

## Chapin Board of Trustees

November 8, 2023

### Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:02pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman absent, Trustee Mary Rae Brockhouse present, Trustee Mark Lovekamp absent, Trustee Kara Graham present, Trustee Adam Brockhouse absent, Trustee Erin Morrow present. 3 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Allen Yow – Village Attorney, Hayden Helton – Chapin Public Works, Scott Pahlmann – Chapin Fire Chief, and Steve Helmich – Chapin Police Chief.

### **Minutes of October 11, 2023**

Minutes of the October 11, 2023 Regular Meeting was reviewed. A motion to approve the minutes of October 11, 2023 was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse absent, Trustee M. Brockhouse yea. Motion carried. 3 yea, 0 nay, 3 absent.

### **Bills & Transfers**

Wendy noted an additional bill that came in today from the General Fund of \$51 for Toner for the fax machine.

Wendy noted that the Fire Protection Fund is low so a transfer of \$800 was made from the Fire Protection Savings. There is a large bill of \$1,845.00 and Rural owes half of that but she has not received their half yet. The Fire Department also still owes on the interfund loan, and it has now been a year since that was agreed upon. She has concerns with the fact that the auditors were very clear on the stipulations on this and she is the one that will have to answer to them.

Concerns were raised about the fireman's account that had been previously discussed and why it has taken so long to turn the funds over in the account. Various concerns about how this account is not audited or overseen the way the Village accounts are. Chief Pahlmann expressed that the department does not want fundraising efforts to go toward operating expenses. Trustees expressed that extra funds need to come from somewhere as the department is out of funds.

Wendy noted in the Water Fund the Water Purchase was not received as the person is on vacation so this months amount will also be on next month's bills and transfers.

In the Motor Fuel Tax Fund, IRC, Inc. billed for the road work completed in town.

A motion to approve the Bills & Transfers was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse absent, Trustee M. Brockhouse yea. Motion carried. 3 yea, 0 nay, 3 absent.

## **Financial Reports**

Utility Billing Aging Report was reviewed.

Wendy noted Acct # 315-955-005 has now been finalized. This account was discussed last month and there were concerns with this property. Late fees were charged to the account on the 21<sup>st</sup> and the deposit applied to the past due amount. The amount due also includes the reconnect fee. Since there were concerns with the owners turning the meter on and off on their own, the meter was pulled. Wendy noted that a lien will probably need to be filed soon on this property. There are ARPA funds that are still outstanding to be spent and recently it was brought up that the funds can be put into CD's. The funds have to be obligated by December 2024 and spent by December 2026. Concerns with locking in the funds for too long in case they could be used before the term of the CD was up. There are some upcoming grants from DCEO that are going to help with the Water Tower project but the project needs to still be let out for bid and other steps taken before the project can begin. Thoughts were that since this was going to take time that start with a 6-month CD and then potentially renew for another 6 months if need be or if it can be. Wendy noted that during the water treatment plant project part of the agreement with the EPA was to have a capital improvement account opened which would hopefully help cover any expenditures in the future. However, due to the health of the Water Fund at the time of the project the account was not opened. Now the account is a little bit healthier and has more available funds, thoughts were to go ahead and open a Money Market Savings for the water treatment capital improvements. Currently the minimum opening balance for this type of account is \$2,500. From there a monthly transfer could be made of \$500 to this account going forward. A motion to approve the Financial Reports, open a CD with ARPA funds of \$65,048.47 was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse absent, Trustee M. Brockhouse yea. Motion carried. 3 yea, 0 nay, 3 absent.

Wendy wanted to note that the Martha Allen Trust recently reevaluated what the Village has been using funds for and they have donated a lump sum of \$10,621.00 on 11/2.

Since mowing season has now concluded, she was going to be having Marc Luttrell turn his key back in.

Unfortunately GFL has backed up into Village Hall again and there is damage to a section of siding. Wendy has had multiple conversations with GFL and it was agreed that they would send a check after estimate was obtained to get this section repaired/replaced. They finally sent paperwork but the amount listed was wrong, it had been shorted. After further conversations the amount was decreased due to "depreciation," but this is not legal to short a repair estimate for depreciation.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

Hayden noted last month about the tank level sensor and that it will need to be replaced. This is

going to cost around \$2,000 which he will have on his report next month. This is not something that can be recalibrated or repaired. Currently he has been able to trick the computer so that it is not causing alarms or other issues.

