

## Chapin Board of Trustees

February 14, 2024

### 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 David Luttrell present, Trustee Mary Rae Brockhouse present, Trustee Kara Graham present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Hayden Helton – Public Works, Steve Helmich – Police Chief. Guests present were Amanda Woelfel, Robert Woelfel, John Wood and Bob Wilson.

### **Minutes of January 10, 2024**

Minutes of the January 10, 2024 Regular Meeting were reviewed. A motion to approve the minutes of the January 10, 2024 Regular Meeting 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 A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Bills & Transfers**

Wendy noted that the door that GFL damaged has now been fixed. The annual transfer from MFT for equipment rental has been completed. Wendy thinks this could be over based on the numbers she was given by Benton's but can always transfer back if it is too much. There were three additional bills noted. From the General Fund for \$45 to Sloan Implement for a chain and sprocket. From the Water Fund for \$57.50 to AEC for meter calibration. From the Sewer Fund for \$57.50 to AEC for meter calibration.

A motion to approve the Bills & Transfers along with the additional bills noted 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 A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Financial Reports**

The Utility Billing Aging report was reviewed. Nothing new there to note. There were some bad leaks that will be coming in for next month. Wendy noted that Acct # 069-119-002 is vacant however there was 61,210 gallons noted as being used. This is due to the meter not all the way off when it was requested to be. Don't feel as though the resident should be responsible for charges since the mistake was not theirs. Allen noted he agreed with that statement.

No CD's are due at this time. There will be two to consider for next month.

A motion to approve the Financial Reports was made by Trustee A. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

Hayden noted that the New computer system was set to be updated/installed after report submission but the person did not end up showing. This is for the SCADA monitoring system for the WTP. The funds were approved for this project were approved in May of 2023 and getting them to come out and complete the project has been difficult. Thoughts were to see if there was someone else that could do the project.

The DR3900 sent in for annual calibration and new 2025 service contract verbally approved. There is another sensor that might be going bad that is for the hot water tank. The overfull alarm is alerting when it isn't overfull. This same type of sensor was what he changed in December. This sensor will probably be around \$1,300-\$1,400 and has a 10–15-year life span.

Hayden noted that fish will be coming up available for purchase again so Bryce and him would like to buy another 10-15 grass carp at \$15.99 each. The fish have helped keep the vegetation down in the water but don't know how many are left. Trustees thought that purchasing another 15 fish would be ok.

Hayden noted that he would like to see about getting the emergency lift pumps serviced this year. They have not had any maintenance or checks done since 2018. Costs had been explored before and it was going to be expensive. Thoughts were to go ahead and get quotes for this.

Also noted was that the mowers and other equipment are ready for the upcoming season.

Hayden noted that with Wendy's impending departure from the Village, it be considered to get a full-time public works employee or work out a set schedule with part-time employees to have someone around consistently Monday through Friday during business hours. He has been covering rounds 7-days a week along with covering any emergencies that arise, while working another his full-time job.

A motion to approve the Chapin 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 yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Chapin Police**

Steve Helmich – Chapin PD Chief noted 15.25 hours worked during the month of January with 15 calls for service and 3 total days of coverage. So far, a total of 336.75 hours worked during the Fiscal Year.

Steve noted that there were multiple disturbances that have occurred with a Chapin resident which resulted in Criminal No Trespass Letters being issued to the subject for the Fast Stop gas station and all Village of Chapin Water System locations.

Steve noted that his continuing to research on a vendor to replace the LEADS IWIN/MDC in-car access that will no longer be supported by ISP on June 30<sup>th</sup>.

A motion to approve the Chapin Police report was made by Trustee A. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea,

Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Chapin Fire**

Scott Pahlmann – Chapin Fire Chief noted various activities since last report.

Minutes from January 11<sup>th</sup> and February 8<sup>th</sup> were attached.

The results from the latest ISO review were emailed. The results are attached. Overall the ISO rating stayed the same at 6.

On February 9<sup>th</sup> Joseph Holomy from OSFM to ensure records are updated and provide any assistance needed. They reviewed the Volunteer Tax Credit and Target Solutions. Target Solutions is a platform that helps log training and provides trainings which are compliant with NFPA, OSHA (IDOL) and ISO.

Calls from December through current report were provided.

February and upcoming activities was provided.

VP R. Brockhouse noted that Rural is in talks about forming a district. So far there is no movement forward on it, they are just talking about it.

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 D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Chapin Rescue**

Bryce McCormick – CARS Chief noted 4 calls since last report with 4 year-to-date. Members were available for 846 hours during the past 30 days with 1092 hours year-to-date.

CARS is completing both the physical inventory and radio inventory for 2024. Once complete this will be turned into Village Hall. Wendy noted that the inventory has been emailed to everyone due to its size.

Once complete the CY 2023 report will be made available.

CARS is working with Morgan County for a regional radio grant and will be applying for various grants to update equipment in the coming weeks. Some of these grants have a match, but the largest is 10% of the grant costs.

CARS needs to purchase a replacement CO meter that is on each of the medical bags. The meters stay on for 100 weeks and passively monitor the air for carbon monoxide.

CARS has not heard back from the company for the screens in 3H11, but will be following up.

No additional applications have been received for part-time jobs. Many of the surrounding transport agencies are also looking to hire EMT's and Paramedics. With the shortage of both volunteer and part-time EMS providers Morgan Count and the City of Jacksonville are working with a consultant to determine the best path forward for the community in the provision of EMS and transport ambulance services.

Approval with Chapin Emergency Management.

