

Chapin Board of Trustees

September 13, 2023

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:00 pm by the Pledge of Allegiance Roll Call: Trustee Leslie Forsman present, Trustee Mary Rae Brockhouse present, Trustee Adam Brockhouse, Trustee Erin Morrow present, Trustee Kara Graham present. 5 Trustees present. Trustee Mark Lovekamp absent and Christina Courier-Village Clerk absent. Also present were Wendy Bridgewater-Treasurer, Allen Yow- Village Attorney, Hayden Helton-Chapin Public Works, Scott Pahlmann-Chapin Fire Chief, and Chief of Police- Steve Helmich. A motion to approve Trustee Kara Graham to record Minutes for Christina Courier absence was made by Trustee E. Morrow. A second was made by M. Brockhouse. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

Minutes of August 9, 2023

Minutes of August 8, 2023 Regular minutes were reviewed. A motion to approve the minutes of the August 8, 2023 meeting was made by Trustee L. Forsman. A second motion was made by Trustee M. Brockhouse. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, and Trustee M. Brockhouse yea and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, 1 absent.

Bills and transfer

Wendy Bridgewater noted that IDNR grant received 8/30/23 of \$9,974,65. She also noted there was a transfer for loan payment from fire to sewer depreciation of \$10,000.00. The balance the fire protection fund owes the sewer depreciation is \$2,700.00. An audit invoice for general, water, and sewer for a total of \$14,625.00. A motion to approve the Bills and Transfers was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

Financial Reports

Utility Billing Aging report was reviewed. Wendy Bridgewater noted account #251-719-003 submitted a letter requesting an extension on her water/sewer bill due to a leak. After discussion, the trustees agreed the resident must pay half of the bill per month and to give until 12/1/23 to pay water bills in full without late fees by 9am on 12/1/23. If not paid by the date in full, the water would be shut off at 9 am on 12/1/23 and late payments will resume. A motion to approve the payment extension for account # 251-719-003 was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea,

Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent. Wendy Bridgewater noted that account #069-119-001 had been shut off for non-payment and has been charged a reconnection fee. It was also discussed regarding account # 244-615-001 has been sent a lien letter to the daughter who is in Florida, however, the letter came back to the Village with “return to sender.” Wendy was unable to get ahold of anyone so will need to do the lien as soon as possible. CNB certificates were approved at the September meeting for general, fire protection, sewer, cemetery, and Martha Allen at 1.75%, however the CD rates have increased and the rate is 4.45%. A motion to approve Financial Report was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, 1 absent.

Committee and Department Reports

Chapin Water/Sewer

Regular and Recurring Duties are being performed. No significant updates. A motion to approve the Chapin Water/Sewer report was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

Chapin Police

Steve Helmich- Police Chief brought new citation tickets for the board to view. Steve ordered ordinance booklets but may have misprinted so he must reorder again for correct information listed on the ordinance booklets. Steve noted 1 arrest on felony warrant out of Calhoun County. Steve discussed training on the new “catch and release” happening and he is currently seeking out information regarding the implementation, etc. Steve reported he will not be present at Board meetings for the next few meetings. Steve reported he handed out child ID kits at Triopia Grade School on Meet the Teacher night. He has an extra 50 kits and could possibly hand them out at Christmas event. Steve reported that approval came through from the state on the new hire of Chris Dawdy. They are waiting on fingerprints. Steve plans to do one shift with Chris for orientation and then Chris is ready to start working. Steve fielded a few general questions regarding the “catch and release” program that was implemented by the state of Illinois.

Steve reported that the trial has been postponed to November.

Steve reported Jenna Crowder has resigned from the Village Police as well as Josh Jokisch has expressed his desire to resign from the Village Police. Hannah Gaines and Brad Rogers wrote letters stating that they wished to continue their employment with the Village as police officers. Steve expressed his desire to try and make a 12 hour monthly minimum for officers however he expressed concern regarding the requirement.

Steve also reported he talked to parents regarding kid’s tp’ing. 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 A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee

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

Chapin Fire

Scott Pahlmann- Chapin Fire Chief presented report. Scott reported that the firehose was tested with work camp crew on 8/31/23 with 6 sections of the hose failed the test.

Scott reported that on 9/1/23, members purchased a washer and dryer for the firehouse to clean turnout gear. This will allow them to not have to go to South Jacksonville to clean gear from now on. The Board agreed that Bubba would hook up the washer and dryer.

A letter was provided from Megan Davidson of Zumbahlen, etc. recommending the Chapin Fireman bank account be closed, however it is not closed yet.

A motion to approve Fire Department Report was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

Chapin Rescue

Leslie Forsman Spoke regarding report. Leslie reported that Morgan County is discussing future of rescue squads, but no action at this time.

Leslie reported IDPH came to inspect and approved 3H11 red ambulance. The white ambulance 3H99 is in the shop for A/C repairs but expect approval from IDPH when it returns.

