

Chapin Board of Trustees Meeting

April 13, 2022

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 Loren Hamilton present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Brock Hoots – Public Works Superintendent, Hayden Helton – Chapin Public Works, Wendy Bridgewater – Treasurer, Brad Rogers – Chapin Police Sergeant, Steve Helmich – Chapin Police Chief by phone and Steve Edwards.

Minutes of March 9, 2022

Trustees reviewed the minutes of the March, 9, 2022 regular meeting. A motion to approve the minutes of the March 9, 2022 regular meeting 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.

Bills & Transfers

Wendy Bridgewater noted various items in the Bills & Transfers. The annual Ameren Electric Franchise Fee of \$2,230.00 was received. Chief Steve Helmich finished the Police Transition Course and half of the total cost will be reimbursed. In the Sewer Fund, check # 1629 dated 10/14/21 was lost so it will be voided and reprint for Invoice # 258874 dated 9/21/21. In the Rescue Squad Fund they held an appreciation dinner and the wrong credit card was charged for items purchased. Gano Electric finished the exit signs at the Firehouse and was less than expected. Chapin Rural Fire Bay Rent was received on 3/22/22.

A motion to approve the Bills & Transfers 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.

Trustees reviewed the Trustee Pay Sheet. This pay will be paid this Friday. A motion to approve the Trustee Meeting Attendance Pay Sheet 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.

Financial Reports

Trustees reviewed the Utility Billing Aging Report. Wendy Bridgewater noted various accounts. Acct# 135-414-005 was paid in full as of the meeting. Acct# 291-701-003 has moved out, the charges still on the account are after the deposit and a letter will be going out for the balance. The lien was released on 814 Congress/419 Everett totaling \$492.50 to the General Fund. This

was the last lien in place for the Village, however with mowing season starting, more mowing fees might start to accrue again. The quarterly distribution from the Martha Allen Trust was received on 3/31/22 of \$2,675.50. Wendy also provided fiscal year-end financial statements. She noted that everything looks good, but did note that Waterworks Fund Professional Fees were over budget by \$10.35. Wendy noted that Hayden Helton was able to speak with JMac about the wrong surge protector that was ordered by Dalton Surratt. JMac agreed to refund part of the cost of the part, however after multiple calls JMac agreed to refund the full amount of \$823.50. The part was sent back to JMac and they have received it, but have yet to send the refund. Wendy and Hayden have made multiple calls to JMac, but the right person is always unreachable. Wendy has even tried to contact their accounting department, but they have never answered. Last week Hayden was able to speak with the original contact last week and they gave Hayden assurance that payment would be on its way this week. If payment did not arrive, suggestion was to keep trying.

A motion to approve the Financial Reports 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.

Committee & Department Reports

Chapin Water/Sewer

Brock Hoots – Chapin Public Works Superintendent noted regular & recurring duties.

There has been a proposal put together by Benton's for painting of the water tower. This proposal is with all the bells and whistles, so it may be able to be trimmed down cost wise, but this is still a significant cost.

He noted he will be looking in to getting the lift stations maintenance.

A proposal is also attached for chlorine pumps to be put in at the Water Tower. The current pumps are having issues air locking and if they are not watched, they quit pumping chlorine into the system causing bigger issues with water testing.

The pumping and cleaning of the north lift station went well. It was noted that the lift station pumps are older and are not pumping as efficiently as they could be, potentially the impellers are worn down.

A recommendation has been made by Bryce to put 25-30 grass carp in the lagoon to keep moss growth down. The excessive moss growth plugs up the aerators causing damage to them and the carp would eat the moss. Hayden was able to price grass carp from Bucheit's and they are \$14.99 each. If 20 were purchased this would be just under \$300.

Bryce is also looking to purchase a chlorine parstolic pump, which is broken and needs replaced. Approximate cost for the pump would be just over \$800 and pump tubes. The tubes are around \$50 each and come in a three pack, he is requesting 2 packs for each size.

Road maintenance continues as needed.

Exit signs at the fire house have been installed and are working accordingly.

Mowing has started back up as of March 28th.

Brock noted that the inventory of both shops, water tower and lagoon is still on going.

A motion to approve the Chain Water/Sewer Report and the purchase of a pump for the water

tower of \$2,450, a pump for the lagoon NTE \$500, tubing for pumps NTE \$300, and 20 grass carp for \$299.80 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.

Chapin Police

Brad Rogers – Chapin Police Sergeant presented the report.

During the month of March 58 hours were worked with 21 calls for service with 7 days of coverage.

Requesting the purchase of a refurbished Genesis II Select in-car mounted radar system from Municipal Electronics in Decatur, NTE \$1,175. This request is \$40 over the estimate just in case labor costs exceed the 30-minute installation estimate. The reason for request is due to the current system experiencing issues, however it has been certified for the annual certification. The system was manufactured in 1992 and is very out-of-date. There have been various issues reported during patrol activities.

Steve Helmich – Chapin Police Chief spoke about the incident on March 26th where he was requested by Meredosia PD to assist in and felony traffic stop which resulted in a vehicle pursuit through Morgan, Pike and Brown counties. This pursuit resulted in gun fire and gun shot wounds sustained to the upper left thigh and to the abdomen. He underwent three separate surgeries but is expected to make a full recovery. Steve thanked everyone for their support and a thank you to Wendy, VP R. Brockhouse and Allen for handling everything in the best way possible.

It was noted that Steve did complete the full-time law enforcement transition course on March 8th.

A motion to approve the Chapin Police Report and the purchase of an in-car mounted radar system for NTE \$1,175.00 was made by Trustee L. Forsman. 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 Fire

Trustee M. Lovekamp presented the Chapin Fire report in Fire Chief Scott Pahlmann absence.

Fire Chief – Scott Pahlmann reports the following activities.

March 10 – members discussed the pork chop fry. Since the village clean up day is May 14th, the fireman will have a drive-thru pork chop fry on May 14th with proceeds going towards purchasing new helmets to with the turnout gear grant.

March 19 – members had a workday at the fire house. Thanks are due to Craig's Power Washing for donating time and equipment to pressure wash the outside of the firehouse and remove the striping inside the firehouse as well as clean the floors. General cleaning and maintenance was also done. Mark Lovekamp, Christina Courier and Scott Pahlmann were in Perry, IL for a grant workshop. A significant amount of information was collected including sources for grants that was not previously thought of. It also gives the department a direction to work towards to apply for future grants.

March 24 – A meeting was held. A request to hose an IFSI Basic Extraction class has been submitted. The power tools that were purchased by the Chapin Fireman were labeled and put on 1711 and 1712. A few other odds and ends still need to be purchased. After the meeting, the vehicles were driven.

March 28 – Members attended retired South Jacksonville Fire Chief David Hickox’s visitation. Scott noted various upcoming activities.

April 14 - meeting followed by training

April 28 – Training

April 30 – IFSI Basic Extrication class

May 14 – Pork Chop Fry

It was noted that the Village fire truck still does not start and this needs to get fixed as soon as possible. The information for the grant to purchase the turnout gear still needs to be submitted to Wendy. The Village still has not received the final letter from OSHA. Don’t know if this is because they are still awaiting other documentation or what is the holdup. If there are any other pieces of information they still need, it needs to be sent over. Also, since there have been items fixed that was noted during their visit, those need to be sent to them as an item to mark off their list.

A motion to approve the Chapin Fire Report was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp abstain, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 abstain.

Chapin Rescue

CARS Chief Bryce McCormick reports the following.

There were five calls since last report with 16 year to date. Members were available 890.15 hours in the past 30 days with 2,685.15 year to date.

Both units will undergo State Safety Inspections this month. Cardiac monitor pads for both adults and pediatric patients will be expiring through the month and be replaced.

Both ambulances are in service and up to date with licensing and inspections.

A motion to approve the Chapin Rescue Report was made by Trustee A. 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.

