

Chapin Board of Trustees

June 12, 2024

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:01pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman present, Trustee David Luttrell absent, Trustee Mary Rae Brockhouse present, Trustee Kara Graham present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, and Steve Helmich – Chapin Police Chief.

Minutes of May 8, 2024 Regular Meeting

Minutes from the May 8, 2024 Regular Meeting were reviewed. A motion to approve the minutes from the May 8, 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 absent, Trustee K. Graham yea, Trustee A. Brockhouse abstain, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 4 yea, 0 nay, 1 absent, 1 abstain

Minutes of May 29, 2024 Special Meeting

Minutes of the May 29, 2024 Special Meeting were reviewed. A motion to approve the minutes from the May 29, 2024 Special Meeting was made by Trustee K. Graham. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman abstain, Trustee D. Luttrell absent, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 4 yea, 0 nay, 1 absent, 1 abstain.

Bills & Transfers

Bills & Transfers were reviewed. Wendy did not have anything specific to note.

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

Financial Reports

There are no CD's due until August.

The metal scrap money from clean up days was received on 5/31 from Jacksonville Iron and Metal of \$318.50.

Utility Billing Aging report was reviewed.

Acct # 015-518 keeps shorting their total bill. The homeowner has also been belligerent toward Wendy in the past. Sgt. Chris Dawdy went and spoke with them about paying their bill in full and also they are not to come into Village Hall, but can drop off their bill in the drop box. According to a note that was left with their bill they are threatening to turn in the Village to the Illinois Commerce Commission due to the cost of water/sewer bills.

Acct# 244-615-002 was shut off on 4/1 for non-payment. They have finally paid in full but did not

want to pay the fees. Unfortunately, they will continue to be an issue for the Village.

Acct# 293C-1215 has an outstanding bill of \$52.83. They are currently pulling off of the hydrant for the solar project nearby. Wendy had been in touch with them about this outstanding amount and somehow, they directed the payment to the North Morgan Water CoOp office because the company thought they were the same as the Village. The payment was supposed to be picked up by the contractor at North Morgan's office but had yet to be picked up by meeting time.

Acct# 196-515-003 was noted as having high usage and they do have a leak. This was communicated to the owner and tenant, but they do not seem to care. Unfortunately, the Village has had issues with them about paying on time also and if their bill is excessive, they will more than likely end up skipping out on the bill.

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

Committee & Department Reports

Chapin Water Sewer

Regular & Recurring Duties are being performed.

Bryce McCormick notes that for a major purchase will be for the NLS as the automatic transfer switch for the backup generator is not operational and requires manual switching, which is not safe and should not be done, especially in the rain.

Bryce is requesting painting of all system fire hydrants.

The clean in place for both membrane filtration skids has been completed since last meeting.

Fire hydrants have all been flushed and flow tested.

The settling basin needs cleaned and the aerator is in need of repairs. Unsure of costs as he is unsure of how many fins are missing.

The NLS lead/lag switch for the pumps is inoperative and requires daily manual switching.

Mowing is being completed.

Cold patch on roads will be starting.

Marking of valves and valve exercise to start in the coming weeks.

The entrance brick column at the cemetery was struck and is in need of repair.

The WTP Cyber Security Assessment is complete.

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

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

Chapin Police

Steve Helmich – Chapin PD Chief noted 22.5 hours worked during the month of May with 21 calls for service and 6 total days of coverage. So far, a total of 21 hours worked during the Fiscal Year.

Steve noted he is making plans to be present the night before the Summer Bash to patrol the area due to concerns with vendor setups and other outdoor items setup prior to event. Both he and Chris have made plans to be present day of also.

Steve noted that he is continuing to research a vendor to replace the LEADS IWIN/MDC in-car access

that will no longer be supported by ISP on June 30th.

VP R. Brockhouse inquired if all Village items have been returned from Brad Rogers and Hannah Gaines. Steve said that Hannah has turned in everything but due to scheduling conflicts he has not been able to get everything back from Brad.

Steve noted about the issue with some kids in town causing damage to property and overall terror.

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

Chapin Fire

Scott noted various activities since last report.

On May 15th Chief Pahlmann met with Triopia Administration, Arenzville Fire and Morgan Couty EMA for the annual safety meeting.

A list of calls was provided since last report.

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

Chapin Rescue

Bryce noted 1 call since last report with 18 year-to-date. Members were available for 807.5 hours during the past 30 days with 3894.50 hours year-to-date.

Bryce noted it was a slow month for calls and the only one resulted in a refusal.

Wendy continues to work to begin billing for responses. Wendy wanted to note that since Kaitlin has not begun the Ambulance Billing course that was previously approved that she and Christina will be taking on the course along with billing.

A meeting was held with al EMS providers in Morgan County to discuss the County's assessment of the best method for the long-term provision of EMS in Morgan County. Bryce is currently working to gather all of the information needed to complete the assessment for the consultants.

3-H-99 and 3-H-11 are both in service however the repair on 3-H-99's AC Unit leak is still pending.

Approval with 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, Bryce will begin emailing department heads for any additions to hazards and roster changes for the upcoming fit testing and medical evals next quarter.

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

The WTP Cyber Security Assessment is complete. Working to develop a cyber security training for Village Employees.

A motion to approve the Chapin Rescue report and the Chapin Emergency Management report was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L.

Forsman yea, Trustee D. Luttrell absent, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Old Business

Trustee D. Luttrell entered the meeting at 7:23pm.

1. Discuss American Rescue Plan Funds – Tabled; Allen noted that the funds do need to be committed by a Resolution by December 2024. The funds are currently in a 6-month CD, but once that CD matures the funds may need to go in their own separate account, but he was going to have to check as there is specific verbiage about how the funds are handled. Wendy previously had the funds inside of the General Fund but with a code attached to note they are the ARPA funds. Thoughts were to go ahead and get the Resolution approved next month this way it was done as it has already been determined what the funds are going to be used for.
2. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – Tabled
3. Discuss DCEO Grants – Tabled; some additional paperwork was received and is being worked on
4. Discuss & Possible Action Regarding Painting the Water Tower – Tabled
5. Discussion & Possible Approval of Community Events – Tabled; The Village has officially received enough sponsorship to cover the cost of both bands and shirts for the sponsors. We are still on the lookout for a tank top shirt that would have room to put all the sponsors on. The volunteer signup sheet is now at Dandy Mandy's Restaurant available for people to sign up for time slots. The donation letter for baked goods has also been sent out. Thanks to Trustee E. Morrow for coming up with this. The pork was picked up today from JBS and it is in the freezer. Trustee E. Morrow noted that she spoke with someone from 4H and unfortunately they didn't know how many or how much time they would be willing to commit, but we only need to fill a few hour time slots not all day, so maybe they would be able to do that. Discussion was had about potentially having another special meeting to continue discussions and invite members of the community. Thoughts were to have another meeting on June 26th at 7pm.
6. Discussion & Possible Approval to Hire Seasonal Mowing Employee – Tabled
7. Discussion & Possible Approval to Hire Full-Time Office Manager Position – Tabled

New Business

1. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #132-614 – requesting sewer credit of \$17.35. Approved w/ New Business #3
2. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #144-212-003 – requesting sewer credit of \$19.56. Approved w/ New Business #3
3. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct # 148-209 – requesting sewer credit of \$22.83. Sewer credits requested due to filling of pools. A motion to approve sewer credit for acct \$132-614 of \$17.35, sewer credit for acct #144-212-003 of \$19.56, and sewer credit for acct #148-209 of \$22.83 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 A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
4. Discussion & Possible Approval of Water & Sewer Credit Due to Leak at the Yoke – Acct# 260-619-004 – Requesting water and sewer credit due to a leak that is at the yoke, which is the

Village's responsibility. A water credit of \$41.12 and sewer credit of \$57.15. A motion to approve the water credit of \$41.12 and sewer credit of \$57.15 for acct #260-619-004 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 A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

5. Discuss Complaints Regarding 611 Railroad – pictures of the property were provided. This has been an ongoing issue, but a letter was received on 5/30 in the drop box from a concerned citizen about the worsening status of the property. There are several piles of junk that have continued to accumulate. They keep bringing in more and more. A certified letter has been sent as of yesterday to them about this issue already, however they do have a PO box and are unsure of when it was going to be picked up. Allen noted that a letter can be hand delivered also and the owner would sign a copy noting they have received this notice. Allen noted that if this was taken to court that it could be drawn out.

It was mentioned about a potential Ordinance that would prohibit auto salvage & scrap dealers with the Village. Trustees should review this, and this will be brought back for potential approval at the next meeting.

6. Discussion & Possible Approval to Hire Part-Time Public Works Employee – hire Hayden Helton as a part-time public works employee at \$24.50 per hour. A motion to hire Hayden Helton as a part-time Public Works employee was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
7. Discussion & Possible Approval of Filing PFAS Claims in 3M and DuPont Cases – Allen noted that the ongoing settlement about PFAS “forever chemicals” with 3M and DuPont. Since the Village tested positive once between 2021 and 2022, but not since, the Village is eligible for funds from this settlement. There is a July 12th deadline to submit claims. Unfortunately, Allen did not know an exact amount that the Village would be eligible for and did not want to speculate. Since the Village gets their raw water from Jacksonville, they have also begun the process of submitting a claim to this settlement. Allen has also been in touch with Steve Edwards and there is an additional test that can be ran that could be potentially increase the dollar amount received, so that additional expense could be incurred. As of this point there does not appear to be any long-term concerns for the Village in terms of testing or treatment as the raw water does come from Jacksonville and the additional expense may land on them. Allen requested approval to file a claim in the 3M and DuPont cases.

A motion to approve the filing of claim to 3M and DuPont cases in regard to PFAS was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

8. Discussion & Possible Approval to Write Off Previous Rescue Squad Balances – The previous person that was doing the rescue squad billing retired several months ago and there were several claims that were outstanding. Wendy has repeatedly emailed and called them but has not heard anything back. Wendy has sent a certified letter but it got returned and there was no forwarding address. Provided were some numbers that the auditors provided of what was outstanding in receivables. It was noted that this number did seem high and didn't know if this was exactly right. Since the person has been unreachable and there are several claims that it is

passed the time to be able to file, it was suggested that the amount of \$25,755.06 be written off. Unfortunately there was no way to subpoena the records and if we took them to court it could be drawn out and cost more in the long run. A motion to write off previous rescue squad balances of \$25,755.06 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 A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

During New Business #8 - Tracy Anderson entered the meeting at 8:05pm.

Tracy came in to note in regards to the kids that have been causing issues around town, she spoke with one of the parents and tried to see who the kids are. The person she spoke with, their child seemed to maybe know who it was but would be making it aware that if they were caught causing anymore issues, the kid would be fessing up to who the other kids are.

Tracy left the meeting at 8:06pm

A motion to enter into executive session at 8:22pm was made by Trustee D. Luttrell. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Wendy and Steve left the meeting at 8:22pm.

Trustees returned to Open Session at 8:40pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee D. Luttrell present, Trustee K. Graham present, Trustee A. Brockhouse present, Trustee E. Morrow present, Trustee M. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

A motion to adjourn the meeting at 8:41pm was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: All in favor. Motion Carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier
Village Clerk