

Chapin Board of Trustees

October 11, 2023

Minutes

The meeting was called to order by Village President Rex Brockhouse at 6:58pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman present, Trustee Mary Rae Brockhouse present, Trustee Mark Lovekamp present, Trustee Kara Graham present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 6 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 September 13, 2023

Minutes of the September 13, 2023 Regular Meeting were reviewed. A motion to approve the minutes of September 13, 2023 meeting 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 E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Bills & Transfers

Wendy Bridgewater noted that the Rescue Squad is out of money, but she is transferring what is left in the Rescue Squad Savings. This will cover the current expenses but any additional and they will be in the negative. After the transfer from savings, she will be closing this account. The annual fire truck loan payment of \$5,000 has been paid with \$2,000 coming from the General Fund.

On 9/27/23 an installment of property taxes was received totaling \$20,058.56 with General receiving \$16,510.79, \$1,819.37 going to Police and \$1,728.40 going to Fire.

The annual IMLRMA insurance policy has been received. The renewal is \$26,007.81 which is being split between General, Water and Sewer funds.

A motion to approve the Bills & Transfers was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Financial Reports

Wendy reported there are two bills that are past due with one that has been ongoing but was able to get the daughter who lives in Florida to pay the bill in full and the other has been in the hospital, but it has now been paid in full. She noted 251-719-003 was the account that was granted an extension in August, however the leak is still ongoing and not been fixed. Based off of recent usage they are going to have another high bill for the November 1st bill also. Account #315-955-005 has been another account of concern as the homeowner may be turning the meter on and off on their own. A lock has been put on the meter and pictures taken of the meter with

the lock. There have been attempts to get in contact with the owner but they have not returned any calls at this point. Concerns were expressed with owner cutting the lock. Discussion was had about what action Police or Allen Yow would need to take if this happened.

Wendy noted the Foreign Fire tax distribution was received for Fire Department on 10/2/23 of \$1,776.02.

A quarterly Martha Allen trust distribution was received on 10/2/23 of \$2,675.50.

A motion to approve the 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 E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse 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 that next month he will have to purchase a tank level sensor for the water which is around \$2,000. He has been able to bypass but this needs to be repaired.

Hayden noted that the NLS is exercising itself now and it is now transferring power but a new or used one will need to be purchased.

A motion to approve the Chapin Water Sewer 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 E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Police

Steve Helmich – Police Chief reports 44.25 hours worked during the month of September with 25 calls for service and five total days of coverage. So far, a total of 186.5 hours worked during the Fiscal Year.

Steve noted that Ordinance Citation books were received but they are incorrect. He worked with the vendor to get new ones and they should be arriving soon.

He has designed a new Ordinance Warning form and so far, two have been issued. He would still like to tweak the design a bit and turn it into a carbonless form through the same vendor that printed the Letter of No Trespass Forms.

There are various issues at 611 Railroad including farm animals. The homeowner has been given an Ordinance Warning. Pictures were taken as proof that the animals exist. Farms animals are not allowed in city limits per Village Ordinance. Per the Ordinance the homeowner has 10 days to remediate but they are past the 10-day mark so a citation needs to be issued and they will be required to appear in court. The resident is also causing multiple disturbances around town. A neighbor has filed a complaint, and a letter of no trespass has been created but Steve has not been able to track the individual down to issue the letter. Various concerns were raised about this individual and how citizens are scared of him and do not want to attach their name to a complaint.

Ptl. Dawdy has completed FTO on October 5th and is cleared to work shifts on his own.

Steve noted the department has not had a qualified range officer since Chief Post left, and every department is supposed to have one. He is scheduled to attend the course the week of November 27th to satisfy this requirement.

All officers received letters regarding minimum hours. One of the officers is unsure if they can meet that requirement and would like to discuss this further if this requirement can be altered for their situation.

Steve also wanted to note that if someone has a complaint that social media is not the place to do this. Wendy has continually received complaints at Village Hall and on the weekends instead of calling the Police. Steve noted that if there is a complaint, they want to make they need to call Morgan County non-emergency number at 217 479 4630 or 911. Discussion was had about ways to make everyone aware of this so that they would stop calling Village Hall or Wendy on her off time.

A motion to approve the Chapin Police report was made by Trustee L. Forsman. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Fire

Scott Pahlmann – Chapin Fire Chief noted various activities since last report. Minutes were provided for the meeting held on September 14th and September 28th.

Mask fit testing was performed on the 28th with 2 not having completed it, one is scheduled and three have no record of completing physicals. A few of them did complete the physical but paperwork was not sent by MOHA to the Village.

Scott noted that ISO came and completed a 5 year review. Scott thanked Bryce McCormick and Hayden Helton for completing the water department & hydrant portions. Results will be available in three to four months.

Members participated in the annual fire drill at Triopia schools. Arenzville invited Chapin to come along and participate in the fire drill at Trinity also.

A list of calls was provided from September.

September and Upcoming activities were provided.

A motion to approve the Chapin Fire 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 E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Rescue

Bryce McCormick – CARS Chief noted 4 calls since last report with 38 year-to-date. Members were available for 485 hours during the past 30 days with 5454.5 hours year-to-date.

