

Village of Chapin
Minutes of Board of Trustees' Meeting
December 11, 2024

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 Stefanie Ballinger from Benton and Associates, Steve Helmich, Police Chief, Mark Lovekamp, Interim Fire Chief, Christina Courier, Office Manager, and Village Clerk Bailey Walters. Trustee Leslie Forsman and Trustee Adam Brockhouse was absent.

Comments from the Floor – None.

Minutes –

Minutes of the November 13, 2024, regular Board of Trustees' meeting were reviewed. Trustee Morrow 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: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Bills and Transfers –

Office Manager Courier provided the report. She said that the funds from Venmo account received during Breakfast and the Parade have been deposited into the General account and will be transferred into the Celebration Account. The Breakfast with Santa and the Christmas parade brought in \$687.33 but the expenses were \$1,422.13. Most items that were bought were decorations, toys, and other items that can be used next year. There will be more bills coming out of the Celebration account next month also. Will have to get more donations next year to help cover expenses. EPA sent an invoice but was found out to be wrong and was straightened out by a voided check and reissuing a new check. Trustee Brockhouse moved to approve the Bills & Transfers as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Financial Report-

Office Manager Courier provided the financial report. She noted that there were a couple of leaks. No CD's maturing until March 2025. Acct# 098-218-001 has been paid and full as of 12/11/24. Trustee Brockhouse moved to approve the financial report as presented. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

New Business 8- 2025 MFT General Maintenance Program & Maintenance Engineering

Stefanie Ballinger from Benton and Associates provided an information for the 2025 Maintenance Program. Stefanie has looked at the roads in and around the Village as well as Casco from Pittsfield to complete crack sealing. Cylinder Head Road is separating and it is recommended to fix this issue. There is an estimate of \$85,500 to fix said roads for 2025 but looking to fix little by little over the next couple of years. Trustee Brockhouse moved to approve the Maintenance Program and Maintenance Engineering report as presented. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

New Business 9- Resolution of Maintenance Under the Illinois Highway Code

Stephanie Ballinger from Benton and Associates provided the resolution. Trustee Brockhouse moved to approve the Resolution 2024-2 Maintenance Under the Illinois Highway Code as presented. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Stefanie Ballinger exits the meeting at 7:15 p.m.

Committee Reports:

Water and Street Superintendent's Report –

Office Manager Christina Courier gave an oral report, Trevor Cawthon provided a written report, and it was reviewed by the Trustees. Currently, the Chevrolet pick-up truck is in rough shape with the rear end needing replaced. Water and Street Superintendent Trevor Cawthon has been using his personal vehicle to get to sites. Looking at around \$1,300 to \$1,500 to get it fixed. Still getting the fire hydrant repaired in front of the elevator. Had to call in Burnett's Plumbing to help repair that. There was a yoke that was broken and has since been repaired, but had to call in Burnett's Plumbing to help fix it. Trustee Morrow moved to approve the Water and Street report as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

New Business 11: Approval to Change Water & Sewer Operators

Office Manager Christina Courier stated that Water and Street Superintendent Trevor Cawthon received his Class A certification. Will be keeping Steve Edwards as back-up and if Trevor has questions until he is more comfortable. Trustee Morrow moved to approve the change of water and sewer operators. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Police Report –

Chief Steven Helmich provided both a written and oral report to the Trustees. The next hearing for 611 Railroad Street will be held on January 6th, nothing new to report at this time. Christina will be keeping track of expenses for this case as well. There is an on-going investigation into a fraudulent EFT transaction that occurred on a Village checking account. Still waiting to get confirmation before acting. Thoughts were to table doing anything with the account until further information could be obtained. Steve thanks the Village workers for moving the safe and furniture to keep in code with OSHA. Trustee Graham moved to approve the report as presented. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Chapin Fire Department Report-

