

## Chapin Board of Trustees Meeting

November 11, 2020

### 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 absent, Trustee Kevin Scott present, Trustee Rex Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Steve Edwards – Chapin Water Operator, Eric Shangraw – Area Sanitation and Chris Nichols – Trash Queen.

**Amend Agenda to add New Business #8** – Discussion & Possible Approval to Purchase masks for CARS Members. A motion to approve the agenda as amended was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Recognition of Guest**

Chris Nichols of Trash Queen has created a more official contract. There was another adjustment that was noted; however, his attorney was not in the office, but an email was sent stating that the billing would be handled by Trash Queen.

Eric Shangraw of Area Sanitation noted that due to the aggressive bid that was presented by Trash Queen they have altered their bid to reflect pricing changes.

### **Minutes of October 14, 2020**

Christina Courier – Village Clerk has provided an updated copy of the previous meeting minutes due to finding a few errors prior to the meeting. This did not change the content. Village Trustees reviewed the minutes. A motion to approve the minutes of the October 14, 2020 meeting was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Bills & Transfers**

Acting Village President & Trustee L. Forsman noted that there is an issue with bills for a repaired turbidity meter and a new turbidity meter. These bills were incurred from back in March and July through HACH Company. A new turbidity meter was ordered back in March prior to when Steve Edwards had given the Village a spare one. A call was placed to cancel this order, however it was too late and it had already been shipped. Once it was sent back a credit would be issued, however there is no record of if it was sent, no record of a tracking number or insurance

on package, where it was sent or when it was sent. Even if the new turbidity meter was found, a 60% restocking fee would be assessed since it is past 120 days since the invoice was incurred. Trustees agreed that if there is record of the new turbidity meter arriving at the Village, then the invoice has to be paid. The repaired one was repaired in July but the invoice was not received from Water Superintendent until recently. In total the invoice for the repaired turbidity meter is \$1,916.50, once this is paid the turbidity meter will be sent back to the Village. The invoice for the new turbidity meter is \$2,138.36.

The addition of the invoice for the repaired turbidity meter for \$1,916.50 needs to be added to the Bills & Transfers. The invoice for the new turbidity meter of \$2,138.36 to be added to the Bills & Transfers pending investigation of arrival to the Village.

A motion to approve the Bills & Transfers as presented with the addition of the two invoices from HACH Company of \$1,916.50 and \$2,138.36 was made by Trustee M. Lovekamp. A second was made by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Financial Reports**

Trustees reviewed the Utility Billing Aging report. Trustees noted acct # 217-510 noticed the continued incur charges but did not know the status. Acct # 237-615 that has a bill from prior to July, which is sitting vacant at the moment. Acct # 158-205 has a large bill and is one of the homes that a meter pit was just installed, but there is a water leak on the residents' side.

Acting Village President & Trustee L. Forsman stated there are no CD's currently due. A motion to approve the Financial Reports 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

**Old Business #1** – Discussion & Possible Approval of Waste Collection Agreement – Various clarifications were provided from Trash Queen. An amended proposal was provided by Area Sanitation to remove recycling service, which would lower the cost for all Village residents. This would also mean only four 20-yard dumpsters for City Wide cleanup days but also a curbside cleanup of “bulky items.” Trustee M. Lovekamp was able to speak with approximately 12 different residents and the overall consensus from those conversations was to stay with Area Sanitation. Trustee M. Brockhouse stated that the individuals she spoke with stated they like things the way they were. Trustee K. Scott stated that the individuals he spoke with they wanted to be able to keep recycling at curb pickup.

Trustee R. Brockhouse made a motion to approve the November 6, 2020 proposal from Area Sanitation. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman nay, Trustee M. Lovekamp nay, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott nay, Trustee R. Brockhouse yea. Motion failed. 2 yea, 3 nay, 1 absent.

Since the November 6, 2020 proposal from Area Sanitation failed, the previous proposal from Area Sanitation and Trash Queen are now up for consideration. Trustee M. Brockhouse asked if

Trash Queen would have actual trash trucks and not open bed trailers. Chris stated yes there would always be a trash truck. Trustees stated they did not like the idea of having the curbside clean up days and having junk sit out at the curbside awaiting pickup. The September 25<sup>th</sup> proposal would be a 5-year contract with six 20-yard dumpsters for City Wide cleanup days and continue recycling curbside service. A motion to approve the September 25<sup>th</sup> proposal from Area Sanitation 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent. Acting Village President & Trustee L. Forsman thanked both Chris Nichols and Eric Shangraw for their time and proposals.

