

Chapin Board of Trustees Meeting

February 9, 2022

Minutes

The meeting was called to order by Village President Rex Brockhouse at 6:59pm 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. 6 Trustees present. Also present were Christina Courier – Village Clerk, Brock Hoots – Public Works Superintendent, Steve Helmich – Chapin Police Chief, Wendy Bridgewater – Treasurer, Scott Pahlmann – Chapin Fire Chief, and Steve Edwards.

Minutes of January 12, 2022

A few notes were made of edits that were needed. Christina will revise them and send to Allen and Wendy for posting. A motion to approve the January 12, 2022 minutes as revised 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 A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.

Bills & Transfers

Wendy made a few notes on the Bills & Transfers. From the General fund judgement lien search was completed for 718 North Street. There was phone call received about this property and it might be in the process of being sold, so hopefully the property will be cleaned up soon. From the Water fund there was a water deposit refund on 619 Elm that also had a lien filed on it, however the owner has sold the home and the lien has been released. A motion to approve the Bills & Transfers 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 A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.

Financial Reports

For the Utility Billing Aging report, Wendy noted that there were multiple accounts with past due balances that came in and paid today, acct # 024-816-005 and acct # 059-216-003. Acct # 135-414-005 has ditched out on the bill. The house has sold, and Wendy has continued to argue with them about the past due balance, but they do not believe it is their responsibility. Acct # 214-515 has not been paid yet, but the church had agreed to pay the bill but has yet to send payment even though Wendy has asked them multiple times about this. Acct # 216-511 has a high bill due to what is believed to be a leak. The resident is elderly, and Wendy is unsure if they understood what she was saying. Thoughts were to maybe send a letter explaining the circumstances. Acct # 233-519-002 was noted as having high usage which is on new business for a sewer credit.

Wendy included a CURES Program spreadsheet breaking down the funds spent last fiscal year, total funds that were submitted for reimbursement this fiscal year and unspent funds. Last fiscal year there was \$10,560.80 spent. Currently \$10,547.72 is being requested for reimbursement with \$9,564.74 to General, \$349.99 to Water and \$632.99 to Rescue. In total there will be \$21,108.52 in CURES funds spent and \$13.48 in unspent funds. Wendy noted that during the submission process for the funds spent this fiscal year she was able to get everything submitted then when she checked back on the status,

everything went to “agency review” due to SAM.gov account expiring. Wendy did not know that it was inactive as she has never had anything to do with its status. Wendy was able to make a ton of phone calls and send a bunch of emails to resolve this, and Rex signed a letter making Wendy the administrator. Wendy and Benton’s worked together to get everything back active, and Allen has now put it on his calendar for December of each year to start the process of renewal, so this doesn’t happen again. Without the SAM.gov account the Village would have lost out on the second payment from ARPA and any pending/future grants.

Wendy also noted that she has cancelled Jordan Post’s credit card and will be issuing Steve Helmich a credit card. She has also ordered a credit card for Brock Hoots. Wendy noted that she has not cancelled Hayden’s credit card as there is still a potential refund coming for a recent purchase and didn’t want to cancel it as she didn’t know if the vendor was going to refund the amount back to the card. Wendy does however have possession of the credit card. She inquired if the card could be kept as Hayden is still a Village employee and since he works in Springfield, he has agreed to help make any runs in Springfield if necessary. Trustees agreed that Hayden’s credit card could stay active.

For the Financial Report, Wendy noted that the Water Depreciation Fund MMS had a debit on 1/13/22 of \$227.24 in the form of a check from the Carrolton Fire Protection District. With this being in error, Wendy got in touch with the bank, and they agreed this was due to bank error and the funds were returned on 2/4/22.

As a side note Wendy wanted to note that the last 3-weeks of January she has again been almost by herself. Rex has helped a lot and has been around whenever needed, rounds were coordinated by Wendy and were rotated between Hayden and Bryce. Hayden has stepped up and done rounds early in the morning before he goes off to his regular job and Bryce completing the rounds on his off days. She wanted to thank each of them for stepping up and going above and beyond.

A motion to approve the Financial Reports was made by Trustee L. Forsman. 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 yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.

Jody Parrish joined the meeting at 7:16pm.

Committee & Department Reports

Chapin Water/Sewer

Brock Hoots – Public Works Superintendent noted Regular and Recurring Duties are being performed. The NLS still needs pumped and flushed but the ELS is keeping up. He would like to us the Fire Department truck to use the high-pressure hose and have a company come with a vacuum truck to pump out the materials. Thoughts were to try and find a day coming up sooner rather than later, potentially March, to complete this and it also be on a Friday when Hayden can be around since he knows specifically what is going on.

Road maintenance continues as needed. Brock spent a decent amount of time plowing snow during the recent snowstorm.

