

Chapin Board of Trustees Meeting

August 10, 2022

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:00pm 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 absent, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Steve Helmich – Chapin Police Chief, Scott Pahlmann – Chapin Fire Chief.

Minutes of July 13, 2022

Minutes from the July 13, 2022 Regular meeting were reviewed. A motion to approve the minutes of July 13, 2022 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

Chad DeGroot entered the meeting at 7:02pm.

Wendy noted that the bill from Zumbahlens was received for the recent audit, audit Financial Report, Appropriation Ordinance, Publication Report, Management Letters, GATA forms, etc. It is \$13,295 with a third of the cost coming from General, Water and Sewer. The first installment of property taxes has been received on 7/14/22 of \$22,706.86. General received \$18,625.16, Fire received \$1,988.44, Police received \$2,093.26. The invoice for the 6 body cameras was received from South Jacksonville PD totaling \$600. The cylinder storage container was received, and the cost was split in half with Fire and Rescue.

A motion to approve the Bills & Transfers 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Financial Reports

Trustees reviewed the Utility Billing Aging Report. Wendy noted that Acct #173-718-008 is still shut off. Acct #317-932 has been shut off. They had a payment that was returned and unfortunately before they were shut off, they had filled a pool.

Wendy noted that money was received from Jacksonville Iron on 8/1/22 for the metal collected during clean up days and it was deposited to the General fund. Also, on 8/5/22 a \$500 donation for the Police was received from the Lion's Club.

New Business #1 - Discussion & Possible Approval of Water and Sewer Credit Due to Wrong Read & Sewer Credit Due Pool – Acct # 280-613-002 – During recent meter reads the wrong

reader was read as this house as a meter pit and a house reader. This was not caught because the homeowners had filled a pool so the usage would have been flagged as high. After further investigation and receiving this pool credit letter noting a 12,000-gallon pool being filled the numbers didn't add up and there was a 15,700-gallon difference between the two readers. The homeowners should have been charged for less. Wendy has noted what they should have been charged for, therefore water and sewer charges will need to be credited for the wrong read. A credit is also being requested for the pool fill. A total credit of \$80.70 for water and \$186.78 for sewer is being requested. Since there was a mix-up between the two readers the house reader is going to be taken out so there is no further confusion. A motion to approve the water credit of \$80.70 and sewer credit of \$186.78 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

New Business #2 & 3 – Sewer credits due to Pool – Acct # 220-418-001 & Acct # 233-519-002 – Requesting sewer credits due to filling pools. Acct # 220-418-001 of \$44.88 and Acct # 233-519-002 of \$37.00. A motion to approve sewer credit for Acct # 220-418-001 of \$44.88 and Acct # 233-519-002 of \$37.00 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

New Business #4 - Discussion & Possible Approval of Sewer Credit Due to Leak – Acct # 085-410 – requesting sewer credit due to leak that happened on July 11th. Credit requested amount is \$241.34. A motion to approve sewer credit due to leak on Acct # 085-410 of \$241.34 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

There are two CD's up for renewal, CD # 3085 and CD # 29. A rate sheet from CNB Bank & Trust was reviewed about the potential renewal options. Previously these CD's were on 36 month terms. There is no expectation of needing to utilize any funds from either of the CD's. It is truly unknown what rates will do with the fluctuations in the economy. Thoughts were it would be best to just go with a 12-month term that earns 1% APY. A motion to renew CD #3085 & CD #29 for 12-months at 1% APY 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Wendy wanted to inquire with Allen about some new questions that are on the GATA Grantee portal. This is filled out every year, and she has the questions and how they were answered from previous years, but this year they are different. There are also questions about being in compliance with certain regulations, but at this time she doesn't believe the Village is in line and does not want to put her name to something the Village isn't complying with.

A motion to approve the Financial Reports 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Wendy left the meeting at 7:29pm.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed. There was nothing to report at this time. A list of items that have been completed since last meeting. It was noted that the A/C Units at the Legion were malfunctioning but have now been fixed.

A motion to approve the Chapin 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent

Chapin Police

Steve Helmich – Chapin Police Chief noted 1 hour worked during the month of July with 1 call for service and 0 total days of coverage.

New Business #8 – With the funds that were received from the Chapin Lions Club, Steve would like to purchase a police traffic spike strip and replacement parts kit NTE \$435. This would be a beneficial tool to the department to potentially stop dangerous pursuits. All officers will be trained on the deployment of this tool. A motion to approve the purchase of police spike strip and replacement parts kit NTE \$435 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Steve presented information on ILEAS. The membership cost would be \$65 per year. There are significant benefits to the department and the department used to be a member. Steve would like to use the remaining Lions Club donation to pay for a year of membership.

Steve noted that the SJPD approve the sale of the body cameras at their last Board meeting and an invoice has been received.

Vandalism at the Community Park on July 26th; possible juvenile suspect identified. Chief Helmich and Sgt. Rogers are investigating.

Sgt. Rogers will attend the New Police Chief Orientation in Peoria next month at no cost to the Village.

Steve noted that golf cart renewals were sent out to those have not yet renewed for the year. There are still two outstanding reimbursements for courses that Jody Parrish and Steve Helmich took those total \$2,700. There is likely a slow-down at the state level, but hopefully this will be returned soon.

A motion to approve the Chapin Police report 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent

New Business #9 – Resignations from Ptl. Ron Boris and Trainee Jody Parrish. A motion to approve the resignations of Ptl. Ron Boris & Trainee Jody Parrish was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent

Chapin Fire

There were various activities since last report.

A list of calls was provided.

Various June and upcoming activities were noted.

A motion to approve the Chapin Fire report 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 yea, Trustee A.

Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent

Chapin Rescue

Bryce McCormick – CARS Chief noted 2 calls since last report with 30 year to date. Members were available for 375.5 hours during the past 30 days with 4615.5 year to date.

3-H-11 and 3-H-99 are both in service. All licenses and inspections are up to date.

Trustee L. Forsman noted that a football standby schedule was still in the works.

Old Business # 3 – Currently Jacksonville Fire Chief has said no to the proposal so South Jacksonville would be the next option. VP R. Brockhouse noted he has been thinking about some kind of joint agreement with South Jacksonville Fire Department to utilize the ambulance while covering Chapin and South Jacksonville. He will be discussing further with Allen and Bryce about the potential for this.

A motion to approve the Chapin Rescue report was made by Trustee M. Lovekamp. 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent

Chapin Emergency Management

Bryce McCormick – Chapin Emergency Manager noted for NIMS Compliance that each department has been give the needs of their members and the recommendation list for elected officials. He is awaiting copies of certificates to update completion status. For the Respiratory Protection Program, continuing to complete physicals and fit testing for employees. Will have an updated roster for those individuals participating in the plan at the September meeting.

Bryce noted that the battery for the outdoor warning sire tested good but was advised to have it retested due to the age when it is colder to ensure that it has a good charge under cold months.

The Municipal Contingency (IEPA emergency plans) for the Water Treatment and Wastewater Treatment plants have been completed and verified.

Old Business #4 – Trustee M. Lovekamp noted the progress in IDOL/OSHA items and recent

discussions with the IDOL/OSHA rep and Allen Yow. He will continue to file the extensions until all items are completed.

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

Old Business

1. Discuss Plans for Legion Building – no other updates about grants. VP R. Brockhouse thought that maybe the building could be painted and should it be rolled or brushed on. Thoughts were that would be cumbersome, and a sprayer would make it easier on Alan or Jerry. A quick search online resulted in sprayers costing upwards of \$600. Thought was to be safe a NTE amount would be best. This sprayer could also be used in other places other than the Legion also. Thoughts were a NTE of \$800 would be sufficient. A motion to purchase a paint sprayer NTE \$800 was made by Trustee M. Lovekamp. 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent
2. Discuss American Rescue Plan Funds – tabled
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; discussed during CARS report.
4. Discuss OSHA Visit to Firehouse – tabled; discussed during Emergency Management report.
5. Discussion & Possible Approval of Law Enforcement Purple Heart Ceremony/25th Anniversary – Christina presented some quoted costs for cake, cookies and supplies. Just in those items, before any potential sponsorship, cost would be upwards of \$500. Various dates were discussed but there were multiple conflicts with dates that were originally suggested. After multiple date suggestions Trustees and Steve Helmich agreed upon October 1st. Previous suggestions for time were from 1pm – 4pm with award presentation in the beginning at 1pm. This would be taking place at the Legion. Trustees agreed October 1st from 1pm – 4pm. Thoughts were that expenses should be a NTE. Suggestions of NTE \$800 in expenses. A motion to approve a NTE of \$800 for 25th Anniversary/Law Enforcement Purple Heart Ceremony 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent

New Business

1. Discussion & Possible Approval of Water and Sewer Credit Due to Wrong Read & Sewer Credit Due Pool – Acct # 280-613-002 – approved during Financial Reports.
2. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 220-418-001 – approved during Financial Reports.

3. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 233-519-002 – approved during Financial Reports.
4. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct # 085-410 – approved during Financial Reports.
5. Discussion & Possible Approval of Acceptance of Quotation for MFT Seal Coat Program – no action; a bid from IRC was received, however the approved Estimate of Costs for the materials and work was \$24,144.00 and the quote was for \$29,134.00. Expenditures from Motor Fuel Tax cannot exceed \$25,000 since no formal bids were established. Because of this, it is recommended that IRC's bid be rejected by the Village for the 2022 maintenance period. Part of the reason the excess cost is due to fuel costs being passed down into material costs that the contractor has to travel long distance to get. Additionally, the temperature window is closing and this is part of the reason for the additional cost to cover overtime. Suggestion is the map of proposed streets for oil and chip for 2022 will be saved and additional streets added for 2023 maintenance period.
6. Discussion & Possible Approval of the Purchase of a Used Seat for Ford Truck – tabled; Alan was unable to find one.
7. Discussion Regarding Complaint of Pool – a resident has complained about a pool in a neighbor's yard that has remained stagnant. This is causing smell and bugs. Since this is a citizen's complaint the PD can follow up and check out the complaint in question.
8. Discussion & Possible Approval to Purchase Police Spike Strip – approved with PD report.
9. Accept Resignations of Part-Time Police Officers – action take after Police report.
10. Discussion & Possible Approval for Softball League to Utilize Chapin Ball Park – tabled; Chad DeGroot wanted to inquire with the Board about the potential to be able to utilize the Ball Park for a men's softball league. He is still in all of the planning stages and trying to get other teams together from other areas. The games would take place every 3-4 weeks and would be mainly night games that would be done by 9pm. The league would be recognized by the Softball Association, which means insurance would be provided by them. He is thinking that this would probably be something that starts up next Summer.

A motion to enter into executive session at 8:47pm was made by Trustee E. Morrow. 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 yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent

Chad DeGroot, Scott Pahlmann and Steve Helmich left the meeting at 8:47pm.

Trustees returned to Open Session at 9:02pm. Roll Call: Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee E. Morrow present, Trustee A. Brockhouse absent. 5 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

A motion to adjourn the meeting at 9:03pm was made by Trustee L. Forsman. A second was made by Trustee L. Hamilton. Roll Call: All in favor. 5 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier
Village Clerk