

**Village of Chapin
Minutes of Board of Trustees' Meeting
October 9, 2024**

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 David Luttrell, Trustee Erin Morrow, and Trustee Kara Graham. Also present were Wendy Bridgewater, Village Treasurer, Fire Chief, Scott Pahlmann, Police Chief, Steve Helmich, Trevor Cawthon, Public Works Superintendent, Christina Courier, Office Manager, and Village Attorney, H. Allen Yow. Trustee Adam Brockhouse was absent. Also present was Pat Boldt, Kathy Brockhouse, Brittney Brockhouse, Finley Brockhouse, Margaret Taylor, Joanna Luttrell, Olivia Luttrell, Mark Lovekamp, and Brandon Morrow.

Due to the lack of a Clerk, Trustee Forsman made a motion to appoint Attorney H. Allen Yow to serve as Recording Secretary for the meeting. Trustee Luttrell seconded the motion. The motion was approved by the unanimous vote of the Trustees.

Comments from the Floor – None.

Minutes –

Minutes of the September 11, 2024, regular Board of Trustees' meeting were reviewed. Trustee Forsman moved to approve the minutes as presented. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

2024 Chapin Summer Bash –

The Trustees reviewed the report for the recent event. Total income was \$22,925.80, with expenses of \$17,584.20, resulting in a net profit of \$5,341.57 to the special event fund. There was a general discussion regarding the event and that the band provided good music. President Brockhouse asked for ideas of a musical group for next summer's event as he would like to book an artist soon.

Bills and Transfers –

Treasurer Bridgewater provided the report. She requested that the process of handling monthly payroll transfers be changed so that the transfers will reflect the exact wages to be paid as opposed to an estimate. The auditors have approved this change. Trustee Forsman moved to approve the Bills & Transfers as presented. Trustee Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

The Treasurer also commented that there was a transfer of \$2,000 from the General Fund to the Fire Protection Fund and that the auditor's final bill has been received.

Trustee Forsman moved to approve the Bills and Transfers as presented. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Financial Report-

Treasurer Bridgewater provided the financial report. As to water accounts, she noted that all are current, and no action is needed. The ARPA certificate of deposit matures on November 9, 2024, and, at the direction of the auditors, it will be cashed out with the monies placed in the Water Fund and specially marked for grant purposes. She recommends that a village credit card be issued to Christina Courier. Trustee Forsman moved to approve the financial report as presented and to issue a credit card to Christina Courier. Trustee Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Committee Reports:

Water and Street Superintendent's Report –

Water and Street Superintendent Cawthon provided a written report, and it was reviewed by the Trustees. He noted that a SCADA and new computer is to be updated this week. Road maintenance and mowing continue as needed. He has received quotes from Vandevanter Engineering for repairs to the North Lift Station. The quotes were provided to the Trustees. After the Trustees discussed the proposed quotes and repairs, Trustee Brockhouse moved to approve Vandevanter Engineering's quote of \$13,240.90 to make repairs to the North Lift Station. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Mr. Cawthon was directed by the Trustees to contact Gano Electric for possible repairs to a generator.

Trustee Morrow moved to approve the report as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Police Report –

Chief Steven Helmich provided both a written and oral report to the Trustees. He reported that during the month of September 2024 the department worked a total of 16.5 duty hours. He recommended that Leyton Moffitt be hired as a new part-time officer. After some discussion, it was decided to invite Mr. Moffitt to a board meeting so the Trustees can meet him.

Chief reported that the criminal matter in Brown County has been resolved and the defendant has been sentenced to 28.5 years in the IDOC. The ordinance case involving 611 Railroad Street is ongoing. The department handled a complaint regarding a juvenile.

Trustee Luttrell moved to approve the report as presented. Trustee Forsman seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Chapin Fire Department Report-

Chief Scott Pahlmann provided a written report and oral report to the Trustees. Trustee Graham 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: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

Bryce McCormick submitted a written report but due to his absence Trustee Forsman discussed the reports. Christina Courier and Treasurer Bridgewater are making progress on billing.

As to Chapin Emergency Management, Bryce McCormick submitted a written report. Bryce is working on a grant application for extrication equipment and a non-matching grant with T-Mobile.

Trustee Brockhouse moved to approve both reports as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Old Business

American Rescue Plan Funds. No update.

Hiring Paramedics/EMTs. No update.

DCEO Grants. No update.

Water Tower Painting. No update.

611 Railroad. Court date set for November 4, 2024.

PFAS Claims. Attorney Yow reported that the Village is working with the PFAS claims administrator to resolve outstanding issues.

Deadline/Completion for Rosters & Respirator Fit Tests. Christina Courier reported that it has been decided, and the Trustees concurred, that the annual Respirator Fit Testing will be completed in May of each year, beginning in 2025. Department heads will be so advised of the deadline so they can so instruct their staff/volunteers. Also, department heads shall promptly notify the village of any roster changes.

Health Insurance. The Trustees considered health insurance options. After discussing the issue, Trustee Graham moved to approve a new plan with Blue Cross Blue Shield (G532BCE) and to stay with the current vision and dental coverage, with the village anticipating to realize some cost savings. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0. The change will be effective in November 2024.

T-shirts for Volunteer Firemen. Trustee Forsman moved to approve spending up to \$250.00 to purchase t-shirts for the volunteer firemen. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Resolution for Village Clerk position. No action was taken.

New Business

Donation to WCMTD. Trustee Forsman made a motion to donate \$80.00 to the West Central Mass Transit District in recognition of its assistance during the Summer Bash. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Halloween Candy for Fire Department. Trustee Brockhouse made a motion to spend up to \$50.00 for Halloween candy for the fire department. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion carried 5-0.

Breakfast with Santa and Christmas Parade. Trustee Luttrell moved to approve spending up to \$2,000.00 for this event. Trustee Forsman seconded the motion. The motion was approved by a roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion passed 5-0.

Respiratory Protection and Fire Chief's Duties. Fire Chief, Scott Pahlmann addressed the Trustees and discussed several of the stated duties. He believes that several of the duties are not appropriately assigned to the position and raised other issues. He provided a written report as well. At the conclusion of his remarks, he tendered his written resignation as Fire Chief, along with the written resignations of Josh Crews and Steve Ford as Lieutenants for the department, though all three will remain as volunteer firemen. Trustee Luttrell moved to accept the resignations. Trustee Forsman seconded the motion with regrets. The motion was approved by a roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, abstained; Morrow, yes; and Graham, yes. The motion passed 4-0-1

The Trustees held a general discussion on the need to discuss fire protection issues with both the village volunteer firemen and the Rural. The Trustees will attempt to schedule a meeting with both groups in the near future.

Trustee Forsman made a motion to adjourn the meeting at 9:10 p.m. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: Brockhouse, yes; Forsman, yes; Luttrell, yes; Morrow, yes; and Graham, yes. The motion passed 5-0.

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

Respectfully submitted,

H. Allen Yow, Recording Secretary