

Chapin Board of Trustees Meeting

October 13, 2021

Minutes

The meeting was called to order by Acting Village President & Trustee Rex Brockhouse at 6:59pm 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 Kevin Scott absent, Acting Village President & Trustee Rex Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Steve Helmich – Chapin Police, Scott Pahlmann – Chapin Fire Chief, Hayden Helton – Public Works Superintendent, Elizabeth Morgan – Public Works Assistant, Wendy Bridgewater – Treasurer, Steve Edwards, John Cooper, Carrie Cooper, and Bonnie Criss.

Swear In Acting Village President

Trustee Rex Brockhouse was sworn in by Village Clerk Christina Courier as Acting Village President.

Recognition of Guests

Bonnie Criss

Bonnie came to ask that the sidewalks in front of her home be either taken out, repaired, or replaced.

John & Carrie Cooper

They are in the process of building a new house on Superior and were told they were to come to a meeting about a possible variance. Since they are within limits of existing codes, no variances would be needed.

Meeting Minutes of September 8, 2021

Trustees reviewed the minutes of the previous Regular Board meeting. A motion to approve the September 8, 2021 meeting minutes 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Meeting Minutes of September 21, 2021 Special Meeting

Trustees reviewed the minutes of the September 21, 2021 Special Meeting. A motion to approve the September 21, 2021 meeting minutes 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Bills & Transfers

The annual fire truck loan payment is due – there is a transfer of \$2,000 from General Fund to the Fire Protection fund to go towards that payment.

On 9/24/21 property taxes were received. Total of \$15,458.67 with \$12,571.35 going to General Fund, \$1,480.65 going to Police Fund, and \$1,406.67 going to Fire Protection.

There are corrections from last month's Bills & Transfers. In the Water Fund, for Steve Edwards the wrong invoice was printed. \$1,956.69 was owed for August but was paid \$1,321.65, a difference of \$634.94. The current amount due is \$3,807.15 bringing the total to \$4,442.09. From the Rescue Squad Fund, Live Action Safety to replace expiring needles was on last month's Bills & Transfers to pay vendor directly but it was charged to Bryce's credit card. It is on now on this month's Bills & Transfers as cardmember as the vendor.

A motion to approve the Bills & Transfers 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Financial Reports

Acct #235-615-002 had a water leak that was found under the home. She has had higher than normal usage for the past few months and that is when the leak was discovered. A sewer credit is being requested for 8/31/21 billing of \$20.81 and 9/30/21 billing of \$28.26, totaling \$49.07. A motion to approve the sewer credit of \$49.07 was made by Trustee L. Forsman. 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Acct # 214-515 has a balance due of \$54.97 and will be paid by the previous resident or the Church.

Acct # 260-619-002 Service was shut off on 10/1/21. The current balance is \$260.93 which includes the \$75 reconnection fee. The homeowner will owe one more month in the amount of \$73.20, which has not been billed yet. They also have a deposit in the amount of \$125 that has not been applied to the balance. A certified lien letter will be sent next week. Currently the house is vacant and up for sale.

Acct # 025-917-002 the resident has moved and did not pay the bill. The account has been credited back the \$75 reconnect fee as the owner has paid the past due balance of \$333.69 and does not want the service turned back on at this time.

The Fire Protection Fund received the annual IML Foreign Fire Insurance Tax Payment in the amount of \$1,646.07 on 10/4/21.

The Martha Allen Fund received the quarterly US Bank Trust Fund distribution in the amount of \$2,675.50 on 9/30/21

The General Fund received the first ARPA payment in the amount of \$32,490.67 on 10/12/21.

The second payment, which will be the same amount, will be received in 12 months. A

spreadsheet has been created to track expenses. Question was raised about how these funds could be spent. Allen Yow clarified but will have to investigate eligible expenses.

Hayden Helton was issued a credit card on 1/5/21 and unfortunately it will be cancelled after 10/22/21.

David Luttrell has offered to smoke meat for the rescue squad members on 11/6/21. They would like to use the legion free of charge on this day.

The annual insurance payment will be on the Bills & Transfers next month. The total amount is \$24,300 and will be paid out of General, Water & Sewer funds.

A motion to approve the Financial Reports 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Wendy Bridgewater inquired about Village keys for mowing staff, if and when the keys should be turned back in since the mowing season is coming close to an end. Trustees agreed that around November 1st would be a good time.

Wendy Bridgewater, John Cooper, Carrie Cooper & Bonnie Criss left the meeting at 7:16pm.

Committee & Department Reports

Chapin Water/Sewer

Hayden reports 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.

Requesting to get a new steering box to install on the dump truck by Centre State for \$484.14. Have purchased two new tires for the white truck due to multiple missing sections of tread. He reports he has also changed the oil. He will be doing the brakes and putting on new pads this week.

Have purchased multiple items to repair equipment and catch up on maintenance.

Hayden reports the north lift station is still in-op and is trying to get an electrician to call back. The South lift station is working.

Road maintenance continues as needed.

