

Chapin Board of Trustees Meeting

May 12, 2021

Minutes

The meeting was called to order at 7:00pm by Acting Village President and Trustee Leslie Forsman followed by the Pledge of Allegiance. Roll Call: Acting Village President and Trustee Leslie Forsman present, Trustee Mary Rae Brockhouse present, Trustee Mark Lovekamp present, Trustee Loren Hamilton present, Trustee Kevin Scott present, Trustee Rex Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Dalton Surratt – Public Works Superintendent, and Scott Pahlmann – Chapin Fire Chief. Also present was Ken Drake and Steve Edwards.

Minutes of April 14, 2021

Trustees reviewed the minutes of the previous meeting. A motion to approve the meeting minutes of the April 14, 2021 meeting was made by Trustee R. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Bills & Transfers

Trustees reviewed the Bills & Transfers. Wendy Bridgewater – Treasurer did not have anything to specifically note about the Bills & Transfers. A motion to approve the Bills & Transfers was made by Trustee M. Lovekamp. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Financial Reports

Trustees reviewed the Utility Billing & Aging report. Acting Village President & Trustee L. Forsman noted that Kristi Martin has paid her final water bill and her letter for the insurance has been signed. Acct # 217-510 is showing up differently due to the continued bankruptcy proceedings and it is pulling from the previous year billing cycles, but they are staying current. Acting Village President & Trustee L. Forsman noted that CD # 14 is due in June. A rate sheet was provided to show current CD rates. Wendy noted that this can wait until next month for approval as it is due after the next meeting. Unfortunately, CD rates are not getting any better and will probably not change much. Trustee M. Lovekamp inquired if there was a way to invest through and investment firm instead. Thoughts were it would have to be a secured as there are restrictions. Thought was to look into this and bring back next month. A motion to approve the Financial Reports as presented was made by Trustee M. Lovekamp. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L.

Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Election Results

Christina Courier – Village Clerk announced the results of the April 6, 2021 Consolidated Election. For Village President, there was a total of 30 votes cast of which Kenneth Drake received 30. For Village Clerk, there was a total of 33 votes cast of which Christina Courier received 33. For Village Trustee there were a total of 53 votes cast of which Mary Rae Brockhouse received 24 and Mark Lovekamp received 29.

A motion to accept the Election Results was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Seat New Board Members

Allen Yow – Village Attorney swore in Kenneth Drake as Village President, Christina Courier as Village Clerk, Mark Lovekamp as Village Trustee and Mary Rae Brockhouse as Village Trustee.

Appoint Trustee to Vacant Seat

Ken Drake – Village President announced his wishes to appoint Loren Hamilton to the vacant Trustee seat to serve for two years of a four-year term. A motion to approve the appointment of Loren Hamilton to the vacant trustee seat was made by Trustee R. Brockhouse. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton abstain, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 5 yea, 0 nay, 1 abstain.

Allen Yow swore Loren Hamilton in as Village Trustee.

Allen recommended that the Village Clerk become a Notary as it would be very handy. The Village has paid for this in the past.

Committee & Department Reports

Chapin Water/Sewer

Dalton reports Regular & Recurring Duties completed include: Daily Water Testing and Water Treatment Inspection, Daily Lift Station Inspections, Daily Wastewater Treatment Inspection, Monthly Water Meter Readings, Monthly EPA Water Sample Collection and Delivery and Monthly EPA Sewer Sample Collection and Delivery.

Dalton reports that for the boil order that occurred this month, we were able to come off of quicker due to the first sample being good and there was no need for a second.

New Business #6 – Requesting to purchase new zero-turn riding mower and push mower. Currently the two zero-turn mowers are both broken, one having two broken spindles and the other has a broken PTO. These are older and are to the point that it is not worth putting the money back into them. Will be looking to trade these. The zero-turn riding mower they are

looking at is a 52" that would work best for the cemetery. The original cost for this mower is \$11,215 and Beard Implement will sell it to the Village, before trade-in, for \$8,875. Also looking to purchase a push mower for the steep banks and for use at cemetery between head stones to eliminate so much need for weed eating. There is a bagger attachment would also be helpful for the cemetery. The quote provided is for \$349.

Dalton reports that the UPS at the water tower has finally been replaced by Gano.

The Lagoon has been started back up so there will be some additional expenses for chemicals until about October. The sewer sample did have an increase in solids but it was not over the limit. There is also an aerator that has come disconnected, they are just trying to find time to get the boat out on the pond to get it reconnected.

Road & Facility maintenance continues as needed. Cold patch material will be needed to fix areas where they have had to do some digging for valves and lines.

Parks & Cemetery maintenance continues as needed.

Dalton reports that they have purchased the grub killer, but it only let them purchase four bags. They had to order two different kinds but do have it now.

Also noted was the blades for one of the mowers has finally arrived. This will bring the Village back to having two mowers again. While the old mowers were down a mower had to be rented at \$15 per hour of time put on the mower. Since purchasing a new mower from Beard Implement, they have stated they would waive the rental fee.

Old Business #4 – The quote for the meter pit finally came in. The quote from Milnes Plumbing to put in the meter pit at 701 Congress will be \$1,550. The price is higher on this because of the location in the sidewalk and having to break up some of the concrete. This has to go in the sidewalk because it is in the right-of-way and any other area would be on the property owner's side. The Village will be doing the concrete work once the work is completed, we will also be providing the yoke, meter and other accessories.

Milnes also provided quotes for the three meter pits on Oak Street, however will be waiting on these.

New Business #5 – the mulch for the park will be delivered and we will need to spread it.

Austin Hall entered the meeting at 7:30pm.

Chapin Police

Jordan reports a total of 12 hours worked during the month of April, across 4 days. There were 13 calls for service and 2 traffic stops.

During the month of April Fines collected were \$106.49 in Fines, \$58 in Fines, \$20 for Police Vehicle, and \$6 E-Citation Fee.

Jordan reports that the PSIMS Anywhere is now working in the in-car computer.

The newest recruit, Parrish, has not started training yet as the course has not started.

Chapin Fire

Scott reports on April 22nd a meeting was held. He reviewed the Minimum Fire Training Guide released by the Illinois Fire Service Institute and Team IFSI Training Materials for the Minimum Fire Training Guide. After the meeting all of the vehicles were checked and ran. On April 29th the batteries were replaced in 1712 due to it not starting and needing jumped to start. He will

need to have the alternator checked to be sure it is working. He also took the donated radios to WirelessUSA in Springfield to start the refurbishment and reprogramming. On April 25th five members attended the live fire evolutions and house burn in a donated house located in the Arenzville Fire District.

Scott reports the following calls:

April 14th – Standby for Jacksonville Fire (two times)

April 23rd – Standby for Jacksonville Fire

April 28th – CARS Mutual Aid for a Lift Assist

May 9th – Tree on fire due to a power line on Hefner Hills Rd.

Scott reports the following May and Upcoming Activities:

May 13th – Meeting followed by training

May 27th – Training

June 1st – Work/Training Day

Scott noted that Cores Electric has been working on all the electrical previously requested for the ceiling drops and breathing air compressor.. They have run into a few issues, which has slowed their progress. There were wiring issues that were found, it was surprising something bad hadn't already happened.

Scott is requesting to have SCBAs Inc. to re-connect the breathing air compressor, add three cylinder and do the annual maintenance. The approximate total cost is \$2,826.

Scott is also requesting to purchase new sign/signs for the firehouse but does not have quotes yet.

Ken Drake – Village President noted that his expectation of the department heads is to have an inventory of all property owned by the Village, a listing of all personnel and their qualifications to be on each respective department, and lastly a budget for the year. This will be due by the June meeting.

Chapin Rescue

Bryce reports since the last report there have been 9 calls with 43 year-to-date.

Both ambulances were sent for State Safety Inspections. 3H99 had a complete PM completed. 3H11 had an idler pulley break causing the belt to break. It is currently out of service awaiting a shop that can get it in for replacement of the idler pulleys and belt. 3H99 was out of service at time of report completion, however is now back in service. Bryce has attached the equipment that CARS no longer utilizes or needs that can be added to the surplus/disposal ordinance.

He reports that 3H11 is in service. The BLS Drugs, iGels Airways and AED Pedi Pads changed. The Secretary of State Safety Inspection is due October 2021 and IDPH License is current. 3H99 is not in service. The ALS Drugs and BLS Drugs have been changed, Pedi AED pads and iGels have been changed. The Secretary of State Safety Inspection is due October 2021 and the IDPH License is current.

