

Chapin Board of Trustees

March 8, 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 present, 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, and Steve Edwards.

Minutes of February 8, 2023

Minutes of the February 8, 2023 Regular Meeting were reviewed. A motion to approve the minutes of February 8, 2023 was made by Trustee L. Forsman. 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 yea. Motion carried. 6 yea, 0 nay.

Bills & Transfers

Wendy Bridgewater noted that the AT&T bill for the Police squad car has not yet been received so will be applied next month.

From the water fund, semi-annual loan payment is being paid.

There are several power bills that have not been received including the firehouse and ballfield lights.

In the Martha Allen fund there is a reimbursement to Wendy which was due to the Village credit card limit being reached for the statement period. This was not realized until a recent trip to Home Depot when the credit card was declined. Since the Village credit card limit had been reached Wendy used her debit card to pay the bill. She needed to be reimbursed quickly as she needed those funds to pay her own bills. Wendy has since raised the credit card limit for her Village credit card since the Legion renovations are still ongoing.

Wendy provided an update on the expenditures so far for the Legion kitchen. There are only a few small things left to do and it shouldn't be too much more. So far there has been around \$9,000 spent for the whole project, but there are still a few transactions pending.

A motion to approve the Bills & Transfers 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 yea. Motion carried. 6 yea, 0 nay.

Financial Reports

Steve Helmich entered the meeting at 7:09pm.

Wendy noted that acct #051-411 has been previously discussed. There have been multiple bills sent to the family, but they have yet to finalize the account. A letter was sent today stating they have until the end of the month or otherwise a lien will be placed on the property.

There are two CD's that are due in the coming weeks; CD #3394 (Cemetery Fund) and CD #1727 (Motor Fuel Tax Fund). Interest rates from CNB Bank was provided. Interest rates have been unpredictable and unsure of what they are going to do.

A motion to renew CD #1727 and CD #3394 for 12-months and approve Financial Reports 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 yea. Motion carried. 6 yea, 0 nay.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed.

Hayden Helton noted there were no significant updates.

Requesting a portable Milwaukee water pump. This would be used to pump out meter pits and other uses. The current setup requires the truck to be close by to plug into. The Village currently has the batteries to operate this device, so would only need the device. Currently the cost is listed on the Home Depot website for \$229. Hayden noted that they are also in need of another drill as there is only one in working condition. An approximate cost was researched of what a good drill and accessories would be. Thought was that the portable pump and new drill with accessories shouldn't be more than \$500.

Hayden also noted that the SCADA system that monitors the water treatment plant and tower is in need of updating. It has not been updated since it was put in, and the program and system takes forever to boot. Thought was to get in touch with SCADA see what the cost would be and bring it back for review next month.

VP R. Brockhouse noted that the change machine at the water tower is also having issues and needs repaired. He was able to find the part(s) to repair it, so those have been ordered.

A motion to approve the Chapin Water/Sewer report and a NTE of \$500 for pump and drill with accessories 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 yea. Motion carried. 6 yea, 0 nay.

Chapin Police

Steve Helmich – Police Chief reports 27 hours worked during the month of February with zero calls for service and zero total days of coverage. So far, a total of 190.5 hours worked during the Fiscal Year.

Ptl. Gaines is still awaiting a few uniform items.

Chief Helmich continues physical therapy.

The department members completed the first of three mandatory Saturday training sessions for

the year, except Ptl. Jokisch who will receive the training through the Sheriff's office. The department triennial LEADS audit/certification is underway and will be completed by the end of the month.

Continuing to monitor select 2023 laws and policy changes.

A motion to approve the Chapin Police report was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. 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 yea. Motion carried. 6 yea, 0 nay.

Chapin Fire

Scott Pahlmann noted various activities since last report. During a recent meeting and training there were six cylinders that were found to be out of test dates. The cylinders were taken to AEC in Springfield for hydrostat testing. Three will be billed to Village and three to Rural.

A list of calls were not available at the time this report was completed. These will be updated for the next meeting.

Various upcoming activities were noted.

Scott noted that NFIRS have been completed for the calls from July 2022 through January 2023. There have been several questions about completing NFIRS reports sent to Illinois State Fire Marshals office but have not replied as of this report. Currently he is utilizing a free software through FEMA to complete the reports.

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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Rescue

Bryce McCormick noted 4 calls since last report with 14 year-to-date. Members were available for 687.25 hours during the past 30 days with 1465.25 year-to-date.

Bryce will be meeting with South Jacksonville to discuss the idea of adding SJFD members to CARS and if that is even a possibility. More information on this meeting at the April meeting. Various medications were replaced this month with JMH at not cost to the squad. An inventory was completed and included for review.

3-H-11 and 3-H-99 are both in service. All licenses and inspections are up to date.

Bryce noted that Former EMT Ryan Arnold has expressed interest in rejoining the squad as he travels for his full-time job in Texas to the area several times a month. He may not have monthly availability but is willing to be available when he is in the area. Requesting he be re-added to the squad as an EMT once his IL license is renewed. Thoughts were to wait until his license is renewed to add him back to the roster.

