraded. These cameras would work with an existing software utilized by the in car camera. Is hoping that they would be willing to part with at a reasonable cost as they are 4 years old. If the department were to apply for a grant to purchase cameras this could come with overhead and more admin time.

Steve noted that the FOP recently after report submission invited himself and the other officers involved in the shooting to Springfield and awarded them with metals of Valor and other awards. Steve is working on budget proposals for FY 23 and beyond including body cameras, radio technology upgrades and wage increases to stay competitive. Steve noted that the County is looking to upgrade radio communications for police and there could be cost upcoming for this. Unfortunately, the County decides what they want to do and then all other departments have to comply.

Steve wanted to make everyone aware that officer Crowder has found a full-time job starting in the coming months so she will not be available as much.

A motion to approve the Chapin Police report was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Chapin Fire**

Trustee M. Lovekamp presented the fire report. There were various activities since last report. The report from IDOL/OSHA was received. An initial plan of action to correct the issues has been provided for review.

Various June and upcoming activities were noted.

**New Business # 7** – Requesting to purchase 3 rolls of 6” x 150’ of yellow reflective pavement tape and one roll of 6” x 150’ of white reflective pavement tape at \$76.81 each totaling \$307.24 from Econo Signs LLC. The tape will be used for parking guide lines of the apparatus in the firehouse engine bays and to mark any places to prevent items from being stored in front of it for OSHA compliance.

Trustee M. Lovekamp noted that they have figured out the starting issue with the Village engine. It needs an “AutoCharge” system. Unfortunately, the price is \$1,044.95 before shipping. He tried to find another vendor to compare prices but could not find the same one anywhere else. Right now, an inverter is currently attached directly to the trucks battery to help. Trustees thoughts were that this a repair item and needed to be done, just where would the funds come from to help pay for this.

A motion to approve the fire report along with the purchase of pavement tape totaling \$307.24 and Auto Charge System Kit for \$1,044.95 was made by Trustee L. Forsman. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Chapin Rescue**

Bryce McCormick – CARS Chief notes there were 5 calls since last report with 25 year to date. Members were available for 803 hours during the past 30 days with 3,850 hours year to date. The proposed ambulance lease has been sent to JFD for consideration and is awaiting response at this time. Requesting purchase of a bottle rack for oxygen bottle storage and to purchase a chain to secure the larger bottles to the wall.

3-H-11 and 3-H-99 are both in service with expired airways being replaced. All licenses and inspections are up to date.

A motion to approve the CARS report was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Old Business**

1. Discuss Plans for Legion Building – Tabled; No updates
2. Discuss American Rescue Plan Funds – Still looking into expenses, but have time
3. Discussion about Firehouse Maintenance Updates – No updates and since there has been other items come up from the OSHA visit, this can be taken of the agenda.
4. Discussion & Possible Appointment to Chapin Emergency Management Department – Bryce McCormick originally started this and has done a lot of work for free but wants to be paid now. Items such as the fit testing, per the Respiratory Protection Program, that have not been done, Bryce could help organize. Discussion was had about his pay for this position but thinking same as what he gets currently. Mainly there are concerns with this current OSHA visit and Bryce could help with this. Thoughts were to offer Bryce \$35 per hour as needed and see what he says. A motion to appoint Bryce McCormick as the Emergency Manager was made by Trustee M. Brockhouse. A second was made by

Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Alan Boehs entered the meeting at 7:48pm.

5. Discuss OSHA Visit to Firehouse – will be discussed further during Executive Session as there is new information.
6. Discussion & Possible Approval to Revise Cemetery Ordinance – A final copy was provided with revisions suggested last month, titled An Ordinance Amending and Reinstating the Rules and Regulations for the Chapin Cemetery for the Village of Chapin. The fee structure for plots and lots was updated along with the grave opening fee. A clause about families being able to bury a loved one's ashes was removed. A motion to approve Ordinance No. 2022-2 Amending and Reinstating the Rules and Regulations for the Chapin Cemetery for the Village of Chapin was made by Trustee M. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
7. Discussion & Possible Approval of Ambulance Lease Agreement – Tabled; this has been sent to Jacksonville Fire Department for review but did not include a monthly cost and was not fully agreed upon.

## **New Business**

1. Discussion & Possible Approval of Sewer Credit due to Pool – Acct # 132-614 – Acct #132-614 sewer credit would be \$17.71. New Business #2 is also a sewer credit for a pool. Acct # 259-617-002 sewer credit would be \$56.72. A motion to approve sewer credits for Acct # 132-614 of \$17.71 and Acct # 259-617-002 of \$56.72 was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval of Sewer Credit due to Pool – Acct # 259-617-002 – approved with New Business #1.
3. Discussion & Possible Approval of Sewer Credit due to Extra Watering – Acct # 256-816 – No action; concerns with this not being addressed in any Ordinance and this could open to more than outlined.
4. Discussion & Possible Approval of 2022 Supplemental MFT General Maintenance Program – Stephanie Ballinger with Benton & Associates prepared this based on the ride along that she did with Brock and Hayden. Various areas were pointed out as needing work. None of these areas are repeats from previous years. Estimated maintenance costs are \$24,144 with \$965 in Preliminary Engineering. Total estimated maintenance cost is \$25,109. A motion to approve the 2022 Supplemental MFT General Maintenance Program was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L.

Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

5. Discussion & Possible Approval of Resolution for Maintenance Under the Illinois Highway Code – A Resolution for Maintenance Under the Illinois Highway Code for appropriating \$26,000 in MFT funds for the purpose of maintaining streets and highways. A motion to approve resolution 2022-2 Resolution for Maintenance Under the Illinois Highway Code was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
6. Discussion & Possible Approval of MFT Engineering Fees – standard approval of maintenance engineering fees. 4% of preliminary engineering for III engineering category. A motion to approve MFT Engineering Fees was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
7. Discussion & Possible Approval to Purchase Reflective Tape from Econo Signs, Inc. – approved with Fire Report.
8. Discussion & Possible Approval to Purchase Bottle Racks – VP R. Brockhouse looked up some approximate prices for what would fit what is needed for all the bottles at the fire house to include bottles that CARS has. Thought was to do NTE of \$1,400 plus shipping which should cover the cost. A motion to approve the purchase of bottle racks NTE \$1,400 plus shipping was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
9. Discussion & Possible Approval to Hire Public Works Employee – action taken after return to Open Session.

A motion to enter into executive session at 8:08pm to discuss the appointment, employment, compensation, discipline, compensation, discipline, performance, or dismissal of specific employees of the Village was made by Trustee L. Forsman. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Steve Helmich and Hayden Helton left the meeting at 8:09pm

Trustees returned to Open Session at 10:06pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee E. Morrow absent, Trustee A. Brockhouse present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

**New Business #9** – hire Alan Boehs as a part-time Public Works employee at \$20 per hour pending successful background check and drug screening was made by Trustee L. Forsman. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

A special meeting will be scheduled to discuss personnel issues on June 21<sup>st</sup>, 2022 at 7pm.

A motion to adjourn at 10:11pm was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: All in favor. Motion carried. 5 yea, 0 nay, 1 absent.

Respectfully Submitted,

Christina Courier  
Village Clerk