

Chapin Board of Trustees

September 11, 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 absent, Trustee Adam Brockhouse absent, Trustee Erin Morrow present. 4 Trustees present. Also present were Allen Yow – Village Attorney, Christina Courier – Office Manager, and Hayden Helton – Public Works employee.

Appoint Recording Secretary – Trustee M. Brockhouse noted that since Christina is present could she be the one to take the minutes for the meeting. She can but this is only on a temporary basis, the goal is to find someone to actually be the Clerk. A motion to appoint Christina Courier as the Recording Secretary 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

Minutes of August 14, 2024

Minutes from the August 14, 2024 Regular Meeting were reviewed. A motion 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

Bills & Transfers

It was noted about two transfers that were made due to a bank error. There were two deposits that were put in the Water Fund when they should have been put into the General Fund. In the General fund there are still several expenses from the Summer Bash, but everything should be finalized by next month. We are still awaiting a refund check from Pepsi Cola for the unused soda. We have received a refund check from Golden Eagle for the unused beer. The invoice for the yearly audit was received with a total of \$17,725, which is split between Water, Sewer and General.

A motion to accept the Bills & Transfers 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

Financial Reports

Utility Billing Aging report was reviewed. Acct # 196-515-003 that was reported last month as having high usage has now paid in full with a total of \$1,274.33. They are still shut off as the leak has not been fixed and they have also mowed their yard. Trevor Cawthon received his Village credit card on July 30th.

A sale is taking place of all the remaining Summer Bash merchandise. Items are marked down to help sell of the remaining items.

There are no CD's due at this time.

A motion to approve the Financial Reports 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

Committee & Department Reports

Chapin Water/Sewer

Hayden reported Regular and Recurring duties are being performed.

Trevor has been in touch with the guy that is working on getting the SCADA computer replaced and the hope is that this will be worked on in the coming weeks.

Vandevanter is working on putting together quotes for the lift station and there will be more information to come.

A motion to accept the Water/Sewer report 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

Chapin Police

It was noted 36 hours worked during the month of August with 8 calls for service and 4 total days of coverage. So far, a total of 99.5 hours worked during the Fiscal Year.

Steve wanted to suggest about potentially offering a donation to WCMTD for their time as there were no riders that utilized the service. Discussion was had about if this is something that the Board wanted to do. This will need to be brought back next month for further discussion.

Old Business #6 - The violations at 611 Railroad are ongoing. Unfortunately, the last status hearing had to be continued due to a scheduling issue with the judge. There is another status hearing on November 4th. The property is still not in any better shape, they have just now resorted to hiding things behind a fence.

A motion to approve the Chapin Police report 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

Chapin Fire

A list of activities since last report was provided. Minutes from the August 22nd meeting were attached.

A list of calls from August were provided.

A list of September and Upcoming Activities were provided.

New Business #10 - Requesting to purchase one work shirt for each member. The maximum cost would be \$234. This will be the Village cost as he is also requesting from Rural the same

amount.

A motion to accept 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 D. Luttrell yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

Chapin Rescue

Bryce noted 9 calls since last report with 32 year-to-date. Members were available for 583.5 hours during the past 30 days with 5,588.75 hours year-to-date.

Bryce noted that this was early, but the IDPH inspected the ambulances and station, and found 3H11 along with everything else satisfactory to pass inspection. The AC evaporator leak has been more of a challenge than originally expected and was still out of service in the shop when IDPH was on site. Once 3H99 is back in service it will be inspected and back to being the primary ambulance. There has been a significant increase in the number of calls in the past month, so more transport income should be coming. This month and in November there is a significant amount of equipment expiring between the two ambulances with most of the disposable items being good for 18-24 months.

3H11 is currently the only ambulance in service with 3H99's AC Unit leak repair pending.

The ambulance that was referenced last month has now been sold. The hope is to reduce the long-term operating cost of two ambulances and to find a single ambulance that meets the needs for equipment that CARS carries. A draft of the Morgan County/Jacksonville EMS assessment should be out this month which would help steer what direction the community may need to take for long term EMS for both Chapin and the county as a whole.

Bryce noted about there is an upcoming training being offered by the Illinois Association of Ambulances in Peoria that would go over both Medicare and Medicaid changes. He is recommending that either Wendy or Christina, or both, attend if they are going to be doing the billing. The cost would be approximately \$175 per person as a non-member. This is cheaper than the annual conference of EMS billing agents that is hosted in Las Vegas. Questions were raised about what this was and if Christina knew any other information about this. VP R. Brockhouse expressed concerns that Rescue is broke and not wanting to spend money.

Report approval with Chapin Emergency Management.

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.

The Respiratory Protection Program has been updated and the testing notifications have been sent. The participants, mainly fire department and public works, will have the month of September to complete fit testing and medical evals to remain in the plan, which allows them to wear respirators.

The Emergency Generator at the NLS needs automatic transfer switch maintenance.

The multi-gas meter passed 6-month calibration and inspections.

Cyber Security Training will be available for the Village in October.

A motion to accept 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 yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 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
4. Discuss & Possible Action Regarding Painting the Water Tower - tabled
5. Discussion & Possible Approval of Community Events – **New Business #9** – Discussion was had about the possibility of having a meeting that would be a thank you to the community along with getting everyone's input on Bash and what could be changed for next year. Discussion about what a potential menu could be and thoughts were to do pork chops, chicken breast and other sides along with the remaining drinks from Bash as there is still soda left over. At this meeting a breakdown of all expenses and income will be provided for the public to review. At this moment there are still a few outstanding expenses that are awaiting to be paid, but everything should be finalized by the October meeting.
6. Discuss Complaints Regarding 611 Railroad – w/ police report
7. Discussion & Possible Approval of Filing PFAS Claims in 3M and DuPont Cases – tabled; there were a few things that came back that needed revised. Those have since been looked at and taken care of. The submission of all documents is back under review. Since there is another company potentially being added to the claim, this will need to stay on the agenda.

New Business

1. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct #222-417-007 – requesting sewer credit of \$248.47. A motion to approve a sewer credit for acct #222-417-007 of \$248.47 due to leak 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.
2. Discussion & Possible Approval of Sewer Credit Due to Pool – Acct #198-710-001 – requesting sewer credit of \$41.78. A motion to approve a sewer credit for acct #198-710-001 of \$41.78 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.
3. Discussion & Possible Approval of Trick or Treat Dates/Times - in previous years it has been the day before Halloween and the day of Halloween from 6pm to 8pm. Thoughts were that this would be fine.

4. Discussion & Possible Approval of Halloween Party – Planning to have a party at the Legion on the 31st from 6pm – 8pm. Thinking of doing similar setup like last year with food, drinks, treats, etc. A list of items of what is going to be needed for food, treats and decorations was presented to give an idea of what potentially everything would cost this year. There are still decorations from last year that will be reused but would like to get a few new items to add to the collection for future use. The estimated total is about \$870 as of this point. This does not include any potential shipping from items off of Amazon. Thoughts were to make a NTE of \$1,000. A motion to approve a NTE of \$1,000 for the upcoming Halloween party 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.
5. Discussion & Possible Approval to Purchase Halloween Candy for Police & Rescue – In previous years candy was purchased for Rescue and Police with a NTE \$100 that is split 50/50. A motion to approve the purchase of Halloween candy NTE \$100 to be split 50/50 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.
6. Discussion & Possible Approval of a Loan from General Fund to Rescue Squad Fund – unfortunately billing has not been fully implemented and there is a large learning curve along with having several questions that we do not have the answers to. Since there has not been many claims successfully submitted, approved and paid out the Rescue Squad is in need of another loan to help cover the impending repair on one of the ambulances along with replacing items that have expired. With those items looking at another \$3,000 to get by for another little bit of time. A motion to approve an inter-fund loan from General Fund to Rescue Fund of \$3,000 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 E. Morrow yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.
7. Discuss Setting Deadline/Completion for Rosters & Fit Test - tabled; discussion was had about the issue of not having roster updates in a timely manner and it is affecting the Respiratory Protection Program. Rosters do also need to be including Junior/Cadet members. Didn't know if there were any thoughts that the insurance company may have any input on or not. Thoughts were that everyone needed to have their fit testing done by October 31st.
8. Discuss Insurance Options for Employees - Tabled; During a recent meeting with Tom Tiffin for the new full-time hires, the insurance option that the Village offers is the one that has been offered since the beginning. It was expressed about if there were other options that the Village could look into. Tom provided a list of options through Blue Cross Blue Shield and the approximate cost for each of the three full-time employees. Tom mentioned in an email that he was also looking into grouping the dental and vision plans with Blue Cross but did not have a cost for that at the time of this meeting. Tom

had mentioned that Village employees would have the chance to switch but it would need to be done by October 1st for the plans to take affect December 1st. Trustees noted that they would like to see everyone on the same plan too. At this time a decision could not be made due to not having all of the information.

9. Discuss Possible Dinner/Meeting for Chapin Summer Bash Recap – w/ Old Business #5
10. Discussion & Possible Approval to Purchase One Work T-Shirt for Each Member of the Fire Department – tabled; noted an issue about would like to see the department do some fundraising to help offset the cost and also be working towards getting their fit testing done.
11. Discussion & Possible Approval of a Resolution Changing the Village Clerks Position from Elected to Appointed – since there has not been anyone who has expressed interest in being the Clerk the idea was brought up about being able to make the Clerks position appointed which would allow for the Village to go outside of the city limits for anyone that might be interested. If this was passed, and the Village wanted to go back to having this position as an elected position it would take a referendum to do so. Thoughts were to continue to look for someone as there were a few other suggestions made for individuals that may be interested and go from there.

A motion to adjourn the meeting at 8:38pm was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: All in favor. Motion Carried. 4 yea, 0 nay, 2 absent.

Respectfully Submitted,

Christina Courier
Recording Secretary