

Chapin Board of Trustees Meeting

December 8, 2021

Minutes

The meeting was called to order by Acting 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, Acting Village President Rex Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Steve Helmich – Chapin Police, Hayden Helton – Public Works Superintendent, Wendy Bridgewater – Treasurer, Brianna Helton, Tanya Pool, and Greg Hillis.

Meeting Minutes of November 10, 2021

Trustees reviewed the minutes of November 10, 2021 Regular Board Meeting. A motion to approve the minutes of November 10, 2021 Regular Board Meeting 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Bills & Transfers

Wendy noted various items. Property taxes were received on December 1st at a total of \$6,626.29 with \$5,347.17 to General, \$655.94 to Police and \$623.18 to Fire.

The annual Ameren gas franchise payment was paid on November 15th totaling \$1,360.

The transfers were completed from Water and Sewer to pay each 1/3 portion of the purchase of the 2008 Chevrolet Silverado.

A motion to approve the Bills & Transfers was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Financial Reports

There was a request for sewer credit submitted but was received after agenda posting. Acct # 163-215-001 is requesting sewer credit due to a leak. This leak was over 20,000 gallons and will be carried over to next month also. Credit amount would be \$53.94. A motion to approve the sewer credit of \$53.94 on Acct #163-215-001 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Wendy noted other various account that were delinquent. Acct #059-216-005 was shut off for non-payment on 12/1. Acct # 135-414-005 was sent to the previous owner as the tenant skipped out. Acct # 214-515 the bill has been mailed to the church. Acct # 260-619-002 a lien has been filed. Acct # 260-619-004 is vacant and the water service was thought to have been shut off but

the shut off valve was not closed all the way by accident and the home has leaks, so it used 14,000 gallons.

Wendy noted there was no statement received for the Rescue Squad savings account.

Account numbers for the General Saving and Police Savings did change due to the account type change to Public Funds Money Market Savings.

More ARPA funds were received on 11/26 of \$33.57.

A motion to approve the Financial Reports 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties completed include: Daily Water Testing and Water Treatment Inspection, Daily Lift Station Inspections, Daily Wastewater Treatment Inspection, Monthly Water Meter Readings, Monthly EPA Water Sample Collection and Delivery and Monthly EPA Sewer Sample Collection and Delivery.

New Business #5 - Hayden reports that the Base Angle on the dump truck plow was ground down when the cutting edge was damaged so the Base Angle needs repairing. There is one that can be ordered from Canada, but it is \$625 and the shipping would be very high. Thoughts were to that there is a welding place in Concord and they could probably repair this.

Hayden reports the Water Tower furnace blower motor has been replaced by Brennan's but there are further repairs that need done. Once one thing is fixed there is something else that goes wrong.

Hayden reports that Gano came out and completed troubleshooting on the NLS. They found both pumps to be clogged. Milnes & Bryce were able to see that the pit was full and thoughts were it had been dormant for at least 2 years so the pipes are clogged. The impellers of both pumps were cleaned and found that the #1 pump has bad bearings. A new hour meter was installed for pump #2 of the NLS and the NLS probe was cleaned. The pumps were continuously running because the probe needed cleaned. The warning lights on the NLS & emergency pumps were replaced. The SLS generator operation is now normal. The SLS surge protector replacement that was ordered is the wrong part and since it has been four and half months since it was ordered, it is not returnable. The one that was originally ordered was through Di-Tech, but one has been found through J-Mac.

New Business #4 - Hayden was able to meet with Gano about doing this job, however it is going to be \$1,400. He then asked if the Village ordered it would someone from Gano be able to just install and they will not. Hayden is going to order the part himself and should be able to do the work on his own.

Road Maintenance continues as needed.

Mowing has stopped for the year and will resume in the Spring.

The pest control company has been around and sprayed Village Hall, Water Tower and Fire house.

Multiple wiring issues with lights in the shops have been found. Hayden is hoping to have Gano come out and make the repairs.

The hydraulic system on the dump truck has had to have continuous repairs. Repair totals are \$992.39. When one section of hose is repaired more blow down the line.

The bulk water feed line continues to freeze with the cold weather. The Village has the parts to repair this so it will keep it from freezing but it had not been repaired in the past.

