

Chapin Board of Trustees

August 14, 2024

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:02pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman present, Trustee David Luttrell present, Trustee Mary Rae Brockhouse absent, Trustee Kara Graham present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Trevor Cawthon – Public Works Superintendent, also Valarie Flynn and Natalie Hass with Zumbahlen, Eyth, Surratt, Foote, and Flynn.

Minutes from July 10, 2024 Regular Meeting

Minutes from July 10, 2024 Regular Meeting were reviewed. Approval with July 24, 2024 Special Meeting.

Minutes from July 24, 2024 Public Hearing

Minutes from July 24, 2024 Public Hearing were reviewed. Approval with July 24, 2024 Special Meeting.

Minutes from July 24, 2024 Special Meeting

Minutes from the July 24, 2024 Special Meeting were reviewed. A motion to approve the minutes from the July 10, 2024 Regular Meeting, the minutes from the July 24, 2024 Public Hearing and the minutes from the July 24, 2024 Special Meeting was made by Trustee L. Forsman. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

Wendy did not have much to note other than in the General Fund there were several supplies continued to be purchased for Summer Bash.

A motion to approve the Bills & Transfers was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Financial Reports

Utility Billing Aging Report was reviewed. Wendy noted Acct #196-515-003 property owner and tenant been sent a certified letter regarding late bills and high usage – the letter has been signed for. Their usage is significant which means they have some sort of bad leak somewhere. Unfortunately, the tenants have a history of not paying and do not think that the balance will end up being paid. A lien will be filed per the letter if not paid. They have dug a hole to find the leak,

which has not been filled in, along with the yard needing mowed.

CD #'s 124, 123, 125, 3085 and 29 are coming up for maturity. Right now, the interest rates for a 12-month CD's are looking the best at 4.9% APY. Wendy noted that the Police cash account has surplus and is recommending that \$30,000 be transferred into a new 12-month CD and \$25,000 from Martha Allen be transferred into a new 12-month CD.

Dandy Mandy's held their grand opening and had a 50/50 drawing and all proceeds were donated to the Summer Bash. The Fire Department received several donations in memory of Albert Taylor.

A motion to approve the Financial Reports and renew CD # 123, 124, 125, 3085 and 29 for 12-months at 4.9% APY and open new 12-month CD at 4.9% APY from Police Cash account of \$30,000 and open a new 12-month CD at 4.9% APY from Martha Allen of \$25,000 was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Audit Presentation

Valarie Flynn and Natalie Haas presented their findings from the 2023-2024 fiscal year. Several areas were noted. Their overall findings were clean excluding a material weakness deficiency of internal control that is due to a limited number of individuals resulting in the inadequate segregation of duties. The Village has segregated duties where possible, but the small number of personnel limits the overall effectiveness of the internal control. A motion to approve the 2023-2024 fiscal year audit was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Wendy, Natalie and Valarie left the meeting at 7:33pm.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring duties are being performed.

Nothing of significance was reported.

Still awaiting Vandevanter to get back with us about what is needed for the NLS and a quote for maintenance.

A motion to approve the Chapin Water/Sewer report was made by Trustee E. Morrow. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Police

It was noted 11.5 hours worked during the month of July with 5 calls for service and 3 total days of coverage. So far, a total of 63.5 hours worked during the Fiscal Year.

The partnership with WCMTD is finalized and a parking location in Jacksonville has been secured at the Morgan County Fairgrounds.

Both Helmich and Dawdy will be available to secure the Bash area overnight Friday into Saturday morning. No Parking and Caution tape have been ordered for blocking off the road for Bash.

Old Business #7 – There was an initial hearing for the violations on July 15th. Another status hearing will be held on August 19th.

A motion to approve the Chapin Police report was made by Trustee L. Forsman. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Fire

Various activities since last report were noted.

Minutes from August 8th were attached.

It was noted about an issue with the brakes on 1712. On August 1st when the department was dispatched to a vehicle fire the brakes were locked up. After the incident Daniel Mattes was able to get the brakes unlocked and believes it was due to moisture on the brakes when the vehicle was last used.

Items were purchased for member Josh Wooley to attend a Firefighter 1 Blended course at IFSI that were not currently in inventory. Cost will be split 50/50.

A list of calls from August were provided.

VP R. Brockhouse requested that an updated be given on the status of outstanding NFIRS reports as it is important that these be caught up.

New Business #10 & #11 – requesting probationary member Josh Wooley be placed as a full-time member. He has become an asset to the department, does not shy away from work, and has gone outside of the department to get additional training including the IFSI Basic Operations Firefighter 1 Blended course. In addition, requesting Carter Lakamp be placed as a probationary member as he has now turned 18. He is an original member of the Cadet program and wishes to continue.

A motion to approve the Chapin Fire report and approve Josh Wooley as a full-time member along with adding Carter Lakamp as a Probationary member was made by Trustee L. Forsman.

A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Rescue

Bryce noted 4 calls since last report with 23 year-to-date. Members were available for 656.5 hours during the past 30 days with 5015.25 hours year-to-date.

Worked with Morgan County to submit all documents for the Morgan County EMS assessment.

A big thank you to Wendy for all the help with this. Will be requesting equipment from the OSFM Small Equipment Grant. Next month both ambulances will be inspected by IDPH and will be replacing expired equipment. 3H99 air conditioning is still OOS and awaiting a time to

get in and get it repaired.

3H99 and 3H11 are in service.

