

Chapin Board of Trustees  
July 10, 2024

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:02pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman present, Trustee David Luttrell present, Trustee Mary Rae Brockhouse present, Trustee Kara Graham present, Trustee Adam Brockhouse absent, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Hayden Helton – Public Works, Trevor Cawthon – Public Works Superintendent, Steve Helmich – Chapin Police Chief, Debra Walters and Erica Smith.

**Minutes of June 12, 2024 Regular Meeting**

Minutes from the June 12, 2024 regular meeting were reviewed. A motion to approve the minutes from the June 12, 2024 regular meeting was made by Trustee L. Forsman. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

**Minutes of June 19, 2024 Special Meeting**

Minutes from the June 19, 2024 Special Meeting were reviewed. Approval with minutes from June 26, 2024.

**Minutes of June 26, 2024 Special Meeting**

Minutes from the June 26, 2024 Special Meeting were reviewed. A motion to approve the minutes from the June 19, 2024 Special Meeting and the minutes from the June 26, 2024 Special Meeting was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

**Bills & Transfers**

Wendy noted that the first installment of property taxes was received on July 9<sup>th</sup>. A total of \$25,591.80 was received with \$20,991.17 going to General, \$2,359.37 going to Police and \$2,241.26 going to Fire.

An additional bill was received today for the Water Fund from Burnett's Plumbing to install the meter pit at 212 Oak Street for \$1,300.

A motion to approve the Bills & Transfers was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

## **Financial Reports**

Wendy reported that there are no CD's due until August.

The Martha Allen Fund received \$20,000 on June 17<sup>th</sup>.

The Chapin Lions Club made a donation to the Summer Bash of \$500 on July 2<sup>nd</sup>.

The Utility Billing Aging Report was reviewed. Wendy noted Acct # 196-515-003 has yet another very high bill of 50,000 gallons. They have been shut off as of July 1<sup>st</sup> for non-payment. Unfortunately, these individuals are notorious for not paying and when they do pay it has only been \$100. The individuals living at this location are renters and the balances have also been sent to the property owner. Question was raised that can the Village make them fix the leak before they are turned back on. Allen Yow confirmed that yes the Village can.

A motion to approve the Financial Reports was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Hayden read through the Water/Sewer report but noted that Trevor will be doing this next month as the new Public Works Superintendent.

Regular & Recurring duties are being performed.

Cold Patch has been completed throughout the Village.

Hayden has been in contact with Vandevanter but they are only able to do the pump maintenance when it has been dry.

A motion to accept the Water/Sewer report was made by Trustee L. Forsman. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Chapin Police**

Steve Helmich – Chapin PD Chief noted 29.5 hours worked during the month of June with 26 calls for service and 7 total days of coverage. So far, a total of 52 hours worked during the Fiscal Year.

Steve introduced Debra Walters with West Central Mass Transit District. Steve had been in contact with her about arranging transportation to and from the Village. Debra noted that it is possible for one of her team members to do this for the Summer Bash. The ride would be approximately \$7 round trip she would just need to know the when and where. Ideas were tossed around of where to do a meetup/parking location. More details will be discussed at the next special meeting.

Steve noted that he sent an email to Todd Dollard about see if there would be anyone on probation that would need volunteer hours doing general labor and cleanup, but he has not heard back.

Steve noted that three citations were issued to 611 Railroad with a scheduled court appearance

on July 15<sup>th</sup>. Steve noted that there were several other properties where he noticed junk, unregistered or abandoned vehicles. VP R. Brockhouse noted that none of those properties have received complaints and did not want to stir up anything if it was not necessary.

A motion to approve the Chapin Police report was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Chapin Fire**

Scott noted various activities since last report.

Minutes from the June 27<sup>th</sup> meeting were attached.

Scott noted he met with Jacksonville Fire Chief Matt Summers about the dispatch protocol and what are the intentions for Chapin Fire when they are put on standby. Chief Summers is working with Phil McCarty on revising the protocol and will discuss at a later time. Scott also inquired if it would be possible to be included on any future trainings. Chief Summers said he would see if Chapin Fire could be incorporated into the trainings.

A list of calls was provided since last report.

Scott is requesting several items for the upcoming Summer Bash to have outdoor water activities for kids along with several give away items for kids to also be used in the future. Several items are from Amazon and others are from Foremost Promotions. The items add up to \$338, however shipping is unknown. Thoughts were to do a NTE \$500. VP R. Brockhouse noted he wanted to see a donation bucket outside with the activities during Bash to try and recoup the costs of these items.

