

## Chapin Board of Trustees

December 13, 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 absent, Trustee Mary Rae Brockhouse present, Trustee Kara Graham present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 4 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Allen Yow – Village Attorney, Hayden Helton – Chapin Public Works, Scott Pahlmann – Chapin Fire Chief, Brad Roger – Chapin Police, Cameron Jones and David Luttrell.

### **Minutes of November 8, 2023**

Minutes of the November 8, 2023 Regular Meeting were reviewed. A motion to approve the minutes of the November 8, 2023 Regular Meeting was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.

### **Bills & Transfers**

Wendy noted that another installment of property taxes was received totaling \$8,850.32. General received \$7,249.84, Fire received \$779.73, and Police received \$820.75.

The annual Ameran Gas Franchise was received of \$1,360.

A motion to approve the Bills & Transfers was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.

### **Financial Reports**

The utility billing aging report was reviewed. Wendy noted Acct # 069-119-001 has been shut off for non-payment. The owners are not currently living there. Wendy noted that the \$75 reconnection fee has been charged to the account and the deposit has not been applied to the past due balance. Wendy also noted Acct #315-955-005 that has been mentioned over the last several months. It was noted that a lien will need to be filed now.

There are no CD's due until March. The ARPA funds have now been put into a CD.

The Water Fund capital improvement account that was voted on last month was opened, however there was a miscommunication with CNB Bank of the account type that would be opened. Originally the account type that was intended to be opened was a Business Money Market Savings, however the Village is not eligible for that account type due to it being "public funds," so a Business Savings was opened. There is a difference in the interest rate between the accounts with the Business Money Market Savings being .75% and the Business Saving being .20%. An attempt was made to check at other institutions, but similar rates and account types

were found there also.

The replacement cost for the damaged turnout coat and SCBA has been turned over to the insurance company. The SCBA was quoted at \$7,826.03 and turnout coat at \$2,021.50. The insurance coverage was not enough to cover the total cost of the SCBA, and insurance only covered \$6,500 plus the deductible. A check was received from the insurance on 12/7/23 for \$8,021.50. Scott noted that the SCBA has already been replaced. Since there are extra funds from the insurance claim, the remaining money will be used to pay off the interfund loan. Wendy provided a breakdown of expenses and income from Breakfast with Santa and the Christmas Parade.

A motion to approve the Financial Reports was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.

**Appoint & Swear In Trustee:** VP R. Brockhouse noted that with the open Trustee position that everyone to be asking around if anyone would be interested in the position. So far David Luttrell is the only one that has expressed interest in the position. VP R. Brockhouse asked for a motion to appoint David Luttrell to the open Trustee position. A motion to appoint David Luttrell to the open Trustee position for an unexpired term of 2-years was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.

Allen Yow swore in David Luttrell as Village Trustee.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

Hayden noted that he has purchased multiple items including various consumables that have been used little by little and not been replenished along with the skid tank pressure/level sensor from USA Blue Book at a total cost of \$3,246.14.

He noted that he has continued to try and get in touch with the company about the parts for the NLS.

It was noted that there are multiple meter pits that are in need of being fixed along with a meter on Morgan Street that is bad. Wendy has attempted multiple times to get in touch with the plumber the Village normally uses but has not heard back. Question was raised about if the Village should try and get in touch with another plumber about completing the work. Trustees agreed to try someone else.

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

## **Chapin Police**

Brad Rogers noted 54.5 hours worked during the month of November with 14 calls for service and 4 total days of coverage. So far, a total of 278 hours worked during the Fiscal Year.

Chief Helmich completed Range Officer Training November 27-December 1.

The Police Department has completed the annual Sexual Harassment training.

Wendy noted that she still needs signed certificates from Police, Fire and Rescue.

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

## **Chapin Fire**

Scott Pahlmann – Chapin Fire Chief noted various activities since last report.

Minutes from the November 9, 2023 meeting were provided.

A list of calls from October through December was provided.

December and upcoming activities were noted.

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

## **Chapin Rescue**

Bryce McCormick – CARS Chief noted 5 calls since last report with 47 year-to-date. Members were available for 1,040 hours during the past 30 days with 7,121 hours year-to-date.

Bryce noted that that this was the first month of the year that member availability was over 1,000 hours for the month and so many thanks to the members for making their schedules known and being available for the community.

Ryan Arnold has obtained his Illinois EMT license since it was dropped when he moved and since he is now splitting his time between Illinois and Texas it is recommended that he be readmitted to CARS.

Links for applications for paramedics and EMTs have been sent to the three people who expressed an interest and to have them return them ASAP.

3H11 and 3H99 are in service. 3H99 has an AC Unit leak in the evaporator.

Bryce noted he will have available at the January meeting an updated response/compensation plan for the squad. This will take into account the possibility of having some part-time employees.

Report approval with Chapin Emergency Management report.

## **Chapin Emergency Management**

Bryce noted that NIMS compliance is being tracked and completion remains ongoing.

Bryce noted that for any new hires to please let him know so that he may pass along a packet of information of how to complete NIMS training, or if they have completed copies of their

certificates would need to be submitted.