Interim Fire Chief Mark Lovekamp provided both a written and oral report to the Trustees. Alternative Fuel Vehicle Training in bluffs went well. Six members and one cadet attended. There was a live burning training in Arenzville, but no one attended. For the Christmas in Chapin event, only two members took part. Only one call this past month for a structure fire in Bluffs. Mark thanks for getting the office door fixed in the fire house. Looking at a AFG Regional Grant for the fire department. They need twelve radios at seven thousand five hundred dollars per radio and two mobile radios at ten thousand per radio. This grant would only cover about ten percent of total cost since nine thousand six hundred fifty is the max for this grant. All documents from former Chief Scott Pahlmann have been given also. Interim Chief Mark Lovekamp also gave his resignation letter from Chapin Fire Department. At this time, the lack of documentation, willing participation by members of the department, loss of trust, and massive backlog of work that was uncompleted led to this decision. Trustee Brockhouse moved to approve the report and Mark Lovekamp 's resignation as presented. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

No one was present to provide an oral report, but Bryce McCormick provided a written report. All ambulances are back in service, licensed, and operating as they should. CARS will be conducting all end-of-year/start-of-year training at their holiday party. Bryce thanks everyone again for being able to take his team out for a holiday treat. Emergency Management is currently tracking the completion of NIMS Compliance. The Respiratory Protection Program is complete for the year as well. OSHA/IDOL inspection found added programs that is required. Will be completing these trainings. Trustees looked over the material and Trustee Morrow moved to approve the report as presented. Trustee Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Old Business

American Rescue Plan Funds. No update

Hiring Paramedics/EMTs. No update.

DCEO Grants. No update.

Water Tower Painting. No update.

611 Railroad. No update.

PFAS Claims. No update.

Summer Bash Bands. There are bands in mind but will have to get in contact to talk about pricing. Will have a potential update for January's meeting.

New Business

2025 Regular Board Meeting Dates. Trustee Morrow made a motion to approve the Regular Board Meeting Dates for 2025 as presented. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Liquor License Renewal for A&A Chapin. Trustee Graham made a motion to approve the liquor license renewal for A&A Chapin. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Liquor License Renewal for Dandy Mandy's. Trustee Brockhouse made a motion to approve the liquor license renewal for Dandy Mandy's. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Sewer Checking Account. Discussed during Police report. Trustee Brockhouse motion to table this business. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Approval of Water & Sewer Credit Due to Leak on Yoke - Acct # 117-411-004. Trustee Brockhouse made a motion to approve the water credit of \$117.52 and a sewer credit of \$163.39 to Acct # 117-411-004. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Approval of Sewer Credit due to Leak - Acct # 242-623. Trustee Brockhouse made a motion to approve the sewer credit of \$348.77 to Acct # 242-623. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Approval of Sewer Credit due to Leak - Acct # 233-519-002. Trustee Brockhouse made motion to approve the sewer credit of \$90.79 to Acct # 233-519-002. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

TIF District. Trustee Luttrell made motion to table this business. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

At 7:58 p.m., Christina Courier and Steve Helmich leave.

At 7:58 p.m., Trustee Morrow motioned to enter Executive Session. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion passed 4-0.

Employee Compensation. Bonus' will have minor change in comparison to last year. Wendy Bridgewater will receive \$750. Alan Boehs will receive \$300. Jerry Carriger will receive \$300. Christina Courier will receive \$300. Trevor Cawthon will receive \$150. Hayden Helton will receive \$150. Trustee Brockhouse made motion to approve employee's compensation. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0.

Roll call back into open session at 8:37 p.m. as follows: Village President R. Brockhouse present, Trustee M. Brockhouse, present; Trustee D. Luttrell, present; Trustee E. Morrow, present; and Trustee K. Graham, present. Also present were Bailey Walters, Village Clerk, and Mark Lovekamp.

Christina Courier, Office Manager, entered the meeting at 8:38 p.m.

Trustee Graham made a motion to adjourn the meeting at 8:40 p.m. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion passed 4-0.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk