

## Chapin Board of Trustees

March 13, 2024

### Minutes

The meeting was called to order by Village President Rex Brockhouse at 6:59pm 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, Wendy Bridgewater – Treasurer, Hayden Helton – Public Works, Scott Pahlmann – Chapin Fire Chief, and Steve Edwards.

### **Minutes of February 14, 2024**

Minutes from the February 14, 2024 Regular Meeting were reviewed. A motion to approve the minutes from the February 14, 2024 Regular Meeting 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 E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Bills & Transfers**

Wendy noted from Bills & Transfers from the Police fund that more of the non-highway vehicle permits were ordered. These were split with the Police department so that VP R. Brockhouse could have some and so would the police department. Wendy noticed earlier this week some had gone missing and that the amount she had in her desk was not the amount she left for VP R. Brockhouse to access and wondered where they have went. None of the Trustees knew where they could have went.

In the Water fund, the semi-annual loan payment to the EPA was made.

In the Fire Protection fund, there is a payment for grant writing service. This has been requested to be split 50/50 with Rural fire, however since they are not a part of the grant and everything is being with Village resources the thought was that this should just be charged to Village fire. Wendy made a note that with this grant it has stipulations of keeping up with paperwork specifically NFIRs reports otherwise it could have severe financial implications to the Village if this is not maintained. In the Martha Allen fund, the banners for the upcoming event were received and they look great. Wendy also noted that there are two Village residents who are willing to help clean up and update on the new landscaping on the corner of Congress and Superior Streets.

A motion to approve 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Financial Reports**

The Utility Billing Aging report was reviewed. Wendy noted that there is nothing of significance to report, however there is still one lien in place.

There are two CD's due for renewal, CD #107 and CD #108. Both these CD's were 12-month terms

previously. Wendy noted that for the MFT CD that is due there are funds in the MFT Money Market Savings account that could be utilized to open a new CD with these funds as they are performing better than the MMS accounts. Looking at the balance of the MFT MMS account an additional \$100,000 could be utilized to purchase a new CD.

A motion to approve the Financial Reports and renew CD #107 for 12-months at 4.45%, transfer \$100,000 from the MFT MMS account # 3006 to purchase a new CD, and renew CD #108 for 12-months at 4.45% 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Steve Helmich – Chapin Police Chief entered the meeting at 7:10pm.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

The new computer system is still awaiting update.

15 grass carp have been ordered and will be picked up on March 23<sup>rd</sup>.

Mowers and other equipment are ready for the upcoming mowing season.

Steve Edwards provided an update on the PFAS lawsuit and where the Village stands. There have been several communications that Dan Beard, the lawyer for the City of Jacksonville, has had with Steve. With these conversations, Steve is concerned that even though the Village may get this money that there could be long term expenses in the future. Thoughts were that since the Village's raw water comes from Jacksonville that the Village would follow what they are doing. Steve will have Dan get in touch with Allen so that he is in loop also. Steve did report that water samples were sent off to sample for PFAS in the Village's water and it came back that they were not present in the water.

A motion to approve the Chapin Water/Sewer report 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Chapin Police**

Steve Helmich – Chapin PD Chief noted 20.5 hours worked during the month of February with 22 calls for service and 6 total days of coverage. So far, a total of 357.25 hours worked during the Fiscal Year.

Received a \$2.00 E-Citation fee. Received one warrant service fee for a past arrest on a warrant.

Steve noted that Ptl. Dawdy addressed some nuisance ordinance violations with homeowners.

Over the last several months, into last year, it has been discussed about coming up with a post card of sorts with a non-emergency phone number for the County since the Village police department cannot be around all the time. A mockup was created by Wendy and Clerk Courier and has been provided for review. Trustees agreed that it looks good. Steve noted he did not know if that was the correct phone number but was going to look for it to be sure.

Trustee D. Luttrell brought up concerns with the amount of hours worked from officers. Over the last several months there has only been two people working. The other two the Village has paid for

several trainings and they have not been patrolling. There is concern how they are just sitting on the Village's books and eating up other background expenses. Letters were sent to each officer about requiring a minimum of 8 patrol hours each month and so far only two are meeting that. Steve noted that when Brad Rogers was hired he was taking more of an investigative/paperwork role. With Hannah Gaines she and her partner have been investing more time into their business and she has not been able to be around to patrol.

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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Chapin Fire**

Scott Pahlmann noted various activities since last report.

Scott noted that on March 7<sup>th</sup> and 8<sup>th</sup> he submitted an application for a regional application for the Assistance to Firefighters grant. The grant, if awarded, will be to purchase radios that will be complaint with the new upgrades to West Central Dispatch. The grant was started by Phil McCarty with the West Central Joint Dispatch Center who hired Daniel Rogers of First Due Consulting as the grant writer. He was not aware that a grant writer was hired and the fee for them is \$500. Additionally Scott noted that he misunderstood Bryce McCormick and did not realize he needed to include the radios for CARS on this application. The MOU and invoice has been emailed the Village. Wendy noted that since the application was submitted Rescue cannot get the radios they will need with this grant. They have emailed to try and get this changed but it had already been submitted by Phil. Unfortunately there is no other grant currently available to help Rescue purchase these radios.

Calls were not provided at the time for report.

March and Upcoming Activities were provided.

Scott noted that the map and shelf where the washer and dryer will go has been moved and is ready for electricity and plumbing to be ran.

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

### **Chapin Rescue**

Bryce McCormick – CARS Chief noted 7 calls since last report with 11 year-to-date. Members were available for 788.25 hours during the past 30 days with 1886.75 hours year-to-date.

CARS completed a FEMA grant for a replacement ambulance to replace 3H99. The total grant was for just under \$250,000 for a new chassis with a rebuilt patent box on the rear. CARS would have a 5% match if awarded and notifications are expected sometime late summer/fall 2024. CARS will also be filing for a SIREN grant, which is a state grant for rural EMS training. CARS members completed surface water rescue as the ice was not thick enough and serviced all of the ice rescue suits and equipment. The screens for the user interface for 3H11 are still awaiting a return phone call on if they can simply be updated with the ones donated by Meredosia Rescue.

CARS members have increased availability again this past month increasing the number of

transports that have completed for the year. There is no updated from Morgan County on the direction the consultants may be taking, but is expected to reach out to EMS organizations in the County for info.

The CARS Medicare application is being renewed and the station is expected to be inspected in the coming weeks.

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.

The Derecho FEMA reimbursement submission has been approved by FEMA and is in the closeout stage with the State of IL.

The outdoor warning siren was remote and locally tested as part of severe weather preparedness week.

The WTP and STP EOP's are under review.

A motion to approve the Chapin Rescue report and the Chapin Emergency Management 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 K. Graham yea, Trustee A. Brockhouse 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 new applicants.
3. Discussion & Possible Approval of Retirement Plan for Village Employees – tabled; no new updates.
4. Discuss DCEO Grants – tabled; Wendy noted that she is hoping to have the first half of the everything submitted tomorrow. Once the RFP has been completed there will be more to do.
5. Discuss & Possible Action Regarding Painting the Water Tower – tabled; Benton's is wanting to make sure that the grant has been approved and then will move forward with the RFP.
6. Discussion & Possible Approval to Amend Legion Rental Facility Use Agreement – there has been two updates that Allen made per the requests from last meeting. These include the mention of a non-refundable rental fee and the notation of picking up keys to the Legion during Village business hours. A motion to approve the amendment to the Legion Rental Facility Use Agreement 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
7. Discussion & Possible Approval of Easter Egg Hunt – several logistics for the upcoming event were discussed. Everything seems to be close to ready.
8. Discussion & Possible Approval to Repair Siren on 1712 – tabled; there is still some ongoing troubleshooting to figure out the issue with the siren.

## New Business

1. Discussion & Possible Approval of Community Events – tabled; there has been talk previously of trying to do some event with a band, potentially food or other things. Discussion was had about what bands could be booked, what food could be served or other games. Wendy noted she would like to get a not to exceed amount as she will be working on budgets in the upcoming months and wants to make sure funds are appropriated for this. There are several area bands, but they tend to get booked early and after some quick research there are some bands that are expensive. Suggestions were welcomed for a band that would be affordable and available. It was suggested that if food were served that it be food that could be cooked ahead and kept warm so that those who are cooking are able to enjoy the event also. Thoughts were to have a beer tent to draw in people. If a beer tent would want to be done the Village would have to apply for a liquor license from the State. Various dates were discussed. There was thought of potentially having a Bags Tournament and where we could get boards to hold this. If everyone could do some more research and bring any information back for further discussion.
2. Discuss Ordinance Violations – a Village resident has sent an email with several pictures of various properties that have junk or inoperable vehicles in front of their residences. They would like to see these things remedied as they are ordinance violations. Some of these homes in question have been spoken with or received letters previously and are working towards cleaning up everything. Thoughts were that since some of these homes are working toward being cleaned up, to give them a little more time. Steve Helmich reviewed the pictures and will follow up at next month's meeting as to what has been done.
3. Discuss Village Wide Cleanup Dates – May 15<sup>th</sup> and 16<sup>th</sup> – as done in previous years, GFL will provide up to 6 dumpster for the Village wide cleanup. There will be only 3 dumpsters on Friday and 3 dumpsters on Saturday. There will also be a metal dumpster at Village Hall for metal waste. A motion to hold Village wide cleanup on May 15<sup>th</sup> and 16<sup>th</sup> 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 E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
4. Discuss Yard Waste Pickup Dates – May 20<sup>th</sup> – 23<sup>rd</sup> – as done in previous years, the Village public works employees along with the Work Camp workers will come around and pickup yard waste. A motion to hold yard waste pickup on May 20<sup>th</sup> – 23<sup>rd</sup> 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
5. Discussion & Possible Approval of Donation to Crimestoppers – The Village has never donated to Crimestoppers before. They are asking for donations due to a recent change in legislature that has affected their funding. Discussion was had about what amount would be appropriate and thoughts were that \$50 would be a good donation. Wendy noted that as this falls under the Police purview that this should come from the Police fund under an “other” expense. Steve Helmich was in agreement. A motion to approve a \$50 donation to Crimestoppers was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman abstain, Trustee D. Luttrell yea, Trustee E. Morrow yea,

- Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 abstain.
6. Discussion & Possible Approval of Donation to Triopia Post Prom – the Village has donated to this in previous years of \$200. If approved this would come from the General fund. A motion to approve a \$200 donation to Triopia Post Prom 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 E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
  7. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct #248-717-001 – due to a leak at the residence and the water not going through the sewer system they are requesting a sewer credit. The credit is based on average usage. The credit is \$168.42. A motion to approve the sewer credit due to leak for acct # 248-717-001 of \$168.42 was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman abstain, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 abstain.
  8. Discussion & Possible Approval of One Time Preventative Maintenance Inspection @ NLS – Hayden noted that the NLS has not been inspected or had any maintenance for 6 years since 2018. Hayden is not comfortable with trying to lift the pump out of the pit and it is not simple to grease or maintain himself. A company that has done this maintenance before, Vandevanter Engineering, is well versed in the pumps for lift stations and is more capable. The funds for paying for this would come from the Sewer fund. A motion to approve the one time preventative maintenance inspection at the NLS with Vandevanter Engineering was made by 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
  9. Discussion & Possible Approval of Mass Mailer to Village Residents – Wendy provided a copy with updated dates of what has been done in previous years. No suggestions were made with any updates. A motion to approve the mass mailer to Village residents 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

A motion to enter into executive session at 8:27pm 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Wendy Bridgewater, Scott Pahlmann, Steve Edwards, Steve Helmich, and Hayden Helton left the meeting at 8:30pm.

Trustees returned to Open Session at 9:22pm. Roll Call: VP R. Brockhouse present, Trustee L. Forsman present, Trustee D. Luttrell present, Trustee E. Morrow present, Trustee K. Graham present, Trustee A. Brockhouse present, Trustee M. Brockhouse present. 6 Trustees present. Also present was Christina Courier – Village Clerk.

10. Discussion & Possible Approval to Hire Seasonal Mowing Employee – hire Larry Miller as a Seasonal Mowing employee at \$14 per hour and no more than 20 hours per week. A motion to hire Larry Miller as a Seasonal Mowing employee at \$14 per hour with no more than 20 hours per week was made by Trustee D. Luttrell. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
11. Discussion & Possible Approval to Hire Part-Time Office Assistant – hire Kaitlin Moore as a Part-Time Office Assistant at \$15 per hour with no more than 30 hours per week. A motion to hire Kaitlin Moore as a part-time Office Assistant with no more than 30 hours per week 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.
12. Discussion & Possible Approval to Hire Full-Time Office Manager – tabled.

A motion to rerun the help wanted ad for the full-time Office Manager position with The Source at \$89 per issue and no more than \$200 in radio ads with WLDS/WEAI 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

A motion to terminate the employment of Brad Rogers and Hannah Gaines from the Chapin Police department due to lack of 8-hour monthly patrol requirement 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 K. Graham yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion carried. 6 yea, 0 nay.

A motion to adjourn the meeting at 9:29pm was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: All in favor. Motion Carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier  
Village Clerk