Both ambulances were inspected by the IL Department of Public Health along with Memorial EMS this past month and both passed inspection. The fire extinguishers in 3H99 have been stored in an exterior compartment without quick release brackets, and now one must be located in the patient compartment in an approved bracket. The cost for this will be determined and reported back. Other than some backordered, expired items, both inspections went well, and both

were relicensed for another year. The AC unit in 3H99 was inspected and it was hoped that a leak seal would fix the issue, however it had leaked out near the end of the inspection. It is scheduled to have the evaporator replaced with an estimated cost of \$1,500.

3-H-11 is in service and 3H99 is out of service.

Old Business #4 – Ongoing discussion about hiring paid responders during the daytime. It has been difficult to hire, but anything would help. At minimum would need a paramedic and EMT to support JMH.

Approval with Chapin Emergency Management report.

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 be need to be submitted.

For the Respiratory Protection Program, the majority of all participants have completed fit tests as well as medical screening.

The wind incident in July was declared a Presidential Disaster. The Village is working with Morgan County EMA to submit for reimbursement of expenses. Potential for 75% cost recovery. Bryce noted a need to complete maintenance of automatic switch at the NLS for generator power.

The SLS generator not automatically exercising. Will need to investigate for the reason.

The WTP and STP EOP's will need to be updated to include language for cyber security. He will begin work on updated based on a template from the IL Rural Water Association.

A motion to approve the CARS report and Chapin Emergency Management report was made by Trustee M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: Trustee L.

Forsman yea, Trustee M. Lovekamp yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Old Business

1. Discuss American Rescue Plan Funds – tabled; nothing new at this time
2. Discuss Holiday Celebration – tabled; Trustee E. Morrow noted that she will start advertising after Halloween. Trustee M. Brockhouse noted that she received \$250 from Thrivent Financial. Discussion was had about various details for the event.

For the upcoming Halloween event, Wendy and Bri are handling most of the details for it. Most of the decorations for the event have been ordered or have arrived. There will be a "weeny roast" outside serving hotdogs with various toppings and condiments along with and other various activities taking place. Various discussion was had about logistics for the night.

3. Discussion & Possible Approval of New Billing Company for Rescue Squad – various options were presented last month. Trustees liked the idea of having this done in house more than contracting out. The previous person who was handling the billing was self-taught so the hope is that with training and setup Bri would be able do this. Wendy is unable to handle anymore projects as she has enough day to day items to oversee. The

current billing company has ceased operation as of October 1st. There is another person that lives in town that has experience with this, Wendy will be reaching out to them to see if they could assist. The option for doing billing in house would mean purchasing a software program called TRIANGLE. There are setup fees but this also comes with training.

A motion to approve Rescue Squad billing in house with the TRIANGLE software was made by Trustee A. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

4. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled; with CARS report.
5. Discuss & Approve Entering into an MOU with E-Environmental Services for HazMat Response – Allen noted that various revision were made. He would like to be able to communicate with the person at this company to review. He has made various small revision but nothing crazy has been altered at this time.

Allen wanted to note that during last months meeting question was raised about if Village buildings needed to be outfitted with AED's and the answer is no with what he can tell.

Allen also wanted to note that there is a big class action lawsuit against 3M. There is a big application that would need to be filled out if were a part of, however there are various questions that would need answered to determine if Chapin would be a part of.

New Business

1. Discussion & Possible Approval of Water & Sewer Credit Due to Leak for Account #233-519-002 – Requesting a credit to water and sewer charges. The homeowners have had multiple issues. Originally replaced service line but only up to sidewalk, not all the way up to the meter, and then the issue came back in the section that was not replaced. They have now replaced the whole line including what was under the sidewalk. There is concern that the owners have been turning the meter on and off on their own. A motion to approve a sewer only credit of \$66.80 for account # 233-519-002 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 E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.
2. Discussion & Possible Approval of Sewer Credit Due to Swimming Pool for Account #060-214 – Requesting a sewer credit due to filling a pool. Credit would be \$106.12 based on previous usage. A motion to approve the sewer credit of \$106.12 for account # 060-214 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 E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

3. Discussion & Possible Approval of Sewer Credit Due to Leak for Account #127-316 – Requesting sewer credit due to a leak of \$53.28 based on previous usage. A motion to approve the sewer credit of \$53.28 for account # 127-316 was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.
4. Discussion & Possible Approval of an Ordinance Authorizing the Disposal of Personal Property – the items listed are either damaged, outdated or irreparable. A motion to approve Ordinance # 2023-5 An ordinance of the Village of Chapin Authorizing the Disposal of Personal Property Owned by the Village of Chapin was made by Trustee L. Forsman. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.
5. Discussion & Possible Approval of Retirement Plan for Village Employees – tabled; due to impending changes in IL law there has been a requirement placed that any employer with five or more employees would need to offer a retirement plan. VP R. Brockhouse wanted to inquire about if there was a specific company or representative that would be able to present some options for plans. If anyone has any suggestions, please have them contact the Village.

A motion to enter into executive session at 8:31pm was made by Trustee M. Lovekamp. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Wendy, Steve, Hayden and Scott left the meeting at 8:31pm.

Trustees returned to Open Session at 9:12pm. Roll Call: Village President R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee E. Morrow present, Trustee M. Brockhouse present, Trustee K. Graham present, Trustee A. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

6. Discussion & Possible Approval of to Amend Personnel Policy Manual to Include Paid Leave for All Workers Act – tabled

A motion to adjourn at 9:13pm was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: All in favor. Motion carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier
Village Clerk