Mowing has stopped for the year and will resume in the Spring.

The salt spreader trailer should be replaced in the near future. The water tester has been calibrated and the screen has been fixed and was covered under last years contract with Hach. Brock noted he has started inventory of both shops, the water tower, and the lagoon on 2/7.

A motion to approve the Chapin Water/Sewer Report as presented 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 A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.

Chapin Police

Steve Helmich – Chapin Police Chief noted there were 99.5hrs worked during the month of December with 10 total days of coverage. Steve noted that coverage calculations will no longer reflect administrative hours worked, only actual patrol shifts.

There were no fines collected during the month of December.

New Business #4 – Chief Helmich is requesting an 80-hr training course in order to be qualified to supervise other officers with “permanent” (full-time) certification.

New Business #5 – Appointment of Chief Helmich as the Village’s representative on the E911 Board. Steve noted that for vacant sergeant position he is actively recruiting someone with leadership experience who is local to the Morgan County area.

Steve has purchased some uniforms recently which will be reflected in the monthly bills and invoices including reimbursement for alterations. Chapin PD has always worn dark navy-blue uniforms and for some reason Ptl. Parrish and Pt. Crowder received black uniforms. He was able to obtain hand-me-downs from another agency to outfit Ptl. Crowder, however Ptl. Parrish needed correct clothing purchased due to uncommon size. This will bring them in line with the other Ptl. officers. Ptl. Parrish also needed a uniform winter coat, which he waited to purchase for him until he graduated.

Steve noted he is working on a long list of administrative items including a budget, sale of the security divider from the previous squad car, record-keeping cleanup, department policy manual updates and planning a meet and greet.

Steve noted as an information item that he is enrolled in a law enforcement leadership and management training class taking place later this year at his own expense.

Steve invited Trainee Jody Parrish to present some information about a recent event he participated in. Jody recently attended the Law Enforcement Torch Run for the Special Olympics in Bloomington. He was invited to attend the kickoff event because his class at the academy raised almost \$16,500 in 9 months across three fundraisers. He is looking to do other events with the area schools to raise money in the future. Steve noted that because of his leadership in raising funds during his time at the academy, the academy has invited him back to speak about the fundraising efforts his class did.

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 yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea.

Motion carried. 6 yea, 0 nay.

VP R. Brockhouse noted that the camera system was installed and operating however didn’t have quite meet the expectation that he had hoped. The DVRs are not currently connected to the network so the footage cannot be viewed remotely. This is at both the water tower and at village hall. This is due to a lack of network ports in the existing router/modem in both locations. One of the installers noted it during the install and stated that a network switch would just need to be installed, which should be a straightforward process. The concern is at village hall the computer that the police utilize has a static IP address and that makes installing a network switch a little more complicated. Unfortunately, there are few companies or individuals that we are familiar with that complete this kind of job except for Matt Martin. Installing a network switch at the water tower should just be “plug and play” but the village hall would be more in depth. Thought was to go ahead and ask Matt Martin what the cost

would be to install network switches at both locations. Christina will get in touch with him and have a quote for next meeting.

Jody Parrish left the meeting at 7:57pm.

Chapin Fire

Scott Pahlmann – Fire Chief reports the following activities

January 13 – Members held a meeting followed by checking equipment and taking the vehicles for a drive.

January 26 – Fire Master Equipment attended the meeting to measure members for potential turnout gear. They also brought new helmets for the department to look at. After measuring, a short meeting was held, and the vehicles were checked and driven.

Scott reports the following Upcoming Activities

February 10 – Meeting followed by training

February 24 – Training

Old Business #1 – Requesting to purchase 7 sets of turnout gear for the total cost of \$19,739.30 from Fire Master Fire Equipment. Individual coats are \$1,713.95 each and pants are \$1,105.95. After purchase, the Illinois Department of Natural Resources Volunteer Fire Assistance Program will reimburse up to \$10,000. Cost will be split 50/50 with the Chapin Rural Fire Association. Once approved and ordered, it will be 36 weeks before delivery. These 7 sets are in addition to the 2 sets that were ordered earlier.

New Business #7 – Scott would like to discuss some much needed updates and maintenance to the fire house building. Items such as gutter and siding, paint, meeting room and office remodel, rotting wood around entry doors, signage, etc. Members are willing to do some of the work, but believes time is better spent at fire house completing training.

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

Chapin Rescue

Bryce McCormick – Chapin Rescue Chief reports 7 calls since last report with 9 year-to-date.

Members were available 700.25hrs in the last 30 days with 1025hrs year-to-date.

New Business #8 – CARS was sent a flyer about updating the Powerhawk rescue tools to a cordless system for just under \$6,000. This would allow CARS to reduce the weight of the tools and save space currently used on the ambulance. Bryce has emailed the vendor asking if they would take a set of the tools as a trade. More information to come in the next several weeks if that is possible. The request is to update one set of the tools that could then fit on 3H99 with less weight, if there were to be a reduction in rigs.

