

Chapin Board of Trustees

May 10, 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 absent, 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, Steve Helmich – Chapin Police Chief, Steve Edwards, Kara Graham, Gary Mattes, Larry Miller, and Charles Davis.

Minutes of April 12, 2023

Minutes of April 12, 2023 were reviewed. A motion to approve the minutes of April 12, 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 absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Minutes of April 18, 2023 Special Meeting

Minutes of April 18, 2023 Special Meeting were reviewed. A motion to approve the minutes of April 18, 2023 Special Meeting 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 absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

Wendy Bridgewater inquired if the Fire Text Response bill would be paid this month or not. Scott Pahlmann indicated he did not want it renewed in hopes of transferring service to I Am Responding. Wendy noted a transfer for Scott's salary as it needed to be paid this fiscal year. In the General Fund there is a service call from Hurrelbrink Consulting due to QuickBooks being up for renewal. The expense for QuickBooks was going to potentially be \$2,000 plus an additional \$5 per employee, instead they were able to go with the Enterprise version that is \$1,800 which will hit next month on the credit card. Wendy also noted that in the Sewer fund, the Sodium Bisulfite that is ran at the Lagoon May through October is back going.

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 absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Financial Reports

Trustees reviewed the Utility Billing Aging report. Wendy noted that all bills are current. The lien has officially been filed for Acct # 051-411.

Last month there was a check of \$126.77 that was written back to the Village for a sewer credit. Wendy inquired with the auditors and their determination was to donate it to a fund so the idea was that it be donated to the Holiday Celebration Fund and would benefit the community.

Trustees agreed and loved the idea. A breakdown of the Holiday Celebration fund accounting was provided. All the donations were added up and deposited back into the general fund. The amount of the expenses that were paid out of the general fund for the supplies for the open house breakfast. The balance, which was \$370.86, was deposited directly to the holiday celebration fund. The original investment amount has remained in the holiday celebration fund.

Wendy noted that the Legion event bookings for events have increased significantly. Most of the weekends in May are full and there is more coming in.

Wendy wanted to inquire about a recent request from someone who is wanting to rent the Legion. On the rental application it notes a 1am vacate time, but the renter would like to do a slumber party but didn't know if that was allowed. Scott Pahlmann – Chapin Fire Chief noted that it would not be allowed due to an occupancy rule, so the party would not be allowed to stay overnight in the facility.

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 absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Election Results:

For a 2-year unexpired term of Village President Rex Brockhouse received 29 votes. For Village Trustee, Erin Morrow received 31 votes, Leslie Forsman received 24 votes, Adam Brockhouse received 29 votes. There were a total of 34 ballots cast during the April 4, 2023 Consolidated Election.

A motion to accept the election results of the April 4, 2023 Consolidated Election 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 yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Diane Barber entered the meeting at 7:13pm.

Seat New Board Members & Swear In:

Rex Brockhouse was sworn in as Village President to serve an unexpired 2-year term.

Leslie Forsman was sworn in as Village Trustee to serve a 4-year term.

Erin Morrow was sworn in as Village Trustee to serve a 4-year term.

VP R. Brockhouse recognized Loren Hamilton for his many years of service with the Board of Trustees with a commemorative plaque.

Loren Hamilton left the meeting at 7:18pm.

Appoint Trustee to Vacant Seat & Swear In:

Kara Graham has expressed interest in the now vacant Board seat. VP R. Brockhouse entertained a motion to appoint Kara Graham to the vacant Trustee position. A motion to appoint Kara Graham as a Village Trustee was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 1 absent.

Kara Graham was sworn in to serve a 2-year unexpired term on the Board of Trustees.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed.

New Business # 4 – A quote for the SCADA system upgrade has been provided. Steve Edwards met with the representative. It was noted that the system is old and is original from when the new treatment facility was built. The quote would be to replace existing computer, upgrade RSView SE to current level, rework power for computer to run off UPS and replace UPS. They would assemble, program, wire and test everything. All of this work was quoted for \$6,600 by Ci&s. The new system upgrades would allow for auto generation of reports and other various time savers.

Hayden noted that he is still searching for a NLS transfer switch control panel as the current panel is outdated and very hard to find. He has been able to find one at the cheapest of \$800 used. He also found a company that would do a free evaluation and then repaired for \$300 to \$600. Discussion was had about what route would be to just get new or repair, or what would be the cost of an upgrade. Thoughts were to just have it sent out and repaired.

A motion to approve the Water/Sewer report and SCADA System upgrades with Ci&s for \$6,600 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 Police

Steve Helmich – Police Chief reports 67.5 hours worked during the month of April with seventeen calls for service and eight total days of coverage. So far, a total of 288 hours worked during the Fiscal Year.

March Fines collected of \$2.00 in E-Citation Fee.

Steve noted the department has completed three of the mandatory Saturday trainings for the year with select officers completing online training and more in person mandatory trainings will be required.

Equipment maintenance on the patrol car has been completed for the fiscal year. Fiscal year 24's focus will be on implementation of the body worn cameras.