Bryce reports that the EMS reporting software currently provided by the State will no longer be available starting July 1, 2021. A quote for a new program will be included in the June meeting and will be grand funded from Passavant for the first year.

A motion to accept all committee/department reports was made by Trustee K. Scott. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp

yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

Old Business

1. Discussion Regarding Legion Updates – tabled; Trustee L. Forsman has been in contact with an architect/engineer from Benton's and has not received a reply yet.

Wendy noted before leaving the meeting that the audit is scheduled for June 7th and 8th and they will be coming to the Village to do the audit, then will be presented to the Board in August.

Wendy left the meeting at 7:45pm.

2. Discussion & Possible Approval to have SCBAs Inc. Connect the Breathing Air Compressor, Add Three Cylinders and the Annual Maintenance – this is for the breathing air compressor that was purchased from Swansea Fire Department that is normally \$42,000 and was purchased for \$2,000. The electrical has been ran to it. The quote provided includes the three cascade cylinders, parts and pieces, hose, labor and drive time for the general annual maintenance, air quality testing, and electrical fittings and connectors. This totals \$2,826 (\$1,413/\$1,413) that will be split 50/50 between Village and Chapin Rural Fire Association.

A motion to approve the quote from SCBAs Inc. totaling \$2,826 (\$1,413/\$1,413) that will be split 50/50 with Village and Chapin Rural Fire Association 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 M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

3. Discussion & Possible Approval to Purchase Sign(s) for Firehouse – tabled; currently there are no final bids. Scott is putting quotes together that are comparable.
4. Discussion & Possible Approval of Meter Pit at 701 Congress – discussion about if there was someone else who would be cheaper. Everyone else is booked up or having trouble with finding employees to keep up with the workload. The other portion of the bid submitted is for the three other meter pits on Oak Street, that can be brought back next month. A motion to approve the bid from Milnes of \$1,550 for 701 Congress was made by Trustee R. Brockhouse. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

New Business

1. Appoint Committee Assignments – Village President-Ken Drake thought about having a Project Committee and appoint individuals per project. If there is some project that a certain individual is interested in, they could join in on that, then a different set of individuals for a different project. Trustee R. Brockhouse thought be best to still have each of the committees and then the project committee is in addition to. For each project, the individuals on that committee would gather information and bring that back to the

Board. If an individual volunteers for a committee, they are expected to do that work and not pass it off. Ken would like to see each individual write down the committees they are interested in and turn it in to him, he will then assign individuals from there. When a project comes up, the individuals will be assigned at that time. Trustee L. Hamilton asked what the Anti-Fraud Committee was. Allen Yow explained the roles and responsibilities and that there should be at least two to three people on this committee.

Allen reminded everyone that the sexual harassment training is a yearly thing, so that will need to be done again this year.

2. Appoint Department Heads – tabled; Ken Drake-Village President wants to wait until the July meeting so that they can get the tasks they have been asked to do done.
3. Approve a Resolution Appointing Individuals to Sign Financial Instruments – appointing Kenneth Drake, Jr. (Village President), Leslie Forsman (Village Trustee) and Wendy Bridgewater (Treasurer) to sign checks and other financial instruments relating to the Village of Chapin’s banking and financial accounts. A typo was found and will be fixed and signed once changed. This is assigned the Resolution # of 2021-3. A motion to approve the Resolution 2021-3, Appointing Individuals to Sign Financial Instruments, was made by Trustee K. Scott. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.
4. Discussion & Possible Approval of an Ordinance Authorizing the Disposal of Personal Property – A list of items was provided in Appendix A. Trustee M. Lovekamp pointed out that any of the items that have been marked “Donate” that other departments have the opportunity to take over. There are some items that are very old and are past their useful life. This is assigned the Ordinance # of 2021-1. A motion to approve the Ordinance 2021-1, Authorizing the Disposal of Personal Property Owned by the Village of Chapin and letting other departments take over items they deemed useful was made by Trustee K. Scott. A second was made by Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.
5. Discussion & Possible Approval of the Purchase of Mulch for the Park – the mulch that is there has become buried under and has started to breakdown. This has to be a special type of “kiddie” cushion mulch. The price provided is for a ½ load, which should be sufficient. Previously a full load was way too much. This will be delivered by Tipsord’s Turf & Landscape, then the Village will have to spread it. A motion to approve the quote from Tipsord’s Turf & Landscape for a ½ load of kiddie cushion mulch for \$1,648.35 was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.
6. Discussion & Possible Approval of the Purchase of Lawn Mowers – The Village had three. The 60” one that the Village currently owns will be fixed up, it is an eXmark. One needed a new belt and was given the wrong size belt which caused the spindles to break, this one is a Toro. The other Toro has a PTO out on it. Will be looking to trade in the two Toro brand mowers to Beard Implement. This could be a sealed bid process or can just trade in. It was questioned if they were to be traded in what would be a good amount to