### **Chapin Emergency Management**

Bryce noted that NIMS compliance is being tracked and completion remains ongoing. Bryce noted that for any new hires to please let him know so that he may pass along a packet of information of how to complete NIMS training, or if they have completed copies of their certificates would need to be submitted.

The Respiratory Protection Program has no updates at this time.

The Derecho FEMA reimbursement submission closes on 2/14 and all Village of Chapin activities have been submitted for the Village response, Volunteer/Donated response, and the management costs for working to submit the claim to FEMA. So far down to Category Z which is labor time for Wendy and Bryce. The guy from FEMA has been persistent and been in contact almost every day.

NLS and SLS both have emergency power transfer switch issues and bearing issues. Hayden has more information on the general operation, but emergency operations are not automatic. WTP and STP EOP's are under review.

A motion to approve the Chapin Rescue report and Chapin Emergency report 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 A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

## **Old Business**

1. Discuss American Rescue Plan Funds – tabled; no updates
2. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled; no applicants at this time.
3. Discussion & Possible Approval of Retirement Plan for Village Employees – tabled; no new updates.
4. Discuss DCEO Grants – tabled; with New Business #5
5. Discuss & Possible Acting Regarding Painting the Water Tower – tabled; with New Business # 5.

## **New Business**

1. Discussion & Possible Approval of Liquor License for Dandy Mandy's – a new business is set to come to the restaurant located in the Village at 418 Superior St. They are looking to sell alcohol with consumption on premises which is a "E" license. The license will be in the name of Robert and Amanda Woelfel. A motion to approve the Liquor License for Dandy Mandy's was made by Trustee E. Morrow. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.
2. Discuss 5-Year License Agreement Between the Village & American Legion Home Association and the Possible Renewal/Extension of the Agreement – the license agreement between the Village and American Legion Home Association is due for renewal/extension. The agreement is the same as previous except for the change in current dates and names. Bob Wilson also wanted to note that the Legion group is looking to do some updates to the memorial stones and area outside the Legion.

Potentially another walk path to go behind as there are names on the backs of the stones along with updates to the landscaping. He is open to suggestions on what could be done to the area. A motion to approve the 5-year License Agreement between the Village and American Legion Home Association 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 A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

3. Discussion & Possible Approval to Purchase 2 Banners for Event – there is an organization that contacted the Village about an event coming to Chapin during the Spring/early Fall. At this time the name cannot be released but there will be more to come starting April 1<sup>st</sup>. With this event it was recommended to have banners present at the entry of town and one at the site of the event. Various mockups have been created from area companies with pricing. Trustees reviewed the options and liked what Lomelino Sign Company had best.  
A motion to approve purchasing two banners for an event from Lomelino Sign Company of \$150 per banner was made by Trustee A. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.
4. Discussion & Possible Approval of Easter Egg Hunt – Trustee K. Graham noted that she went ahead and bought an Easter Bunny costume. There was a slight change in date to March 16<sup>th</sup> at 1pm. Various logistics for the event were discussed. Light snacks will be offered at the event inside the Legion. A motion to approve a NTE of \$600 for the Easter Egg Hunt event was made by Trustee E. Morrow. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.
5. Discussion & Possible Approval of Engineering Services Agreement with Benton’s – with the grants from DCEO for painting the water tower it is more than Wendy can handle. There are a lot of specifics and details that are very important. Thoughts were to have Benton’s handle the bidding process which at this time is set to a NTE of \$10,000 for services outlined.  
A motion to approve the Engineering Services Agreement with Benton’s 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 A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.
6. Discussion & Possible Approval to Install Meter Pits on Oak Street – There are still multiple houses on Oak Street that have house readers and other pits that are not easily readable. A quote from Burnett’s Plumbing Co at a total of \$1,300 per pit. Thought was to make a priority of the homes that have house readers. Wendy noted concerns with funding so it may be best to start with one.  
A motion to approve the Install of one Meter Pit on Oak Street with Burnett’s Plumbing totaling \$1,300 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 A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

7. Discussion & Possible Approval to Amend Legion Rental Facility Use Agreement – tabled; there was a recent concern that the agreement does not include a non-refundable rental fee. If someone were to rent the facility and not use it they are not entitled to have the rental fee refunded. Also, in the past Wendy has had issues with people who are renting the facility not picking up the keys during business hours so would like to see a clause added that keys will be picked up from Village Hall during business hours. Allen has noted these requests and will have an updated version for next month's meeting.
8. Discussion & Possible to Repair Siren on 1712 – tabled; Alan went and looked at and it seemed to be functioning but there was question of which siren was being referred to. This will be looked into further with Chief Pahlmann.
9. Approve Part-Time Office Assistant's Resignation – Brianna Helton has submitted her resignation as of 2/14. A motion to approve the resignation of Brianna Helton as the part-time Office Assistant was made by Trustee E. Morrow. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.
10. Discussion & Possible Approval to Advertise 2 Help Wanted Ads for Office Positions – an advertisement for the full-time office manager and part-time office assistant was provided. Wendy has decided to resign but is willing to stay and train someone new along with hiring someone to replace Brianna. Various avenues have been utilized in the past including The Source and Journal Courier paper. The Journal Courier never resulted in any applicants versus The Source. Another option that was presented was to have something on the radio with WLDS/WEAI. They can do 30-second employment ad for \$12.50 and since the Village is not-for-profit, they will match the amount spent. This was thought to be a great new avenue and would like to give it a try. Thoughts were to pay \$200 which would result in 16 ads. The Source is \$89 per week. A motion to approve the Help Wanted Ads in The Source for one issue at \$89 and with WLDS/WEAI radio stations of \$200 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 A. Brockhouse yea, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

A motion to adjourn the meeting at 8:21pm was made by Trustee L. Forsman. 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