

Chapin Board of Trustees Meeting

September 8, 2021

Minutes

The meeting was called to order 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 absent, Trustee Kevin Scott present, Trustee Rex Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Jordan Post – Chapin Police Chief, Scott Pahlmann – Chapin Fire Chief, Breanna Higgins – Office Manager and Steve Edwards.

A motion to appoint Leslie Forsman as Temporary Chair 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Minutes of August 11, 2021

Trustees reviewed the minutes of the August 11, 2021 Regular Meeting. A motion to approve the minutes of August 11, 2021 was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Minutes of August 17, 2021 Special Meeting

Trustees reviewed the minutes of the August 17, 2021 Special Meeting. A motion to approve the minutes of August 17, 2021 was made by Trustee M. Lovekamp. A second was made by Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Minutes of September 7, 2021 Personnel Committee Meeting

Trustees reviewed the minutes of the September 7, 2021 Personnel Committee Meeting. A motion to approve the minutes of September 7, 2021 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

It was noted that KP Evans has now repaired the shop door. IEPA Semi-Annual Loan Payment is coming due. IRC sent the invoice for the street work. Trustees reviewed the Bills & Transfers. A motion to approve the Bills & Transfers was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee

L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Financial Reports

Trustees reviewed the Utility Billing Aging Report. A few accounts were noted including acct #025-917-002 that was shutoff for non-payment on 8/31/21 and acct #130-613-001 had a toilet that ran for two weeks while they were on vacation.

There are various CD's coming due. CD #3394 matures on 9/10/21 and CD #1727 on 9/26/21. Either of these can be reinvested or cashed out and deposited into cash account. Both these CD's were for 18 months previously so to avoid excess paperwork, it was suggested to keep them as 18-month CD's if the choice were to reinvest. Thoughts were that since interest rates between a Money Market Savings and CD's were similar reinvesting the funds would be the better choice. A motion to approve the Financial Reports, renew CD #3394 for 18 months, and renew CD #1727 for 18 months 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Committee & Department Reports

Chapin Water/Sewer

An email between Bryce McCormick, Jaime Headen of Benton & Associates, Allen Yow, and Cameron Jones was provided as an update for the sewer treatment plant and Bryce's progress to get things in order there. Allen noted that Bryce has been working on various items for the Wastewater Treatment system. Bryce wanted to make sure he was not out of bounds and could continue working on items as needed. The Board agreed that if it is general maintenance to continue doing so.

Steve Edwards provided updates on work being done at the water treatment plant. There were various components that needed attention while he was on site. The water samples for September he was getting ready to do and have sent to Springfield.

It was noted that the gates leading out to the lagoon were not secured and needed to be secured. Bryce had noted the over abundance of weeds around the lagoon ponds, which was going to need cut down soon.

A motion to approve the Chapin Water/Sewer report was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Police

Jordan reports there were 34.5 hours worked during the month of August with 4 days of coverage. There were no fines collected during July. Jordan reports that Sgt. Helmich completed a lengthy investigation involving a possible child abuse case.

Sgt. Helmich recently completed a leadership training. There was one officer out for medical

reasons, another officer has been working extra at another seasonal position. The officer currently in training is expected to be done in February and the recent hire will be needing shirts. A motion to approve the Chapin Police report was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Fire

Scott reports the following activity since August 11, 2021

August 12th – members did a walk-through/Pre-plan of Triopia Schools with Arenzville Fire

August 14th – Members had 1711 and 1712 in the Concord Fish Fry Parade. Members also volunteered with serving at the fish fry.

August 26th – Members held a meeting, which was cut short due to possible pumping at the North Lift Station. Members also cleaned up debris around town from a storm that passed through prior that day.

August 27th – Member parked & released vehicles for the football game.

Scott reports the following calls:

August 12th – Concord Arenzville Road for a Vehicle Accident

August 23rd – Standby for Jacksonville Fire due to a structure fire

August 23rd – Mutual Aid, water only and 2nd standby for Jacksonville Fire due to a structure fire

Scott reports the following September and Upcoming Activities:

September 9 – Meeting followed by Training

September 18 – Football parking

September 23 – Training

October 1 – Football parking

October 2 – Fall pork chop fry at the Fire Station

October 8 – Football parking

October 3-9 – 2021 Fire Prevention Week

Scott is requesting the following:

Purchase one set of turnout gear to include pants and a coat, which will be to replace a worn and out of date set. The purchase will be from Fire Master Equipment and the price is approximately \$2,500. The expected delivery, if approved, is 38 weeks – the last set took 25 weeks to deliver.

Also being requested is to add Eli Pahlmann as a probationary member pending favorable background check and drug screening. Scott noted that this is his son, and to prevent nepotism issues, Lt. Crews and Lt. Ford will be handling all aspects of Eli's probationary period including any disciplinary measures. Lt. Crews and Lt. Ford will continue to be the officers in charge of Eli after he has completed the probationary period.

Scott has included a copy of his budget for the fiscal year.

A motion to approve the Chapin Fire report only was made by Trustee M. Lovekamp. A second was made by Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Rescue

Bryce reports there were 5 calls since last report with 67 hours year to date. Members were available for 652 hours over the past 30 days as of time of report which was shortened due to early report submission. Members have been available for 10,046 hours year to date.

Bryce noted both ambulances will be inspected by Memorial EMS and IDPH on September 14th. No issues are anticipated as all expire equipment has been replaced and pre-inspections will be done prior to the 14th.

