

Chapin Board of Trustees Meeting

March 9, 2022

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 absent, Trustee Loren Hamilton present, Trustee Adam Brockhouse present, Trustee Erin Morrow. 5 Trustees present. Also present were Christina Courier – Village Clerk, Brock Hoots – Public Works Superintendent, Steve Helmich – Chapin Police Chief, Wendy Bridgewater – Treasurer, Scott Pahlmann – Chapin Fire Chief and Brad Rogers.

Minutes of February 9, 2022

Trustees reviewed the minutes of February 9, 2022. A motion to approve the minutes of February 9, 2022 was made by L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.

Bills & Transfers

Wendy Bridgewater noted in the General Fund there was a charge for Website Standard SSL Renewal and there will still be one more charge next month for the website. This will be charges that renew the website for two years. In the Police Fund, there was also a invoice received that was past due from 2021, but the original invoice was never received. In the Water Fund there was a refund for overpayment and the semi-annual loan payment has been made with the second payment coming due in October.

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

Financial Reports

Trustees reviewed the Utility Billing Aging Report. Wendy noted that acct # 214-515 has finally been paid by the church.

Trustees reviewed the Financial Reports. There are no CD's due currently, but two are coming due in August. Wendy noted on February 16th, 2022 CURES funds were received for reimbursement for COVID related expense.

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

Committee & Department Reports

Chapin Water/Sewer

Brock Hoots – Public Works Superintendent noted Regular and Recurring Duties are being performed. The NLS still needs pumped and flushed but the ELS is keeping up. The pumping and cleaning of the NLS is on March 11th at 9am with Butch Woods coming to pump off the sludge.

Road maintenance continues as needed. **New Business #5** – A quote to install wired in exit signs at the fire house, which is on New Business tonight.

Mowing has not continued but will resume this Spring.

Inventory is ongoing for both shop areas, water tower and lagoon.

Brock noted on the last big snow the big truck, the Chevy truck and slat spreader all broke down. The Chevy was sent to DeGroot's Automotive to get fixed and then was later picked up. The big truck is still being worked on and awaiting parts. The salt spread has been fixed.

A motion to approve the Chapin Water/Sewer report was made by Trustee L. Hamilton. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea.

Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Police

Chief Steve Helmich noted during the month of February there were 102.5 hours worked with 36 calls for service, one traffic stop and one arrest. Officers provided 9 days of coverage during the month.

For January there were \$48 in Fines collected and \$2 in E-Citation Fee collected.

New Business #6 - Chief Helmich would like to hire Brad Rogers to the vacant Sergeant position.

Brad has more than 24 years of law enforcement experience. He has a wide knowledge base and will bring a significant amount of investigative experience to the department.

Steve noted that the 25th anniversary of the department is coming up with the Police Department being created in 1997. He has designed a 25th anniversary commemorative badge that officers can purchase if they wish. The badge will be theirs to keep and use on their uniform. He is hoping to look at a couple Saturdays this summer to do a meet the department event for the community to come meet the current officers.

Chief Helmich will be attending the two-week law enforcement transition course at Southwestern Illinois Community College March 7th – 18th.

A motion to approve the Chapin Police report was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea.

Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Fire

Chief Scott Pahlmann noted various activities and calls since last report. Chief Pahlmann noted that members will be completing weather spotter training and will be required to complete or will not be allowed to participate in weather spotting activities.

The city fire truck has been to CIT Service to address the battery issues.

New Business # 7 – Chief Pahlmann and VP R. Brockhouse reviewed information from the recent OSHA visit. OSHA officials noted various deficiencies with some being corrected on site. OSHA left a

list of requested documents, which was requested to be completed in one week's time. A list has been provided for Trustees to review. Chief Pahlmann has sent some of the requested documents. Other items noted were the exit signs, which is up for discussion tonight. OSHA officials noted that any deficiencies that were corrected, pictures could be taken and sent to them to avoid further scrutiny. A motion to approve the Chapin Fire report was made by Trustee A. Brockhouse. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Rescue

Chief Bryce McCormick noted there were 2 calls since last report with 11 year-to-date. Members were available for 727.75 in the past 30 days with 1,769.25 year-to-date.

Expired and expiring drugs were replaced by JMH for both rigs. Wendy has followed up on billing issues with the company that completes CARS billing and should have some income soon.

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

Old Business

1. Discuss Loan/Sale of CARS Ambulance – Tabled; Allen has reached out to Bryce but has not heard back yet. South Jacksonville has expressed interest, but they would like to see a proposal that they can present to their Board. Would probably be some sort of Lease. Has also thought about if Jacksonville would be interested.
2. Discuss Plans for Legion Building – Tabled; The furnace has been updated in the smaller meeting room has been completed. Trustee A. Brockhouse has spoken with the Tracy Family Foundation and they would like to see a plan of what we are looking to do and what our priorities are. This does need a match. Trustees discussed what they would be comfortable with and thoughts were they would be comfortable with \$25,000.
3. Discuss American Rescue Plan Funds – Tabled; Currently the priority to be able to utilize these funds with is the membranes for the water tower. Wendy is going to reach out to Bryan Cannon with Benton's to see if he has a contact of someone that could provide pricing. Hoping to have that available for April.
4. Discussion & Possible Approval of Resolution Adopting Revised Personnel Policy Manual – Trustees reviewed the Revised Personnel Policy Manual during the previous month. No suggestions were made for revision. A motion to approve Resolution # 2022-1 Adopting Revised Personnel Policy Manual was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.
5. Discussion & Possible Appointment of Chief Helmich to E911 Board – No Action; Phil McCarty with the County Emergency Management would like to see someone from Fire or Rescue and would also like the opportunity to pass this around to another municipality this seat represents.