Report was accepted. Discussion regarding hiring however has not moved forward (New business #6).

A motion to accept the Chapin Rescue report was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

Chapin Emergency Management

Report was reviewed and accepted. A motion to approve the Chapin Emergency Management monthly report was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

Old Business

1. Discuss America Rescue Plan Funds – Tabled, nothing new to update
2. Discuss Holiday Celebration – Tabled, nothing new to update

New Business

1. Discussion and possible approval of sewer credit due to leak- Acct # 127-316- The homeowner is requesting a sewer credit due to a leak in which they had repaired on August 22nd however they will have one week of overages on the September bill therefore they are asking for a credit for this month and reported they should be back to normal for October. A motion was made to approve the sewer credit due to leak for acct #127-316 of \$212.09 by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow, Trustee K. Graham yea, and Trustee M. Brockhouse yea, Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.
2. Discussion and possible approval of Trick or Treat dates and times for the Village as well as Trick or Treat party at the legion. A motion was made for Trick or Treat times for Halloween for October 30 and 31st from 6-8pm as well as party at the Legion on October 31st from 6-8pm by Trustee K. Graham. A second was made by Trustee E. Morrow. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, and Trustee M. Brockhouse yea, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.
3. Discussion and possible approval to purchase Halloween supplies however not exceed \$1200.00. A motion was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, and Trustee M. Brockhouse yea, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.
4. Discussion and possible approval of purchase of Halloween treats for Police and Rescue to not exceed \$100.00. A motion was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.
5. Discussion and possible approval of obtaining quotes for Rescue Squad billing company. Since our billing service is ending, we are investigating other companies to bill our ambulance services through. The first company, Para Serv of Illinois, will take 10% of what is billed. Leslie thinks that would be a good deal at the current rate of billing. The second company, PBS wants \$200.00 a month or 8% commission, whichever is greater. The third option is to purchase billing software from Triangle. There is a startup fee of \$448.00 and then a fee of \$149.95 a month. With Triangle, we would have to bill on our own. Wendy is not available to do that, but maybe it could be done with another employee. Rex is in favor of Triangle. Ultimately, the board decided we need more information. This issue was tabled and will be revisited under old business next month.
6. Discussion and possible approval of hiring paramedics and EMTs. It was discussed to table and revisit at the next meeting. Leslie reported she would discuss with Bryce.
7. Discussion regarding police hours to go into executive session.

8. Discussion and possible approval of purchase of AED for CPD and VCFD. Wendy discussed with Bryce about the AED as the police AED is very outdated and he has ordered a new battery but have been waiting a year. The company recommended buying a new AED. Board discussed the AED for just police not VCFD as they do not have sufficient funds for a new AED. The police fund would cover the \$2,866.79 for one AED and battery. A motion was made for Trustee L. Forsman to approve purchase of new AED for CPD however to not exceed \$3000.00. A second was made by Trustee M. Brockhouse. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

9. Discussion and possible approval regarding agreement to contract out some emergency cleanup stuff if ever needed. Allen viewed and reported he did not see many negatives, however Allen only viewed this afternoon prior to meeting therefore it will be sent to Bryce for further discussion and will be tabled for Old Business to discuss later following more review.

10. Discussion and possible approval of service contract for CARS for lifepak monitors. Discussion regarding power button doesn't work on one of the stretchers. The board already approved to fix the stretchers to not exceed \$1500.00 but one blood pressure cuff does not work therefore the company recommends \$2300.00 to fix everything. The board discussed fixing everything. A motion was made by Trustee L. Forsman to approve a service contract for CARS for lifepak monitors, LUCAS CPR device and Powerload and Stretcher not to exceed \$2400.00. A second was made by Trustee E. Morrow. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

11. Discussion and possible approval regarding acceptance of the resignation of Jenna Crowder and Josh Jokisch from Chapin Police Department. A motion was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

12. Discussion and possible approval of executive session. A motion was made by Trustee A. Brockhouse to go into executive session at 8:42 pm with Wendy Bridgewater being asked to stay for executive session. A second was made by Trustee L. Forsman. Roll call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay, and 1 absent.

- Before going into executive session, Chief Pahlmann said that one of the neighbors to the legion wanted to be notified of activities prior to their starting. Village President Brockhouse denied.

The corporate authorities went into closed session.

The corporate authorities came back into open session at 9:36 p.m.

A motion to approve set 8 patrol hours per officer per month beginning October 1, 2023 and to not exceed 1,400 hours per year was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll call: Trustee A. Brockhouse yea, Trustee L. Forsman yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, and Trustee M. Lovekamp absent. Motion carried. 5 yea, 0 nay and 1 absent.

A motion to adjourn the meeting at 9:44 pm was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: All in favor. Motion carried. 5 yea, 0 nay and 1 absent.

Respectfully submitted,

Kara Graham

Village Trustee