

## **Village of Chapin**

### **Minutes of Board of Trustees' Meeting**

**February 12, 2025**

The meeting was called to order at 7:00 p.m. by Village President, Rex Brockhouse. The following trustees were present for the roll call after the Pledge of Allegiance: Trustee Mary Rae Brockhouse, Trustee David Luttrell, Trustee Erin Morrow and Trustee Kara Graham. Also present were Police Chief Steve Helmich, Trevor Cawthon, Public Works Superintendent, Christina Courier, Office Manager, and Village Clerk Bailey Walters. Trustee Diane Barber was absent.

**Comments for the Floor-** None.

#### **Minutes-**

Minutes of the January 8, 2025, regular Board of Trustees' meeting were reviewed. Trustee Graham moved to approve the minutes as presented. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: M. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes. The motion carried 4-0.

Special Minutes of January 16, 2025, regular Board of Trustees' meeting were reviewed. Trustee M. Brockhouse moved to approve the minutes as presented. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: M. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes. The motion carried 4-0.

#### **Bills and Transfers-**

Office Manager Courier provided the report. The yearly equipment transfers from MFT to General took place this month. There was an accounting error, which was off by one penny, therefore there was an additional transfer to account for this. The Chevy Truck has been fixed and it was around \$2,000. The extender for the fire hydrant has been delivered and will be put in once the weather gets nicer. There are some invoices that are coming in for Patrolman McKinney for equipment and uniforms. Trustee Graham moved to approve the Bills & Transfers as presented. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: M. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes. The motion carried 4-0.

#### **Financial Report-**

Office Manager Courier provided the financial report. She noted that there are 3 CD's coming due in March,. There have been several issues with the Sewage account with fraudulent EFTs. Wendy has returned her work from home equipment since she has not been using it recently. Leslie Forsman also brought in her keys and ID. Trustee Luttrell moved to approve the financial report as presented. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes. The motion carried 4-0.

Trustee Adam Brockhouse entered the meeting at 7:10.

## **Committee Reports**

### **Water and Street Superintendent's Report-**

Water and Street Superintendent Cawthon provided a written and oral report, and it was reviewed by the Trustees. OSHA came by and said the railing in the cold shop is not up to code so will have to purchase new railing. Trevor has become ROINC official February 1. Steve Edwards will still be available, if necessary, at his hourly rate. Received the extension for the Fire Hydrant on Cooper. Will get it installed once the weather allows. The Vandeventer Lift Station job has been completed but there is an emergency pump repair. The seal is broken and is no longer keeping the pump waterproof and is around \$4,000.00 to get it fixed. The Public Works Chevy truck has been fixed and it cost \$2,000.00 to do so. Trustee Graham moved to approve the Water and Street report as presented. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion carried 5-0.

### **Police Report-**

Chief Steven Helmich provided both a written and oral report to the Trustees. The next hearing for the Ordinance Violation at 611 Railroad Street will be on March 3<sup>rd</sup>. The Circuit Clerk is implementing eCitations but it will be around \$940.00 to purchase the required printer. Looking to hold off since there are not many citations given. The IL Supreme Court made some changes to the Citation and Complaints so we will have to order new paper tickets. Recently hired Wesley McKinney as a Patrolman. Uniform and equipment have been ordered. ILETSB required a mental health assessment and Officer McKinney passed. Will be issuing Officer McKinney his equipment and credentials to be authorized to work. Still needs a couple of field training prior to being released to work on his own. Trustee M. Brockhouse moved to approve the report as presented. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion carried 5-0.

### **Chapin Rescue Squad Report and Chapin Emergency Management Report-**

Bryce McCormick submitted a written report. EMT Leslie Forsman has resigned. Waiting to hear back on a grant from OSFM as their extrication tools will no longer charge as the charge is broken and cannot find a replacement. Do have a set of loaner tools to use for the next 2-4 months. Would like to schedule the maintenance for the monitors, stretchers, and power load. The battery on the power load needs replaced. Members of CARS responded as mutual aid to Scott County, where they used our Lucas CPR device, and has a successful save of an out-of-hospital cardiac arrest. The is one of the first saves for the CARS in several years. Trustees looked over the material and Trustee Morrow moved to approve the report as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

### **Old Business**

American Rescue Plan Funds- No update.

DCEO Grants- No update.

Painting the Water Tower No update.

611 Railroad- Discussed in Police Report.

PFAS Claims- No action.

Approval of Easter Egg Hunt- Trustee Graham motioned to approve not to exceed \$350.00 for the Easter Egg Hunt. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of Summer Bash- Tabled. A variety of potential logos was presented. Several comments were made but, no determination was made on which one everyone liked more.

Trevor Cawthon leaves the meeting at 8:13 pm.

### **New Business**

Approval of a Resolution Appointing Individuals to Sign Financial Instruments- Trustee Graham motioned to approve Resolution # 2025-1 adding Trustee Luttrell to Sign Financial Instruments. M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of a Raffle Application for the Village of Chapin- Office Manager Courier presented the license to conduct raffle. The raffle will be held on every Monday at 7 pm at Dandy Mandy's Restaurant. The tickets will be sold for \$1 and can be purchased during regular hours at Chapin Village Hall, Dandy Mandy's and Chapin American Legion. The first drawing will be held on Monday March 3<sup>rd</sup>. \$250.00 from the Fire Department and \$250 from the Rescue Squad as starting pot for the Queen of Hearts. Trustee Morrow motion to approve the Raffle Application. M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of Opening Queen of Hearts Checking Account- Trustee Luttrell motioned to open Queen of Hearts Checking Account with \$250.00 from the Fire Department and \$250 from the Rescue Squad as starting pot for the Queen of Hearts. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval to Close Sewer Checking and Open a New Sewer Checking Account- Due to more fraudulent transactions it has been recommended that the account be closed and a new one opened to avoid future issues. Trustee Graham motioned to approve closure of the Sewer Checking Account and to Open a new Sewer Checking Account. M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

GFL Waste Collection Agreement- Tabled. They are looking to change a few things up for the next contract. If any changes are made prior to the expiration of the current contract, the rates will stay the same until the end of 2025.

Approval of Railing for Cold Shop at Village Hall- Trustee Morrow motioned to approve the \$816.00 Uline purchase of Railing for Cold Shop at Village Hall. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of Filing BASF & TYCO PFAS Claims- Trustee Morrow motioned NOT to move forward with the PFAS Claims. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of a Resolution Authorizing an Intergovernmental Agreement for Participation in the Illinois Public Works Mutual Aid Network (IPWMAN)- Trustee Morrow motioned to approve Resolution # 2025-2 Authorizing an Intergovernmental Agreement for Participation in the Illinois Public Works Mutual Aid Network (IPWMAN). Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

Concord Water Contract- Tabled. Concord is looking to sell their system to the Village. This means Chapin would become responsible for billing and maintenance.

Ordinance Establishing Standards for Construction of Facilities on Right of Ways- No Action. Trustees did not see a reason to move forward with anything of this nature due to lack of staffing to enforce.

Approval to Purchase Laptop Computer for Body Cameras- Tabled. Other options are going to be looked into that would be less in cost but similar functionality.

Trustee M. Brockhouse made a motion to adjourn the meeting at 8:58 p.m. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 5-0.

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk