

## Chapin Board of Trustees Meeting

November 10, 2021

### Minutes

The meeting was called to order by Acting 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 Kevin Scott absent, Acting Village President Rex Brockhouse present. 4 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Steve Helmich – Chapin Police, Scott Pahlmann – Chapin Fire Chief, Hayden Helton – Public Works Superintendent, Wendy Bridgewater – Treasurer, Steve Edwards and Adam Brockhouse.

### **Meeting Minutes of October 13, 2021**

Trustee L. Forsman noted a few minor typos. Those will be fixed and resubmitted for posting purposes. A motion to approve the October 13, 2021 meeting minutes 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 K. Scott absent, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent.

**Old Business #2** – Discussion & Possible Approval of Filling Trustee Vacancy – AVP R. Brockhouse appointed Adam Brockhouse. Concerns were raised about how it looks having three members being Brockhouse's. A motion to approve the appointment of Adam Brockhouse to fill an unexpired term until the next municipal elections in 2023 was made by Trustee M. Brockhouse. 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 K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

Village Clerk – Christina Courier swore in Adam Brockhouse.

### **Bills & Transfers**

Wendy noted there are a few bills on the Bill & Transfers that are up for discussion in New Business 1 and New Business 2.

**New Business #1** - There were some additional expenses from Liquid Engineering to complete repairs necessary to the water tower during their recent visit to inspect the tower. This was an additional \$850. The original cost that was approved was \$2,980. If they were to be required to return at another time the cost would have been more to complete the repairs. A motion to approve the additional repairs for the water tower of \$850 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 K. Scott absent. Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

**New Business #2** – The steering wheel gearbox for the dump truck was more than originally told it was going to be due to how Centre State handles the core charges. After clarification the cost will be more for the gearbox repair. A motion to amend the price of the steering box repair for

the dump truck at an additional amount of \$590.51 was made by Trustee L. Forsman. 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Wendy otherwise noted on the Bills & Transfers there were three transfers completed. One from the General Fund to the General Money Market, another from Police Fund to Police Money Market and lastly Motor Fuel Tax Fund to Motor Fuel Money Market. Each of these transfers was done due to an account type change with CNB Bank. The account type was changed to a "Public Funds Savings" that has a better interest rate.

A motion to approve the Bills & Transfers 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Financial Reports**

Trustees reviewed the Utility Billing & Aging Report. There are a few accounts with high usage, those accounts are up for sewer credits during New Business. Acct # 214-515 hasn't been paid in a few months, however the resident moved. If it is not paid, the church will pay the past due balance. For acct # 260-619-002 a lien has been filed due to non-payment.

Wendy noted that \$2,053 was received back on 10/19 for the turbidity meter that went missing. It has not been located anywhere at the Village and the company was not able to locate it, therefore they refunded the amount paid for the turbidity meter. On 10/20 \$1,649.32 was received due to a few of the Chapin Volunteer Firefighters assisting in recent MABAS activation. Scott Pahlmann explained this money was reimbursed by MABAS and can be used to pay the members for their time and any mileage incurred. He is thinking over how the funds will be dispersed to the members that responded.

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

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties completed include: Daily Water Testing and Water Treatment Inspection, Daily Lift Station Inspections, Daily Wastewater Treatment Inspection, Monthly Water Meter Readings, Monthly EPA Water Sample Collection and Delivery and Monthly EPA Sewer Sample Collection and Delivery.

The water tower inspection went well. There were multiple areas that needed epoxy coated. A DVD of the videos taken during the inspection was provided. Overall minimal repairs needed and the tower is in good condition.

Requesting to purchase a new cutting edge for the dump truck plow. Last season the cutting edge was ripped off the plow during use. Hope was to still be able to use the ripped one if there was a

way to melt it back together and mount it. A new one is available in Springfield for \$587.82 with \$150 in shipping, totaling \$737.82.

Hayden has taken the time to do some research on trucks to find the best options to replace the current white truck. The current Village truck would be still utilized, but it is not as reliable to drive long distances when needed. There are a couple of options he has found that would be of great use for the Village.

Requesting to purchase a mower lift for use to help maintain the Village mowers. Currently Public Works staff is using their own equipment and, in the past, has used unsafe methods for lifting mowers. There is one at Harbor Freight for \$249.99 that would be optimal.

Hayden reports the water tower transducer failed. This monitors where the water level is inside the tower. When this went bad it did not recognize where the level was, and the plant stopped making water. A new one was overnighed as well as a spare which is on the way. The new transducer was installed on 11/09 and all is back to normal.

Hayden reports he was able to install No Trespassing signs at the lagoon.

There are multiple repairs needed at the lift stations. Trying to find a time to get the pits pumped and repairs done in the same day. The repair stations have been having issues for a while.

Hayden reports that road maintenance continues as needed. Mowing has stopped for the year and will resume in the Spring.

Hayden also noted that with the purchase of the truck, the cost could be somewhat deferred over time. There is a program where for example the Water Department could rent the Street Department a piece of equipment and the rental cost would go back to the department it was rented from. Hayden will be looking further into this to see if it is something that is viable for the Village.

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

Steve Edwards wanted to bring it to the Boards attention of a ruling that is coming down from USEPA and IEPA about Lead Service Lines. The ruling is that any lead service lines will need to be replaced. This is a phased ruling with some going into effect January 1, 2022. Other components would be each year after that. The lead service line replacement would include main lines and service lines past water meters. Overall, there are still things in limbo and a lot of unknowns. Steve had inquired with the IEPA about this, and they are unsure of everything that is going into this. There may even be more changes to come.

## **Chapin Police**

Chief Jordan Post reports there were 80 hours worked across 9 days during the month of October. There was a Disorderly Conduct call but the victim did not wish to pursue charges.

Jordan reports that Sgt. Helmich and Officer Parrish handed out candy for Halloween.

The patches for uniforms have been received.

Sgt. Helmich took the opportunity to make everyone aware of with the holiday season there is a higher prevalence of fraud/scams. If anyone knows of someone who is falling victim to a scam

there are resources available to help teach individuals about how scams work.

A motion to approve the Chapin Police report was made by Trustee L. Forsman. 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Chapin Fire**

Scott Pahlmann reports the following activities since October 13<sup>th</sup>:

October 14<sup>th</sup> – A short meeting was held. After the meeting, members trained on pumping water from both a hydrant and a drop tank.

October 15<sup>th</sup> – Members parked and released vehicles for the Triopia football game.

October 28<sup>th</sup> – Members held a short meeting then were tested on their knowledge of where equipment is stored on each vehicle.

October 30<sup>th</sup> & 31<sup>st</sup> – Members handed out candy and fire prevention information to Trick or Treaters.

Scott reports the following calls:

November 6 – Standby for Jacksonville Fire for a Structure Fire

Scott reports November and Upcoming Activities:

November 11<sup>th</sup> – 7pm; meeting followed by training

December 11<sup>th</sup> – Breakfast with Santa

Scott was notified that the department received a \$10,000 grant from the Illinois Department of Natural Resources Volunteer Fire Assistance Program. The grant was requested to purchase turnout gear. This will be a match award; \$20,000 will be spent with \$10,000 being reimbursed. All invoices need to be submitted by June 30<sup>th</sup>, 2022, however with the long wait times for turnout gear hopes were that the vendor could work with him to get invoices ahead of the deadline. Scott is looking to split the \$10,000 between the Village Fire and Rural Fire departments.

A motion to approve the Chapin Fire report 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Chapin Rescue**

Bryce McCormick reports there were 2 calls since last report with 80 year-to-date. There were 480 hours of member availability in the past 30 days with 11,760 year-to-date.

Bryce reports that the items in the FEMA grant are slated to be ordered as PPE supplies in the country have improved. The FEMA grant is for just under \$3,000 with the Village share being just under \$200. Gloves, gowns, eye protections and respirators will be ordered. No members will be assigned the respirators until such a time that another pandemic warrant them. A holiday party will be requested at the December meeting. If the Board would have an idea of an amount they would be willing to spend, that will determine what they do. Trustees discussed a potential amount. Thoughts were as long as it was within reason, that would be fine. Trustees agreed \$500 should be sufficient for the members and potentially their families.

3-H-11 and 3-H-99 are both in service. There was no expired equipment changed. Both ambulances are up to date on their SOS safety inspections and IDPH licensing is current. A motion to approve the Chapin Rescue report and the expense of \$500 for a holiday party was made by Trustee M. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman abstain, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 abstain, 1 absent.

## **Old Business**

1. Discussion & Possible Approval of Timeclocks – Christina explained the concerns that were expressed to her. There were concerns about the Police officers and how if they were requested in court, they would have to potentially come all the way to the Village to clock in to then go all the way back to Jacksonville to appear in court. This could be a potential large waste of time. The same thing for when they participate in their annual firearms renewal – they do not come to the Village and then go do their renewal, they write down their time when they are on duty next. There were also some concerns about how some of the Village employees are paid out of multiple accounts (Water, Sewer, General, Cemetery) and how a timeclock would differentiate this. Wendy has also expressed concern about having to make adjustments to time clock entries due to call-ins or other situations – this would be up to her to make those adjustments, which she is uncomfortable with. Overall, Christina presented 3 options that fit the best. One had the option of a physical timeclock and an application for mobile users but had a annual subscription fee. Others were only a physical timeclock and had a one-time purchase for software. Each of the options were not going to fit each of the necessary requirements needed for the Village’s need. It was agreed that this could be taken off the agenda since there was not an option that fit best.
2. Discussion & Possible Approval of Filling Trustee Vacancy – previously approved after Minutes approval.

## **New Business**

1. Approval of Water Tower Repairs – previously approved during Bills & Transfers.
2. Amend Price for Steering Box for Dump Truck – previously approved during Bills & Transfers.
3. Discussion & Possible Approval to Purchase Cutting Edge for Dump Truck – previously discussed during Chapin Water/Sewer. A motion to approve the purchase of a cutting edge for the dump truck for \$737.82 with shipping was made by Trustee M. Lovekamp. 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
4. Discussion & Possible Approval to Purchase Truck – Village Attorney – Allen Yow noted that due to the amount being spent, the information being obtained through research and not completing a competitive bidding process a motion to waive this process

would need to be made.

A motion to waive competitive bedding for the purchase of a truck was made by Trustee A. Brockhouse. 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Three options were presented; however, one had sold earlier that day. The remaining two options were: 2008 Chevy Silverado 2500 H/D Extend Cab with 116,556 miles and a 2012 Ford F-25 Super Duty XL with 114,680 miles. The 2008 Chevy comes equipped with a snowplow but was located in Highland Park, IL. The 2021 did not come with a snowplow and is located in Davenport, IA. The 2008 had an extensive service history available to show that it was well taken care of. Hayden noted having the extend cab would give the ability for extra space for maps and other sensitive paper documents that are referenced frequently. Also, having the snowplow would be another option for the Village to use to plow the streets when needed. Concerns with high mileage on both trucks. The cost could be split between three of the Village accounts – General, Water and Sewer.

