

Chapin Board of Trustees Meeting

December 14, 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 absent, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Hayden Helton – Chapin Public Works, Steve Edwards – Water Operator, and Darin Clark.

Minutes of November 9, 2022

Minutes of the November 9, 2022 Regular Meeting were reviewed. A motion to approve the November 9, 2022 Regular Meeting was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Minutes of November 16, 2022 Special Meeting

Minutes of the November 16, 2022 Special Meeting were reviewed. A motion to approve the minutes of the November 16, 2022 Special Meeting was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse abstain. Motion carried. 4 yea, 0 nay, 1 absent, 1 abstain.

Minutes of November 30, 2022 Special Meeting

Approved with November 16, 2022 Special Meeting minutes.

Bills & Transfers

Wendy Bridgewater noted the last round of property taxes was received on 12/2/22. A total of \$8,648.79 with \$842.41 going to Police and \$800.25 going to Fire. The annual Ameren gas Franchise was received of \$1,360. The transfer of \$500 from General to the Holiday Celebration account was done with the remaining transactions coming in next month on the credit card. A motion to approve the Bills & Transfers was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Financial Reports

Utility Billing Aging report was reviewed. Wendy noted acct# 173-718-008 has owed for the last several months and now that winter is coming, they have decided to pay the past due balance and now have some credit on the account.

A CD rate schedule was provided. It was brought up last month about potentially putting excess MFT funds into a CD. Rates have been on an upward trend, but this may be the last increase for a while. There are other CD's that will be coming due in March, thoughts were to just wait until then and see what CD rates do.

Memorials from the Carriger family were received of \$1,740. Memorials are for the Chapin Cemetery.

Chief Scott Pahlmann has been given a copy of the cancelled check for the turnout gear along with all the other paperwork for the grant.

A letter was received from CNB Bank. Per the trust established by Margaret "Peggy" Post, the Chapin Fire Department is the beneficiary of a \$2,500.00 distribution directed by Mrs. Post.

Thoughts were this would be good to apply to the debt from the turnout gear automatically.

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 L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties are being performed.

Hayden Helton noted there were no significant updates.

A motion to approve the Chapin Water/Sewer report was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Steve Helmich entered the meeting at 7:13pm.

Chapin Police

Steve Helmich – Police Chief reports 18 hours worked during the month of November with 0 calls for service and 1 total day of coverage. So far, a total of 116.5 hours worked during the Fiscal Year.

Steve noted that there were multiple reimbursements expected for FY 22 training and unfortunately those have been denied.

Ptl. Gaines has been fitted for uniforms and equipment. Due to her break in service as a certified IL Peace Officer, she needed a few hours of online training including an online "refresher" training and one in-person legal update class to regain certification. As of this point she has completed the online training as well as the 4-hour firearms training and is scheduled to complete the in-person class on December 15th in Springfield. Hoping to have her final training waiver and certification by the end of December, however, will still have to wait for uniforms and vest to be delivered before she can work patrol.

Chief Helmich graduated from Northwestern University School of Police Staff & Command on November 18th. Final grades will be mailed to the Village Board President.

A motion to approve the Chapin Police report was made by Trustee E. Morrow. A second was

made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Fire

There were various activities since last report.

A list of calls was provided but others were not noted but will be on a report coming from West Central Dispatch.

Various December and upcoming activities were noted.

It was noted that Eli Pahlmann has been removed from the roster.

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 L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Rescue

Bryce McCormick – CARS Chief noted 6 calls since last report with 55 year-to-date. Members were available for 731.25 hours during the past 30 days with 6512.25 year-to-date.

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

Bryce noted that a formal letter has been drafted to Arenzville Fire, South Jacksonville Fire and Jacksonville Fire referencing expanding membership to CARS and servicing their response areas as with Transport EMS as staffing allows. This letter is also a starting point for negotiations on how best to provide emergency medical care not only to the CARS response area but also to the surrounding community. As agencies respond, more information will be provided.

