

## Chapin Board of Trustees

April 12, 2023

### 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 present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Hayden Helton – Chapin Public Works, Allen Yow – Village Attorney, Scott Pahlmann – Chapin Fire Chief, Steve Helmich – Chapin Police Chief, Steve Edwards, Tim Sullivan, and Rosie Baker.

### **Minutes of March 8, 2023**

Minutes of March 8, 2023 were reviewed. A motion to approve the minutes of March 8, 2023 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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Bills & Transfers**

Wendy Bridgewater noted there are a few old bills in the Police and Rescue funds. There is a water deposit refund check that was never cashed so that has been turned over to the State of Illinois. Bay Rental has been paid from Rescue and General Funds, Rural has also paid their part. The Ameren Annual Electric Franchise Fee has been deposited of \$2,230. Wendy inquired about what to do with the Fire Text Response bill as Scott has this up for discussion to potentially switch to I Am Responding. She doesn't have pay right now and can report next month if necessary. Thoughts were to go ahead and pay this way the departments did not have interruption in service and if a switch was made maybe Fire Text Response could issue a credit. Wendy also has a check in the amount of \$126.77 that was written back to the Village for a sewer credit that was issued to the homeowner. The homeowner wishes to have the amount applied to someone else's water bill who is behind, however there were concerns with the Village having authority apply this to whoever's bill. Thoughts were to contact the auditors and see what could be done with this or how it should be handled.

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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Financial Reports**

Wendy noted the audit has been scheduled for May 31<sup>st</sup> and June 1<sup>st</sup>. Donations were received from the Christopher Smith Foundation of \$500 and this went toward grass seed for the Cemetery. The quarterly Martha Allen trust fund deposit came in totaling \$2,675.50. Also attached is the Trustee Pay Sheet for everyone's review. This includes a Special Meeting in April 2022 that was scheduled

after payroll had been issued last Fiscal Year so it will be included in this Fiscal Years pay. On the Utility Billing Aging report, Acct # 051-411 remaining balance still has not been received so a lien is officially going to need to be filed.

A breakdown of the expenses for the Legion Improvements to the kitchen and bathroom has been included. Wendy noted that the all the work that was done is under budget. There are some door mats that are on order but other than that, there may be a few other small things needed later.

A motion to approve the Financial Reports & Trustee Pay Sheet 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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

Hayden Helton noted there were no significant updates.

The representatives from SCADA will be coming by on Friday to review the system.

Mowing season is now underway.

A motion to approve the Chapin Water/Sewer Report was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Chapin Police**

Steve Helmich – Police Chief reports 30 hours worked during the month of March with five calls for service and two total days of coverage. So far, a total of 220.5 hours worked during the Fiscal Year.

Chief Helmich has been released for duty effective April 3<sup>rd</sup>.

Ptl. Gaines has received her body armor carrier and has started working shifts.

Department members have completed two of three mandatory Saturday training sessions.

The Triennial LEADS audit/certification is complete.

The squad car was in getting repairs. There are a few things that still need minor repair and will have to be scheduled.

Steve noted that he has not yet paid the ILEAS membership dues since it is not pro-rated and wants to maximize value. He also noted that during this next Fiscal Year he wants to focus on the requirements that are coming with the body camera requirement.

**New Business # 4** - VP R. Brockhouse noted that he wanted to see a listing of all the non-highway vehicle permits that were issued in years past so that letters could be sent out to those that have not yet renewed their permit. He also inquired about an inventory of police mobile radios. During a recent shift of an officer there were no radios available in the office. This was partly due to the members being allowed to take radios home and not bringing them back with them to work a shift. It was noted that the radios need to be in the office so that they were available for officers to use during shifts.

