

Chapin Board of Trustees

April 10, 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, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Hayden Helton – Public Works, Scott Pahlmann – Chapin Fire Chief, and Steve Helmich – Chapin Police Chief.

Minutes of March 13, 2024

Minutes of the March 13, 2024 Regular meeting was reviewed. A motion to approve the minutes from March 13, 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Special Meeting Minutes of April 3, 2024

Minutes of the April 3, 2024 Special Meeting were reviewed. A motion to approve the minutes from the April 3, 2024 Special Meeting was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

Wendy noted that one additional bill was received today for the Police fund from Lexipol for the Annual Law Enforcement Policy Manual of \$1,305.77.

The annual Ameren Electric Franchise fee of \$2,230 was received. The annual bay rent from the General fund of \$2,500 and Rescue fund of \$2,500 was transferred to the Fire fund. Wendy noted that Rural's part of bay rent will be due by the end of the month. In the Water fund there was an issue with a water line that was hit while digging on Cedar drive. In Rescue fund, there was an application fee for the Rescue squad to be revalidated which was \$709.

A motion to approve the Bills & Transfers including the additional bill was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Financial Reports

The Utility Billing Aging report was reviewed. Wendy noted account # 244-615-002 has been shut off as of 4/1 and has not heard from the homeowner. Account # 247-715-001 has been charged an NSF fee. Wendy noted another account that is not on the report, Account # 315-955-005, which has

a lien that was filed against it. Letters were sent to the tenant and the property owner. On 3/26 a total of \$111 was paid on the account but there is still \$301.50 in legal fees that still remain. Allen noticed that the CD's that were opened with ARPA funds are coming due in May and wanted to make sure that this CD was considered to not just be renewed as the funds need to be allocated to a project or committed to spend by the end of the year. Thoughts were that the funds were going to go toward the water tower project and that this may not get started until the end of the year anyways so it could just be put into another 6-month CD.

Funds from FEMA were received from the Derecho event. So far all that is ongoing is Category Z which is the management costs for the time Wendy and Bryce put into everything. Fire fund received \$1,180.17, Sewer received \$6,335.10, Water received \$4,082.40, and General received \$11,771.64 which totaled \$23,369.31.

The CD that was approved last month, CD # 108 of MFT funds was approved at 4.5% is now at 4.0% as the rate changed right before the CD matured.

Since cleanup days are coming up it was noted that if there is anything that the other departments wants to get rid of to please send her that list so that it can go on the disposal ordinance for next month.

Also included was the Trustee attendance-pay sheet for the fiscal year that includes tonight's meeting. A slight change will be made to reduce Trustee A. Brockhouse's pay to \$600 as he is not in attendance tonight.

A motion to approve the Financial Reports and the Trustee Attendance-Pay Sheet was made by Trustee L. Forsman. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. 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. Steve Edwards is going to be calling them to see what is going on.

The EPA walk through was today at the water treatment plant. Everything went well. There was a few items they noted that were able to be easily corrected or will be easily corrected.

The grass carp have been added to the lagoon.

The lagoon will be started up for the season on 5/1 through the end of October.

Hayden is working to get the lift stations maintenance scheduled however the main person that does the work is out on medical leave.

A motion to approve the Chapin Water/Sewer report 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Chapin Police

Steve Helmich – Chapin PD Chief noted 23.5 hours worked during the month of March with 32 calls for service and 6 total days of coverage. So far, a total of 380.75 hours worked during the

Fiscal Year.

Received one application for employment from an individual currently attending the police academy.

Continuing research on a vendor for the LEADS IWIN/MDC in-car access that will no longer be supported as of June 30, 2024.

In regards to the three properties that were noted last month. There are two that are in the works to remedy the issues and one that has not changed. One house is in the process of being fixed up but unfortunately the owner is having trouble finding someone to work on the property to fix it up. Discussion was had about whether to send letters to these individuals noting a timeline to remedy the issue. Thoughts were to move forward with sending letters outlining ordinance guidelines and timelines.

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

Chapin Fire

Scott noted various activities since last report.

Minutes from the March 14th meeting was attached.

Scott wanted to thank a group of Triopia Seniors who worked at the firehouse during their day of service. Also, thanks to Alan and Jerry for getting the washer and dryer hooked up.

A list of calls from February and March was provided.

NFIRS reports are now completed for January, February, March and June 2023 and now complete. There are still several that are not done.

April and Upcoming Activities were noted.

VP R. Brockhouse noted that the siren on 1712 is now fixed as there was a speaker that needed replaced.

A list of duties was provided with notes in regard to New Business #4.

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

Chapin Rescue

Bryce noted 2 calls since last report with 13 year-to-date. Members were available for 672.5 hours during the past 30 days with 2561.25 hours year-to-date.

EMS week is next month. Will update Board on the years of service awards and any other notable recipients at the next meeting. Work is beginning on GEMT (Ground Emergency Medical Transport) funding, which should increase the amount of money CARS receives for Medicare transports.

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 Derecho FEMA reimbursement was completed, and reimbursement checks have arrived. Thank you to all who assisted with the completion, specifically Wendy, and to everyone that helped during the event.

The outdoor warning siren lost radio communication with West Central 911 during the last round of severe weather. It is unclear if it was struck by lightning or some other event that caused the radio in the siren box to fail. GTSi has been out and has a temporary fix in place while a new remote control is on order. During the outage, Bryce or a member of the Morgan County EMA had planned on setting the siren off locally should the need arise.

