

## Chapin Board of Trustees Meeting

July 14<sup>th</sup>, 2021

### Minutes

The meeting was called to order at 6:59pm by Village President Ken Drake followed by the Pledge of Allegiance. Roll Call: 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, Wendy Bridgewater – Treasurer, Dalton Surratt – Public Works Superintendent and Scott Pahlmann – Chapin Fire Chief.

### **Minutes of June 9<sup>th</sup>, 2021**

Trustees reviewed the minutes of the June 9<sup>th</sup>, 2021 Regular Board Meeting. Trustee L. Forsman inquired about a term used during the Chapin Rescue report. Christina Courier – Village Clerk confirmed that “ISO” was used in the CARS report. A motion to approve the minutes of the June 9<sup>th</sup>, 2021 meeting minutes was made by Trustee M. Lovekamp. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Minutes of June 23<sup>rd</sup>, 2021 Committee Meeting**

Trustees reviewed the minutes of the June 23<sup>rd</sup>, 2021 General Control/Administration Committee Meeting. A motion to approve the June 23<sup>rd</sup>, 2021 General Control/Administration Committee Meeting minutes 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

### **Minutes of June 28<sup>th</sup>, 2021 Special Meeting**

Trustees reviewed the minutes of the June 28<sup>th</sup>, 2021 Special Meeting. A motion to approve the June 28<sup>th</sup>, 2021 Special Meeting minutes 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Joe Drane, Emma Wilson, Dylan Fortney, Bre Davis, Jessica Shaw and Andrew Nunes entered the meeting at 7:04pm

### **Bills & Transfers**

Trustees reviewed the Bills & Transfers. Wendy Bridgewater – Treasurer noted an extra bill from Benton & Associates for Engineering Fees coming out of the Motor Fuel Tax Fund totaling \$2,533.40. A question about a transfer from the Cemetery Fund to the Water Fund that is noted

to be a CNB Bank Error. A motion to approve the Bills & Transfers with the addition of the bill from Benton & Associates of \$2,533.40 from the Motor Fuel Tax Fund was made by Trustee R. Brockhouse. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

## **Financial Reports**

Wendy Bridgewater – Treasurer noted that the first installment of property taxes was received on June 29, 2021 totaling \$23,237.77 of which \$18,946.02 went into the General Fund, \$2,200.85 went into the Police Fund, and \$2,090.90 went into the Fire Fund.

There were multiple water deposits that were transferred on July 1, 2021. \$125.00 went from acct # 030-916-001 to acct # 068-117-003. \$100.00 went from acct # 230-516-004 to acct # 140-314-003. Both of these transfers occurred from residents moving homes within the Village.

The Village has received \$426.53 on June 28<sup>th</sup>, 2021 for acct # 217-510. The current amount due by July 20<sup>th</sup> is \$49.80. Past due amount remaining on account which includes late fees is \$234.23. The breakdown is late charges which were charged in 2020 - \$144.42 and water charged in 2020 of \$89.81.

The Motor Fuel Tax Fund CD was cashed out and deposited in the MMS Account on June 13, 2021 in the amount of \$182,617.60. The Virginia White Park Fund CD will mature on July 28<sup>th</sup>, 2021 and these funds need to be deposited into the MMS Account to avoid monthly service charges since the balance has dropped below \$10,000. This account will need to be watched when the amount drops below \$10,000 to place the funds in a different product that does not draw fees or as much in fees. The Martha Allen CD will mature on August 7<sup>th</sup>, 2021. There were various rate charts from other banks included for review.

Trustee M. Lovekamp gave an update on the investment options he researched. After obtaining more of the legal guidelines and speaking with one investment firm it was determined there was not much that could be done in terms of investing funds.

Thoughts were to place funds in their respective savings or checking accounts and if a project wanted to be done soon, the funds would be available. Any funds that were not spent by the end of the Summer could then be reviewed what to do with in terms of placing in a CD.

A motion to approve the Financial Reports to include cashing out CD # 47 and depositing into the MMS acct # 3204, authorizing the water deposit transfer of \$125.00 from acct # 030-916-001 to acct # 068-117-003 and \$100.00 from acct # 230-516-004 to acct # 140-314-003 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

**New Business #1** – Approve Appropriation Ordinance – this is an outline on how the Village will spend money for the year, but can be amended later if need be. Currently budgets have not been completed for each department. Christina Courier – Village Clerk assigned this Ordinance with Ordinance # 2021-3. A motion to approve ordinance # 2021-3 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