A motion to approve the Chapin Water/Sewer Report 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Wendy Bridgewater left the meeting at 7:30pm.

Chapin Police

Chief Post reports that there were 42.5 hours worked during the month of November across 5 days.

There were fines collected for October. \$84 in Fines and \$2 in E-Citation Fee.

Chief Post reports that all Police department employees have completed the 2021 Sexual Harassment Training.

A motion to approve the Chapin Police report was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Chapin Fire

Chief Pahlmann reports the following activities:

November 11 – members held a short meeting. Following the meeting members worked on a responder highway safety training.

November 23 – Members held a planning meeting for Breakfast with Santa.

For the IDNR Grant - Pahlmann noted that he is working with Fire Master Fire Equipment to schedule a date for members to be measured to for turnout gear. They will bring new helmets to also demo. After measurements are taken, cost will be reviewed and determine what can be purchased.

Pahlmann reports the following Calls:

November 10 – Missing person search

November 16 – Standby for Jacksonville Fire; Structure Fire

November 18 – Standby for Jacksonville Fire; Structure Fire

November 20 – Carbon Monoxide Alarm; 516 Morgan St.

November 20 – Standby for Jacksonville Fire; Structure Fire

November 24 – Propane Leak; 1637 Vangundy Rd.

December 6 – Grass fire from downed power line; Apples Rd.

Pahlmann reports the following December and upcoming activities:

December 9 – Breakfast with Santa setup

December 11 – Breakfast with Santa

December 23 – Training

A motion to approve the Chapin Fire report 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Chapin Rescue

Chief McCormick reports 6 calls since last report with 86 year-to-date. Members were available 684 hours over the last 30-days with 12,468 year-to-date.

McCormick noted that both ambulances will have their SOS licenses renewed this month. He has been in talks with MEMS Health System on the staffing struggle felt across all agencies. MEMS has ok'd the reduction of the fleet from two to one, as long as there is a plan in place for a loaner ambulance should the one ambulance be down for over 24 hours or for a non-transport option. MEMS would still like to see CARS stay a transport agency as CARS fills a mutual aid spot for the surrounding area. There was discussion about this topic and further discussion will need to take place between Bryce, Allen and AVP R. Brockhouse.

Chief McCormick reports that 3-H-11 and 3-H-99 are in service. JMH exchanged expired drugs at no cost on both ambulances. SOS Safety Inspections will be due in February 2022 and IDPH licenses are current for both ambulances.

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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Old Business

1. Discussion & Possible Approval of Security Cameras – a quote from Matt Martin Consulting was obtained to do camera installs at four Village locations including Village Hall, the Water Tower, Lagoon and Park. In the quote he broke down the cost for equipment only and the any additional charges if he and his team were to do final setup or final setup and install. Thoughts were that the priority would be to do Village Hall and the Water Tower. The quoted cost for Village Hall did not include the option to have audio recording at Village Hall for Police purposes. Christina was able to get in contact with him and Matt stated it would be an additional \$100 to have the audio capability. Thoughts were to do a NTE of \$1,150 just in case. The quoted price for Village Hall with audio capability would be \$1,050 and the quoted price for the Water Tower would be \$1,150. This includes equipment, running cable, and complete setup. The cost would be split – the cost for the Water Tower project would be charged to the Water fund and the Village Hall project to the General Fund. A motion to approve the cost of security cameras and complete install and setup at Village Hall NTE \$1,150 and Water Tower of \$1,150 through Matt Martin Consulting 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

2. Discussion & Possible Approval of IDNR Grant – tabled
3. Discussion & Possible Approval of Legion Updates – Greg Hillis from Benton & Associates presented information about what the expected updates to the Legion would need and the current estimated cost. The estimated cost would include updates to plumbing, electrical, HVAC, ADA Updates, and general construction. The current estimated cost would be \$355,000 however with the fluctuations in cost of building materials this could change and of course any unforeseen issues that may arise. Greg noted that there are grants out there that could assist with the cost, however some of them are a grant and loan combination. Thoughts were that a loan is not something the Village is willing to pursue. It was noted that if Trustees could be on the lookout for any business/organization that would be willing to donate funds to this venture. Greg will also be on the lookout for any other grants that would be helpful for this project also.

Tanya Pool left the meeting at 8:31pm.

Greg Hillis left the meeting at 8:34pm.

