

Chapin Board of Trustees

February 8, 2023

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 present, Trustee Erin Morrow present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Hayden Helton – Chapin Public Works, Allen Yow – Village Attorney, Scott Pahlmann – Chapin Fire Chief, and Steve Helmich – Chapin Police Chief.

Minutes of January 11, 2023

Minutes of the January 11, 2023 Regular Meeting were reviewed. A motion to approve the minutes of January 11, 2023 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 yea. Motion Carried. 6 yea, 0 nay.

Bills & Transfers

Wendy noted that on 1/27/23 a transfer was made from MFT to General which is from the Equipment Rental schedule.

A transfer from Fire Protection to Sewer Depreciation was made of \$1,000 toward the loan, she wanted to do more but there are concerns with Ameren bills still upcoming.

There are multiple mileage checks for Wendy as she has been driving to Home Depot, RP Lumber and Walmart to pay for supplies and materials for the Legion and getting food for the work camp.

Last month Wendy noted that she did not receive Steve Edwards bill for water operator services or water purchase, but after further investigation those emails went to Spam. Both last month's charges and current month are noted.

The work camp has been working on the Legion 3-4 days each week and each day they work food is purchased for them. Each visit is staying within the NTE of \$100, but there have been more expenditures for feeding them. Most of these transactions to Walmart, A&A Chapin, etc. have not been invoiced from the credit card company yet.

A motion to approve the Bills & Transfers 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 yea. Motion Carried. 6 yea, 0 nay.

Financial Reports

The legion improvements to date has went above the originally approved NTE amount of \$3,000 and that was partially due to moving into the adjoining meeting room. To date \$4,768.28 has

been spent and the previously approved amount needs amended. Discussion was had about what to amend the amount to. Thoughts were to amend to a NTE of \$5,000 in case there were a few other minor expenses. A motion to amend the NTE amount of \$3,000 to \$5,000 for Legion improvements 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 yea. Motion Carried. 6 yea, 0 nay.

Utility Billing Aging report was reviewed. Wendy noted Acct #051-411 that the resident has passed away and acct has been finalized. A bill has been sent but haven't heard back or received final payment. Allen noted about making sure it is paid prior to the home being sold just in case a lien needs to be filed or if the estate needs to be billed. Wendy will follow up.

There are two CD's due next month.

Fire Department received \$400 from Triopia's National Honor Society on 2/6/23.

Wendy noted that last month there were two checks written for plots at the cemetery but it was later noticed that the family already had available plots. The person the wrote the checks originally, has now passed away. Normally the checks would be refunded back to the person that wrote the checks but that is not possible, so the checks will have to be refunded to the estate.

These checks are # 2012 and # 2013 from the Cemetery Fund.

VP R. Brockhouse noted that there is an area farmer that has an employee that needs community service hours and if this would be something the Village could help with. The individual would work in the morning and would only be available in the afternoon. Concerns with staffing and how there isn't always someone around in the afternoon to work with them. Thoughts were this would not work.

A motion to approve the Financial Reports 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 yea. Motion Carried. 6 yea, 0 nay.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed.

Hayden Helton noted there were no significant updates. He has purchased a few items for the water tower including proper cooling fans for the control modules closet.

A motion to approve the Chapin Water/Sewer report was made by Trustee L. Forsman. 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 yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Chapin Police

Steve Helmich – Police Chief reports 16.5 hours worked during the month of January with one call for service and one total day of coverage. So far, a total of 163.5 hours worked during the Fiscal Year.

There were \$8.10 collected in Fines during the month of December.

Ptl. Gaines has received more equipment and is still awaiting a few other items. There was an issue noted with the ballistic vest fitting.

Chief Helmich has resumed physical therapy and hopes that in 6-8 weeks could lead to return to duty.

MTU 9 is conducting three 8-hour Saturday training sessions to satisfy new use of force training requirements for part-time officers. Chief Helmich intends to make this mandatory as there are no other trainings earmarked or available to satisfy this requirement at this time.

Chief Helmich is continuing to monitor select 2023 laws and policy changes.

Also noted was the upcoming Tri-annual LEADS Audit is coming due. Chief Helmich has been through one with previous chief, Jordan Post. This is expected to go well.

There has been a report from a concerned citizen about a neighbor. This neighbor is Mike Andrews who other neighbors are also having problems with. There was discussion in recent months and an agency attempted to check on him but was unsuccessful so there was nothing that could be done. Allen noted that there are various way that this could be handled. If police reports were filed and neighbors interviewed this could give traction to put Mike in a better situation.

Overall, the consensus was that something needed to be done to find a solution for Mike.

A motion to approve the Chapin Police report was made by Trustee M. Lovekamp. A second 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 yea. Motion Carried. 6 yea, 0 nay.

Chapin Fire

There were various activities since last report.

A list of calls was provided for January and February calls.

Various upcoming activities were noted.

During a recent meeting/recruitment night and potluck, the new helmets were passed out. All members were very excited to receive these. Unfortunately no interested individuals came to the meeting. Members discussed on what to do differently to recruit new members.