The Respiratory Protection Program is complete for the remainder of the year.

The wind incident in July was declared a Presidential Disaster. The Village has submitted for approval approximately \$15,000 of costs associated with the use of generators and Village owned equipment. Due to some FEMA changes additional paperwork is needed for volunteer hours, so will be working to gather those signatures by the deadline. Wendy noted that there have been various rule changes and lots of mix ups between the parties involved. They have given a January 2<sup>nd</sup>, 2024 deadline yet they are going to be out of the office from December 22<sup>nd</sup> through January 3<sup>rd</sup>.

A motion to approve the rehiring of Ryan Arnold as EMT to the Chapin Rescue Squad, the Chapin Rescue report and the Chapin Emergency Management report was made by Trustee M. Brockhouse. A second was made by E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Old Business**

1. Discuss American Rescue Plan Funds – tabled; with New Business #6.
2. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled; no applications have been submitted yet.
3. Discuss & Approve Entering into an MOU with E-Environmental Services for HazMat Response – tabled; Trustees would like to review final revisions.
4. Discussion & Possible Approval of Retirement Plan for Village Employees – tabled; as previously noted that the original choice was with IL Secure Choice, but municipalities are not eligible. Allen had been in touch with IML Director about other options but unfortunately did not have a good answer. The IML Director just wanted to encourage the use of IMRF but is expensive for the employer. The other options that are available are lower in cost for the employer but take more time to manage.
5. Discuss DCEO Grants – tabled; with New Business #6.

## **New Business**

1. Discussion & Possible Approval of 2024 Regular Meeting Dates – dates for the upcoming calendar year were provided. Each date provided is the second Wednesday of each month. A motion to approve the 2024 Regular Meeting Dates was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval to Have Trees Removed on 610 Morgan Street in Village Right of Way – a quote from T&K Tree Service was provided for the trees in the Village's right of way. For the trees two trees T&K is quoting \$1,600. This is cheaper than originally expected. A motion to approve the removal of trees on 610 Morgan Street in the Village's right of way was approved by M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea,

- Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
3. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct #251-719-003 – this is the same account that was issued an extension but they are now paid in full. The leak has now stopped and usage has returned to normal. This is the last credit of several due to the leak spanning across multiple billing cycles. Requesting \$143.44 in sewer credit based on previous usage. A motion to approve the sewer credit of \$143.44 on acct #251-719-003 was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
  4. Discussion & Possible Approval of 2024 MFT General Maintenance Program & Maintenance Engineering – Cameron Jones noted that this is the approval that will span all of calendar year 2024 and is done ahead of time showing expected expenses for the year. The expected expenses with maintenance engineering will be \$63,554.49. A motion to approve the 2024 MFT General Maintenance Program & Maintenance Engineering was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
  5. Discussion & Possible Approval of a Resolution of Maintenance Under the Illinois Highway Code – This is the Resolution approving the appropriation of \$64,000 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the IL Highway Code for 2024. A motion to approve 2023-3 Resolution for Maintenance Under the IL Highway Code was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
  6. Discuss & Possible Action Regarding Painting the Water Tower – tabled; after having several conversations with contractors two bids have been received. Due to the size and cost of the project normally competitive bidding would be done, however due to the short time frame and already having two contractors putting in bids thoughts were to have this waived. This will need to be further discussed and potentially approved next month. The majority of funds will come from the DCEO grants but there will still be a shortage of funds. Each of the line items on each bid are to bring the water tower up to code with OSHA standards. Discussion was had about if and what items could be cut to bring down the final cost. There is a possibility of taking funds from the Water fund or Water Depreciation fund, but it was not recommended to take the whole shortage from one or the other.
  7. Discussion & Possible Approval of an Ordinance Regarding the IL Paid Leave for All Workers Act – This reasserts that the Village has now put a new policy in place for the now included paid time off. A motion to approve the 2023-7 an Ordinance Regarding the IL Paid Leave for All Workers Act was made by Trustee A. Brockhouse. A second was

made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

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

A motion to enter into executive session at 8:05pm was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Brad Rogers, Wendy Bridgewater, Hayden Helton, Scott Pahlmann, and Cameron Jones left the meeting at 8:05pm.

Trustees returned to Open Session at 8:40pm with VP R. Brockhouse present, Trustee L. Forsman absent, Trustee D. Luttrell present, Trustee E. Morrow present, Trustee K. Graham, Trustee M. Brockhouse present, Trustee A. Brockhouse present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

**New Business #5** – give performance incentives to Wendy Bridgewater of \$750, Brianna Helton \$100, Hayden Helton \$300, Alan Boehs \$300, Jerry Carriger \$300. A motion to approve paying performance incentives to Wendy Bridgewater of \$750, Brianna Helton of \$100, Hayden Helton of \$300, Alan Boehs of \$300, and Jerry Carriger of \$300 was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

A motion to adjourn at 8:44pm was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: All in favor. 5 yea, 0 nay, 1 absent.

Respectfully Submitted,

Christina Courier  
Village Clerk