Chris Nichols left the meeting 7:45pm.

Eric Shangraw will be sending an updated contract to be approved with an Ordinance at the next meeting. As a side note Trustees wanted to check in on the status of the repairs of Village Hall. He was unaware that it has not been completed yet. He will be checking in with the contractor to see what the holdup is.

Eric Shangraw left the meeting at 7:48pm.

## **Committee Reports**

Acting Village President & Trustee L. Forsman noted that she has instructed all department heads to not attend board meetings due to the increase in COVID-19 cases and to be available by phone.

## **Chapin Water/Sewer Report**

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

Ronnie reports that Clean in Place will be done on both skids this month.

Fence material has been ordered for the Lagoon and installation will begin once they arrive. Has ordered 1000ft of fencing and posts. Will be working on the west side first.

They are currently flushing the chemical treatment system at the Lagoon so it can be winterized.

Ronnie reports road maintenance continues as needed. The dump truck appears to be working as it should. A bearing was replaced in the spreader as it was rusted to the point that the spreader would not operate. Some of the hydraulic hoses and fittings were also replaced for the same reason. There was a steer tire that had a leak as well as hydraulic fittings on the plow that have both been repaired.

Will begin replacing culverts on Superior street.

The small spreader will be prepped in case it is needed through the winter.

Mowing and general maintenance at the Parts, Cemetery and other Village locations continues.

Trustee K. Scott noted a ditch at the corner of Poplar and French that was filled with leaves. He

has seen in the past Orville come through with the mower and mow the ditches to clear the leaves. This is something Orville just does as a nice thing for the residents. Acting Village President & Trustee L. Forsman will reach out to the resident about keeping the ditches clear of excess leaves.

Ronnie reports the Village pickup needs to go into Northrup's Garage for brake repair and service. He noted there is also an issue with the front suspension that needs attention. Trustees didn't know if this was something new or if this was an accidental placement in report as the brakes had already been done recently in the pickup.

Trustee M. Lovekamp inquired about the inspection of the water tower. The Village has record of a recent inspection including pictures and videos. Steve Edwards stated that there is no EPA standard on this, but there is a recommendation of having it done every 3 to 5 years. From his knowledge this has not been done since he has been with the Village and that is about 3 years. Steve stated that this can be done remotely via an ROV otherwise the tower would have to be drained really low. Steve will research when the last time this was done and find pricing on what the cost would be to have this done.

A motion to approve the water report as presented was made by Trustee R. Brockhouse. A second was made by Trustee K. Scott. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Chapin Police Report**

Jordan reports there was a total of 33 hours worked for the month. There were 21 calls for service and two traffic stops. There was a total of 6 days of coverage.

There were officers on duty on the 30<sup>th</sup> and 31<sup>st</sup> for Halloween. Unfortunately, due to a few officers on military duty they haven't been able to be on duty for the Village as often as Trustee would like to see. The newest officer, Josh Jokisch, has been able to start logging a few hours. There was a total of \$220 in fines and fees collected, with \$35 in fines, \$140 in FTA Warrant Fee and \$45 in Foreign Sheriff.

Jordan has ordered 2 short sleeve and 2 long sleeve shirts, and one pair of pants totaling \$151.94 after \$2.99 shipping.

A motion to approve the Police Report 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Chapin Fire Report**

Scott reports that on October 15 members held a meeting and demoed a SEEK Thermal Imaging Camera. After discussion, Chapin Fireman will be purchasing two MSA Altair 4XR gas meters from Sentinel Emergency Solutions and two SEEK Thermal Imaging Cameras from MES Fire Equipment with the funds from the Pork Chop Fry. Members also discussed the Breakfast with Santa.

Members handed out candy on October 30<sup>th</sup> and 31<sup>st</sup>.

