

## Chapin Board of Trustees Meeting

July 13, 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 absent, Trustee Mark Lovekamp present, Trustee Loren Hamilton present, Trustee Adam Brockhouse present, Trustee Erin Morrow absent. 4 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Hayden Helton – Public Works Employee, Steve Helmich – Chapin Police Chief, Scott Pahlmann – Chapin Fire Chief and Megan Davidson.

### **Minutes of June 8, 2022**

Minutes of the June 8, 2022 Regular Meeting were reviewed. A motion to approve the minutes of June 8, 2022 was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Minutes of June 21, 2022 Special Meeting**

Minutes of the June 21, 2022 Special Meeting were reviewed. A motion to approve the June 21, 2022 Special Meeting Minutes 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 yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

**New Business # 2** – Discussion & Possible Approval of Audit – Megan Davidson from Zumbahlen, Eyth, Surratt, Foote & Flynn, Ltd. presented the audit results from Fiscal Year 2022 ending April 30, 2022. Findings included: Material Weakness – inadequate segregation of duties. A note was put on the Corrective Action Plan in regards to this. The recommendation would be to have segregation of duties where possible. The Board should be aware of this problem and closely review and approval all financial related information. The Board continues to review its financial policies and procedures to better segregate duties where possible. The Village President continually reminds the Board about their responsibility in regards to reviewing and approving financial items and asking questions. It is not cost feasible to hire additional personnel. Overall the audit went well.

A motion to approve the Fiscal Year End April 30, 2022 Audit 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 yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

**New Business # 1** – Discussion & Possible Approval of Appropriation Ordinance – this is an outline on how the Village will spend money for the year but can be amended later if need be.

There is now an added line item for insurance under the police department and separated employee insurance and benefits. There is now an account code for insurance and benefits under general control & admin and public works.

A motion to approve ordinance # 2022-3 was made by Trustee L. Hamilton. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

Megan Davidson left the meeting at 7:13pm.

## **Bills & Transfers**

Wendy noted there has been a larger amount of expenses for repairs that Jerry and Alan have been completing, but they are getting a lot done. Also, there has been some repairs that were needed at the lagoon so there were some extra expenses for those repairs. A motion to approve the Bills & Transfers 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 yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Financial Reports**

Utility Billing Aging report was reviewed. Wendy noted that Acct # 173-718-008 is still shut off. The deposit has not yet been applied to the past due balance. Wendy questioned if a lien should be filed or wait till the property owners want to turn back on service to pay the past due balance. Trustees agreed to wait till service is requested to be restored.

There are two CD's that are maturing next month. There has been an uptick in interest rates from the FED so there is a possibility in increasing CD rates. A rate sheet will be provided at next months meeting to determine the best route for these CD's.

A motion to approve the Financial Reports was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Hayden Helton – Public Works employee presented the Water/Sewer report.

Regular & Recurring Duties are being performed.

The NLS is not operating normally, Hayden believes the impellers are worn down which is causing a decrease in operating efficiency. Thoughts were that these pumps were last replaced in 2009. Quotes were obtained from Vandevanter but the cost was expensive for the services.

Hayden noted that he has completed an extensive amount of repairs at the lagoon including the blower motor on the pump house.

A list of the items Alan and Jerry finished was provided. They were able to remove multiple trees at the Park, tore out an old busted section of sidewalk that had been requested by a homeowner, completed multiple other repairs at the Park, treated the cemetery for moles, trimmed trees, cleaned the ball park, and more.

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 yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Chapin Police**

Steve Helmich – Chapin Police Chief noted 60 hours worked during the month of June with 24 calls for service and 10 total days of coverage.

New Business #11 - Steve is requesting to purchase six used WatchGuard body worn police cameras and all needed accessories from South Jacksonville PD for \$600. These were previously discussed and would be beneficial to the department.

New Business #12 - Requesting approval for the Village to award the Law Enforcement Purple Heart to Chief Helmich along with a certificate and medal set. This will be included with the 25<sup>th</sup> anniversary event.

Steve would like it to be considered for approval, a wage increase for police department personnel. He has included this increase schedule in a separate enclosure.

Steve noted in he also included an example of Record of Conversation that he will have in person with each officer on the department. This document would be signed by the officer and the Chief. In this Record of Conversation document it would outline that the officer would be required to work a minimum number of hours during three consecutive months or four months in a twelve month period. If the officer fails to complete said hours, this would be considered grounds for dismissal.

Also noted was that Chief Helmich and Sergeant Rogers qualified on handgun and rifle with the SJPD in June. Ptl. Crowder will also qualify with SJPD at a later date this year. Ptl. Boris and Pt. Jokisch will qualify with their full-time departments. The Department purchased 300 rounds of ammunition for the annual firearms qualification and 60 rounds of duty ammunition to replace Chief Helmich's duty ammunition from the shooting event in March.

Ptl. Parrish turned in his department issued firearm, ammunition, vest, badge, Taser, radio, and other miscellaneous equipment. He has retained his credentials for the time being and is scheduled to take the State Comprehensive Final Examination July 18<sup>th</sup> at 9:00am in Springfield. Steve noted there may be a lead on a qualified officer who is moving to the Village in the coming months.

Chief Helmich was released for "light duty" as of July 11<sup>th</sup>.

Chief Helmich will be attending the Northwestern University School of Police Staff and Command from September 12<sup>th</sup> – November 18<sup>th</sup> in Schaumburg. Sgt. Rogers will attend the New Chiefs of Police Orientation Standards Board September 12-15 in Peoria. He is attending

on behalf of Chief Helmich due to a scheduling conflict. Trustees were concerned with the cost of paying Sgt. Rogers and would like to see this on the agenda for August.