A motion to approve the Chapin Police report 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 yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Chapin Fire**

Scott Pahlmann noted various activities since last report. During a recent work day members cleaned and organized the firehouse, checked rigs, replenished rigs with water, etc. The DeWalt Generator was noted as needing services so it was taken to Mower Medics. Two members attended a Fire Cause and Origin class conducted by IL State Fire Marshall's office. Seven members attended a HAZMAT Awareness Refresher training hosted by North Scott Fire Protection District. One member attended NWS Storm Spotter training hosted by the Jacksonville/Morgan County Office of Emergency Management.

Calls were not available at the time of report. West Central Joint Dispatch has been emailed for the reports, but they have not responded.

April and Upcoming Activities were noted.

Scott noted he has up for discussion the possibility of moving from Fire Text Response to I Am Responding. This is up for discussion during New Business.

VP R. Brockhouse noted after a recent severe storm there was some damage to various places on the Firehouse. He didn't know if it would be worth filing a claim. Thoughts were to get an estimate to see if it was worth filing a claim. There are other Village locations that may need inspecting also. There is a \$500 deductible on the insurance but didn't know if that was per occurrence or per building. Wendy will reach out to the insurance to confirm.

A motion to approve the Chapin Fire 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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Chapin Area Rescue Squad**

Bryce McCormick noted 3 calls since last report with 17 year-to-date. Members were available for 810.25 hours during the past 30 days with 2268 year-to-date.

Bryce noted he has spoken with South Jacksonville Fire and have reached out to Arenzville Fire several times, but both agencies are not interested in joining membership or offering coverage. He will be looking into other options in the coming months.

Various medications were replaced this month with JMH at no cost to the squad.

Radio inventory for CARS to be completed this month.

3-H-11 and 3-H-99 are both in service with various expired medications replaced.

Bryce is requesting for EMS week to host the squad members and their families for an appreciation meal during the week, NTE \$500.

A motion to approve the Chapin Rescue report and NTE \$500 for an appreciation meal was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman abstain, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 abstain.

## **Chapin Emergency Management**

Bryce noted that NIMS compliance is being tracked and completion remains ongoing. Concerns were voiced about if there has been any further completion and thoughts were that nothing else has been received since December when Trustee M. Lovekamp handed everything over.

An update to the RPP will begin for 2023 after the end of the fiscal year.

Bryce noted that the NWS tracked and EF-Undetermined tornado north east of the Village, no damage from the tornado, however hail damage in various locations of the Village.

A power outage at the NLS resulted in need for generator power, however the automatic transfer failed to activate. Hayden was able to manually make the switch, but this needs to be investigated further.

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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

**Tim Sullivan** – Tim wanted to bring it to the attention of the Board that a truck driver had stopped by the property next to his to the East and was interested in purchasing the lot and turning it into a parking lot. He does not want to see this happen and is concerned about his property value. Trustees noted they will keep an eye on what happens but don't know what could be done.

**Rosie Baker** – Rosie wanted to thank the Board for sending the letters to a neighbor of hers. The neighbor has since cleaned up the property and things are looking better. However, there is still someone living in an RV. The individual has not been a bother, but from her understanding it is against and Ordinance to be living in an RV within city limits. Supposedly the individual is fixing the house but really hasn't been. The property owner doesn't currently live in the house. From what she has heard the person living in the RV is down on their luck right now. Trustees' thoughts were to research the Ordinance, type a letter up for hand delivery then give the individual a chance to comply.

## **Old Business**

1. Discuss Plans for Legion Building – as everyone can see the majority of work is complete. The breakfast event is coming up on Saturday and the work camp crew is coming in the help setup on Thursday. Various logistics for the breakfast event were discussed.
2. Discuss American Rescue Plan Funds – tabled; there were no updates.
3. Discussion & Possible Approval of Ambulance Lease Agreement – Allen has heard back from Dan Beard, and it was noted that the situation is not as urgent as previously noted but would still like to see plans for an agreement, so talks will continue. Trustees expressed concern about the rig sitting and costing money but for CARS to be a transport agency two rigs are required.
4. Discussion Regarding Painting the Water Tower –tabled; no updates. The IML Lobby Day is coming up and meetings are being set up to go speak with local legislators about the Village's need for assistance in this matter. It was discussed to have some sort of packet as a brief overview for said legislators to review.