On November 5<sup>th</sup>, members from Chapin and Alexander Fire departments attended the Door to

Door Training by Chief Pete Lamb, that was a great benefit for the departments. Chief Lamb used pictures of the Chapin Elevator to help with pre-planning and potential calls.

Scott reports multiple calls; October 12<sup>th</sup> for Standby for Jacksonville Fire, October 13<sup>th</sup> for a field fire on Willow Branch Road, October 20<sup>th</sup> as Mutual Aid to CARS for a vehicle accident on Concord/Arenzville Road/Baseline Road, October 25<sup>th</sup> for a field fire on US 67/Dutch Lane, October 30<sup>th</sup> for gas order at 518 French, mutual aid for CARS for a lift assist, and November 6<sup>th</sup> for a possible field fire or structure fire on Old 36/Franks Road.

Scott reports upcoming activities on November 12<sup>th</sup> for a meeting with training, November 19<sup>th</sup> for Anhydrous Ammonia & Farm Chemicals Training and December 12<sup>th</sup> for the Breakfast with Santa Drive Thru.

A motion to approve the Chapin Fire Report as presented was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Chapin Area Rescue Squad Report**

Bryce reports there have been 10 incidents/responses for the month with 70 year to date. Acting Village President & Trustee L. Forsman noted these numbers were off due to calls within the last few days. CARS has had a busy beginning to November.

Bryce reports that IAR (IAMResponding) has a live pager function similar to FTR (FireTextResponse). This feature comes for no additional cost, but waiting on an email back on what equipment would be needed for it work.

Bryce reports that purchase requests for Federal/State COVID-19 response reimbursement turned over to Village President.

Bryce is requesting the purchase of dual cloth facemasks for active CARS members. Cost is \$20 for 3 and will need 3 packs plus shipping.

Bryce reports that due to the rise in COVID-19 cases in person training has been postponed.

Bryce reports both units had Periodic Maintenance and state safety inspections completed.

Bryce reports that the FEMA Assistance for Firefighters Grants were all denied for the past FY. Acting Village President & Trustee L. Forsman reported that CARS has exhausted their supply of N95's and a different style is now being used.

Trustees discussed Bryce's request for cloth masks. They were hesitant to spend the money if these were not on the same level of protection as N95's.

A motion to approve the CARS report as presented was made by Trustee M. 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 absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Old Business**

1. Discussion & Possible Approval of Waste Collection Agreement – previously discussed and approved during Recognition of Guest and after Financial Reports.
2. Discussion of Firehouse Generator – table; still no updates

3. Discussion & Possible Approval to Add Active Members of CARS to the Respiratory Protection Program pending Purchase of Half Piece Respirators from Assistance for Firefighters Grant – remove; no additional information on Grants. According to CARS report the Assistance for Firefighters Grant was denied for the past FY. Will remove agenda item for now and will add back later if need be.
4. Update of CARES/CURES Funds – Acting Village President & Trustee L. Forsman reports that Phil McCartney has agreed to help with the completion of the various grants that are up for submission. Currently the FEMA grants are reimbursable at 75%/25% and CURES could cover the remaining 25%. The majority of the funds will be put toward obtaining PPE and cleaning equipment including Dahlgren solution.
5. Update of Chapin Big Country Days Revitalization – Trustee M. Lovekamp reports that there were not as many people present as he would have hoped. There was no negative feedback from those that attended. He is looking to have a meeting at some point to get the Board together. There are other individuals that have come forward since the meeting that are interested in helping in some capacity.

## **New Business**

1. Discussion & Approval of Tax Levy Ordinance – this is an annual event and was prepared by Zumbahlen's. This was not over the 5% from last year otherwise a public hearing would be needed. A motion to approve the Annual Tax Levy Ordinance of 2020-6 was made by Trustee R. Brockhouse. A second was made by Trustee K. Scott. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval of Liquor License Renewal for A&A Chapin – has submitted for renewal for 2021. This is the same as it has been with Mercy Bishop being the local contact. The renewal fee is \$1,100. If the renewal application was not submitted prior to the last Monday in November a \$250 re-application fee would also be assessed. A motion to approve the Liquor License Application for A&A Chapin was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
3. Discussion Regarding Sexual Harassment Training – Allen Yow has sent over a packet of materials for the training. This must be completed before December 31<sup>st</sup> and is required by law to be done yearly. Any employee that is paid by the Village is required to participate in the training. Elected officials are exempt from the training, however it is strongly recommended. Either Allen or Leslie can present the information is approximately 45 minutes. Most Trustees stated that they also have some sort of program where they receive certification. If they have a certification that they can provide they are waived from participating in the training with the Village as long as the certification is dated for 2020. Dates will be proposed between Acting Village President & Trustee L. Forsman and Allen Yow – Village Attorney and everyone made aware. Allen will present

the information this year, then whoever is the Village President can present in subsequent years.