A motion to approve the Chapin Water/Sewer report was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse absent, Trustee M. Brockhouse yea. Motion carried. 3 yea, 0 nay, 3 absent.

### **Chapin Police**

Trustee A. Brockhouse entered the meeting at 7:38pm.

Steve Helmich – Police Chief reports 37 hours worked during the month of October with 28 calls for service and seven total days of coverage. So far, a total of 223.5 hours worked during the Fiscal Year.

Steve noted that an ordinance violation has been issued to 611 Railroad Street for farm animals. However during the visit with the individual there was a conversation about the specifics within the ordinance that notes not allowing farm animals and the terminology used. Concerns were raised about the potential need to make the terminology broader or being more specific.

Steve noted there is an individual that has expressed interest in becoming a police officer but is not certified. Steve inquired if the Board would be interested in hiring someone who isn't certified. Trustees agreed that they are not interested in this considering previous history and getting burned on this before.

A motion to approve the Chapin Police report was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Fire**

Scott Pahlmann – Chapin Fire Chief noted various activities since last report.

During the last month meetings were not held due to scheduling conflicts but training was held on one night and the other was dedicated to checking equipment.

A lit of calls was not available at the time of report. Call information will be updated in the next report.

November and Upcoming activities were noted.

A motion to approve the Chapin Fire report was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Rescue**

Bryce McCormick – CARS Chief noted 4 calls since last report with 42 year-to-date. Members were available for 600.5 hours during the past 30 days with 6076.5 hours year-to-date.

3H99 is scheduled to have the AC serviced in the next two weeks. This was previously noted that

it will be about \$1,500 to be done. 3H11 has been in service as the ALS unit. CARS is now having billing completed through Wendy, a huge thanks to her as this is just another addition to her workload. Working with Memorial for a Spring EMR/EMT class but will have more information at the December meeting. CARS has not used the money approved for the Spring EMS week of \$500 and would like to move that to a Christmas celebration/meal.

Bryce noted that two Paramedics and one EMT have expressed interest in the part-time hours to keep CARS in service to assist JMH with transfers. No official applications have been received at this time.

A motion to approve the Chapin Rescue report was made by Trustee A. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Emergency Management**

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

Bryce noted that for any new hires to please let him know so that he may pass along a packet of information of how to complete NIMS training, or if they have completed copies of their certificates would need to be submitted.

The Respiratory Protection Program is complete for the remainder of the year.

The wind incident in July was declared a Presidential Disaster. The Village has had two meetings with FEMA and Morgan County EMA. Working to complete all documents this month.

Bryce noted the need to complete the maintenance of the automatic switch at the NLS for generator power.

The SLS generator is not automatically exercising. It is not known why it will stay on the exercise schedule. Hayden noted that he has seen the NLS actually exercise as it is supposed to but he is not able to change when it completes this. He will update Bryce on this.

Bryce noted the WTP and STP EOP's are under review.

A motion to approve the Chapin Emergency Management report was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Old Business**

1. Discuss American Rescue Plan Funds – tabled; **New Business #7 & #8** - During recent meeting with Jill Tracy she was able to have funds set aside for the Village to help with the Water Tower project. Two grants of \$100,000 each have been put in place, one of state funds and the other with non state funds. From previous quotes and conversations the bare minimum of what needs to be done to the Water Tower per OSHA would be around \$266,000 with \$81,000 being done to the inside and \$185,000 to the outside. With these grants, there is a lot of paperwork but luckily both of them require similar information. The issue is with these grants is there may only be a year to spend the funds and since part of the funds are coming from in state funds, that means the funds have to be spend with in state contractors and there are very few contractors that do this type of

work inside Illinois. Wendy noted that she would like to move quickly on these grants and may want to hold a special meeting to approve them.

