

**Village of Chapin
Minutes of Board of Trustees' Meeting
November 13, 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 Leslie Forsman, Trustee Mary Rae Brockhouse, Trustee David Luttrell, Trustee Erin Morrow, and Trustee Kara Graham. Also present were Police Chief, Steve Helmich, Trevor Cawthon, Interim Fire Chief, Mark Lovekamp, Public Works Superintendent, Christina Courier, Office Manager, and Village Clerk Bailey Walters. Trustee Adam Brockhouse was absent.

Comments from the Floor – None.

Minutes –

Minutes of the October 9, 2024, regular Board of Trustees' meeting were reviewed. Trustee Forsman 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; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Special Minutes of the October 29, 2024, regular Board of Trustees' meeting were reviewed. Trustee Forsman moved to approve the minutes as presented. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Bills and Transfers –

Office Manager Courier provided the report. She stated that a Certificate of Deposit was up for maturity. It was decided to deposit the funds into General Fund and then into the Water Department for grant funds. She also stated that transfers will be more exact to reflect the work that is being done.

Trustee Forsman 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; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Financial Report-

Office Manager Courier provided the financial report. She noted that there were a couple of leaks going on. ARPA CD funds matured on October 9, 2024. The funds were deposited into the General fund and then transferred over to the Water Department. Trustee Forsman moved to approve the financial 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; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Committee Reports:

Water and Street Superintendent's Report –

Water and Street Superintendent Cawthon provided a written and oral report, and it was reviewed by the Trustees. OSHA recently came by and they stated that there are a couple of cabinets in the village building that need moved in order to be in compliance. There is a leaking fire hydrant in front of the elevator that is needing fixed. Will be taking a look and working on it as soon as possible. Cawthon also stated things are going well otherwise.

Trustee Forsman moved to approve the Water and Street report as presented. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Police Report –

Chief Steven Helmich provided both a written and oral report to the Trustees. He reported that during the month of October 2024 the department worked a total of 15 duty hours. Helmich stated that Leyton Moffitt withdrew his employment application due to being offered a part-time position with another department in October.

The Ordinance Violation at 611 Railroad Street hearing was held on November 4 in Morgan County Circuit Court. Police Chief Helmich and Village President Brockhouse will take a walk around the property on November 15, 2024 to determine progress or compliance. If the property is not in compliance, Helmich will have to discuss what the next steps will be. Looking around spring until we see any changes.

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; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Chapin Fire Department Report-

Mark Lovekamp provided both a written and oral report to the Trustees. Former Chief Pahlmann did a walkthrough of Dandy Mandy's and then hosted a dinner for the members afterwards. After the Special meeting on October 29, 2024 where six members were presents, there was an informal discussion where Mark Lovekamp agreed to temporarily step up as Interim Fire Chief. Four members helped hand out candy at both the fire station and the Legion. Six members have committed to the Alternative Fuel Vehicle Training in Bluffs. Mark also stated that they will be doing Cornerstone Training at sometime. The Fire Department had two calls but were on stand by for a residential structural fire and a business fire alarm activation.

Lovekamp stated that there will be a new email for the fire department, the office door in the fire station needs repaired, document gathering/sorting has begun, and also a pending meeting with Bryce McCormick and Phil McCarty to find a base line for the department. Trustee Brockhouse moved to approve the 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; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

Bryce McCormick submitted a written report but due to his absence Trustee Forsman discussed the reports. 3-H-99 has had the AC fixed just in time for the weather to turn. It will have to be inspected by IDPH prior to going back in service. McCormick requested \$500.00 (NTE) to take the members and their families out for an appreciation dinner. CARS has submitted 2025 training request to IDPH and Memorial EMS. McCormick stated they are looking to host an EMR course in early summer 2025. He will compile a list of instructional and course cost in early 2025. In early 2025, ESO (reporting software) will be offering an application using iPads. At this time, the Rescue Squad does not have the ability to do their patient care reports since their laptops are not equipped with hotspot. It would be easier and quicker with the use of cellular equipped iPads. Bryce will compile a request with costs to update their computers.

As to Chapin Emergency Management, Bryce McCormick submitted a written report. Bryce states that NIMS Compliance tracking and completion remains ongoing. Respiratory Protection Program is finishing up the remaining participants and updating those who are not planning on participating. No declared incidents for this month and have not heard back from IEMA/FEMA on the CAT-Z reimbursement. NLS Emergency Generator Automatic Switch needs replaced. Office Manager Courier stated that we will have to watch the funds in the Rescue Squad account.

Trustee Brockhouse moved to approve both reports as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, abstain; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 4-0-1.

Old Business

American Rescue Plan Funds. No update

Hiring Paramedics/EMTs. No update.

DCEO Grants. No update.

Water Tower Painting. No update.

611 Railroad. Addressed in Police Report.

PFAS Claims. No update. Technical difficulties.

Action on Closed Minutes. Trustee Forsman motioned to keep executive sessions closed. Trustee Luttrell seconded. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion passed 5-0.

Approval to Hire Part-Time Patrolman. No action. Chief Helmich stated that he is out of options, possibly need to market job posting.

New Business

Sewer Credit Due to Leak- Acct # 065-116. Office manager Courier brought up that Acct #065-116 should receive a \$13.93 sewer credit due to leak. Trustee Morrow made a motion to approve the \$13.93 sewer credit. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Purchase Triopia Yearbook Ad. Trustee Morrow made a motion to approve the \$40 purchase of an ad in the Triopia Yearbook. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Tax Levy Ordinance 2024-5. Office Manager Courier stated that this reflects a 5 percent increase from last year. Trustee Luttrell made a motion to approve the tax levy ordinance. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Appoint Interim Fire Chief. Trustee Luttrell made a motion to appoint Mark Lovekamp as Interim Fire Chief. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Summer Bash Bands. Office Manager Courier posted on Facebook asking for suggestions for Chapin Summer Bash 2025 and it blew up. A list of 20 plus bands were compiled and given to the board to look over. Courier also mentioned the date of August 23, 2025 as the date. Trustee Luttrell motion to table this business. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

At 8:10p.m., Interim Chief Lovekamp, Police Chief Helmich, and Water & Street Superintendent Cawthon left the board meeting.

At 8:11p.m., Trustee Luttrell motioned to enter Executive Session. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion passed 5-0.

Roll call back into open session at 8:15 p.m. of the Trustees as follows: Brockhouse, present; Forsman, present; Luttrell, present; Morrow, present; and Graham, present. Also present were Bailey Walters, Village Clerk, and Christina Courier, Office Manager.

Interim Fire Chief Mark Lovekamp entered the meeting at 8:17 p.m.

The Trustees held a general discussion about the Christmas events going on December 7, 2024. Interim Chief Lovekamp stated that the fire department will help drive Santa around Chapin and help at the breakfast event. Trustee Morrow stated that they will be handing out stocking and also having the kids write letters to Santa for an activity. Line-up for the parade will be on New Street.

Trustee Luttrell made a motion to adjourn the meeting at 8:24 p.m. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion passed 5-0.

The meeting was adjourned at 8:24 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk