

Chapin Board of Trustees Meeting

May 11, 2022

Minutes

The meeting was called to order by 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 absent, Trustee Adam Brockhouse absent, Trustee Erin Morrow present. 4 Trustees present. Also present were Christina Courier – Village Clerk, Brock Hoots – Public Works Superintendent, Wendy Bridgewater – Treasurer, Steve Helmich – Chapin Police Chief, and Scott Pahlmann – Chapin Fire Chief.

Minutes of April 13, 2022

Trustees reviewed the minutes. A minor wording error was noted and will be changed before official posting. A motion to approve the minutes of the April 13, 2022 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Minutes of April 21, 2022 Special Meeting

Trustees reviewed the minutes. A motion to approve the minutes of the April 21, 2022 special meeting was made by Trustee M. Lovekamp. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman abstain, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, VP R. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 abstain, 2 absent.

Bills & Transfers

Trustees reviewed the Bills & Transfers. Wendy Bridgewater noted in the transfers that after reviewing an expense for Stain & Sprayers for Buildings at the Ball Field that the funds should probably come from Martha Allen instead. Trustees agreed.

A motion to approve the Bills & Transfers 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Financial Reports

Trustees reviewed the Utility Billing Aging Report. Wendy noted Acct #173-718-008 the homeowner filled out an application and paid the deposit, so water service was turned on by Brock. The homeowner realized that there were several leaks and wanted Brock to come and shut off the kitchen sink. The homeowner did not want the water shut off at the pit so that they still had use of a bathroom. The homeowner is claiming that the water was shut off at the pit by

Brock but he did not. The homeowner believes they should not have to pay since there was zero usage. Trustees agreed that the rate sheet lists usage anywhere between 0 and 2000 gallons so the homeowner is still liable for the charges.

Funds were finally received from JMac on April 19th of \$797.85 of the \$823.50 originally spent. The returned funds were deposited into the Sewer account.

A motion to approve the Financial Reports 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Wendy Bridgewater left the meeting at 7:12pm

Committee & Department Reports

Chapin Water/Sewer

Brock Hoots – Public Works Superintendent noted Regular and Recurring Duties are being performed.

Two maintenance contracts from Vandevanter are up for discussion tonight for maintenance of the lift stations.

Brock noted there was a significant leak at 320 Superior where the service line comes out of the main. Milnes was able to come and repair that on April 26th.

The grass carp have been ordered and are to be picked up on the 15th.

Road maintenance and mowing continues as needed.

Inventory on both shops, water tower and lagoon are ongoing.

It was mentioned about how the grub activity was at the cemetery and if the grub killer had been laid yet.

The prisoners will be keeping up with the to do list items for the Park, Ball Field, Legion, etc.

Question was raised about how the mowing was going with the part-time mowers helping out.

A motion to approve the Chapin Water/Sewer report 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Chapin Police

Steve Helmich – Chapin Police Chief noted there were 21 hours worked with 3 days of coverage. There were 3 calls for service during this time.

Steve noted that at that South Jacksonville Police/Fire Department building on May 19th there will be a representative from Glock USA presenting Steve with a certificate for a firearm at no cost. This is being done due to Steve's personal firearm being confiscated by the State Police during the ongoing investigation. Members of the Chapin Police and Chapin Village Board members along with the Village Treasurer are invited.

Steve wanted to start having a discussion about what kind of awards the officers involved in the pursuit and shooting incident could be presented with. He has a few ideas that would be less than \$1,000 for all the awards presented. He will be proposing an estimated cost at next month's

meeting. Thoughts were this could be titled something along the lines of a “Life Saving” or “Valor” award.

Steve also noted that he is also up for a Purple Heart award for being injured in the line of duty. It was inquired about how the Police Trainee was doing. Steve noted he has not passed the exam yet but still has time to retake the exam.

A motion to approve the Chapin Police report 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Chapin Fire

Scott Pahlmann – Chapin Fire Chief noted various activities and calls since last report. Scott noted that one of the power units would not start and was taken to Mower Medics to have the carburetor replaced.