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

A motion to approve the Chapin Emergency Management report and the Chapin Rescue 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

Old Business

1. Discuss American Rescue Plan Funds – tabled.
2. Discussion & Possible Approval of Hiring Paramedics/EMTS's for Rescue Squad – tabled.
3. Discussion & Possible Approval of Retirement Plan for Village Employees – Tabled; A plan from Thrivent Financial was provided for review.
4. Discuss DCEO Grants – Tabled; the first part of documents has been submitted for review, however Wendy has not heard back. There are several documents that were submitted that will be sent to multiple departments so it might take some time before we get feedback. Benton's is waiting for grant approval and to have everything signed before they put out the RFP as there will be information from the grant that they will need. Unfortunately, this is going to be a long process and there will be a lot more paperwork to come. There is concern about having this going before the end of the year as the ARPA funds need to be reported on as to what they are going to be used for by the end of the year. There were a few design questions that Benton's has about the project including color, lettering on the tank, and specifics about the RFP. Thoughts on color were to make it a light blue to stick with the theme of the local school district and if we did lettering, to have the letters be black.
5. Discuss & Possible Action Regarding Painting the Water Tower – Tabled; w/ OB #4
6. Discussion & Possible Approval of Community Events – Tabled; Discussion about potential dates was had at the special meeting and thoughts were either August 24th or 31st. Trustee E. Morrow was able to get some cost information for two bands; Brushville will be \$3,500 for 3 hours and Devon Clemons Band will be \$2,200 for 3 hours. Brushville is available on the 24th from 7pm – 10pm and since this seems to be the day that works the most thoughts were to move forward with August 24th. There will also be other things going on during the day with potentially a “bags” tournament, beer sales, vendor fairs, potentially other food trucks,

along with food sales in the Legion. The bands will mainly be in the afternoon and evening. Various other ideas were discussed about what to have at/during the event.

7. Discussion & Possible Approval to Hire Seasonal Mowing Employees – Larry Miller, who was approved for the seasonal mowing position has unfortunately had to back out due to a promotion at work. Since the special meeting last week, Brenten Buchannon has submitted an application for the position. A motion to hire Brenten Buchannon as a seasonal mowing employee at \$14 per hour for no more than 20 hours per week was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
8. Discussion & Possible Approval to Hire Full-Time Office Manager Position – Tabled; one other resume was received and an application.

New Business

1. Discussion & Possible Approval of Pork Chop Fundraiser – there has been discussion about having a pork chop fundraiser during clean up days on May 18th as the fire department is not having one this spring. Thoughts were to have a drive through at the Legion as the Legion is being rented the same weekend. This would be a free will donation. Hours from 11am to 1pm. Thoughts on menu were a pork chop sandwich, chips, beans, cookie and water. Suggestion of potentially chicken but thoughts were to keep it simple and just do pork chops.
A motion to approve a NTE of \$1,000 for the pork chop fundraiser was made by Trustee D. Luttrell. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval of a Loan from General Fund to Rescue Squad Fund – the Rescue Squad is basically broke and in need of funding to continue operating. Funds would come from the General fund to the Rescue fund. The ambulance billing is not fully up and going yet but hoping to be soon. Wendy did not have a good idea of what to start as there are so many variables at but thought \$5,000 would be a good start and this could always be increased later if need be. The auditors would like to see these types of inter fund loans paid back within 12 months, before the end of the fiscal year.
A motion to approve an inter fund loan from General fund to Rescue fund of \$5,000 was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
3. Discuss the Municipal Tax – There is a municipal tax that comes from Ameren that the police department gets throughout the year. IN the last 11 months this has been just over \$20,000. VP R. Brockhouse would like to see about taking these funds and splitting them into thirds to go to Fire, Rescue and Police. The Police fund is doing well compared to Rescue and Fire that need help. This has been done previously in 2007 where it was a set amount and in 2018 where it was split. Thoughts were this could start next month and go for 12 months to start. A motion to approve splitting the Ameren Municipal Tax into thirds to

Police, Fire and Rescue 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

4. Discussion & Possible Approval of Employee Compensation – after return to Open Session.

A motion to enter into executive session at 8:26pm was made by Trustee K. Graham. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

It was requested that Wendy Bridgewater and Steve Helmich stay for Executive Session. Scott Pahlmann and Hayden Helton left the meeting at 8:26pm.

Trustees returned to Open Session at 9:37pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee D. Luttrell present, Trustee K. Graham present, Trustee M. Brockhouse present, Trustee E. Morrow present, Trustee A. Brockhouse absent. 5 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

New Business #4 – Pay Wendy Bridgewater a \$750 incentive, pay Scott Pahlmann \$500 stipend, increase Wendy Bridgewater pay to \$24.50 per hour, increase Hayden Helton to \$24.50 per hour, increase Alan Boehs to \$21.75 per hour, increase Jerry Carrigan to \$16.75 per hour, increase Steve Helmich to \$18.50 per hour and increase Chris Dawdy to \$17.50 per hour.

A motion to pay Wendy Bridgewater a \$750 incentive, pay Scott Pahlmann a \$500 stipend, increase Wendy Bridgewater pay to \$24.50 per hour, increase Hayden Helton to \$24.50 per hour, increase Alan Boehs to \$21.75 per hour, increase Jerry Carrigan to \$16.75 per hour, increase Steve Helmich to \$18.50 per hour and increase Chris Dawdy to \$17.50 per hour 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

A motion to adjourn at 9:41pm was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: All in favor. Motion Carried. 5 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier
Village Clerk