

**Village of Chapin
Minutes of Board of Trustees' Meeting
January 12, 2022**

The meeting was called to order at 7:00 p.m. the American Legion Building by Acting Village President, Rex Brockhouse. The following trustees were present for the roll call: Leslie Forsman, Mary Rae Brockhouse, Adam Brockhouse, and Mark Lovekamp (via telephone conference). Village Clerk Christina Courier appeared via telephone conference. Trustee Loren Hamilton and Village Treasurer, Wendy Bridgewater, were absent. Also present were Village Attorney, H. Allen Yow, Police Sergeant Steve Helmich, and Fire Chief Scott Pahlmann.

Also present were Steve Edwards, Brock Hoots, Chris McGlasson, and Erin Morrow.

Due to the physical absence of the Clerk, Attorney H. Allen Yow was appointed to serve as Recording Secretary for the meeting.

Recognition of Guests - Village resident Chris McGlasson expressed concern over the state of several homes in the Village. In particular, he is concerned that 718 North Street is in an unsafe and hazardous condition.

Minutes –

Minutes of the December 8, 2021 regular Board of Trustees' meeting were reviewed. Trustee Mary Rae Brockhouse moved to approve the minutes as presented. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Minutes of the December 8, 2021 special Board of Trustees' meeting were reviewed. Trustee Forsman moved to approve the minutes as presented. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Bills and Transfers –

Trustee Forsman discussed the bills and transfers as provided by Treasurer Wendy Bridgewater. It was noted that a down payment was made to Matt Martin for the video cameras being installed. The payment was made out of the general fund, water fund and police fund. It was also noted that the IRS mileage reimbursement rate is now 58.5 cents per mile. Trustee Forsman moved to approve the bills and transfers as presented. Trustee Adam Brockhouse seconded the motion. The motion was approved by the

unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Financial Report-

Trustee Forsman discussed the financial report and utility billing aging report provided by Treasurer Wendy Bridgewater. It was noted that a sewer credit request has been made by Charite McGuire in the sum of \$127.85, which the trustees took formal action later during the meeting. President Brockhouse noted that shut off letters will be sent to delinquent account holders this week.

Trustee Forsman moved to approve the financial report as presented. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Committee Reports:

Public Works Superintendent's Report –

Public Works Superintendent Hayden Helton's written report was reviewed by the trustees. Regular and recurring duties are being performed. A surge protector for the South Lift Station (SLS) Generator has been purchased. The SLS pump appeared clogged but the issue seems to have resolved itself. The North Lift Station still needs pumped and flushed but the ELS is keeping up. The quarterly CIP has been performed. Road maintenance is being performed as needed. Faucets have been added/replaced at the legion and village hall. Mowing has stopped for the year. The dump truck has been repaired and the salt spreader trailer should be replaced in the near future. Trustee Mary Rae Brockhouse moved to approve the report as presented. Trustee Adam Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Trustee Forsman reported that the cornerstone of the old grade school at the park appears to be in need of some maintenance as the concrete base is crumbling. President Brockhouse will take a look at the situation and report back.

Police Report –

Sgt. Steve Helmich provided both a written and oral report to the Trustees. He reported that during the month of December 2021, the department worked a total of 51.5 hours. The Village received the written resignation of Police Chief Joran Post on December 27, 2021. He reported that all department employees completed the 2021 Sexual Harassment Training. Ptl. Crower has completed orientation and is released to begin patrol shifts on her own. Ptl. Parrish takes his State final exams on January 29 and is

set graduate on February 5. Upon graduation, he will begin a FTO program with Sgt. Helmich and Ptl. Jokisch. In December, an act of vandalism was reported to have occurred at the park. Trustee Mary Rae Brockhouse moved to approve the report as presented. Trustee Adam Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Chapin Fire Department Report-

