

## Chapin Board of Trustees Meeting

January 11, 2023

### 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, Wendy Bridgewater – Treasurer, Hayden Helton – Chapin Public Works, Scott Pahlmann – Chapin Fire Chief, Steve Helmich – Chapin Police Chief and William Baker.

William Baker wanted to make the Village Board aware of the conditions at 917 Congress. The house is empty and there is an excessive amount of junk which has caused rats to invade his property on Billings street. There appears to also be other vermin that have taken up residence under and around the home. There is also a camper on site, and he believes it is being lived in by a friend of the property owner. Trustees noted that is an ordinance violation and it is not allowed within Village limits to live in a camper such as the one currently located on the property. The current property owner is not staying in the house but is living in Bluffs. VP R. Brockhouse stated that letter will be sent to the property owner noting the various violations.

William Baker left the meeting at 7:07pm.

### **Minutes of December 14, 2022**

Minutes of December 14, 2022 were reviewed. A motion to approve the minutes of December 14, 2022 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 A. Brockhouse absent, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Bills & Transfers**

Wendy Bridgewater noted under the Water fund that a report and invoice was not received from Steve Edwards so the water purchase and water operator services will be paid, but will end up having two additional charges for next month.

Fire Protection received \$2,500 on January 6<sup>th</sup> from the Peggy Post trust. During last months meeting it was discussed about utilizing this to pay on the inter-department loan but a power bill was received that was high. Wendy would like to see this left in the cash account due to its low balance. She would like to wait until next month and may split this donation towards the loan then. Also a \$100 donation from CNB was received on December 22<sup>nd</sup> on behalf of Trustee M. Lovekamp which was deposited into the cash account.

Wendy provided a final expenses and incomes report for the Holiday Celebration account. Total expenses were \$758.97 and total income was \$1,136.00 including the initial \$500 from the General Fund.

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

## **Financial Reports**

Utility Billing Aging Report was reviewed. Wendy noted Acct #157-203-001 came back as NSF so the fees were applied to account for the NSF check.

Wendy noted that the video gaming terminal tax was received from A&A Chapin of \$125.

The Martha Allen quarterly distribution was received on December 30<sup>th</sup> of \$2,675.50.

In the MFT account there will be a check that is being voided. Check #1686 for \$529.04 to Morgan County Highway Department. This is due to it not actual being due. Wendy left a message for them to see if the Village had any outstanding balances and they didn't call me back.

Wendy provided copies of the Fraud Waste & Abuse policy. This is to be signed by all personnel in all departments every year. She noted that there were multiple individuals last year that did not sign this, with 1 in the Fire Department and 2 in the Police Department. These should be completed as soon as possible and turned back into her to be filed.

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 A. Brockhouse absent, 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.

Hayden Helton noted there were no significant updates. He did note that the sodium bisulfite pump at the wastewater treatment plant that will need to be replaced.

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

### **Chapin Police**

Steve Helmich – Police Chief reports 30.5 hours worked during the month of December with 1 call for service and 1 total day of coverage. So far, a total of 147 hours worked during the Fiscal Year. Steve noted that Ptl. Officer Gaines has received approved training waiver from ILETSB. She has received more equipment that was ordered for her; still waiting on bullet proof vest and some additional equipment.

Steve noted that his leg wound from surgery has closed and healed without further infection and plans to resume physical therapy later in January.

Steve noted various new 2023 laws and policy changes including the Pre-Trial Fairness Act the SAFE-T implementation timeline, the Protect Illinois Communities and changes to the ILETSB physical fitness testing requirements.

Steve inquired about the AED that is in the squad car and how to get that serviced. That can be done through Bryce and to just bring it into the office so that Bryce can order anything needed for it.

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 A. Brockhouse absent, Trustee E. Morrow yea, Trustee M. 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 for November and December calls.

Various upcoming activities were noted.

Scott inquired about if a member that has resigned and wants to rejoin the department, should they be allowed to and what if so, what should be required of them, etc. Trustees agreed that it would be okay for them to rejoin and he could then handle however he would like. Discussion about potentially having them pay for background check and drug screening as Village may have paid for it once already. They should also have completed the ICS courses prior to rejoining at a minimum. Scott also inquired about that with the recent helmet purchase would it be allowable for members to keep their old and expired helmets. There are still some remaining surplus expired helmets for new members. Thoughts were this should be ok but each of the helmets would need to go on a disposal ordinance next month.

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

### **Chapin Rescue**

Bryce McCormick noted 7 calls since last report with 2 year-to-date. Members were available for 622.25 hours during the past 30 days with 6990.5 year-to-date.

**Old Business #3** – Letters have been sent to Jacksonville FD, South Jacksonville FD and Arenzville FD and discussions have started with each. The overview of the discussion is that members of these departments would joint CARS and increase our number of responses and possibly relocate one of the ambulances to serve the larger response areas. As of this meeting, there have been no official responses from any of these agencies.

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

A motion to approve the Chapin Rescue 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 A. Brockhouse absent, Trustee E. Morrow yea, Trustee M. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Chapin Emergency Management**

Bryce McCormick noted NIMS Compliance tracking and completion remains ongoing. He has removed anyone who has not completed fit testing and/or medical survey from the Respiratory Protection Program.

Work on the EOP for the Village continues.

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

## **Old Business**

1. Discuss Plans for Legion – tabled; As of tonight’s meeting the walls have been painted and the floor has been started. Things are already starting to look a lot better. The work camp has been coming more often and has been doing an amazing job. They will be coming again more next week to continue the painting and floor. Discussion about possibly having an “open house” style breakfast event to show the work that is being done, but definitely after the work is complete. Trustees discussed potential dates in February or March but with no definitive date set.
2. Discuss American Rescue Plan Funds – tabled; no updates.
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; discussion during CARS report.
4. Discussion Regarding Painting the Water Tower – tabled; letters have been sent to state representatives and senators, we are just awaiting responses. There is an upcoming Lobby Day hosted by IML (Illinois Municipal League) in April that would give the Village an opportunity to meet with legislators and discuss potential opportunities for assistance with this. Thoughts were if there were multiple officials that could attend for the Village that would be good. Right now, there are few details about the event, but more details to come soon.

## **New Business**

1. Discuss Hiring Mowing Employees – VP R. Brockhouse wanted to get the word out that the Village is looking for mowing employees for the upcoming season. Trustees wanted to make it clear about the duties and responsibilities. This means that any individuals are expected to work on the cemetery and weed eat. A job description and post will be worked on and posted as soon as possible. Question was raised about where to post as there were some avenues previously utilized that didn’t gain any applicants. Thoughts were to start with posting in The Source, on the website and social media.

A motion to adjourn at 8:20pm was made by Trustee M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: All in favor. Motion carried. 5 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier  
Village Clerk