A motion to approve the Chapin Rescue 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Emergency Management

Bryce McCormick noted that NIMS Compliance is continued to be tracked and completion remains ongoing.

The RPP will be updated for 2023 after the end of the Village fiscal year.

Work continues with HMI controls with the GenSets.

This week is Severe Weather Preparedness Week. Will be replacing batteries in Severe Weather Radios. Encourage everyone to ensure they have a plan in the case of severe weather and a means to obtain severe weather warnings.

Work continues on updated the EOP for the Village.

A motion to approve the Chapin Emergency Management 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Old Business

1. Discuss Plans for Legion Building – tabled; everyone was able to see the updates and where everything stands as of now. Thoughts were that maybe in the coming months to start thinking about the outside and maybe come back next month with a cost on what everyone would be comfortable spending. Other thoughts about how to display some of the historic items, potentially some glass cases. Also, if there was a way to display the CBCD posters in a more compact manner such as a way to flip through them in a display. Would also like to see them digitized and eventually posted on the website.
2. Discuss American Rescue Plan Funds – tabled; no plans as of yet, but the guidelines on the funding is to have a plan in place in 2024 with funds spent by 2025.
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; Allen Yow noted he had reached out to Dan Beard, the attorney for Jacksonville, but has not heard back.
4. Discussion Regarding Painting the Water Tower – tabled; there was a random person who stated he is a painting contractor that approached the Village, but unsure of their capabilities. Darin Clarke spoke with Seve Edwards about the Village's needs, that a contract could be signed to lock in price, but concern is funding. Also, concern with needing to bid job due price. Allen Yow expressed that the job probably should be sent out for bid. Everyone agreed that they don't recommend signing anything before a plan is in place for funding.
5. Discuss Open House Breakfast Event – The Dorothy's Market gift was coming due for expiration on March 18th but could be reapplied for. A few dates were suggested. March 18th or March 25th. Multiple people were going to be gone on the 25th, so April dates were suggested. April 15th was the majority consensus with times from 8am-11am. A menu and how much will need to be come up with.

New Business

1. Discussion & Possible Approval of Resolution Authorizing the IL Municipal League to Collect the 2% Foreign Fire Insurance License Fee for the Village of Chapin Volunteer Fire Department – The Village has always received this foreign fire insurance license fee, but IML is now requiring a resolution be passed authorizing them to collect it and distribute it. IML will impose that five percent (5%) of the fees actually collected be paid to IML prior to distribution.
A motion to approve Resolution 2023-1 a Resolution Authorizing the IL Municipal League to Collect the 2% Foreign Fire Insurance License Fee for the Village of Chapin Volunteer Fire Department was made by Trustee M. Brockhouse. A second was made by Trustee L. Hamilton. 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 yea. Motion carried. 6 yea, 0 nay.
2. Discussion & Possible Approval of Requiring a Deposit for Legion Rentals – The current application for Legion rental does say that a deposit may be charged, but would like this to now be a requirement. There is not set amount for the deposit, but thoughts were to make the deposit \$50, which would cover cost in case of cleaning or other issues. Wendy noted that a renter would write out two checks, one for rental fee and one for deposit, she would keep ahold of the check written out for the deposit and as long as everything checks out after rental, the deposit check would be given back. A motion to approval the requiring of a deposit for Legion rentals 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 yea. Motion carried. 6 yea, 0 nay.
3. Discussion & Possible Approval of Water & Sewer Credit for Acct #176-719-001 – Recently there was a large leak at this residence. There was a leak found in the yoke and the curb stop, both of which have been replaced along with a new pipe in between the two. Unfortunately, the leak in the yoke caused an excessive amount of water to go through the meter. The property owner does not believe this should be their responsibility, therefore is requesting a water and sewer credit. Wendy calculated the water and sewer credit based on the previous 12 months of usage. This would mean a \$1,028.39 sewer credit and \$737.23 water credit. A motion to approve the water credit of \$737.23 and sewer credit of \$1,028.39 on acct #176-719-001 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 yea. Motion carried. 6 yea, 0 nay.
4. Discussion of Village Wide Clean Up Days & Yard Waste Pickup Days – Trustees reviewed the suggested dates for upcoming clean up days and yard waste pickup. Thoughts were to have clean up days on May 5th and 6th, then yard waste pickup beginning on May 8th and continuing through week.
5. Discuss Fire Department – discussed after return to Open Session.

A motion to enter into executive session at 8:25pm 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Hayden Helton, Steve Edwards, Wendy Bridgewater and Steve Helmich left the meeting at 8:27pm.

Trustees returned to open session at 9:34pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee E. Morrow present, Trustee A. Brockhouse present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

New Business #6 – The Board instructed Allen Yow to revise the Fire Department Ordinance to add the title and duties for an Assistant Fire Chief.

A motion to adjourn at 9:36pm was made by Trustee M. Lovekamp. 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