Mowing continues as needed. They have also cleaned up trash at the park and put up a new flag on the park's flagpole.

Hayden has started researching costs for a truck. Overall, the trucks he has found are expensive right now with the used vehicle market the way it is. Need to seriously start looking for one.

Hayden would also like to discuss being able to train the new superintendent on what he knows before his resignation. He is willing to stay and help with mechanical maintenance on the trucks part-time.

A motion to approve the steering box purchase to installed on the dump truck by Centre State for \$484.14 and 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Chapin Police

Chief Jordan Post reports there were 77.5 hours worked during the month of September across 10 days with 27 calls for service, 3 traffic stops, and 1 arrest. Chief J. Post addressed an issue for subjects not in compliance for non-highway vehicles. Sgt. S. Helmich arrested a driver for driving 29 mph over the posted speed limit and DUI.

Shirts have been ordered for Ofc. Crowder.

Sgt. Helmich completed a two-week course on Supervision of Police Personnel, present by Northwestern University. This was at no cost to the department.

Patches have been ordered at a quantity of 100 that will last a long while.

Sgt. S. Helmich will be taking the squad car in for services as there is a safety recall and is in need of a tire rotation.

A motion to approve the Chapin Police report 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Chapin Fire

Scott reports the following activities since September 8, 2021:

September 9 – Sentinel Emergency Services came to the fire house to flow test and repair all SCBA's.

September 9 – Members held a short meeting. Batteries in the SCBA's and flashlights were replaced. Rust was removed from the hand tools and coated to prevent rust.

September 20 – 5 members attended the Lion's Club dinner & a significant donation was received.

September 23 – A short meeting was held, and vehicles were ran and all equipment was checked.

October 2 – Members held a drive-thru pork chop fry fundraiser, which went well. Currently pricing out equipment for the donations received.

October 6 – Members participated in annual fire drill at Triopia Schools. Later members visited classrooms to review fire prevention and fire safety notes. The National Fire Protection Association Fire Protection Week handouts were given to the students. The materials were received from a grant from State Farm Insurance.

Chief Pahlmann met with Jeff Mossman and staff at his State Farm office to receive Fire Prevention Week handout materials. This was donated from State Farm through a grant Chief Pahlmann applied for.

Scott reports the following Calls:

September 14 – Standby at own station for structure fire for Jacksonville Fire

September 18 – Parking at Triopia Football game

September 28 – Standby at own station for structure fire for Jacksonville Fire

September 28 – Standby at own station for structure fire for Jacksonville Fire
September 29 – Standby at Substation for structure fire for Jacksonville Fire
September 29 – Mutual Aid structure fire at 940 W. Morton for Jacksonville Fire that was cancelled
October 1 – Parking at Triopia Football game
October 7 – Parking at Triopia Football game
October 8 – Carbon Monoxide Alarm at 516 Morgan St.

Chief Pahlmann is requesting to purchase gear lockers from Fire Master Equipment using the memorial funds in the savings account.

A motion to approve the Chapin Fire report only was made by Trustee L. Hamilton. 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Chapin Rescue

Chief Bryce McCormick reports 11 calls since last report with 78 year-to-date. Members were available 773 hours over the last 30 days and 11,243 year-to-date.

Both ambulances were inspected by IDPH and have passed state inspections. Memorial EMS also inspected the ambulances and passed the EMS System inspections for ALS equipment. Both units will in for DOT Safety Inspection and PM this month. Tarrah DeGroot managed (and worked most) THS football game scheduling, so a big thank you to her. ESO reporting software is in operation and will be used on all calls going forward. Additionally Memorial EMS purchased an app system for transmitting patient care data to the hospital, which will make reporting easier for crews. A rebranding occurred with Passavant Hospital, they are now Jacksonville Memorial Hospital.

3-H-11 and 3-H-99 are both in service and no equipment has been changed since their inspections.

A donation from the Chapin Lions Dinner was also received.

Chief McCormick has no other request this month except for an update from a call this summer.

New Business #5 - While operating at an emergency scene 3-H-99 was backed into a roofline of a house where the gutter and part of the soffit was damaged. At the time, the homeowner stated they did not want to be paid for the damages or to file a claim of any type. There was no damage to the ambulance and a backer was present, but they were from another agency and maybe have not been trained on what the duties and responsibilities of a backer really are. A note with Village of Chapin contact information in the event they changed their mind about the damages, which they have. Two quotes have been provided for the repair.

The deductible on the insurance is \$500 and there was concern that this would raise insurance rates. Since the quotes are just above that, it would be best to pay the amount outright. This would be paid from the Rescue Squad fund. Of the two quotes the quote from KP Evans was less at \$875.

