

Chapin Board of Trustees

August 9, 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 Kara Graham present, Trustee Adam Brockhouse absent, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Allen Yow – Village Attorney, Hayden Helton – Chapin Public Works, Scott Pahlmann – Chapin Fire Chief, and Christopher Dawdy.

Minutes of July 12, 2023

Minutes of July 12, 2023 Regular Meeting were reviewed. A motion to approve the minutes of the July 12, 2023 meeting was made by Trustee L. Forman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

Wendy Bridgewater noted there was an installment of property taxes received. General received \$21,653.18, Police received \$2,358.62 and Fire received \$2,240.68.

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

Financial Reports

Utility Billing Aging report was reviewed. Wendy noted account # 244-615-001 that a lien letter was mentioned last month about filing and another attempt at sending the final bill was made, but the mail is being forwarded and there has been an issue with the forwarding address.

There are two CD's that are due this month. Cemetery Fund CD# 3085 and Martha Allen Fund CD# 29. A rate sheet was provided from CNB Bank & Trust. After reviewing rates and the terms, thoughts were to go with a 12-month CD at 1.75% for both of the CD's.

Money was received from the insurance for the storm damage to several Village buildings. A total of \$53,891.89 was received after splitting the \$500 deductible. These funds will be split up with General getting \$6,710.78 for the Legion and Legion stage damage, Fire getting \$42,939.40 for the damage to the Firehouse and Sewer getting \$4,241.71 for the damage to the pump house. Thoughts were that since this work could not be done right away that these funds could be put in a CD's until the time when work could be done. Thoughts were that this should be put into three separate CD's; one for General, one for Sewer and one for Fire.

A motion to approve the Financial Reports and renew CD # 3085 and CD # 29 for 12-months at

1.75% and open three new 12-month CD's at 1.75% for General, Sewer and Fire with the insurance claim money 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed.

No significant updates. There are various projects going on here and there.

A motion to approve the Chapin Water/Sewer 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Fire

Scott Pahlmann – Chapin Fire Chief noted various activities since last report. Minutes were provided for the meeting held on July 20th and July 27th. Scott noted specifically that the ISO 5-year review is coming up on October 9th.

A list of calls was provided from July 1 through July 26th.

August and Upcoming activities were provided.

VP R. Brockhouse provided a list of duties for the Chapin Fire Department.

A motion to approve the Chapin Fire 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 K. Graham 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 29 year-to-date. Members were available for 434.25 hours during the past 30 days with 4295.75 year-to-date.

CARS will be having EMS Week celebration this month. The IL Department of Public Health will be inspecting ambulances and the station in September. Bryce reports he will have two quotes/proposals for new billing company. Wendy noted that the current billing company is an individual and they are no longer going to be doing this type of work. They are currently trying to find pricing that is reasonable. Bryce is going to begin working on GEMT funding; this may not solve the decrease in transport income, but it will assist in getting additional funds.

3-H-11 and 3-H-99 are both in service.

Discussion was had about potentially hiring full-time or part-time people and start bringing in more income back to the department. Various thoughts about when they could be working, either nights or days and how the logistics would work. This will be discussed more in the coming months.

Bryce is requesting a NTE of \$1,500 for IAR Two-Tone Detect. This will allow for pages to be

sent in real time to phones of members, also will allow a computer to display IAR data to CARS TV in the station. This was attempted previously but could not be completed. The cost is based on the amount quoted to CARS at the time. Trustee M. Lovekamp noted that he would look into this and thinks he can get this done an inexpensive way. This will be brought back to the September meeting.

CARS funds may need to be augmented in coming months without additional income from transports. Will be working on a proposal for a change for two transport units to a single and non-transport unit.

A motion to accept the Chapin Rescue report was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Graham 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 noted that NIMS compliance is being tracked and completion remains ongoing. 2023 renewals for the RPP have been sent out to all participants. Medical evaluations along with fit tests are beginning to be completed.

Exeter-Merritt contacted for testing of the emergency interconnect. A time will be scheduled to place the interconnect into service for testing and training that works for both organizations. Work continues on updating the EOP for the Village with plans to complete for review at the end of August.

A motion to approve the Chapin Emergency Management report 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Police

After New Business # 8

Old Business

1. Discuss American Rescue Plan Funds – tabled; nothing new to update.
2. Discussion & Possible Approval to Hire Christopher Dawdy as a Patrol Officer – with Police report.