There have been several more complaints about a mentally handicap resident.

A schedule of days will be released soon to Village residents wishing to get their non-highway

vehicle inspections completed.

Patrol officers have returned portable radios, however Chief Helmich retains his.

Steve noted that the MTU (Mobile Training Unit) is increasing their fees.

VP R. Brockhouse noted to Steve he would like to see a column added to his report of the number of training hours worked versus the number of patrol hours worked.

A motion to approve the Chapin Police 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.

Eric Andrews entered the meeting at 7:36pm.

Chapin Fire

Scott Pahlmann – Chapin Fire Chief noted various activities since last report. Minutes were provided for the meeting held on April 13th.

Four members were able to attend the IFSI Fire Service Vehicle Operator class held on April 29th.

Scott noted a communication he had with Adrian Walker from IDNR about the grant reimbursement status and that payment is in processing and the Village should be seeing payment in 2-3 weeks.

A list of class from February and March were provided.

Scott provided communications he has had with the IL State Fire Marshall's office regarding his questions. Allen Yow had various questions about their communications. There has been a stall in communications due to not having a resolution in the FDID numbers. Scott has completed several NFIRS reports but is unable to load the reports into the site.

May and Upcoming Activities were provided.

Scott noted he is requesting to remove Michael Guinn from the roster as he has given a verbal resignation.

Also requesting to move to I Am Responding at a cost of \$305 annually and a one-time setup fee of \$50.

A motion to approve the Chapin Fire report 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.

Chapin Rescue

Bryce McCormick noted 2 calls since last report with 19 year-to-date. Members were available for 663.25 hours during the past 30 days with 2899.25 year-to-date.

Bryce noted that the radio inventory was completed last month. Also, the sink in the rear room of the fire station is no longer working and requesting that a replacement be considered. A meeting this month was hosted by Memorial EMS and training the squad on bleeding control.

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

A motion to approve the Chapin Rescue report 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.

Chapin Emergency Management

Bryce noted that NIMS compliance is being tracked and completion remains ongoing.

An update to the RPP will begin this month.

There were no new issues noted but will work to follow up on emergency backups and schedule a test for the Emergency Interconnect.

Work continues on updating the EOP for the Village.

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.

Old Business

Adam Brockhouse entered the meeting at 8:05pm.

1. Discuss Plans for Legion Building – Now that the interior of the Legion is complete the outside needs attention. Question was raised about what amount everyone would be willing to spend on painting the outside. There will need to be a lot of prep before painting as the previous coats of paint has been peeling over the years. VP R. Brockhouse also wanted to inquire about having another breakfast event on June 24th, that would also include a kids craft event sponsored by Home Depot. Discussion about how many kids would be in attendance and how many kits to get. Also, VP R. Brockhouse has been thinking about a cookout event with a band sometime in August with hours being from 5pm – 10pm. Dates for August were discussed and thoughts were maybe August 26th, but this was something still in the brainstorming stage and nothing definite for sure at this time.

A motion to approve a NTE of \$2,000 for paint and supplies to paint the exterior of the Legion 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse abstain. Motion carried. 5 yea, 0 nay, 1 abstain.

VP R. Brockhouse wanted to thank Wendy, Alan and Jerry for their time during the recent breakfast event. They donated their time to come help at the event.

Trustee M. Lovekamp was finally able to get quotes from C.L. Campbell Construction for the storm damage to various Village buildings. The total cost does exceed the deductible and it is only one deductible per event. Thoughts were to go ahead and file a claim.

Adam Brockhouse was sworn in as Village Trustee to serve a 4-year term.

New Business #8 – Larry Miller, Charles (Bud) Davis, Diane Barber, Gary Mattes, Wendy Bridgewater, Leslie Forsman, Eric Andrews – Each person presented their concerns with their neighbor at 721 Morgan St. Various conversations and concerns were had about their history with Mike Andrews as he is mentally handicapped. There has been a long-standing history of people having issues with Mike, however things have been escalating and he is intruding on their properties even when asked to leave. Mike has also recently been spotted walking around the neighborhood without pants as he had an accident. Concerns with his care and how Mike is not fully capable of taking care of himself and would like to see him have a higher level of care. Mike’s brother, Eric Andrews, has a solution in the works in the coming weeks and hopefully Mike will have a higher-level care being closer to him.

Diane Barber, Gary Mattes, Larry Miller, Charles Davis, Eric Andrews left the meeting at 8:40pm.

There are still concerns that it has been said Mike would be better cared for or moved multiple times and nothing has actually happened.