New Business

1. Discussion & Possible Approval of 2022 Regular Board Meeting Dates – None of the dates presented were on any major holidays. A motion to approve the 2022 Regular Board Meeting Dates 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.
2. Discussion & Possible Approval of Decals for Truck – a quote from Lomelino Sign Company. Another company was reached out to about a quote, and they did not respond. Lomelino is quoting \$140 for the decals and install. A motion to approve the Decals for Truck with Lomelino Sign Company for \$140 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.
3. Discussion & Possible Approval of Safety Jackets for Public Works Employees NTE \$180 – this would be for jackets for Hayden and Elizabeth currently. A motion to approve the purchase of safety jackets for public works employees NTE \$180 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.
4. Discussion & Possible Approval of the Purchase of and Install Cummins Surge Protector for South Lift Station – No action; previously discussed during Chapin Water/Sewer Report.

5. Discussion & Possible Approval of the Purchase of Base Angle for Snowplow – previously discussed during Chapin Water/Sewer report; going to send to welding place in Concord instead.
6. Discussion & Possible Approval of an Ordinance Establishing Permit Requirements for Construction Contractors – this was previously started and discussed under a former Village President’s lead. Revisions were requested based on discussion during a previous regular meeting and was never brought back. This is the copy with those revisions. Concerns have been raised about the contractors that are currently in town putting in telecommunications lines. This would be Ordinance number 2021-7. A motion to approve Ordinance 2021-7 Establishing Permit Requirements for Construction Contractors 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.
7. Discussion & Possible Approval of 2022 MFT General Maintenance Program & Maintenance Engineering – Hayden spoke with Benton & Associates about the possibility of MFT Funds being able to reimburse the Village for equipment use. A list of rental rates for equipment that the Village utilizes was itemized to include the pickup trucks, dump truck, tractor, plows, spreaders, mowers. A log would be kept of the hours each piece of equipment was used and then submitted at the end of the year, then a funds transfer would be completed from MFT back to the Village. Benton & Associates also prepared an estimate of maintenance costs and maintenance engineering fees for 2022. The estimate of maintenance costs is \$19,266.27 and maintenance engineering is \$885.32. A motion to approve the Equipment Rental Schedule and 2022 MFT General Maintenance Program & Maintenance Engineering 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.
8. Discussion & Possible Approval of Resolution of Maintenance Under the Illinois Highway Code – this approves the appropriation of \$21,000 of MFT funds for the purpose of maintain streets and highways. Based on General Maintenance Program & Maintenance Engineering cost. This Resolution would be number 2021-6. A motion to approve Resolution # 2021-6 Maintenance under the Illinois Highway Code 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.
9. Discuss Complaint Regarding 611 Superior Street – a nearby resident has complained that there are rodents that have been habituating at this abandoned structure and has become a health concern. A letter can be sent to the owner about this nuisance.
10. Discuss Open Trustee Position – after return to open session
11. Discussion & Possible Action Regarding Employee Compensation – after return to open session

Brianna Helton, Hayden Helton and Steve Helmich left the meeting at 9:00pm

A motion to enter into executive session at 9:00pm 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Trustees returned to open session at 9:28pm. Roll Call: AVP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee A. Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

New Business #10 – continue to accept applications for the open Trustee position.

New Business #11 – starting January 1, 2022 Jody Parrish pay will be \$12 per hour. A motion to pay Jody Parrish \$12 per hour beginning January 1, 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Hayden Helton: starting January 1, 2022 pay will be \$22.50 per hour and start Health, Dental and Vision benefits to cover employee only. A motion to pay Hayden Helton beginning January 1, 2022 \$22.50 per hour and start Health, Dental and Vision benefits to cover employee only 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Incentives: Wendy Bridgewater - \$600, Hayden Helton - \$200, Elizabeth Morgan - \$200. A motion to approve the incentives for Wendy Bridgewater of \$600, Hayden Helton of \$200 and Elizabeth Morgan of \$200 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 A. Brockhouse yea. Motion carried. 5 yea, 0 nay.

Allen handed out some ARPA Funds info on what the acceptable expenses are with these funds.

A motion to adjourn the meeting at 9:41pm was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: All Trustee in favor. Motion Carried.

Respectfully Submitted,

Christina Courier
Village Clerk