

## Chapin Board of Trustees Meeting

October 12, 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 absent, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Scott Pahlmann – Chapin Fire Chief, Jenna Crowder – Chapin Police Officer.

### **Minutes of September 14, 2022**

Minutes from the September 14, 2022 regular meeting were reviewed. A motion to approve the minutes of September 14, 2022 regular meeting 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Bills & Transfers**

Wendy noted various transfers. A transfer of \$1,000 was made from the Fire Protection Savings to the Fire Protection Fund due to low funds. The IML Foreign Fire Insurance Tax was received on 10/3/22 of \$1,391.12. The funds for the FEMA Assistance for Firefighters Grant for COVID Supplies was auto deposited into the Sewer Fund, so those funds were deposited into the Rescue Squad Fund of \$1,656.69. Another round of property taxes was received on 9/23/22 totaling \$20,584.38 with \$1,821.78 into Fire Protection, \$1,917.81 into Police and \$16,844.79 in General. An additional bill was received today from Sloan Implement for a chain for a chainsaw, this expense will come out of the General Fund.

The 2023 Annual Contribution to IMLRMA insurance was received. The current claim has not been finalized so the total amount due was only slightly more than last year. The total expense was split three ways between General Fund, Water Fund and Sewer Fund.

There was an expense out of the Fire Protection Fund for Fire Master Fire Equipment of \$2,709.90, which is for a set of turnout gear. At that time there were two sets purchased, but Rural Fire paid for one set and the Village for the other.

A motion to approve the Bills & Transfers with the additional bill from General Fund for a chainsaw chain from Sloan Implement was made by Trustee M. Lovekamp. 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Financial Reports**

The Utility Billing Aging Report was reviewed. There were no significant accounts noted. There are currently no CD's maturing.

Wendy noted that the quarterly Martha Allen Trust payment was received on 9/30/22 of \$2,675.50. The second ARPA payment was received on 9/19/22 of \$32,524.23 and there is now a total of \$65,048.47.

Wendy wanted to inquire if anyone would like to attend the Citizens Police Academy ball coming up on 11/5/22 as the last day to purchase tickets is coming up.

Wendy also inquired since the mowing season is coming to an end if the keys from the mowing employees should be brought back. Trustees agreed that yes, they should be returned.

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

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

There were no significant updates.

The search for a new seat for the Ford continues. They have no real idea of how much the cost would be but would like to put a potential idea of what would be acceptable and then if cost was different can amend cost later. Thoughts were that this seems to be a maintenance item and it needs replaced, so it should be acceptable to just move forward with getting a replacement.

It was noted that the town has been looking great, there have been multiple comments about how good everything looks. The cemetery has been majorly cleaned up including some piles of brush and trees trimmed.

A motion to approve the Chapin Water/Sewer 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Chapin Police**

Jenna Crowder – Chapin Police Officer noted 0 hours worked during the month of September with 1 call for service and 0 total days of coverage. So far a total of 84.5 hours worked during the Fiscal Year.

Noted for Action was the ILEAS Membership Agreement/Ordinance with annual dues of \$65.

A very big thank you to Clerk Christina Courier and Treasurer Wendy Bridgewater for all their personal time and effort that was put into a very successful Police Department celebration. The department is extremely grateful.

A employment application was received from Hannah (Westrope) Gaines. She is a graduate of Triopia High School and is a former Jacksonville Police officer. Her application has been included for review. Will not be requesting a vote on employing her until she has completed her move back to Jacksonville from Tennessee. This will come back for a vote during next month's regular meeting.

A motion to approve the Chapin Police report 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Chapin Fire**

There were various activities since last report.

A list of calls was provided.

Various October and upcoming activities were noted.

An upcoming Illinois Fire Service Institute Fires on the Farm Training will be taking place at the Legion tomorrow. Other area departments have been invited to attend.

Wendy inquired about some recent phone calls she has been receiving about pipeline training for the potential pipeline coming past the Village. Scott will follow up.

A motion to approve the Chapin Fire report 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 E. Morrow yea, Trustee A.

Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Chapin Rescue**

Bryce McCormick – CARS Chief noted 4 calls since last report with 43 year to date. Members were available for 249 hours during the past 30 days with 5400 year to date.

Both ambulances will be taken to get preventative maintenance and IDOT inspections.

3-H-11 and 3-H-99 are both in service. All licenses and inspections are up to date.

**New Business # 8** - Bryce is requesting to purchase Rope Rescue Equipment. This is to update the current equipment that was purchased after a village employee fell into a confined space. If approved they will train with the current village employees on use of the tripod, ropes and CARS equipment to remove a person from the lift station pits. Total cost for each of the pieces from Dinges Fire Company is \$2,015.00. Bryce noted that the Maestro (\$520.00) simplifies the backup line for limited manpower response and could be removed to save funds.

Bryce noted that CARS should be receiving the first portion of grant funds from FEMA in the coming weeks. CARS continues to standby for the THS football games.

**Old Business # 3** – Jacksonville Fire is reviewing the Ambulance lease and should have any changes to the agreement by November meeting. This is still be thought about in a different method and might be reconsidered.

A motion to approve the CARS report and the purchase of Rope Rescue Equipment from Dinges Fire Co. totaling \$2,015.00 was made by Trustee M. Lovekamp. 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

### **Chapin Emergency Management**

Bryce McCormick – Chapin Emergency Manager noted for NIMS Compliance that tracking and completion remains an ongoing project. If anyone completes NIMS courses to please print or email a copy to Village Hall.