2. Discuss American Rescue Plan Funds – tabled; VP R. Brockhouse wanted to look at the ability to use these funds to pay for the SCADA upgrades.
3. Discussion Regarding Painting the Water Tower – tabled; Jill Tracy has told the Village that she is planning to put it in the budget for \$100,000 at the State level but not certain if it will happen or not.
4. Discussion & Possible Approval of an Ordinance Revising Procedures and Rules Governing the Village of Chapin’s Volunteer Fire Department – tabled; revisions from last month’s meeting were provided. Would like to take some time to review.
5. Discussion & Possible Approval of an Ordinance Authorizing an Intergovernmental Agreement for Participation in the Mutual Aid Box Alarm System (MABAS Master Agreement 2022) – This is from last month’s meeting. Allen requested that Trustees review. This would include both Fire and Rescue. A motion to approve Ordinance 2023-2 Authorizing an Intergovernmental Agreement for Participation in the Mutual Aid Box Alarm System (MABAS Master Agreement 2022) 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 yea. Motion carried. 6 yea, 0 nay.
6. Discussion & Possible Approval of Moving Secondary Dispatching Software from Fire Text Response to I Am Responding – The cost of this would be \$305 annual with a \$50 setup fee. The cost would be split 50/50 between Village and Rural. A motion to approve Moving Secondary Dispatching Software from Fire Text Response to I Am Responding 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 yea. Motion carried. 6 yea, 0 nay.

New Business

1. Discuss Committee Assignments – A list of previous committee assignments was provided. Discussion was had about who would like to be on which committee. Now with Loren Hamilton no longer on the Board, newly appointed Trustee K. Graham will take his spots on committees. Trustee K. Graham will be assigned to the General Control/Administration, Public Safety and Anti-Fraud Committees.
2. Approve a Resolution Appointing Individuals to Sign Financial Instruments – Currently VP R. Brockhouse, Treasurer Wendy Bridgewater and Trustee L. Forsman are signers. Everyone is good with still being signers for Village accounts, then no documents will have to be altered with the bank. A motion to approve 2023-2 A Resolution Appointing Individuals to Sign Financial Instruments was made by Trustee E. Morrow. 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 yea. Motion carried. 6 yea, 0 nay.
3. Appoint Department Heads – Appoint the following: Scott Pahlmann – Chapin Fire Chief, Bryce McCormick – Chapin Rescue Chief, Steve Helmich – Chapin Police Chief, Hayden Helton – Chapin Water, Bryce McCormick – Chapin Sewer, Wendy Bridgewater – Treasurer. All Trustees in Favor.
4. Discussion & Possible Approval of SCADA System Upgrade – approved with Chapin Water/Sewer report.
5. Discussion & Possible Approval of Certified Water System Operator Contract & Pay Increase – a new contract for Steve Edwards as the Chapin Water Operator was provided. This is just up for renewal from the previous contract. Steve's monthly cost will increase \$200 per month and his hourly will stay the same. This contract will take affect June 1, 2023 and expire May 31, 2028. A motion to renew Steve Edwards contract as Chapin Water Operator was made by Trustee A. Brockhouse. 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 yea. Motion carried. 6 yea, 0 nay.
6. Discussion & Possible Approval to Purchase Paper Folding Machine – Wendy is requesting a paper folding machine as this will become a tremendous help for folding mass mailers and others as needed. She also noted that the next items is a document scanner which will also make scanning bigger stacks of documents, which she does multiple times per year, to the computer. On the current scanner you can only feed a few pages through at a time and it jams frequently. A quote from Amazon was provided for a paper folding machine. A quote from Hurrelbrink Consulting for the document scanner was also provided. Amazon quotes the folding machine at \$552 and Hurrelbrink quotes the document scanner at \$495 with installation. A motion to approve the purchase of a paper folding machine and document scanner with installation was made by Trustee A. Brockhouse. 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 yea. Motion carried. 6 yea, 0 nay.

Eric Andrews returned to the meeting at 9:02pm.

7. Discussion & Possible Approval to Purchase Document Scanner – approved with New Business #6.
8. Discuss Resident at 721 Morgan – discussed after Old Business #1.
9. Discussion & Possible Approval to Purchase Supplies for Corner of Congress & Superior – This is the corner in front of the fire house. It had been previously discussed and everyone was in agreement that it was a good idea, but there was never an amount approved to complete the project. A concept was provided of the idea. Would be a ring of retaining wall blocks in a circle shape, then filled with dirt and some sort of flowers or bush planted. Will still need to purchase mulch and the flowers. A motion to approve a NTE of \$1,600 for supplies for corner of Congress & Superior 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.
10. Approval to Remove Mike Guinn from the Fire Department Roster – Mike Guinn has given a verbal resignation from the fire department. It was noted that a letter should be sent to Mike noting his resignation since he only gave a verbal resignation. A motion to accept the resignation of Mike Guinn from Chapin Fire Department 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 yea. Motion carried. 6 yea, 0 nay.

A motion to enter into executive session at 9:09pm 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 yea. Motion Carried. 6 yea, 0 nay.

Steve Edwards, Wendy Bridgewater, Steve Helmich, Hayden Helton, Eric Andrews left the meeting at 9:15pm.

Trustees returned to Open Session at 10:04pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee K. Graham present, Trustee M. Brockhouse present, Trustee E. Morrow present, Trustee A. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

A motion to adjourn at 10:05pm was made by Trustee A. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: All in favor. Motion carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier
Village Clerk