2. Discuss Holiday Celebration – since the event will be taking place before next meeting final discussion was had about logistics. Also, last year a NTE was made of \$500 which included prizes, food, candy, etc. Trustee M. Brockhouse noted a donation from Thrivent Financial of \$500 has been received for the event. A motion to approve a NTE of \$1,000 for the Holiday Celebration was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent
3. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled; have a few that have expressed interest. Applications have been given to Bryce for those individuals to submit.
4. Discuss & Approve Entering into an MOU with E-Environmental Services for HazMat Response – tabled; nothing new at this time.
5. Discussion & Possible Approval of Retirement Plan for Village Employees – tabled; a source was found called Illinois Secure Choice but it was later discovered that municipalities are not eligible for this plan per the helpdesk person Wendy spoke with. She is going to call again to be sure they another person gives the same answer.
6. Discussion & Possible Approval to Amend Personnel Policy Manual to Include Paid Leave for All Workers Act – Allen provided changes per State law that goes into effect January 1. Per IML a ordinance will need to be adopted to reflect the changes next month. A motion to amend personnel policy #307 Section D was made by Trustee E. Morrow. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent

## **New Business**

1. Accept Trustee Resignation – Trustee M. Lovekamp has submitted his resignation from the Board. A motion to accept the resignation of Trustee M. Lovekamp was made by Trustee M. Brockhouse with regrets. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent
2. Discuss Vacant Trustee Seat – per regulations a position should be filled within 60 days. There is one person that expressed interest but if anyone knows anyone else that might be interested, please have them reach out.
3. Discussion & Possible Approval of Tax Levy Ordinance – This is the standard 5%, which is the same as previous years. A motion to approve Annual Tax Levy Ordinance # 2023-6 was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent

4. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct # 251-719-003 – previously agreed on a payment arrangement to pay balance from leak. The leak is still ongoing however. Previously they thought it was a toilet and it has been fixed but the leak indicator is still spinning. They thought the issue was on the Village’s side in the pit but it is not. They went under the house and it was found to be a shut off valve under the house, which has now been fixed. Concern with the homeowner being able to pay bill in full if they couldn’t pay the bill from the leak before.  
A motion to approve the Sewer credit of \$118.09 for October and Sewer credit of \$177.58 for November for Acct # 251-719-003 was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.
5. Discussion & Possible Approval of Liquor License Renewal for A&A Chapin – A&A Chapin is applying for the same class C license as previously held. They have already paid the fee for the license.  
A motion to approve the Liquor License for A&A Chapin was made by Trustee A. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.
6. Discussion & Possible Approval of Donation to Triopia Yearbook – this is the same as previous years donation to the yearbook of \$40. A motion to approve the donation to the Triopia Yearbook was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.
7. Discuss DCEO Grants – with OB #1
8. Discuss Painting the Water Tower – with OB #1
9. Discussion & Possible Approval of Crediting Back Late Fees & NSF Fees – Acct # 017-515-008 – no action taken; looking back at their history, they are always late. The homeowner paid with a check on the 20<sup>th</sup> to avoid late charges but then the check bounced. The individual requested that Wendy “run it again” however that is not possible as Wendy is not the bank and the bank keeps the checks. Trustees agreed to no action.

VP R. Brockhouse noted there are a couple of trees on Morgan that are in the Village’s right of way. They look to be either dead or dying. These trees are fairly large and will be expensive to have taken down. Unfortunately these trees are close to structures and with their size Alan nor Jerry will be able to take these down. Probably be best to get a price for taking them down and present it for next month.

Wendy also noted that Concord is late on their bill for water sold to them. She seems to think that there is a new clerk and things have been slipping. Currently Concord is under a contact but it needs to be reviewed as it hasn’t been looked at since it was put in place when the water treatment plant project was done. Concord has still not paid for last month at this point and

wondering about how to assess late fees. Wendy thought about calling Jacksonville and seeing how they would assess late fees to bulk customers.

A motion to enter into executive session at 8:39pm was made by Trustee A. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.

Trustees returned to Open Session at 9:30pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman absent, Trustee E. Morrow present, Trustee K. Graham present, Trustee A. Brockhouse present, Trustee M. Brockhouse present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

A motion was made to adjourn at 9:31pm was made by Trustee A. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: All in favor. 4 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier  
Village Clerk