trade in for. The sealed bid process means publishing and advertising this. Determination was made to just trade in. A motion to approve the purchase of the Toro Zero Turn riding mower from Beard Implement for \$8,875 and the push mower for \$349 was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

7. Discussion & Possible Approval of Ordinance Establishing Permit Requirement for Construction Contractors – tabled; Allen Yow drafted this Ordinance based off conversation from previous meetings due to issues with construction going on in town. This would establish permit requirement for construction contractors excavating for work that would involve going upon, over or under a village street, alley right of way, water and/or sewer line or main. Trustee M. Lovekamp thought the application fee of \$150 proposed in the draft ordinance was too much. Also, that permit application process is solely granted or not granted by the Village President. If the Village President were to not grant a permit that there be an appeal process. Trustee R. Brockhouse agreed with the application fee being too much also. Maybe it could be around \$50 to \$75. Also, the fines for not getting a permit the fine would be \$750 per day, which seemed excessive. Allen noted that this is on the high end and is the top end of what can be charged for Ordinance violations in Illinois. Ken questioned if there was a way to make a distinction for fees between a private homeowner doing excavation and a commercial business doing excavation for commercial property. Thought was this should probably stay the same. Also, if someone was putting in a mailbox, how could that be distinguished differently. Dalton mentioned there was a company that called and are going to be doing fiberoptic work in town and if there was a permitting process. Dalton was waiting to see what determination was made tonight before letting them know. Everyone agreed that the idea behind the ordinance is great, but it needs adjustments and additions. This will be brought back next month with revisions.

Dalton asked what he should tell the contractors. At minimum they should provide their insurance certificate and make sure they contact JULIE before any trenching, boring or excavating is done. Question was raised if anything could be passed as a temporary measure to make sure they provide the appropriate documents. Allen summarized the first few sentences of the draft ordinance as a temporary measure. A motion to require all contractors, subcontractors, and excavators, prior to commencing any construction work which may involve going upon, over or under a village street, alley, right-of-way, water and/or sewer line or main, to provide to the village proof of liability insurance in an amount sufficient to cover all costs associated with repairing any damage they may cause to the village's property and improvements, including the village's attorney's fees and court costs was made by Trustee R. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

A motion to enter into executive session at 8:34pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the village 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 M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

Scott Pahlmann, Dalton Surratt, Austin Hall and Steve Edwards left the meeting at 8:35pm.

Trustees returned to Open Session at 8:55pm. Roll Call: Ken Drake – Village President, Trustee L. Forsman, Trustee M. Lovekamp, Trustee L. Hamilton, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

Austin Hall entered the meeting at 8:56pm

Austin summarized what he would be interested in doing for each of the Village properties. He could write up a bid to do specific areas. Ken summarized by stating that he would be using Village equipment for \$12 per hour and mows and weed-eat as many hours as he can up to 20 hours per week. He would be covering the areas that Dalton and Gary didn't get to. Austin stated that he did not have interest in doing the cemetery as he has done it before, and it is not something he liked previously. If there was something he doesn't want to do it could probably be worked around. He stated he could definitely give a few days' time to keep up most of the Village properties. He is thinking that he would put in time after work and on weekends as the weather allows. He could also help with upkeep of equipment as he has experience currently with Beard Implement. He also has a CDL and would be willing to help during the wintertime. He has some light plumbing experience and could assist with this.

Austin left the meeting at 9:04pm

A motion to hire Austin Hall at \$12 per hour, up to 20 hours per week was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

A motion to adjourn the meeting at 9:05pm was made by Trustee K. Scott. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse, Trustee K. Scott, Trustee R. Brockhouse. Motion carried. 6 yea, 0 nay.

Respectfully Submitted,

Christina Courier