3-H-11 is currently in service with recent expired glucometers changed. The SOS safety inspection will be coming up in October 2021.

3-H-99 is currently in service with IO Needles, Needle decompression Kit and Glucometers recently replaced. The SOS safety inspection will be coming up in October 2021.

Bryce is requesting to purchase items with the Assistance for Firefighters Grant that are no longer on backorder. The grant award was just under \$3,000 with 5% matching coming from the Village.

Bryce reports the ESO software has been paid for and PAH is working with Wendy to update required documents for reimbursement.

A motion to approve the Chapin Rescue report only 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Diane Barber entered the meeting at 7:38pm.

Diane wanted to come in and report that she had just seen kids riding smaller 4-wheeler like vehicles on the road. She expressed concern for their safety.

Jordan noted he would go down there and have a conversation with them.

Diane Barber left the meeting at 7:40pm.

Jordan Post left the meeting at 7:41pm.

Trustees noted other various incidents with 4-wheelers on roads and alley ways.

Old Business

1. Discussion & Possible Appointment of an Acting Village President – appointment after return to Open Session.
2. Approve a Resolution Appointing Individuals to Sign Financial Instruments – approved after return to Open Session.

New Business

1. Discussion & Possible Approval to Hire Public Works Superintendent – approved after return to Open Session.
2. Discussion & Possible Approval of an Ordinance Adopting a Conflict of Interest Policy – Allen explained that this is something that was created in relationship to the American Rescue Plan Act. This is in line with federal regulations. This Ordinance is assigned number 2021-4. A motion to approve the Ordinance Adopting a Conflict of Interest Policy, Ordinance 2021-4 was made by Trustee M. Lovekamp. A second was made by

Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

3. Discussion & Possible Approval of an Ordinance Pertaining to Coronavirus State & Local Fiscal Recovery Fund – Allen explained that this is an Ordinance that authorizes local authority to take in these funds. This Ordinance is assigned number 2021-5. A motion to approve the Ordinance Pertaining to the Coronavirus State and Local Fiscal Recovery Fund, Ordinance 2021-5 was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.
4. Discussion & Possible Approval of Sewer Credit Due to Swimming Pool Acct #201-510-001 – Trustees noted this seemed late in the year. A motion to approve the sewer credit of \$24.70 for Acct # 201-510-001 was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Trustees wondered what the end of the time period is that sewer credits were allowed.

5. Discussion & Possible Approval to Purchase One Set of Turnout Gear – previously discussed during Chapin Fire report. This will be to replace a set that was manufactured in 2005. Hoping the delivery will still be this fiscal year. The previous sets purchased recently have been great for the individuals who got those. A motion to approve the purchase of one set of turn out gear from Fire Master Equipment for approximately \$2,500 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.
6. Discussion & Possible Approval to Add Eli Pahlmann as Probationary Member – previously discussed during Chapin Fire report. This has been discussed with the department as a whole. A motion to approve adding Eli Pahlmann as a Probationary member was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.
7. Discussion & Possible Approval to Purchase Items with Assistance to Firefighter's Grant NTE Grant Award & 5% Village Match – for equipment that was backordered last spring.

Scott Pahlmann, Steve Edwards, Breanna Higgins left the meeting at 7:59pm.

A motion to enter into executive session at 7:59pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the village, and to discuss the selection of persons to fill public offices including vacancies in public offices was

made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Trustees returned to Open Session at 9:06pm. Roll Call: Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton absent, Trustee M. Brockhouse present, Trustee K. Scott present, Trustee R. Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

Old Business #1 – Appoint Trustee Rex Brockhouse as Acting Village President to fill an unexpired term until the next municipal elections is 2023. A motion to appoint Trustee Rex Brockhouse as Acting Village President was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse abstain. Motion Carried. 4 yea, 0 nay, 1 absent, 1 abstain.

Old Business #2 – Appoint Acting Village President & Trustee R. Brockhouse to sign Financial Instruments. Would remove former Village President Kenneth Drake, and keep Trustee Leslie Forsman and Treasurer Wendy Bridgewater to be authorized to sign financial instruments. A motion to approve Resolution 2021-4 to add AVP & Trustee R. Brockhouse, remove former VP Kenneth Drake, keep Trustee Leslie Forsman and Treasurer Wendy Bridgewater authorized to sign financial instruments 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

New Business #1 – offer Hayden Helton the Public Works Superintendent position pending background check and drug screening. The position is full-time at \$21 per hour with Health, Dental & Vision benefits for employee only to begin after 90-days with positive review. A motion to offer Hayden Helton the Public Works Superintendent position pending background check and drug screening at \$21 per hour was made by Trustee M. Brockhouse. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Offer Elizabeth Morgan the part-time Public Works Assistant position pending background check and drug screening at \$12 per hour and no more than 32 hours per week. A motion to offer Elizabeth Morgan the part-time Public Works Assistant position pending background check and drug screening at \$12 per hour and no more than 32 hours per week was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Increase per hour pay for Wendy Bridgewater to \$20 per hour retroactive August 13, 2021. A motion to approve the pay increase for Wendy Bridgewater to \$20 per hour retroactive August 13, 2021 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 absent,

Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Dismiss Breanna Higgins as an employee of the Village as of September 9, 2021. A motion to dismiss Breanna Higgins as an employee of the Village as of September 9, 2021 was made by Trustee M. Lovekamp. A second was made by Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

A motion to adjourn at 9:22pm was made by Trustee M. Brockhouse. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Respectfully Submitted,

Christina Courier – Village Clerk