New Business

1. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct #127-316 – the homeowner is requesting a sewer credit due to a leak which they have been calling plumbers to try and remedy. They have expressed anger about not being notified about the high usage, however it is not the responsibility of the Village to report high usage, this is only a courtesy. Since this leak is ongoing, their next water bill will be high due and a sewer credit will carry over again next month. A motion to approve the sewer credit of \$91.34 for Acct # 127-316 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

2. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct #235-615-002 – Requesting sewer credit due to leak of \$65.70. This homeowner is older and had to hire a plumber to fix the issue. Unfortunately, the repairs were expensive, and they had to get a personal loan just to pay for the repairs. They would also like to request an extension of an additional month to pay the balance on their bill. They have already paid part of the bill and have promised to pay the rest next month. A motion to approve the sewer credit of \$65.70 and allow an extension to pay balance 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.
3. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct # 182-814 – approved with New Business #5.
4. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct # 233-519-002 – approved with New Business #5.
5. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 121-316-004 – Acct # 182-814 sewer credit due to leak of \$54.47, Acct # 233-519-002 sewer credit due to leak of \$143.59, and Acct #121-316-004 sewer credit due to pool of \$37.61. All of these requests are legitimate. A motion to approve Acct # 182-814 sewer credit due to leak of \$54.47, Acct # 233-519-002 sewer credit due to leak of \$143.59, and Acct #121-316-004 sewer credit due to pool of \$37.61 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.
6. Discussion & Possible Approval of Applying for IDNR (OSLAD) Grant for Chapin Community Park Improvements – This grant is an Open Space Land Acquisition and Development Grant that would potentially get funds to make improvements to the Chapin Park. There is a potential for \$600,000 and thoughts were to put this into putting in a pickleball court, accessible bathrooms, and redo the parking area. For this grant there is a need for a proclamation to be made by the Governor that the Village is a “distressed community” which means that it meets economic or physical criteria set forth in the IL Administrative Code.
A motion to approve applying for the IDNR (OSLAD) Grant for Chapin Community Park improvements 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.
7. Discussion & Possible Approval of Agreement with Benton & Associates for IDNR (OSLAD) Grant Application – this would be to have Benton & Associates to prepare the grant application for OSLAD grant program. They would assist in the completion of the grant, provide copies and attend presentation with IDRN review committee if required.

The charges would be a not to exceed of \$6,000 as a lump sum cost for services. It was noted that even though they would be completing all the work for the grant there is no guarantee it would be awarded to the Village. A motion to approve the agreement with Benton & Associates for IDNR (OSLAD) Grant application 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

VP R. Brockhouse noted that there is a grant possibly coming out in January through DCEO to help with the water tower. It has a minimum of \$300,000 and maximum of \$1.5 million. This has not officially been posted but will be keeping an eye out for it.

Steve Helmich entered the meeting at 8:17pm.

8. Discussion of Holiday Celebration – tabled; The date has officially been determined as the second Saturday in December. The Chapin Fire Department will have Breakfast with Santa that morning also. Several points from last year’s event were discussed about how things could be better. Several ideas were mentioned about adding things to the event or to the day. Also, it was mentioned about how the parade could be changed. This will need to be an ongoing conversation and can be brought back next month for anything new that needs to be mentioned.

Chapin Police

Steve Helmich – Police Chief reports 43 hours worked during the month of July with 28 calls for service and five total days of coverage. So far, a total of 104 hours worked during the Fiscal Year.

Steve noted about the ongoing issue at 917 Congress and that the person is supposed to moving into the house soon.

Steve noted that he will not be available for Board meetings in September, October and November due to his full-time job at South Jacksonville. He will be asking Sgt. Rogers to attend in his place.

Steve noted that he received 250 child ID kits and will be coordinating with Triopia School district for distribution.

Trial for the attempted murder trial has been set for September 18-29th.

A company has contacted the department about putting in a drug take back collection container. This would be a kiosk that would be put in free of cost. Steve wanted to get everyone’s thoughts about putting one in town and potentially a location.

VP R. Brockhouse noted that letters have been sent out to police department members about putting in hours. He would like to see each of them commit to a date within the next couple of months as per the letter that was sent to each of them. So far one has responded to the letter and the other three have not.

Steve introduced Christopher Dawdy. Chris currently works as a Secretary of State officer and does not have any other part-time jobs. Chris would like to work days for maybe two days a

week. He is currently a firefighter with South Jacksonville and is also an EMT. Discussion was had about him being able to join CARS and potentially go on calls if he is in town. Question was raised about how much would need to be purchased for him in regards to uniforms or other items. Steve noted that Chris would only need to have a few shirts and pants purchased as he has some items already. There are some other uniform shirts that were from a previous person that may fit him so those could potentially be used for Chris. A motion to approve the Chapin Police report and hire Chris Dawdy at \$17 per hour as patrol officer 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Allen Yow swore in Christopher Dawdy as patrol officer.

Wendy left the meeting at 8:38pm.

A motion to adjourn the meeting at 8:39pm 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