A motion approve the purchase of the 2008 Chevy Silverado NTE \$20,413.60 split between Water, Sewer and General funds 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

5. Discussion & Possible Approval to Purchase Mower Lift – Previously discussed during Chapin Water/Sewer report. This would come from Harbor Freight at a cost of \$249.99. A motion to approve the purchase of a mower lift for \$249.99 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
6. Discussion & Possible Approval to Purchase Office Chair NTE \$250 – Wendy’s chair that she uses in the office, she has had since she started with the Village. It is has started peeling and the hydraulic lift no longer works. A motion to approve the purchase of a office chair NTE \$250 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
7. Discussion & Possible Approval to Renew Liquor License for A&A Chapin – A&A Chapin at 1715 Ore Road in Chapin has submitted all the necessary documents for their annual renewal. The annual renewal is at a fee of \$1,100 for the Class C license. A motion to approve the renewal of A&A Chapin, Inc.’s Class C Liquor License 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

8. Discussion & Possible Approval to Credit Water & Sewer for Acct # 116-412-001 Due to Yoke – Hayden explained and gave visual reference that the leak occurred on the Yoke, but it went through the meter. Since the Yoke is the Village’s responsibility the credit to the water and sewer charges on the account is being requested. The credit is based on normal usage from the previous months. A credit of \$211.72 to water and \$295.31 to sewer. A motion to approve the credit to water of \$211.72 to water and \$295.31 to sewer 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 K. Scott absent, Trustee A. Brockhouse abstain. Motion carried. 4 yea, 0 nay, 1 abstain, 1 absent.
9. Discussion & Possible Approval of Sewer Credit for Acct #098-218-001 Due to Leak – Hayden gave a visual reference on where the leak occurred at this residence. The majority of the service line was recently replaced, but the plumber left behind about 6 inches of the old line attached to the Yoke. A hole formed near the fitting that is attached to the Yoke. Since this is one the resident’s side only a sewer credit could be requested. A motion to approve the sewer credit of \$150.13 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
10. Discussion of Security Cameras – discussion was had about the various locations Trustees would like to see cameras. Thoughts were to have 3-4 at the water tower, 2 at lagoon, 2 at Village Hall with one having the option to record audio when needed by the Police, 2-3 at Firehouse and 2 at the Park. Question was asked if someone should be hired to do the install or do install ourselves. Trustee A. Brockhouse noted he would volunteer to help complete the install. It was noted that Matt Martin Consulting in Jacksonville does security camera systems and he would be a good point of contact for assistance on which cameras would be best for each location. Christina will make contact and hopefully get some prices for the December meeting.
11. Discuss IDNR Grant Award – previously discussed during the Chapin Fire report. Will be speaking with Chapin Rural fire about splitting the \$10,000 expense and will bring back for the December meeting.
12. Discussion & Possible Approval to Hire Public Works Superintendent – Hayden Helton has decided to stay with the Village as the Public Works Superintendent. He previously submitted his resignation and will now like to withdraw that. A motion to accept the withdrawal of prior resignation and reinstate Hayden Helton as Public Works Superintendent was made by Trustee L. Forsman. 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
13. Accept Trustee Resignation – Trustee K. Scott has submitted his resignation effective immediately which was received by mail on 10/18/21. A motion to approve the

resignation of Trustee Kevin Scott was made by Trustee M. Lovekamp. 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 K. Scott absent, Trustee A. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

It was mentioned that it was previously approved to have Benton & Associates come up with plans to remodel the Legion, but we have yet to hear back from them with those plans. This will need to be put on the December agenda.

Allen Yow noted that Sexual Harassment Training needs to be completed before the end of the year. Discussion about who and when this would be completed for all Village employees including elected, appointed, and hourly employees. A special meeting will be held 30 minutes prior to the next Regular Meeting to complete the training.

Allen also noted as per the Open Meetings Act that there should be a 6-month review of executive session minutes to determine if they should stay confidential or if they are suitable for release. This will need to be placed on the December agenda.

AVP R. Brockhouse noted that Hayden and Elizabeth should be up to date with Hepatitis and Tetanus shots. If those record of current vaccinations could be obtained showing status. If they are not current, they should get in to get those updated.

A motion to adjourn the meeting at 8:53pm was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: All Trustees in favor. Motion carried. 5 yea, 0 nay.

Respectfully Submitted,

Christina Courier  
Village Clerk