

Chapin Board of Trustees

May 8, 2024

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 David Luttrell present, Trustee Mary Rae Brockhouse present, Trustee Kara Graham present, Trustee Adam Brockhouse absent, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Hayden Helton – Public Works, Scott Pahlmann – Chapin Fire Chief, and Steve Helmich – Chapin Police Chief.

Minutes of April 10, 2024

Minutes from the April 10, 2024 Regular Meeting were reviewed. A motion to approve the minutes from April 10, 2024 Regular Meeting was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Minutes of April 24, 2024 Special Meeting

Minutes from the April 24, 2024 Special Meeting were reviewed. A motion to approve the minutes from the April 24, 2024 Special Meeting was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

Wendy Bridgewater noted from the General Fund are deposits for the band for the summer event, Brushville. Also the deposits to American Rental for bounce houses for the Summer event. The special event liquor license fee of \$25 has also been paid.

In the Sewer Fund is the maintenance inspection cost for the NLS, that had been previously approved. There are a few reimbursements to Alan Boehs due to Buchheits having network issues while they were there, and the charges could not be applied to the account.

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 D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Financial Reports

Utility Billing Aging report was reviewed. Wendy noted Acct #015-518 which has been continuously racking up late fees and is always late. The account holder has a history of being very belligerent with Wendy in regards to their bill. Wendy would like to have a police officer serve a delinquent notice to them along with a notice that they are not to come into Village Hall, but can drop off their payment in the drop box.

Acct #244-615-002 was shut off on 4/1 and has come in wanting to pay with credit card but the Village is not setup for that.

CD #159 is maturing. These are the funds ARPA funds that are going to be utilized to do the water tower work. Do not want to see these funds secured for longer than 6-months so they can be used for this purpose. Thought was to go ahead and keep it at 6-months at 4.0%.

A motion to approve the Financial Reports and renew CD# 159 for 6-months at 4.0% was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed.

Hayden noted the new computer system is still awaiting update. He and Steve Edwards have been calling, but nothing back at this point.

The lift station inspection and maintenance is complete as of 4/30 by Vandevaners.

A motion to approve the Chapin Water/Sewer report was made by Trustee E. Morrow. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Police

Steve Helmich – Chapin PD Chief noted 31.5 hours worked during the month of April with 32 calls for service and 7 total days of coverage. So far, a total of 412.25 hours worked during the Fiscal Year.

Two action items up for discussion during new business. Consideration of promotion for Patrolman Chris Dawdy to Sergeant and consideration of employment for Leyton Moffitt. Leyton is currently attending the academy and has his own equipment. Steve noted if possible to hire him now and then once he graduates he would not require any training and can get straight into patrol work.

Steve also noted that he was made aware of a couple incidents that happened last night and he will be following up with them after the meeting.

A motion to approve the Chapin Police report was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Fire

Scott noted various activities since last report.

Minutes from the April 11th and April 25th meetings was attached.

Four members attended a controlled structure burn on April 13th conducted by Arenzville Fire.

Scott noted he ordered 9 nomex hoods and 5 pairs of structural fire fighting gloves. These were needed for replacement as there were two members who had cuts in their gloves. The nomex hoods were ordered due to preference of replacing annually and it has been at least two years since they have been replaced last.

A list of calls was provided since last report.

There was no update on NFIRS since last meeting.

Scott noted several May and Upcoming activities.

Attached were several training records from 2023 and up to date from 2024.

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 D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Rescue

Bryce noted 4 calls since last report with 17 year-to-date. Members were available for 633.75 hours during the past 30 days with 3186.0 hours year-to-date.

EMS week is later this month. Bryce noted several members and their years of service and if anyone sees these members to please thank them for their service.

3-H-99 and 3-H-11 are both in service. The repair on 3-H-99 AC Unit leak in the evaporator is pending.

Approval with Emergency Management report.

Chapin Emergency Management

Bryce noted that NIMS compliance is being tracked and completion remains ongoing. Please email or leave at the Village Hall, any NIMS courses or other documents you may want the Village to maintain. The outdoor warning siren has been repaired and is operational. Wendy noted that the charges for the repair of the siren was also on the Bills & Transfers, which came from Martha Allen.

The WTP and STP EOP's are under review with the new IEPA changes for cyber security.

A motion to approve the Chapin Rescue and Chapin Emergency Management reports was made by Trustee E. Morrow. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Old Business

1. Discuss American Rescue Plan Funds – tabled
2. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled
3. Discuss DCEO Grants – tabled
4. Discuss & Possible Action Regarding Painting the Water Tower – tabled
5. Discussion & Possible Approval of Community Events – tabled; A list of items that have been completed and things that still need to be done was provided. Home City Ice and Wallis Ice was contacted about pricing for ice. Comparing the two Wallis Ice has 21-pound bags for \$3.50 each and 11-pound blocks for \$2.50 each. They have a trailer for rent which is \$300. Discussion was had about what quantities to get, and thoughts were to move forward with 100 – 21-pound bags, 10 blocks and the trailer.