Bryce noted that both ambulances are starting to have issues and while CARS has no real money, they have been approached about purchasing a 4x4 ambulance that is a 2017 and would replace both ambulances. When we do not have a crew, it would be beneficial to have a non-transport unit such as a small SUV or even if combined with the FD and engine, but is not required if they went down to a single ambulance. This would cut down on some of the equipment we would have to maintain and that would expire. If there is any interest in obtaining a loan for an ambulance, he would be willing to have more specifics at a future meeting.

Approval with Chapin Emergency Management.

Chapin Emergency Management

Bryce noted that NIMS compliance is being tracked and completion remains ongoing. Please email or leave at the Village Hall, any NIMS courses or other documents you may want the Village to maintain.

For the Respiratory Protection Program, hazard listing has been updated. Will be sending out notifications to participants in the next week.

The emergency generator at the NLS needs automatic transfer switch maintenance.

Will be taking a multi-gas meter in for calibration.

A motion to approve the Chapin Rescue and Chapin Emergency Management reports was made by Trustee A. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Old Business

1. Discuss American Rescue Plan Funds – tabled
2. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled
3. Discuss DCEO Grants – tabled
4. Discuss & Possible Action Regarding Painting the Water Tower – tabled
5. Discussion & Possible Approval of Community Events – next weekend is the big day. Unfortunately, the opening band that was originally slated for Bash has had to cancel but a replacement was found. Instead of American Standard Band as the opener it will now be Exit 52 and the cost is the same. Several last-minute little items were discussed. There are still several open slots for volunteers with several individuals willing to fill in wherever is needed. Still awaiting response from Pepsi for pricing of drink items still needed.
6. Discussion & Possible Approval to Hire Full-Time Office Manager Position – after return to Open Session
7. Discuss Complaints Regarding 611 Railroad – tabled; noted during Police report.
8. Discussion & Possible Approval of Filing PFAS Claims in 3M & DuPont Cases – tabled; there is potentially another company being added to the lawsuit.

New Business

1. Discussion & Possible Approval of Ice Cream Cone Gift Certificates for Summer Bash – NTE \$250 – the idea was mentioned about doing a little gift certificate for participants in the pedal pull and pageants. A small ice cream cone \$2.75 each at Dandy Mandy’s. Thoughts were to print up these on a post card and then Dandy Mandy’s will bill the Village as they are received. A motion to approve Ice Cream Cone gift certificates to Dandy Mandy’s NTE \$250 was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.
2. Discuss & Approve Hourly Rate of Pay for Security @ Summer Bash – This will be to pay the security team that will be working during the bands at Summer Bash. They will be paid as contractors at an hourly rate. Discussion was had about what the hourly rate should be. Thoughts were to pay them \$25 per hour. A motion to pay the Summer Bash security team \$25 per hour was made by Trustee D. Luttrell. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.
3. Discuss Christmas Parade Date – It was noticed that unfortunately the Legion has been rented for the second Saturday and the renters were not able to change their date. It was not on the calendar of when the parade and breakfast would be so it was accidentally rented. This will now put the possibility of having the parade on the first Saturday. The date will now be set to have breakfast with Santa and parade on December 7th.
4. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 125-610-001 – w/ NB #9; requesting credit of \$56.69
5. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 282-610 – w/ NB #9; requesting credit of \$48.40
6. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 082-418-002 – w/ NB #9; requesting credit of \$44.06
7. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 251-719-003 – w/ NB #9; requesting credit of \$44.29
8. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 094-118-002 – w/ NB #9; requesting credit of \$35.16
9. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 140-314-003 – requesting credit of \$110.50. A motion to approve sewer credits of \$56.69 for account #125-610-001, \$48.40 for account # 282-610, \$44.06 for account # 082-418-002, \$44.29 for account # 251-719-003, \$35.16 for account # 094-118-002, \$110.50 for account #140-314-003 was made by Trustee E. Morrow. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham abstain, Trustee A. Brockhouse yea. Motion Carried, 4 yea, 0 nay, 1 abstain, 1 absent.
10. Discussion & Possible Approval to Promote Firefighter to Full Time – w/ Fire report
11. Discussion & Possible Approval to Recommend an Individual for Probationary Status to Fire Department – w/ Fire report

12. Discussion & Possible Action to Dismiss Employee – after return to Open Session

A motion to enter into executive session at 8:40pm was made by Trustee L. Forsman. A second was made Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Trevor Cawthon left the meeting at 8:40pm.

Trustees returned to Open Session at 9:18pm. Roll Call: Village President R. Brockhouse, Trustee L. Forsman present, Trustee D. Luttrell present, Trustee E. Morrow present, Trustee M. Brockhouse absent, Trustee K. Graham present, Trustee A. Brockhouse present. Also present was Christina Courier – Village Clerk and Kaitlin Moore.

New Business # 12 – Terminate Kaitlin Moore effective immediately. A motion to terminate Kaitlin Moore effective immediately was made by Trustee A. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Accept Village Clerk’s Resignation – Christina has submitted her resignation as Village Clerk effective this meeting. A motion to accept the resignation of Christina Courier as Village Clerk was made by Trustee L. Forsman. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Old Business # 6 – Hire Christina Courier as full-time Office Manager at \$21.50 per hour. A motion to hire Christina Courier as full-time Office Manager at \$21.50 per hour with benefits as outlined in the employee handbook was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse absent, Trustee K. Graham yea, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

A motion to adjourn at 9:30p was made by Trustee L. Forsman. A second was made by Trustee K. Graham. Roll Call: All in favor. Motion Carried. 5 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier
Village Clerk