Steve noted he is continuing to monitor the upcoming radio technology developments for the County and will bring more information to the Board as it becomes available.

Steve noted there have been multiple reports to Chapin Police and Morgan County Police about vandalism to abandoned properties in the Village. Anyone with information or know the identity of the person(s) involved please contact CPD or CrimeStoppers.

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 yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Fire**

There were various activities since last report.

A list of calls was provided.

Various June and upcoming activities were noted.

Scott provided an update on where the department stands with each of the citations issued by OSHA. He also provided SOP's that were created from OSHA's visit along with an updated training schedule.

A motion to approve the Chapin Fire report was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Rescue**

Bryce McCormick – CARS Chief notes there were 2 calls since last report with 28 year to date. Members were available for 570.75 hours during the past 30 days with 4,235.5 hours year to date.

The proposed ambulance lease has been sent to JFD for consideration and is awaiting response at this time.

3-H-11 and 3-H-99 are both in service with expired airways being replaced in 3-H-99. All licenses and inspections are up to date.

A motion to approve the Chapin Rescue report was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Emergency Management**

Bryce McCormick – Emergency Manager reports he will be distributing current listing for NIMS Compliance on hand and updating for the Village.

Respiratory Protection Program: New canister and masks for Public Works. Chapin Fire and Public Works all have forms for scheduling fit testing and RPP physicals. CARS Members are fit tested for N95's.

Bryce noted he will be completing battery testing of the outdoor warning sirens. His is updating the Municipal Contingency (IEPA emergency plans) for the Water Treatment and Wastewater plants.

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

## **Old Business**

1. Discuss Plans for Legion Building – tabled; no updates
2. Discuss American Rescue Plan Funds – tabled; no updates
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; no updates
4. Discuss OSHA Visit to Firehouse – tabled; Trustee M. Lovekamp provided an update on his communications with OSHA. He also handed out packets for each department head as a guideline for what each person in the department needed to complete. This includes NIMS Training, physicals health screening, fit testing. Each of those items varies dependent on the department and job duties. Information was also handed out to Board members as they are required to complete NIMS Training. If anyone has any of the required items completed or once they are completed, he requested that those be sent to himself, Bryce McCormick and the Village. The case is still open and ongoing, but another extension will be filed in the coming weeks.

## **New Business**

1. Discussion & Possible Approval of Appropriation Ordinance – previously approved after previous meeting minutes
2. Discussion & Possible Approval of Audit – previously approved after previous meeting minutes
3. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 065-116 – A motion to approve Acct # 065-116 sewer credit of \$45.38, Acct # 082-418-002 sewer credit of \$43.88, Acct # 232-520 sewer credit of \$74,21, Acct # 067-111-01 sewer credit of \$40.65, Acct # 148-209 sewer credit of \$31.26, Acct # 201-510-001 sewer credit of \$27.24, Acct # 106-412-001 sewer credit of \$64.46, Acct # 127-316 sewer credit of \$67.90 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 abstain, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea, VP R. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent, 1 abstain.
4. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 082-418-002 – approved w/ New Business # 3
5. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 232-520 – approved w/ New Business # 3
6. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 067-111-01 - approved w/ New Business # 3

7. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 148-209 - approved w/ New Business # 3
8. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 201-510-001 - approved w/ New Business # 3
9. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 106-412-001 - approved w/ New Business # 3
10. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 127-316 - approved w/ New Business # 3

Hayden Helton left the meeting at 8:11pm.

Wendy Bridgewater left the meeting at 8:12pm.

11. Discussion & Possible Approval to Purchase Body Cameras & Accessories from South Jacksonville PD – these cameras run on the same system that the in-car camera runs on, so the Village already has the software. If replacement parts are needed they are fairly inexpensive and the maintenance on these cameras will be cheaper than the bigger name brands. Steve noted that he will have to purchase an external hard drive to accommodate the footage. This purchase will get the Village ahead of the deadline for departments to have body cameras. A motion to approve the purchase of six WatchGuard body cameras and accessories from South Jacksonville PD 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 yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.
12. Discussion & Possible Approval of Law Enforcement Purple Heart Ceremony/25<sup>th</sup> Anniversary – tabled; Christina discussed some of the ideas that had been discussed about the event. The Law Enforcement Purple Heart has been ordered, once this has arrived a date can be discussed. We would like to make sure this has been received prior to setting a date and making solid plans. A potential cost idea should be brought back for next month's meeting.
13. Discussion & Possible Action Regarding Review of Minutes of Closed Session Meetings – action taken after return to Open Session.

A motion to enter into executive session at 8:28pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

Scott Pahlmann and Steve Helmich left the meeting at 8:29pm.

Trustees returned to Open Session at 9:14pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee L. Hamilton present, Trustee M. Lovekamp present, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

**New Business # 13** – Discussion & Possible Action Regarding Review of Minutes of Closed Session Meetings – determining that the closed session minutes of December 8, 2021, February 9, 2022, April 13, 2022, May 11, 2022, June 8, 2022, and June 21, 2022 all remain confidential and not available for public inspection 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 yea, Trustee M. Brockhouse absent, Trustee E. Morrow absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

A motion to adjourn at 9:15pm was made by Trustee A. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: All in favor.

Respectfully Submitted,

Christina Courier  
Village Clerk