

**Village of Chapin
Minutes of Board of Trustees' Meeting
July 12, 2023**

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 Adam Brockhouse, Trustee Mark Lovekamp, Trustee Erin Morrow, and Trustee Kara Graham. Also present were Wendy Bridgewater, Village Treasurer, Fire Chief, Scott Pahlmann, Police Chief. Steve Helmich, and Village Attorney, H. Allen Yow. Village Clerk Christina Courier was absent.

Due to the absence of the Clerk, Trustee Lovekamp made a motion to appoint Attorney H. Allen Yow to serve as Recording Secretary for the meeting. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous vote of the Trustees.

Minutes –

Minutes of the June 14, 2023 regular Board of Trustees' meeting were reviewed. Trustee Forsman moved to approve the minutes as presented. Trustee Lovekamp seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0.

Bills and Transfers –

Treasurer Bridgewater provided the report. She is working with CNB Bank related to online banking issues. The Department of Corrections is now requiring certain safety equipment be provided to inmates when performing work for the Village. Trustee Forsman moved to approve the Bills and Transfers as presented. Trustee Lovekamp seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0.

Financial Report-

Treasurer Bridgewater provided the financial report. As to water accounts, she noted that (i) account 051-411 has been paid in full and the lien released; (ii) account 057-310-003 has been shut off; (iii) account 244-615-001 may require a lien to be placed on the property as the owner has died; and (iv) account 312-941 will be given a shut off notice. She also reported that the Open House Breakfast was a success with \$913.00 in revenue plus a \$160.00 donation. After costs, the event realized a \$498.28 profit leaving a balance in the Holiday Fund account of \$1,410.22. Trustee Lovekamp moved to

approve the financial report as presented. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0.

Committee Reports:

Water and Street Superintendent's Report –

Water and Street Superintendent Hayden provided a written report and it was reviewed by the Trustees. Regular and recurring duties are being performed. Road maintenance continues as needed and mowing season is in full swing. Trustee Lovekamp 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: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0.

Police Report –

Chief Steven Helmich provided both a written and oral report to the Trustees. He reported that during the month of June 2023, the department worked a total of 19.5 (12.5 administrative and 7 on duty). He is recommending that Christopher Dawdy be hired as a new part-time officer, but no action was taken by the Trustees. Chief Helmich reported that he is no longer working for the State of Illinois and will be able to devote more time to the needs of the Village. He suggested that standardize forms for writing tickets and ordinance violations be purchased at an estimated cost of \$130.00. Chief Helmich will consult with the Village Attorney. Chief Helmich is working on obtaining a Village ID card for Trustee Graham. Trustee Lovekamp moved to approve the report as presented. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0.

Chapin Fire Department Report-

Chief Scott Pahlmann provided a written and oral report to the Trustees. On June 22, 2023, SCBAS completed the annual maintenance on the breathing air compressor. A sample to verify that the air is compliant is not needed until December 2023. On the same day, structural firefighting gloves, SCBA and firefighting foam equipment demonstrations were given by Kevin Day from Sentinel Emergency Solutions. On June 26, 2023, there was nozzle and structural firefighting glove demonstration by Chuck Knapp of Municipal Emergency Solutions and Kevin Briggs of Task Force Tips. The Department had some 21 calls between April 3, 2023 and June 29, 2023.

Upcoming activities include a member meeting on July 20, 2023 and training on July 27, 2023. Chief Pahlmann requested that the Trustees approve having the department radios reprogrammed, aligned and tuned for \$952.50.

Trustee Forsman moved to approve the report as presented. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

Bryce McCormick submitted written reports but due to his absence Trustee Forsman discussed the reports. It was reported that CARS has reached out to a new billing company in the hope of increasing income from department responses. CARS is seeking a grant to provide additional funds for transporting Medicaid patients. CARS is running out of funds and it may be necessary to seek funding from the Village. The department went on 3 calls since the last report and has responded to 27 calls so far in 2023.

As to Chapin Emergency Management, Tacking and completion of NIMS training is ongoing. 2023 Respiratory Protection Program information will be sent out to participants in the coming weeks. There were no declared disasters since the last report, but a straight line wind incident late in June 2023 knocked out power to much of the Village. Hours and costs incurred in responding to the event will be given to Morgan County Emergency Management for inclusion with costs for Morgan County. Work continues on updating the EOP for the Village.

Trustee Morrow moved to approve the report as presented. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0.

Old Business

American Rescue Plan Funds. Tabled until the next meeting.

Ordinance Revising Procedures and Rules for Fire Department. The proposed ordinance was reviewed. Trustee Forsman moved to approve the ordinance as presented. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion carried 6-0. The ordinance will be known as Ordinance No. 2023-3.

New Business

1. Audit Report. Megan Davidson, on behalf of Zumbahlen, Eyth, Surratt, Foote & Flynn, Ltd. gave the audit report for the year ending April 30, 2023. She went through the report and reported it was a clean audit. There were no difficulties encountered during the audit process and there were no disagreements with management. Trustee Graham moved to approve the audit report as presented. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes.

2. Appropriation Ordinance. Megan Davidson discussed the proposed appropriation ordinance for 2023-2024 which was prepared by Zumbahlen, Eyth, Surratt, Foote & Flynn, Ltd. Trustee Forsman moved to approve the appropriation ordinance as presented. Trustee Lovekamp seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The ordinance will be known as Ordinance No. 2023-4.

3. Sewer Credits Due to Pools. Trustee Forsman moved to approve the sewer credit requests for account #s: 116-412-001, 280-613-002, 232-520, 184-810, 127-316, 251-719-003, 140-314-003, 144-212-003, 065-116, 082-418-002, 220-418-001, and 233-519-002 as presented. Trustee Lovekamp seconded the motion. The motion was approved by a roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, abstained; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion passed 5-0-1.

4. Donated Motorola Radios. Trustee Forsman moved to approve the expenditure of \$952.50 to have the department radios reprogrammed, aligned and tuned. Trustee Morrow seconded the motion. The motion was approved by a roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, abstained; Morrow, yes; and Graham, yes. The motion passed 5-0-1.

Trustee Forsman moved to go into executive session at 7:58 p.m. Trustee Mary Rae Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes.

The corporate authorities went into closed session.

The corporate authorities came back into open session at 8:55 p.m.

Trustee Graham moved to authorize the Village attorney to prepare correspondence to members of the police department for the Village President's signature. Trustee

Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion passed 6-0.

Trustee Mary Rae Brockhouse made a motion to buy some 80 folding chairs from Illinois College for up to \$50. The motion was seconded by Trustee Forsman. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion passed 6-0.

Trustee Forsman made a motion to adjourn the meeting at 9:10 p.m. Trustee Lovekamp seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Mary Rae Brockhouse, yes; Adam Brockhouse, yes; Forsman, yes; Lovekamp, yes; Morrow, yes; and Graham, yes. The motion passed 6-0.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

H. Allen Yow, Recording Secretary