A motion to approve the KP Evans quote for \$875 to repair damages at 103 West State Cooper and the Chapin Rescue 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Old Business

None to mention

New Business

1. Discussion & Possible Approval of Compensation & Benefits for Village Employees – discussed and approved after return to Open Session.
2. Discuss Trustee Vacancy – AVP R. Brockhouse officially resigned his Trustee position. AVP R. Brockhouse noted someone that was interested but was unable to attend tonight. This will return next month to Old Business.
3. Discussion & Possible Approval of Resolution for Participation in State of IL Federal Surplus Property Program – Trustees reviewed the proposed Resolution. Allows the Village to participate in State Surplus Property program. Assigned Resolution # 2021-5. A motion to approve Resolution 2021-5 Resolution for Participation in State of IL Federal Surplus Property Program 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
4. Discussion & Possible Approval of Ordinance for Tax Levy – Annual Tax Levy prepared by Zumbahlen's. No public hearing necessary as it is not 5%. Assigned Ordinance # 2021-6. A motion to approve 2021-6 Annual Tax Levy Ordinance 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
5. Discussion & Possible Approval of Repairs to Damaged Personal Property at 103 West State in Concord – approved with Chapin Rescue report.
6. Discussion & Possible Approval of an Ad in Triopia Yearbook – place an ad in the 2022 Trojan yearbook. Previously have put in a 4-line ad that is \$40. A motion to approve an ad to be placed in the 2022 Trojan yearbook for \$40 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
7. Discussion of Trick or Treat Dates & Times – discussion was had about dates and hours. This year Halloween falls on a Sunday. Two nights could be approved. Thoughts were it could start earlier at 5pm because most parents might be off work due to the weekend. Thoughts were to stick with 2 hours each night. It was also noted that each year candy is purchased for the Police and Rescue Squad to hand out. Previously it was \$100 to split 50/50. A motion to have trick or treating on the 30th and 31st from 5-7pm each night also to purchase \$100 in candy which will be split 50/50 between Rescue and Police 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

8. Discussion & Possible Approval of Yard Waste Pickup Dates – AVP R. Brockhouse has spoken with Littleton's, and they are available most days in November. Discussion about upcoming dates. Thoughts were to have pickup on November 15th. Residents can place yard waste debris at their curbs according to the Village Ordinance. A motion to approve Yard Waste Pickup on November 15th, 2021 by Littleton Storm & Timber 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
9. Discussion & Possible Approval to Purchase Turnout Gear Rack – Chief Pahlmann provided a picture of what they would look like. The current ones are made of wood and are starting to break apart. They have served the department very well over the years. This new rack would be purchased with memorial funds from Jay Miller and recently Greg Hoots. A plaque would be mounted on the rack denoting its purchase was made possible by these memorial funds. The estimated cost would \$3,500 but does not include the spacers to mount to the wall. The cost should not exceed \$4,000. A motion to approve the purchase of a turnout gear rack 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
10. Discussion & Possible Approval of Timeclocks – Christina explained some of the pros and cons that she has found with timeclocks and discussed some of the logistics after speaking with Wendy. Right now, employees use paper timesheets that have columns for what work they are completing; General, Water, Sewer, Cemetery. Example of if they are completing work at the water tower this time is charged to the Water Fund. Thoughts were if a timeclock could have a job code to indicate this. Christina will do some more research and bring back some information next month for Old Business.

It was also mentioned that it has been discussed multiple times about getting security cameras for Village Hall and the Water Tower. Thoughts were to have two at Village Hall, one inside and one outside, also three at the water tower with two outside and one inside. This will be brought back for New Business next month.

11. Approval of Resignation of Public Works Superintendent – Hayden Helton has submitted his resignation on October 11th. He is willing to stay on as long as needed as long as an effort is being made to find a replacement. A motion to regretfully accept the resignation of Hayden Helton with final date of work to be determined 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Scott Pahlmann, Steve Helmich, Steve Edwards, Elizabeth Morgan, Hayden Helton left the meeting at 8:35pm.

A motion to enter into executive session at 8:36pm to discuss the appointment, employment, compensation discipline, performance, or dismissal of specific employees of the Village 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Trustees returned to Open Session at 9:19pm. Roll Call: AVP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee K. Scott absent.

New Business #1 – Police Chief-\$18 per hour, Police Officer-\$17 per hour, Sgt.-\$17.50 per hour.

Motion to approve Police Chief at \$18 per hour, Police Officer at \$17 per hour, Sgt. at \$17.50 per hour 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Increase Bryce McCormick to \$35 per hour retroactive to August 17th, 2021. A motion 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Offer Wendy Bridgewater full-time as the Treasurer as of August 13th, 2021 to include Health, Dental & Vision insurances. A motion to offer Wendy Bridgewater full-time as of August 13th, 2021 and offer Health, Dental & Vision insurance 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

An ad for the Public Works Superintendent needs to be posted. Recently job postings have been posted to JJC, JJC Online Job Board and The Source. Thoughts were to have a deadline of October 29th before the next Regular Board meeting. A motion to approve the posting of an ad for the Public Works Superintendent in JJC, JJC Online and The Source 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

A motion to adjourn at 9:26pm was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: All Trustees in favor. Motion carried 4 yea, 0 nay, 1 absent.

Respectfully Submitted,

Christina Courier
Village Clerk