4. Discussion Regarding Legion Rentals and State Mitigation Levels – there are various individuals/parties that are inquiring about renting the Legion. The main concern is liability. This would be Village property and if someone were to become sick while at an event there may be a remote possibility of the Village being liable. This can be revisited monthly to see when it would be appropriate to rent the Legion. There is a Fire Department sponsored event upcoming next month, however it is a drive thru. Masks will be required for the individuals working the event. Overall, the Legion will not be available for renting at this time.
5. Discussion & Possible Approval of Vinyl Decal Emblems for Dump Truck – currently the dump truck still has “The Village of Erie” on it. Century Signs has proposed a cost of \$160 for removal of old, creation of new and installation of new. Trustee K. Scott suggested contacting Myers to see if they would be willing to do the job or donate the vinyls. Trustee M. Lovekamp suggested also seeing about the white pick up as they were getting old. If Myers cannot do the job or cut a deal, go with the original quote from Century Signs. Trustee R. Brockhouse made a motion to spend a NTE of \$160 to complete the removal, creation and installation of vinyl decals for the dump truck. A second was made by Trustee M. Lovekamp. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
6. Discussion Regarding Finished Water Meter – Steve Edwards stated that there was a discrepancy between what the Village brought in as “raw water” and what was sent out as “finished water.” The numbers between the two have been gradually drifting apart. This was noticed by the City of Jacksonville water department, who then called Village Hall. This was not reported to Steve Edwards by anyone until the information was brought to the Villages attention by Jacksonville water. This is due to the finished water meter being faulty and it needs to be replaced. This does not have to be done immediately as estimates can be used for EPA reports, however it cannot go on for too long at the longest a few months. The quoted cost for a meter is \$2,000 for removal and installation. To replace what we have, a new one would be \$3,000. The meter does not have to be a specific one as there is no guidance on specifics.  
Acting Village President & Trustee L. Forsman noted that thanks to Christina the discrepancy letter was sent, however it was sent later than it should have been. Some comments from other residents were made about why it came so late. If this was not completed the Village would be subject to thousands of dollars in fines.

Steve Edwards left the meeting at 9:03pm

7. Discuss Complaint Filed by CNB Bank and Trust Regarding 713 Cooper Street – Allen Yow – Village Attorney presented the information. The house is up for foreclosure and since there is a water lien on the property the Village was included in the lawsuit. He recommends that we take no action so that no extra funds spent in legal fees. The \$198

will have to be written off. It was inquired about if the Village just removes water service from the property and the next person would have to take care of the outstanding bill.

8. Discussion & Possible Approval to Purchase Cloth Masks for Active CARS members – discussed during CARS report. Could be reimbursed with CURES as long as there is an approval to purchase. Trustees would rather see N95's or surgical masks. No action taken.

A motion to enter into executive session at 9:11pm to discuss the appointment, employment, compensation discipline, performance, or dismissal of specific employees of the Village was made by Trustee K. Scott. A second was made by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Trustee entered back into open session at 9:57pm with Acting Village President & Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton absent, Trustee M. Brockhouse present, Trustee K. Scott present, Trustee R. Brockhouse present. Also present were Village Clerk – Christina Courier and Village Attorney – Allen Yow.

Acting Village President & Trustee L. Forsman inquired if anyone had anyone else had any other items for discussion. She also noted to Trustees that information discussed during Executive Session stays in Executive Session and is not to be discussed openly with any other parties.

A motion to adjourn the meeting at 10:00pm was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. 5 Trustees in favor.

Respectfully submitted,

Christina Courier – Village Clerk