6. Discussion about Firehouse Maintenance & Updates – Tabled; There were concerns with funds available to complete some of these items.
8. Discuss Upgrade of Current Battery Power Extrication Devices and Trade/Sale of Additional Tools – No action; There were concerns with availability of funds.
9. Discussion & Possible Appoint to Chapin Emergency Management Department – would like to see more information about the position, which could be obtained from Bryce McCormick or Phil McCarty. Questions were raised about what the qualifications and needs were of the position.

New Business

1. Discussion & Possible Approval of Village Wide Clean Up Days & Yard Waste Pickup Days – Wendy was able to get in touch with Area Disposal and they had availability for May 13th and 14th. There will only be three dumpsters on Friday and three on Saturday. Question was raised if a yard waste pickup should be scheduled for the same time or wait. Thought was to go ahead and schedule yard waste pickup for the same weekend. Littleton's will come on Monday the 16th and pickup yard waste piles then.
A motion to approve Village Wide Clean Up Days and Yard Waste Pick Up Days on May 13th and 14th with Yard Waste on May 16th was made by Trustee L. Forsman. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval to Remove Trees at 414 Ash & 319 Ash – there are two trees that are on the Village's side at these two addresses. Prior to tonight's meeting the tree that was supposed to be removed at 414 Ash was removed by the homeowner, however the homeowner did not get prior approval from the Village and the Village will not reimburse. The homeowner was getting work on other trees done but was out of town and the company removed the tree not realizing that it was slated to be removed by the Village. The quote provided through T&K Tree Service will now be for 319 Ash only totaling \$1,200 for tree and stump removal. A motion to approve \$1,200 for tree and stump removal through T&K Tree Service at 319 Ash was made by Trustee A. Brockhouse. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.
3. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct # 260-619-004 – This was caused by a water leak in their line from the meter to the house. There will also be another credit requested next month as the leak spanned across multiple billing cycles. Credit requested is \$74.68. A motion to approve the sewer credit for acct # 260-619-004 of \$74.68 was made by Trustee M. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.
4. Discussion & Possible Approval to Install Network Switches at Water Tower & Village Hall – Due to the lack of available network ports at both the Water Tower and Village Hall network

switches need to be installed to accommodate this additional need. A quote from Matt Martin Consulting was provided totaling \$150. This would be split 50/50 with Water and General. A motion to approve the installation of network switches at the Water Tower and Village Hall totaling \$150 which will be split 50/50 with General and Water was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.

5. Discussion & Possible Approval to Install Exit Signs at Firehouse – This is part of the recent OSHA visit. Brock called three different electricians, but only Gano was available to complete the job. Gano provided a quote of \$3,785 to furnish labor and materials. This would be to install 6 combination exit/emergency lights and one exit light. Wendy inquired where the expense should be paid from as there the Fire Fund does not have the availability to pay this expense. She noted there is a maintenance line for the fire house in the General Fund that was created years ago if needed. There is approximately \$5,000 in this line. Question was raised if this could wait but also concern that if wait the price could go up. No matter what this will have to be done as it was pointed out as a deficiency in the OSHA visit. Thoughts were since the funds were available in the maintenance line in the General Fund to go ahead and use it. A motion to approve the installation of exit signs at the firehouse by Gano Electric for \$3,785 with the expense paid from the General Fund was made by Trustee L. Hamilton. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.
6. Discussion & Possible Approval to Hire Sergeant with Chapin Police – previously discussed during Chapin Police report; Chief Helmich introduced Brad Rogers. Brad is a retired Detective with Jacksonville PD and is currently an investigator with IDOC. Steve would like to have Brad mentor and train, mainly be able to investigate since that is his strength. As a Sergeant, Brad would be the second in command and a supervisory role to the other officers. Brad would be able to process cases also and Steve is the only who can do this at the moment, causing delays. Request to waive the six-month probationary employment period for Brad Rogers and select him for the Sergeant position on the Chapin Police Department at a pay rate of \$17.50 per hour. A motion to hire Brad Rogers as Sergeant and waive 6-month probationary period and at a pay rate of \$17.50 per hour was made by Trustee L. Hamilton. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp absent, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea. Motion carried. 5 yea, 0 nay, 1 absent.
7. Discuss OSHA Visit to Firehouse – Tabled; Previously discussed during Chapin Fire report; Chief Pahlmann has some of the items off the initial list submitted. He is hoping to have a list of all the deficiencies soon so that they can be taken care of.

A motion to adjourn the meeting at 8:25pm was made by Trustee L. Hamilton. A second was made by L. Forsman. Roll Call: All in favor. Motion carried. 5 yea, 0 nay, 1 absent.

Respectfully Submitted,

Christina Courier
Village Clerk