Chapin Fire hosted the IFSI Basic Extrication Class. Eight members from Chapin Fire attended the class. Special thanks to Terris Lacy of Jacksonville Ire & Metals and Bill’s Towing for the cars.

A list of calls since last report was provided.

A list of upcoming activities was provided. Scott noted that there will not be a pork chop fry this upcoming weekend as he was unable to get the advertising out in time and members are becoming burnt out.

A motion to approve the Chapin Fire 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Chapin Rescue

Bryce McCormick – Chapin Rescue Chief noted there were 5 calls since last report with 21 year-to-date. Members were available 341.75 hours during the past 30-days with 3,047.75 year-to-date.

Both units have been safety inspected and expired equipment replaced. Airway devices will be expiring in the next 60 days and will be replaced as they expire.

This is EMS Appreciation Week so thank you to all EMS personnel.

3-H-11 and 3-H-99 are both in service. Various equipment and materials were replaced. Both ambulances will be due for their SOS Safety inspection in September 2022.

A motion to approve the Chapin Rescue 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 L. Hamilton absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Old Business

1. Discuss Plans for Legion Building – Tabled; Trustee A. Brockhouse is still awaiting to hear from the Tracy Family Foundation.

2. Discuss American Rescue Plan Funds – Tabled; no updates
3. Discussion about Firehouse Maintenance Updates – Tabled; no updates
4. Discussion & Possible Appointment to Chapin Emergency Management Department – tabled; There are not currently any candidates. Allen has reached out to Bryce about the info for this position, but there has been no response. Steve Helmich is potentially interested.
5. Discuss OSHA Visit to Firehouse – The letter from OSHA has yet to be received. Everything that the Fire department has record of has been sent to them and just awaiting a response.
6. Discussion & Possible Approval to Revise Cemetery Ordinance – tabled; Trustees please review and will be brought back for the June meeting. This newest ordinance would repeal all others pertaining to the regulations for the cemetery and a new one would be passed. Various items were noted as needing updated such as adding a grave opening fee. Another item that was suggested was to take out the clause that a family member could dig a hole for cremated remains while under the supervision of a Village employee or representative.

New Business

1. Discussion & Possible Approval of Contract to Inspect North Lift Station w/ Vandevanter – No action; Trustees reviewed the proposed contracts and the cost. There was concern with cost especially since all they would be doing is inspecting. This would not include the cost of any parts or additional labor for repairs.
2. Discussion & Possible Approval of Contract to Inspect South Lift Station w/ Vandevanter – No action; same comments were made from the North Lift Station contract. Question was raised if maybe Benton's would have another company that could perform these same tasks. Brock will get in touch with Benton's to see if they have another company that could be utilized for the lift stations.
3. Discussion & Possible Approval of an Ordinance to Dispose of Personal Property – a list of items was compiled from each of the departments. 2022-1
4. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; review and come back with comments for the June meeting.
5. Discussion & Possible Acting Regarding Employee Compensation – action taken after return to open session.

A motion to enter into executive session at 8:14pm 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

Scott Pahlmann, Brock Hoots and Steve Helmich left the meeting at 8:14pm.

Trustees returned to Open Session at 8:42pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton absent, Trustee M. Brockhouse present, Trustee E. Morrow present, Trustee A. Brockhouse absent. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

New Business # 5 – Discussion & Possible Action Regarding Employee Compensation – A motion to offer Brock Hoots single coverage of medical, dental and vision insurance 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 L. Hamilton absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

A motion to advertise for a Public Works employee with The Source, Journal Courier and Journal Courier online 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 absent, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion carried. 4 yea, 0 nay, 2 absent.

A motion to adjourn at 8:48pm was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: All in favor. Motion carried. 4 yea, 0 nay, 2 absent.

Respectfully Submitted,

Christina Courier
Village Clerk