CARS participated in the Chapin Christmas Parade with 3H11.

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 L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Emergency Management

Bryce McCormick – Chapin Emergency Manager noted that with the closure of OSHA violation investigation, emergency management and respiratory protection will be coordinated through Chapin Emergency Management. Any issues or needs will be disseminated to department heads for any needs.

Tracking and completion remains ongoing for NIMS Compliance. Quarterly reports of completion will be provided to department heads and the Board of Trustees or upon request starting in 2023.

Trustee M. Lovekamp noted that he has now turned over the accumulation of the information he has gathered for all departments to both Bryce and Village Hall on flash drives.

Batteries for the outdoor warning siren replaced. Testing locally and remotely were completed to ensure the siren was operations. Those tests were successful.

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 L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

New Business #4 – Per a report from a recent visit from the EPA it has been recommended that the water tower be painted. Darin Clark from Maguire Iron Inc. presented information on the company and what they could offer to the Village in terms of the water tower. He has completed a preliminary inspection and noted various deficiencies. He offered suggestions for what the tower is going to need in the short term and what it will need in the long term. He presented information of approximate costs which could be spanned over a 5-year term and would include other ala-carte services. Trustees were surprised by the numbers presented and would need to be thinking creatively of how to afford this project.

Old Business

1. Discuss Plans for Legion Building – tabled; Hoping to start the painting project after the first of the year but may be closer to Spring mainly due to staffing.

Darin Clark left the meeting at 8:20pm.

2. Discuss American Rescue Plan Funds – tabled; no new information.
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; nothing new to report.

New Business

1. Discussion & Possible Approval of 2023 Regular Board Meeting Dates – a list of dates for the upcoming calendar year 2023 was provided. No dates coincide with holidays. A motion to approve the 2023 Regular Board Meeting Dates was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval of 2023 MFT General Maintenance Program & Maintenance Engineering – Part of the expenses listed is to get the process started to use Rebuild Illinois funds. A schedule of Fees for Maintenance Engineering, Estimate of Maintenance Costs was provided. Also provided was the Equipment Rental Schedule for each of the Village's equipment.
A motion to approve the 2023 MFT General Maintenance Program & Maintenance Engineering was made by Trustee M. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
3. Discussion & Possible Approval of a Resolution of Maintenance under the IL Highway Code – This is a resolution approving \$64,000 of Motor Fuel Tax funds to be used for the purpose of maintaining streets and highways under the Illinois Highway Code during the

calendar year 2023. A motion to approve Resolution 2022-3 Resolution for Maintenance Under the Illinois Highway Code was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

4. Discussion Regarding Painting the Water Tower – table; discussed after Chapin Emergency Management report.
5. Discussion & Possible Action Regarding Employee Compensation – action taken after return to Open Session.

A motion to enter executive session at 8:32pm was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Wendy Bridgewater, Steve Helmich, Hayden Helton left the meeting at 8:32pm.
Steve Edwards left the meeting at 8:37pm.

Trustees returned to Open Session at 8:49pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee L. Hamilton absent, Trustee M. Lovekamp present, Trustee A. Brockhouse present, Trustee E. Morrow present, Trustee M. Brockhouse present. 5 Trustees present. Also present was Christina Courier – Village Clerk.

New Business #5 – Pay Wendy Bridgewater a \$600 incentive, Hayden Helton a \$200 incentive, Alan Boehs a \$200 incentive and Jerry Carriger a \$200 incentive. A motion to pay Wendy Bridgewater a \$600 incentive, Hayden Helton a \$200 incentive, Alan Boehs a \$200 incentive and Jerry Carriger a \$200 incentive was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee L. Hamilton absent, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Conversation was had about the holiday parade. Things that could be changed or things that could be added for upcoming years. There were a few glitches that were addressed. Overall, the event was a great success, and it seems that the feedback that has been received has been positive.

A motion to adjourn at 9:01pm was made by Trustee L. Forsman. 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