A motion to accept the Chapin Fire report and a NTE of \$500 to purchase items for the Summer Bash was made by Trustee E. Morrow. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Chapin Rescue**

Bryce noted 1 call since last report with 19 year-to-date. Members were available for 390.25 hours during the past 30 days with 4367.75 hours year-to-date.

It was again a slow month with only a single response that did not yield a transport.

Working with Morgan County and all EMS agencies in the county on an assessment of what the future of EMS in the county looks like. Will try and host an EMR class over the Triopia Winter Break and see if there is any interest in having Provisional EMR's as we did in the past.

Additionally, work continues with Memorial on an hybrid EMT class.

3H99 air is still not operational and awaiting a time to get in and get repaired.

3H99 and 3H11 are in service.

Majority of the ALS items have been moved to 3H11 due to the lack of A/C.

Approval with Chapin Emergency Management report.

### **Chapin Emergency Management**

Bryce noted that NIMS compliance is being tracked and completion remains ongoing. Please email or leave at the Village Hall, any NIMS courses or other documents you may want the Village to maintain.

For the Respiratory Protection Program, no new hazards were reported. Updating the rosters and will send out notifications in the coming month.

The emergency generator at the NLS needs automatic transfer switch maintenance.

Still working towards developing a cyber security training for Village employees. Will have more time to devote to these tasks in the coming weeks.

A motion to accept the Chapin Rescue and Chapin Emergency Management reports was made by Trustee M. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L.

Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea,

Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

## **Old Business**

1. Discuss American Rescue Plan Funds – tabled
2. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled
3. Discuss DCEO Grants – tabled; more documents have been sent and are going through.
4. Discuss & Possible Action Regarding Painting the Water Tower – tabled
5. Discussion & Possible Approval of Community Events – tabled; Another special meeting will be held on July 24<sup>th</sup> to keep up with tasks that need to be done. The sun shade has arrived, now it is just a matter of figuring out how to put it up. Thanks to Trustee K. Graham she went to Dorothy's Market today and was able to get a bunch of items for a total of \$398 of the \$400 donation. The posters are in and ready for posting. There is still a bunch of little things to be done including around town.
6. Discussion & Possible Approval to Hire Full-Time Office Manager Position – tabled
7. Discuss Complaints Regarding 611 Railroad – tabled; So far ordinance violations have been issued. A court date has been set for the owners to appear. Steve Helmich noted that he went and took another round of pictures today and a lot of the same things are still there along with a lot of new.
8. Discussion & Possible Approval of Filing PFAS Claims in 3M & DuPont Cases – tabled; there is more in process with this. Wendy and Hayden have been doing a lot of extra work on this. Allen wanted to thank them for their work on this.

## **New Business**

1. Discussion & Possible Approval of Appropriation Ordinance – similar to previous years. Increases were made in the Water Fund to account for water tower painting project. An increase was also made in the Holiday fund to account for all the extra events the Village has been putting on. If there were to be any amendments needed to this the Village has until April 30<sup>th</sup>, 2025 to make those changes.

A motion to approve Ordinance # 2024-3 Appropriation Ordinance was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L.

Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse

yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

2. Discussion & Possible Approval of a Resolution Dedicating American Rescue Plan Act Funds – resolution allocating the funds the Village received as part of the American Rescue Plan Act from the Coronavirus Local Fiscal Recovery Fund Act of \$65,048.47. Funds will be utilized as part of the water tower repairs and repainting.  
A motion to approve Resolution # 2024-1 to dedicate ARPA funds was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
3. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #060-214 – requesting sewer credit of \$22.98. Approved w/ New Business # 8
4. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #065-116 – requesting sewer credit of \$30.75. Approved w/ New Business # 8
5. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #067-111-001 – requesting sewer credit of \$45.05. Approved w/ New Business # 8
6. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #127-316 – requesting sewer credit of \$62.94. Approved w/ New Business # 8
7. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #232-520 – requesting sewer credit of \$43.53. Approved w/ New Business # 8
8. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #280-613-002 – requesting sewer credit of \$67.27. A motion to approve the sewer credit of \$22.98 for acct # 060-214, sewer credit of \$30.75 for acct # 065-116, sewer credit of \$45.05 for acct # 067-111-001, sewer credit of \$62.94 for acct # 127-316, sewer credit of \$43.53 for acct # 232-520, sewer credit of \$67.27 for acct # 280-613-002 was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
9. Discussion & Possible Approval to Purchase Fire Safety Related Items for Chapin Summer Bash – approved w/ Fire report of NTE \$500.

A motion to adjourn at 7:41pm was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: All in favor. Motion Carried. 5 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier  
Village Clerk