Unfortunately the opening act is no longer available and another band, American Standard, was contacted about taking this slot. They are available and since Brushville has to approve the opening act, they has also agreed to let American Standard use their equipment for an additional \$300.

Trustee K. Graham noted that she hasn't been able to draw much interest and based off of what

interest other area events have had in a Talent Show, she doesn't believe it should be a "Talent Show" anymore but rather a "Talent Showcase." There might be interest from Cheer/Dance teams. Trustee E. Morrow noted about reaching out to Jacksonville Drumline Institute and they might be interested but would have to check their schedule. However, for them to come out they would like a donation to perform. This could be \$50. Question was raised about having another meeting that would be open for volunteers to come and get involved. Thoughts were the next special meeting could be May 29th at 7:00pm.

Sarah from WJVO has agreed to help so hopefully she can MC part of the event also.

The IDoodIt game has been found and they are willing to let the Village borrow it. Now there would need to be volunteers to man this, but it is coming back.

Security for the event was discussed. VP R. Brockhouse noted he reached out to a few IDOC guards to help with this. Steve Helmich noted that he and Chris are both set to be available for the whole event. Steve noted that maybe a Morgan County Sherriff's officer could be available but at a cost.

It was noted about still needing a sufficient PA system for other events prior to bands. Trustee A. Brockhouse noted he would be able to get one.

6. Discussion & Possible Approval to Hire Season Mowing Employee – tabled
7. Discussion & Possible Approval to Hire Full-Time Office Manager Position – tabled

New Business

1. Discussion & Possible Approval of the Purchase of Push Mowers and Weed Eaters – Alan and Jerry have requested purchasing new push mowers and weed eaters. Quotes from Home Depot were provided. With the work camp crew coming the push mower would be handy to have an extra one. Hayden pointed out there are currently three at the shop and at least two of them run decently. They are also requesting a new weed eaters that are lighter. Hayden noted there are several that are in good condition in the shop. There are several others that just need fixed and others that are there for parts. If weight was the concern maybe getting some sort of strap to help with weight would be the better idea than getting brand new weed eaters when the Village already owns plenty. Thoughts were that since the Village has plenty of weed eaters that no new ones should be purchased, however one new push mower could be purchased. A motion to approve the purchase of a push mower from Home Depot for \$549 was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse abstain, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 abstain.

Trustee A. Brockhouse entered the meeting at 8:08pm.

2. Discussion & Possible Approval of Water & Sewer Credit Due to Leak at the Yoke – Acct# 200-512-001 – approved w/ NB #3. There was a leak at the Yoke which belongs to the city and the leak went through the meter. Requesting water credit of \$37.05 and sewer credit of \$57.06
3. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct# 188-511 – Requesting sewer credit of \$44.41 based on prior usage. A motion to approve water credit of \$37.05 and sewer credit of \$57.06 for acct #200-512-001 and sewer credit \$44.41 for acct #188-511 was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee

- L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
4. Discussion & Possible Approval of an Ordinance to Adopt a Retirement Plan for Village Employees – as previously discussed during last months regular meeting. Will be moving forward with Thrivent Financial for a retirement plan. This retirement plan would only apply to salary and hourly employees expected to make more than \$5,000 in a year. The plan would start right away, but the match would not be given until at least one year into employment. For those that have already been with the Village at least a year or more the match would start right away. The match payments can be made by the Village at the end of their fiscal year or calendar year. A motion to approve Ordinance 2024-1 An Ordinance approving a simple IRA plan for the Village of Chapin was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse abstain. Motion Carried. 5 yea, 0 nay, 1 abstain.
 5. Discussion & Possible Approval of Promotion for Chapin PD Patrolman – due to the vacancy of Sergeant, Steve is recommending promotion of Chris Dawdy to Seargeant. This would come with a pay raise to \$18 per hour.
A motion to approve the promotion of Chris Dawdy to Sergeant was made by Trustee D. Luttrell. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
 6. Discussion & Possible Approval to Hire Patrolman to Chapin PD – tabled; Leyton Moffitt is still in training at the academy. He will be working for White Hall after graduation also. Steve noted about potentially being able to bring him on before graduation and get him trained this way once he graduated he could begin patrolling right away. Trustees noted concern about being burned before with trainees who are not yet certified, so would like to see him graduate and then reconsider.

Trustee L. Forsman wanted to bring up on behalf of the Legion that they would like to be able to plant trees out at the park this Fall and potentially some flower pots along sidewalks. Concern was voiced about the Village having to take care of said trees including cleaning up after them. In regards to the flower pots, if they wanted to do them, they would have to take care of them If they wanted to put them out either in the grave area in front of the Legion or near/around the memorials, that would be fine.

Scott Pahlmann, Hayden Helton, Steve Helmich left the meeting at 8:40pm.

Trustee M. Brockhouse and Wendy spoke briefly about setting up a meeting to get the retirement setup.

A motion to adjourn at 8:46pm was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: All in favor. Motion Carried. 6 yea, 0 nay.

Respectfully Submitted,

Christina Courier
Village Clerk