

Chapin Board of Trustees

June 14, 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 present, Trustee Mary Rae Brockhouse present, Trustee Mark Lovekamp present, Trustee Kara Graham present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Allen Yow – Village Attorney, Scott Pahlmann – Chapin Fire Chief, Steve Helmich – Chapin Police Chief, and Cameron Jones of Benton & Associates.

Minutes of May 10, 2023

Minutes of May 10, 2023 Regular Meeting were reviewed. A motion to approve the minutes of the May 10, 2023 meeting was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Bills & Transfers

Wendy did not note anything specific. The corner of Superior and Congress at the Firehouse is done and came in under budget. The flowers that were planted in it were donated by VP R. Brockhouse.

A motion to approve the Bills & Transfers was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Financial Reports

Wendy did not have anything specific to note. The money from the scrap metal collected during clean up days was received of \$396.

There are no accounts past due that haven't been mentioned before.

There are two CD's that are coming due in August.

A motion to approve the Financial Reports 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed.

No significant updates. Hayden will be on vacation during the coming weeks and it appears as though everything will be covered for daily testing.

The SCADA updates have not been completed at this point.

A motion to approve the Chapin Water/Sewer report was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Police

Steve Helmich – Police Chief reports 41.5 hours worked during the month of May with twelve calls for service and five total days of coverage. So far, a total of 41.5 hours worked during the Fiscal Year.

Steve has altered his report to add how many hours were worked as patrol versus training or admin hours.

Steve noted there have been seven Non-Highway Vehicle inspections and he may be looking at another Saturday in June or July that can be advertised for inspections.

Steve inquired about a grant opportunity that is available with the State of Illinois that closes on June 26th. The grant is for municipal and county law enforcement agencies to apply for funds for the purpose of recruitment and retentions. This is a one-time award and will not be offered again. The only thoughts were this may be used to increase officer pay temporarily but that could mean more trouble than good. Also, with the short time window until it is due, it would mean gathering tons of data which would require a lot of time and effort in a short amount of time.

Steve noted he has an officer that is interested in applying with the Village. He has everything already and would only potentially need a few shirts or pants. He is currently a Secretary of State officer and would be available alot 9 months out of the year. Steve inquired if he should apply or not. The thought was he could apply and then the Board could talk with him about availability or other various inquires.

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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Fire

Scott Pahlmann – Chapin Fire Chief noted various activities since last report. Minutes were provided for the meeting held on May 11th and June 8th.

A list was calls was not received at the time of report from West Central Dispatch for calls in April and May.

June and Upcoming activities were provided.

Scott is requesting to add Joshua Wooley as a probationary firefighter for one year pending

favorable background check and drug test.

Scott noted that he has a call with Wolfe Run Solar who is in charge of the solar project near Concord to see about training.

A motion to approve the Chapin Fire report and approve adding Joshua Wooley as a probationary firefighter pending background check and drug screening 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Rescue

Bryce McCormick – CARS Chief noted 5 calls since last report with 24 year-to-date. Members were available for 670.5 hours during the past 30 days with 2348.25 year-to-date.

Bryce noted that 3H99 had an issue with the AC and has been taken in for service. A small leak was found on the low-pressure line, but that has now been repaired. A member recently had their radio and pager destroyed in a fire, which has been replaced with a radio and pager that were in service.

3-H-11 and 3-H-99 are both in service.

Report approval with Chapin Emergency Management report

Chapin Emergency Management

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

The members on the 2023 RPP program will begin getting notifications in the coming weeks.

Awaiting repairs for Skid A before running an emergency interconnect test. Both NLS and SLS automatic switches are continuing to have issues.

Work continues on updating the EOP for the Village.

A motion to approve the Chapin Rescue report and the Chapin Emergency Management report 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

VP R. Brockhouse noted that there will be an insurance adjuster in town in the coming days and asked about the turnout gear and air pack that were damaged. He wondered if those should be filed on as an insurance claim and if it would be worth it. Scott noted he has a vendor that will be in the area this week and next, so he could get some quotes.

Steve Helmich wanted to inquire about the individual living in the RV at 917 Congress. He did go and speak with the individual prior to tonight's meeting and they noted they just needed a few more months to finish work on the house and will be out of RV. It was noted that it is against Village ordinance to be living in an RV within Village limits. There have been several complaints about this individual. Various discussions were had about what the next steps were to have with the person. Allen Yow stated a letter needs to be sent with notice to evict within so many days and if they did not comply then they could be served with a notice to appear in court.

Old Business

1. Discuss Plans for Legion Building – Alan and Jerry along with the work camp crew have begun working on the outside. They have started scraping away the old paint and prepping the surface for new paint. The work camp will hopefully be available to come help clean everything for the upcoming breakfast event. Various logistics for the upcoming breakfast were discussed.
2. Discuss American Rescue Plan Funds – Tabled; no update
3. Discussion & Possible Approval of an Ordinance Revising Procedures and Rules Governing the Village of Chapin’s Volunteer Fire Department – Scott had a few more various notes of parts he would like to see revised further or other things added. Allen revise and have for next months meeting.

New Business

1. Discussion & Possible Approval of Sewer Credit due to Pool – Acct # 201-510-001 – requesting credit of \$79.88 Approved w/ new business #5
2. Discussion & Possible Approval of Sewer Credit due to Pool – Acct # 259-617-002 – requesting credit of \$49.81. Approved w/ new business # 5
3. Discussion & Possible Approval of Sewer Credit due to Pool – Acct # 067-111-001 – requesting credit of \$27.12. Approved w/ new business # 5
4. Discussion & Possible Approval of Sewer Credit due to Pool – Acct # 132-614 – requesting credit of \$17.59. Approved w/ new business # 5
5. Discussion & Possible Approval of Sewer Credit due to Pool – Acct # 148-209 – requesting credit of \$38.72.

All of the above sewer credit are legitimate and due to pools being filled.

A motion to approve sewer credits of \$79.88 for Acct # 201-510-001, \$49.81 for Acct # 259-617-002, \$27.12 for Acct # 067-111-001, \$17.59 for Acct # 132-614 and \$38.72 for Acct # 148-209 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 K.

Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

6. Discussion & Possible Approval of Acceptance of Quotation for MFT Seal Coat Program – Cameron Jones noted that a quote of \$27,934 was received from IRC Inc. to complete the mentioned streets attached. Question was raised about doing some additional areas. Cameron noted that municipalities can elect an additional 10% which would not have to start the whole approval process over, it would just be a change order. The additional 10% would be approximately another 500ft of oil and chip. Even with the additional 10% the total cost would be \$30,456.20 which is still under the appropriated amount for the year. A motion to accept the quote from IRC Inc. plus an additional 10% 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 K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 6 yea, 0 nay.

7. Discussion & Possible Approval to Credit Back Fees – Acct # 219-420-007 – No action; Lost account information so closed account and did not contact Village to change auto debit information, however according to their letter they did receive shut off notice prior to shut offs actually happening.

A motion to enter into executive session at 8:17pm was made by M. Lovekamp. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Trustees returned to Open Session at 9:02pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee K. Graham present, Trustee M. Brockhouse present, Trustee E. Morrow present, Trustee A. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

A motion to adjourn at 9:03pm was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: All in favor. Motion carried. 6 yea, 0 nay.

Respectfully Submitted,

Christina Courier
Village Clerk