For the Respiratory Protection Program, nearly all individuals included in the RPP have

completed fit testing and medical testing. Only two members remain that have not completed these steps. Will work to maintain these records and that equipment and air supplies remain current.

The battery for the outdoor warning siren will be checked in the coming month.

Also noted that he is beginning work on updating the EOP for the Village.

A motion to approve the Chapin Emergency Management report 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

## **Old Business**

1. Discuss Plans for Legion Building – tabled; thoughts were that maybe with the help of the work camp, the outside and inside could be painted. Also, might be a good idea to relocate the CBCD posters to the back area and this could be turned into a “museum” type area. If everyone could be thinking about colors for the walls and potentially an epoxy floor color.
2. Discuss American Rescue Plan Funds – tabled; need to continue to think about what these funds could be spent on. The hope is to work on water tower updates but will have to work on the parts that are absolute necessary.
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; are continuing to look at different options with neighboring departments.
4. Discuss OSHA Visit to Firehouse – the final closing letter from IDOL/OSHA has been received. Trustee M. Lovekamp had a conversation with Allen Yow about where everything stands. Since there are still items not fully completed, Allen would like to see extensions continued to be filed just in case they were to come back and inspect. Trustee M. Lovekamp gave an update on where each of the departments stood with compliance in each of the categories. He would like to have this completed wrapped up by December. Allen Yow noted that Trustee M. Lovekamp has done an amazing job at handling every aspect of this process with OSHA and wanted to thank him for his efforts.
5. Discussion & Possible Approval of the Purchase of a Used Seat for Ford Truck – would a NTE be appropriate and then if it was more then come back and amend price. Thoughts were this was a replacement that it would be acceptable to just find one and get it. The seat cushion is almost destroyed on the drivers side and has a metal bar that is exposed.
6. Discussion about ILEAS Membership – The question about insurance that was brought up before was answered and the Police Department is fully covered per the agreement. Discussion about if this could wait till closer to July since the period the agreement is good for is July through June with no prorated cost. Trustees definitely want to see some of the other benefits of this membership utilized.

A motion to approve Ordinance # 2022-4 An Ordinance of the Village of Chapin, Morgan County, Illinois, Authorizing a Mutual Aid Law Enforcement Alarm System Agreement in The Village of Chapin 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.

## **New Business**

1. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct# 186-820-001 – the homeowner had to replace the liner in their pool and had to completely refill. They refilled the pool while still in the time period allowed for pool credits per Ordinance. A motion to approve the pool credit for Acct # 186-820-001 of \$126.84 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval to Purchase 2 Safety Jackets & Gloves for Public Works Employees NTE \$250 – this would be for the newest Public Works employee, Alan and Jerry. The \$250 should be more than sufficient for both of them to get jackets and gloves. A motion to approve the purchase of 2 safety jackets and gloves for Public Works employees 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
3. Discuss Trick or Treat Dates & Times (Sunday & Monday) – discussion about potential dates and times. Halloween day falls on a Monday this year. Last year when hours started at 5pm there were multiple complaints. Thoughts were that Sunday the 30<sup>th</sup> and Monday the 31<sup>st</sup> from 6-8pm on both days were appropriate.
4. Discussion & Possible Approval to Purchase Halloween Candy NTE \$100 – this would be candy for the Police department and Rescue squad. Each department would split \$100. A motion to approve the purchase of Halloween candy NTE \$100 split 50/50 between Police and Rescue 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
5. Discussion & Possible Approval to Purchase Portable Air Compressor – recently Jerry brought his portable air compressor to work to use and in the process it got broke. This would be to replace it since it was broke while being used for the Village. Thoughts were since the cost of the compressor was only \$39.99, to definitely replace Jerry's and since the Village doesn't have one like it already to get one to have. A motion to purchase two portable air compressors made by Trustee E. Morrow. 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 E. Morrow yea, Trustee A. Brockhouse absent. Motion Carried. 5 yea, 0 nay, 1 absent.
6. Discuss Sexual Harassment Training – in previous years Allen has given the training and would be willing to do it again. It is not required for Village elected officials but is recommended, this includes volunteers. Thoughts were just to have it before the next

regular meeting in November or December. It was agreed upon to have it before the next regular meeting in November starting at 6:30pm.

7. Discussion & Possible Approval to Purchase Shirts for Board Members – tabled; this was thought about before the police event, but it was too late. A quote was obtained from Outbreak for screen printed polos with “Village of Chapin” on it, similar to one that was made up years ago. This would allow Village employees and Board to have something that looks professional. Discussion about various potential vendor. Christina will work on getting quotes for next meeting.
8. Discussion & Possible Approval to Replace/Purchase Rope Rescue Equipment – approved with CARS report.

VP R. Brockhouse noted that the PD is still writing in a 3-hour show up time even though they have been told no. This was talked about with them months ago. He would like to see an official letter of some sort sent to them.

Also, there is a resident in town who is showing up at their neighbors unwanted. Unfortunately this person is disabled and something further needs to be addressed in this instance.

Scott Pahlmann noted that he applied for a grant for some decontamination wipes a year ago and those were finally received tonight.

Question was raised about the petition packets that were recently received by the County Clerk. The number of signatures noted by the County Clerk is 50 but it has never been this many in the past. There was also question about what version of petitions were received. Allen will get in touch with them and clarify.

A motion to adjourn at 8:14pm was made by Trustee M. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: All in favor. Motion carried. 5 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier  
Village Clerk