Old Business #2 – Bryce noted that Allen would have information about the selling/leasing of 3H11, however Allen was not present for the meeting.

Bryce noted that both rigs are in service, and licensure is current. The SOS Safety Inspections are due February 2022.

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

Old Business

1. Discussion & Possible Approval of IDNR Grant – a quote from Fire Master Equipment was received quoting for 7 coats and 7 pants that will now outfit each of the members. The quote is for \$19,739.30. The grant from IDNR is \$20,000 with a \$10,000 match. Funds would need to be provided up front and then \$10,000 reimbursed. The Chapin Rural Fire Association would cover \$5,000 and the Village would cover \$5,000 as a 50/50 split. Invoices are due to IDNR by June. There was concern expressed about that since the Village Fire accounts do not have \$20,000 up front where would the funds come from. Wendy and VP R. Brockhouse spoke about this prior to the meeting and thoughts were that an interfund loan could come from the Sewer Savings. This would need to be approved later. Chief Pahlmann also noted that the helmets are coming up on expiration also so while the Fire Master representative was on site, they previewed various helmets. A motion to approve the IDNR Grant of \$20,000 with \$10,000 reimbursed, split 50/50 with Chapin Rural Fire Association to purchase 7 coats and 7 pants totaling \$19,739.30 from Fire Master Equipment was made by Trustee L. Forsman. 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 A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.
2. Discuss Loan/Sale of CARS Ambulance – tabled; information is needed from Allen.
3. Discuss Plans for Legion Building – tabled; Still researching and contact organizations that would be interested in donating funds. Right now, there are not many grants out there that don't require a loan also. It was mentioned about still having the work camp prisoners come and do some painting in the Spring.
4. Discuss American Rescue Plan Funds – tabled; It was noted about be thinking about what projects could be done with these funds.

New Business

1. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct #233-519-002 – had a major leak in their basement. Sewer credit would be for \$256.54. A motion to approve the sewer credit of \$256.54 for Acct # 233-519-002 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 A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.
2. Discussion & Possible Approval of Crediting Late Fees – Acct #250-718-001 – Was late on payment and has never been late before. Is requesting to waive late fees. No action taken.
3. Discussion & Possible Approval of Resolution Adopting Revised Personnel Policy Manual – tabled; a copy was provided during the January meeting, however this one has been revised further. It was noted to review the updated version and bring back for next month.
4. Discussion & Possible Approval of Police Transition Course for Chief Helmich – A law enforcement officer who holds a “part-time” certification from the Illinois Law Enforcement Training and Standards Board (ILETSB) is not permitted to supervise or direct officers who hold “permanent” (full-time) certification from the ILETSB. In the past, all previous police chiefs have worked in other full-time positions, and this is the first time within recollection that

there was a police chief that didn't already have another position where they were full-time. This is not required, however should a major incident occur, it could bring negative attention to the PD by the ILETSB. The cost of the training is \$1,500 but the Village would be reimbursed 50%. A motion to approve the Police Transition Course for Chief Helmich 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 A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.

5. Discussion & Possible Appointment of Chief Helmich to E911 Board – tabled; This position was previously held by Bryce McCormick. This position is someone that would represent both Chapin and Meredosia. Various communications have taken place between Chief Helmich and Phil McCarty, but there were still questions and concerns about the opening and who would fill the vacancy. VP R. Brockhouse would like to hear back from Phil McCarty to see about further details of the opening.
6. Discussion & Possible Appointment to Chapin Emergency Management Department – tabled; thoughts were that this did not urgently need to be filled but would like to have further discussion about who could fill the opening.
7. Discussion about Firehouse Maintenance and Updates – tabled; Chief Pahlmann wanted to inquire about what direction he should go with any maintenance concerns of the fire house. Thoughts were that maybe the prisoners and city employees could help with some of the work, but it was recommended that he come up with a priority list and then will review requests a few at a time.
8. Discuss upgrade of Current Battery Powered Extrication Devices and Trade/Sale of Additional Tools – tabled; Cost would be \$5,980. Concerns were raised about training for these tools and who is qualified to use. Trustees would like to see more information about if a trade would be taken for the current tools.

A motion to enter into leave open session and enter into executive session at 9:02pm 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 A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.

Wendy Bridgewater, Steve Helmich, Steve Edwards, Brock Hoots, Scott Pahlmann left the meeting at 9:02pm.

Trustees returned to open session at 10:01pm. 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 was Christina Courier – Village Clerk.

A motion to adjourn at 10:03pm was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: All Trustees in favor. Motion carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier
Village Clerk