Chief Scott Pahlmann provided a written and oral report to the Trustees. On December 11, 2021 the department held its Breakfast and Santa Fundraiser, which set a record for attendance. He is working with Fire Master Fire Equipment to schedule a date for members to be measured for turnout gear. After being measured the department will review the cost and determine what to purchase. Between December 2, 2021 and January 6, 2022, the department had 9 calls. On January 13, 2022 at 7:00 pm. the department will have a meeting and training is scheduled for January 27, 2022 at 7:00 p.m. Trustee Forsman moved to approve the report as presented. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Chapin Rescue Squad Report –

Bryce McCormick submitted a written report for December 2021; however, in his absence Trustee Forsman discussed the report. It was reported that since the last report the department had 8 calls. In 2021, CARS responded to 92 calls for service with members donating 13,121 hours on standby. CARS is currently in compliance with IDPH requirements. Trustee Mary Rae Brockhouse moved to approve the report as presented. Trustee Adam Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0.

Chapin Emergency Management Report-

No report was provided. However, Bryce McCormick has resigned as the Village's representative on the West Central Joint Emergency Telephone System Board. Sgt. Helmich expressed interest in being the Village's representative. No action was taken; however, it will be placed on the February agenda as a new business item.

Old Business

IDNR Grant. No update. Tabled until the February meeting.

Filing Trustee Vacancy. President Brockhouse nominated Erin Morrow to fill the unexpired term of former trustee, Kevin Scott. Trustee Forsman moved to appoint Erin Morrow to fill the vacancy. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes. The motion carried 4-0. Attorney Allen Yow administered the oath of office to Erin Morrow and she was then seated and assumed the duties of Village Trustee.

Loan/Sale of CARS Ambulance. Tabled until the February Meeting. Attorney Allen Yow will follow-up with Bryce McCormick on this issue.

New Business

1. Revised Personnel Policy Manual. Attorney Allen Yow provided the trustees with a draft revision to the policy. No action was taken. Trustees are requested to provide comments to Mr. Yow by February 1, 2022. The matter will be an item of old business for the February meeting.

2. Water Tester Calibration Contract. Trustee Lovekamp moved to approve the Water Tester Calibration contract with HACH Service Partnership for the sum of \$828.00. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

3. Sewer Credit . Trustee Lovekamp moved to approve a sewer credit request made by Charite McGuire in the sum of \$127.85. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

4. Accept Police Chief Resignation. Trustee Forsman moved to accept the resignation of Jordan Post, with regret. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

5. Appointment of New Police Chief. Trustee Lovekamp moved to appoint Sgt. Steve Helmich to the position of Police Chief.. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

Subsequently, Trustee Forsman moved to increase Police Chief Steve Helmich's hour rate to \$18.00 effective immediately. Trustee Lovekamp seconded the motion. The

motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

6. Public Works Superintendent Resignation. Trustee Forsman moved to accept the resignation of Hayden Helton as Public Works Superintendent, with regret. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

7. Part-time Public Works Employee. Trustee Mary Rae Brockhouse moved to hire Hayden Helton as a part-time Public Works Employee, on an as needed basis, at the hourly rate of \$22.50. Trustee Adam Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

8. Public Works Superintendent. Trustee Forsman moved to hire Brock Hoots as the Village's Public Works Superintendent, beginning February 1, 2022, at the hourly rate of \$19.00; after the 90-day probationary period and evaluation, Mr. Hoots will be eligible for health, dental and vision insurance for himself, and a possible increase in his hourly rate. Trustee Lovekamp seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

There was also general discussion regarding remodeling the Legion Building and the need to search out grants and sources of funding. The idea of using a portion of the Legion Building as a museum was discussed and will be explored by the trustees. The new museum in Jacksonville has expressed a desire to view and possibly exhibit some of the Village's materials. No action was taken.

There was general discussion on the need to identify possible ARPA projects. No action was taken.

Also, Village resident Chris McGlasson's concerns regarding 718 North Street will be reviewed. A judgment lien search will be performed, and appropriate notices will be sent out.

Trustee Mary Rae Brockhouse made a motion to adjourn the meeting at 8:34 p.m. Trustee Adam Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes. The motion carried 5-0.

The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

H. Allen Yow, Recording Secretary