Old Business

1. Discuss Loan/Sale of CARS Ambulance – tabled; Allen has had email communications with Bryce and both South Jacksonville and Jacksonville are interested in potentially leasing one of the rigs. They would like to see a proposal with terms. Discussion was had about various aspects of cost for lease and what would be provided versus not provided. Allen will prepare something for next meeting to review. Any funds received from the lease will be deposited into the Rescue Squad fund.
2. Discuss Plans for Legion Building – Tabled; there were no updates available. VP R. Brockhouse had questions about what the prisoners could be doing as they have

been scheduled to come around every other Thursday. The Legion does need repainted so that would be something they could do. There are other various items at the Park and Ball Park that could use painting also.

VP R. Brockhouse made a side note about the equipment from Earlybird that is parked on the frontage road and how in the past any vehicles parked there were chased off. Chief Helmich will investigate further.

3. Discuss American Rescue Plan Funds – Tabled; Thoughts were that these funds could be used for a few updates/repairs at the water tower. Specifically, the painting of the water tower has been on the EPA’s report for the last two years. An estimate from Benton’s was provided but it has all the “bells and whistles” on it and could be trimmed down. Benton’s opinion of probable cost in total construction cost is \$419,000 and non-construction costs of \$48,000. Concerns with the age of the water tower and how it is coming up on its useful life, so putting too much funding into it may not be beneficial. Thoughts were that it may have been built around 1954 but did not know for sure. The normal useful life of this water tower is around 75 years but if it is taken care that can be extended. According to past records research thoughts were that it was last painted in 2006. A quote was also received for cost of the membranes on the skids at the water tower. The approximate cost to replace all the membranes would be around \$100,000. The Village does not have this kind of funding available and water bills are already high enough. Thoughts were to see if any state representatives could find a way to help and maybe to contact them about the Village’s financial restriction and the upgrades needed to keep the infrastructure in place.
4. Discussion about Firehouse Maintenance Updates – Tabled; The exit signs were installed at the Firehouse, so that will be one thing for sure off OSHA’s list.
5. Discussion & Possible Appointment to Chapin Emergency Management Department – tabled; Allen will get in touch with Bryce about the information for this position and if he would be willing to train.
6. Discuss OSHA Visit to Firehouse – tabled; previously discussed during the Chapin Fire Report.

New Business

1. Discussion & Possible Approval to Remove Tree at 711 Elm – There is another tree that is on the Village’s side of this property. It has multiple dead limbs and thoughts were to get it taken care now. A quote from T& K Tree Services was provided. Would be to remove one tree and stump for \$400. A motion to approve the quote from T&K Tree Services to remove tree and stump at 711 Elm 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 Sewer Credit Due to Leak – Acct# 260-619-004 – No action; The account owner did not provide a letter as directed.
3. Discussion & Possible Approval to Credit Fees – Acct# 304B-1749-002 – The account owner recently has an issue with their bank and the where the acct number on the check

was off by one digit, so the check was returned to the Village. Account owner is requesting the fees incurred be waived. Wendy noted that this person has never been late on payment. Current fees being assessed are \$5.53 in late fees, \$10 in Administrative Fee and \$55.00 in NSF Fees totaling \$70.53. \$5.00 of the NSF Fee is what CNB Bank charges and the rest is what the Village charges, going to see if this can be refunded to the Village. Discussion about if part of the fees could be refunded. Thoughts were to refund the Late fee and NSF Fee, which would be \$60.53. A motion to waive \$60.53 in Fees for Acct # 304B-1749-002 was made by Trustee M. Lovekamp. 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.