It was originally scheduled to do a walk through of Earlybird, but due to change in staffing and the schedule not passed on, the walk through will have to be rescheduled for a later date.

Members also escorted the 7th grade boys basketball regional champs around Chapin and Concord, then handed off to Arenzville Fire.

A motion to approve the Chapin Fire report 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 yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Chapin Rescue

Bryce McCormick noted 8 calls since last report with 10 year-to-date. Members were available for 634.5 hours during the past 30 days with 778 year-to-date.

Letters have been sent to Jacksonville FD, South Jacksonville FD and Arenzville FD and discussions continue with each.

Yearly Bloodborne Pathogens and other required trainings have been completed. Ambulances are now both licensed through 2023.

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

A motion to approve the Chapin Rescue 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 yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Chapin Emergency Management

Bryce McCormick noted NIMS Compliance tracking and completion remains ongoing.

For the Respiratory Protection Program, he will begin the 2023 update after the end of the Village fiscal year.

A checklist has been created for GenSet maintenance. The tower generator should have updated exercise program. The SLS generator needs a key to the transfer switch to open and set exercise program. It also has a bad surge protector. The NLS Power Commander board is bad, unsure if this is causing an issue with the transfer switch. This is causing the NLS GenSet to not be able to be in automatic mode. The NLS also needs a key to the transfer switch box.

Work on the EOP for the Village continues.

A motion to approve the Chapin Emergency Management report was made by Trustee A. 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 yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Old Business

1. Discuss Plans for Legion Building – Tracy Family Foundation; now that the main areas is completed, thoughts were to continue into the kitchen and bathrooms. Each item for the bathroom and kitchen were discussed to what extent things should be done. Floors, countertops, walls, trim, ceiling tiles, etc. Discussion about what everyone was willing to spend on the kitchen. Thoughts were that the main area was under \$5,000 so that should be sufficient for the kitchen and bathrooms. A motion to approve a NTE of \$5,000 for the Legion kitchen and bathrooms 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 yea. Motion Carried. 6 yea, 0 nay.
2. Discuss American Rescue Plan Funds – tabled; no new to update.
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; Allen has been in contact with Bryce; Jacksonville Fire department has now expressed serious interest. There has been discussion to develop agreement where Jacksonville would utilize the rigs and become a transport agency, then Chapin would utilize a non-transport rescue vehicle from Jacksonville. Jacksonville Fire would now man the transport rigs 24 hour a day in Jacksonville. There has been conversation about what the cost of the lease would be but this is a new venture that everyone is unfamiliar with. If this were to happen

the Jacksonville Fire personnel would be put on Chapin's roster. Jacksonville is interested in both ambulances and is potentially looking for a third.

4. Discussion Regarding Painting the Water Tower – tabled; no updates

New Business

1. Discussion & Possible Approval of Water Tester Calibration Contract – this is a yearly contract for the calibration and maintenance service on the water testers used at the water tower. A motion to approve the Water Tester Calibration contract with HACH Co. 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 yea. Motion Carried. 6 yea, 0 nay.
2. Discussion & Possible Approval of Sewer Credit Due to Leak Acct# 188-511 – Sewer credit due to leaks that did not go into the sewer system. A motion to approve the sewer credits on Acct # 188-511 of \$237.54, Acct # 026-518 of \$126.77 and Acct # 043-415 of \$158.82 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 yea. Motion Carried. 6 yea, 0 nay.
3. Discussion & Possible Approval of Sewer Credit Due to Leak Acct# 026-518 – approved with New Business #2
4. Discussion & Possible Approval of Sewer Credit Due to Leak Acct# 043-415 – approved with New Business #2
5. Discuss Open House Breakfast Event – tabled; VP R. Brockhouse would like to have some sort of open house event to show off the improvements to the Legion. Trustee E. Morrow was able to get a \$200 donation from Dorothy's Market in Mt. Sterling, but this does expire in March. Since the kitchen project will be starting next, hopefully that will be done sometime in early March and then plan something for after completion. There was discussion about how the work camp could be recognized for all of their hard work. Discussion was had about how at this event this would drive more interest in leasing the Legion and to potentially have a copy of the lease agreement posted for review. Thoughts were that a "checklist" be created as a list of all expectations for cleaning, stocking, etc.
6. Discussion & Possible Approval to Hire Mowing Employee(s) – approval after return to open session.

A motion to enter into executive session at 8:24pm 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 yea. Motion Carried. 6 yea, 0 nay.

Steve Helmich, Wendy Bridgewater, Scott Pahlmann and Hayden Helton left the meeting at 8:24pm.

Trustees returned to open session at 8:52pm. 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 present, Trustee A. Brockhouse present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

New Business #6 – approve the hiring of Marc Luttrell as a seasonal mowing employee at \$14 per hour. A motion to approve hiring Marc Luttrell at \$14 per hour as a seasonal mowing employee 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 yea. Motion Carried. 6 yea, 0 nay.

A motion to adjourn at 8:56pm was made by Trustee A. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: All in favor. Motion carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier
Village Clerk