## **New Business**

1. Discussion & Possible Approval of Post Prom Donation – during previous years a \$200 donation was given. A motion to approve a \$200 Triopia Post Prom Donation 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 yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.
2. Discussion & Possible Approval of Ordinance to Dispose of Personal Property – Items were listed as an attachment. A motion to approve 2023-1 Ordinance to Dispose of Personal Property 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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.
3. Discussion & Possible Approval to Purchase Little League Batting Cage – no action; The batting cage at the ballpark has become unusable and the Little League is requesting the Village to purchase a new one. The current one belongs to Little League. It had been requested that it be tied up or taken down by the Village, but steps were never taken to tie it up or otherwise. The Men’s Softball League also wants to be able to put down gravel in the dugouts and fix up a few other small things. The city owns the property and normally maintains the field and lights. The bleachers and shed don’t belong to the city. Overall, the Men’s League wants permission to be able to fix up a few things. Thoughts were that they could go ahead and do what they want.
4. Discuss Radios/Non-Highway Vehicle List – discussed during Chapin Police report.
5. Discussion & Possible Approval of Mass Mailer – The mass mailer is similar to recent years but the Legion rental item has been added. A motion to approve the mailing of the mass mailer 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 yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.
6. Discussion & Possible Approval of an Ordinance Revising Procedures and Rules Governing the Village of Chapin’s Volunteer Fire Department – tabled; Various comments were made by Scott Pahlmann and discussion was had. Allen will work to revise the items discussed and bring back next month for possible approval.
7. Discussion & Possible Approval of an Ordinance Authorizing an Intergovernmental Agreement for Participation in the Mutual Aid Box Alarm System (MABAS Master Agreement 2022) – tabled; suggested that Trustees review this carefully. There was a question about insurance requirements, which the Village does have. This agreement would include CARS so make sure that Bryce has had a chance to review also. Thoughts were there are various requirements that come along with this and want to make sure that the departments can comply with it.
8. Discussion of Moving Secondary Dispatching Software from Fire Text Response to I Am Responding – tabled; Scott noted that he originally went with FTR due to its functionality, but IAR has since expanded, and more options are available. Scott provided various

advantages and a potential cost for the departments. The reason for this discussion is that West Central Joint Dispatch is working on some upgrades, and this will be one of them.

9. Discussion & Possible Approval of Hiring Office Help – discussed after return to Open Session.

10. Discussion & Possible Action Regarding Employee Compensation – approved after return to Open Session

A motion to enter into executive session at 9:01pm 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 yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Scott Pahlmann, Steve Helmich, Steve Edwards, Hayden Helton, Wendy Bridgewater, Tim Sullivan, and Rosie Baker left the meeting at 9:02pm.

Trustees returned to Open Session at 10:17pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee E. Morrow present, Trustee A. Brockhouse present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

**New Business #9** – it is being planned to have the Personnel Committee interview the applicant.

**New Business #10** – Wendy Bridgewater incentive of \$600, Hayden Helton incentive of \$200, Alan Boehs incentive of \$200 and Jerry Carriger incentive of \$200. Increase pay for Wendy Bridgewater to \$22.25, increase Hayden Helton pay to \$23.75, increase Alan Boehs pay to \$21.00, increase Jerry Carriger pay to \$16.00. All pay raises will take effect on the first pay period in May 2023. A motion to approve Wendy Bridgewater incentive of \$600, Hayden Helton incentive of \$200, Alan Boehs incentive of \$200 and Jerry Carriger incentive of \$200 and Increase pay for Wendy Bridgewater to \$22.25, increase Hayden Helton pay to \$23.75, increase Alan Boehs pay to \$21.00, increase Jerry Carriger pay to \$16.00 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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

A motion to pay Scott Pahlmann \$500 as Chapin Fire Chief 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 yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

A motion to adjourn at 10:21pm 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 yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier  
Village Clerk