4. Discussion Regarding Employee Compensation Regarding Emergency Call-Ins – There was a recent concern about the 2-hour call-in policy and which departments or individuals this applies to. Discussion was had about who this would apply to and under what circumstances. Thoughts were that this would only apply to Water/Sewer emergencies only and if something could not wait. Steve Helmich noted that in other departments there is a call-in policy at other police departments.
5. Discussion & Possible Approval to Revise Cemetery Ordinance – Tabled; The current ordinances for the Cemetery are lacking in specifically about being able to dig their own holes. This is something that needs to be added to avoid from holes being dug in the wrong place. Also, the fee for grave opening has not been raised since the long ago and thoughts were this could be raised. There are also multiple ordinances for the cemetery with revision of the original over the years, if these could be combined into one and rescind the old ones. Wendy and Allen will work together to come up with a new one.
6. Discussion & Possible Approval to Install Security Cameras at Park – There have been multiple incidents at the Park and it would be beneficial to have surveillance if something were to happen again. Recently there was a case of battery and there were multiple stories of the incident and no specific evidence. Discussion about if charges could be pursued for issues of disturbance of the peace because there are some individuals yelling profanities. There have been complaints about this and some individuals who will not go to the Park due to this. A quote from Matt Martin Consulting was provided. This is the quote from back in December, but after conversations with Matt Martin, the quote is still good. To have Matt Martin Consulting put up four cameras at the park with a DVR in a secure box the cost would be \$950 for parts and labor. Discussion was also had about putting up signs noting at the two entrances that cameras were recording. Thoughts were these shouldn't be very expensive.
A motion to approve the quote from Matt Martin Consulting of \$950 to put up cameras at the Park and NTE \$300 for signs to be paid from Virginia White Fund 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.
7. Discussion & Possible Approval to Purchase Grass Carp for Lagoon – previously approved with Chapin Water/Sewer Report.

8. Discussion & Possible Approval of Amendment to Consulting Services Agreement w/ SIMEC – No Action; This is a consulting company that would advise of power rates. Their services are free of charge. The Municipal electric Aggregation program will expire in June and so will the consulting agreement with SIMEC. They have recommended that we pause Chapin’s MEA program for 12 months and any participating members will be switched to Ameren supply and lower rate automatically. They are also requesting a renewal of consulting services. Thoughts were that this was unnecessary and no action was taken.
9. Discussion & Possible Approval to Purchase In-Car Mounted Radar System for Squad Car – previously approved with Chapin Police Report.
10. Discussion & Possible Approval to Purchase Meals for Work Camp Crew – when the prisoners are around, they appreciate having something other than their pack lunches. This could be morale booster so that they want to come to Chapin and do good work. Previously it had been approved to NTE \$100 for pizza and sodas. Thoughts were this could continue with a NTE of \$100 per visit. A motion to approve the purchase of meals for work camp crew NTE \$100 per visit 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.
11. Discuss Trash Service Contract – There has been reports of Trash Queen being in town when there is a contract with PDC Area Disposal for services inside the Village. Trash Queen has been sent letters in the past about that they are not allowed to provide services inside the Village due to the contracts in place. Trustees agreed that another letter needs to be sent to Trash Queen reminding them that they are not allowed to service the Village due to the contracts in place. Maybe even add this to a mass mailer to residents as a reminder of the contract in place. This contract is what provides dumpsters for city wide clean up.
12. Discuss Properties w. Accumulation of Junk, Trash – There have been complaints about various properties in town that have an accumulation of junk and/or trash. Discussion about which properties Trustees have noticed or received complaints of. Thoughts were to go ahead and send letters to those property owners outline the ordinance pertaining to junk, trash accumulation.
13. Discussion & Possible Approval to Hire a Part-Time Mowing Employee – action taken after return to Open Session.
14. Discussion & Possible Action Regarding Employee Compensation – action taken after return to Open Session.

A motion to enter into executive session at 9:18pm 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 6 yea, 0 nay.

Trustees returned to open session at 10:48pm. Roll Call: Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee A.

Brockhouse present, Trustee E. Morrow present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

New Business #13 – A motion to hire Brandon Morrow at \$13 per hour to mow and weed eat as needed and pay Chad DeGroot \$13 per hour to mow and weed eat as needed 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 abstain. Motion carried. 5 yea, 0 nay, 1 abstain.

New Business #14 – A motion to pay Wendy Bridgewater a \$600 incentive 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.

A motion to pay Scott Pahlmann – Fire Chief \$600 salary was made by Trustee A. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp abstain, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 abstain.

A motion to adjourn at 10:52pm was made by Trustee A. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: All in favor. Motion carried. 6 yea, 0 nay.

Respectfully Submitted,

Christina Courier
Village Clerk