**New Business #2** – Discussion & Possible Approval of Sewer Credits Due to Swimming Pools for Accts: 137-415-001, 127-316, 106-412-001, 163-215-001, 067-111-001. Acct # 137-415-001 credit of \$75.31, Acct # 127-316 credit of \$44.47, Acct # 106-412-001 credit of \$122.56, Acct # 163-215-001 credit of \$40.50, Acct # 067-111-001 credit of \$30.20. A motion to approve sewer credits due to swimming pool for Acct # 137-415-001 of \$75.31, Acct # 127-316 of \$44.47, Acct # 106-412-001 of \$122.56, Acct # 163-215-001 of \$40.50, Acct # 067-111-001 of \$30.20 was made by Trustee L. Forsman. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

**New Business #3** – Discussion & Possible Approval of Sewer Credit Due to Leak for Acct # 214-515. This is due to a leak that occurred in their basement. Credit of \$86.09 is being requested. A motion to approve the sewer credit for Acct # 214-515 of \$86.09 due to a leak was made by Trustee L. Forsman. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Wendy Bridgewater left the meeting at 7:30pm.

## **Recognition of Guests**

Joe Drane, Emma Wilson, Dylan Fortney, Bre Davis, Jessica Shaw and Andrew Nunes – each individual addressed concerns they had with Village President K. Drake and the meeting he hosted for individuals with ATV permits. Village President K. Drake has witnessed individuals driving ATVs with small children as passengers and believes this is dangerous. There was discussion about what was said at the meeting and how they were led to believe their permits had been suspended. Trustees discussed about whether or not their permits were suspended as there seem to be some sort of misunderstanding. Everyone was interested in finding common ground on this issue.

Bryce McCormick entered the meeting at 7:43pm.

Joe Drane, Emma Wilson, Dylan Fortney, Bre Davis, Jessica Shaw and Andrew Nunes left the meeting at 7:45pm

Trustees wanted to see about what information is on file for each of the permit holders. Confirm that they have the necessary insurance and that it is up to date also a copy of a Drivers License is on file. Thoughts were that the manufacturers specifications about number of riders should be checked on for ATVs.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Dalton Surratt 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.

**New Business # 5** – Dalton is requesting a Zeus surge protector for the south lift station generator. It has a module that is out and is not allowing the generator to run. After doing some investigation that part is obsolete. Module A and B are still good, will need an electrician to test everything. He has tried to manually start the generator but cannot.

Dalton reports he has been in contact with Pall about the issues with the skids at the water tower. So far he hasn't had any issues with them since. Pall was able to offer a few suggestions such as using extra chemicals during a Clean in Place. Steve Edwards was able to help get in contact with Pall. Dalton finally has a direct contact with someone at Pall.

Dalton reports that the resurfacing of roads will begin by the end of the month. Does not have an exact date but was told before the end of the month.

Dalton reports he has finished spreading the mulch for the park. It is thick and should last for a long time.

Dalton reports he was able to get some cold patch for the roads but wasn't able to get a full load due to an issue with the truck bed gate release.

Trustees inquired how his new hire was working out and Dalton reports Fred is working out well. Fred is getting the hang of things and is learning to do the morning rounds.

A motion to approve the Chapin Water/Sewer Report with the purchase of Zeus Module C at a cost of \$898 plus labor 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Dalton Surratt left the meeting at 8:07pm

## **Chapin Police**

Jordan reports in May there were 70 hours worked across 11 days with 12 calls for service and 1 traffic stops with one call for fireworks.

For May no fines were collected.

Jordan reports that the budget has been completed for the new fiscal year. Patrolman Boris is out until further notice due to a surgery. Patrolman Kindred informed Jordan he should be getting cleared by the doctor this month to return back to work.

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

## **Chapin Fire**

Scott reports the following activity since June 9, 2021

June 10, 2021 – Members held a meeting. After the meeting all vehicles were checked, small motors ran and all SCBA cylinders were filled.

June 24, 2021 – With permission from Meredosia Fire Chief Scott Werries, Members went to Meredosia to look at the house explosion from June 23, 2021. Chief Werries ran through the call with the department explaining how the department responded, how the apparatus were set up

and actions taken.

July 3, 2021 – Participated in July 4<sup>th</sup> parade in Jacksonville

July 8, 2021 – No meeting due to Fair Week.

Scott reports the following calls:

June 16, 2021 – Standby for Jacksonville Fire – Structure Fire

June 23, 2021 – Standby for Meredosia Fire – House Explosion

June 28, 2021 – Standby for Jacksonville Fire – Structure Fire

July and Upcoming Activities:

July 22, 2021 – Training

August 7, 2021 – Work Day/Training Day

August 12, 2021 – Meeting followed by training

August 26, 2021 – Training

Village President K. Drake noted that Wendy still has missing receipts from the Fire department.

A motion to approve the Chapin Fire report was made by Trustee L. Hamilton. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

## **Chapin Rescue**

Chief Bryce McCormick reports 8 calls for service since last report. Year to date there has been 54 calls. Members were available for calls 938 hours over the past 30 days and 8,494 hours of availability year to date.

**New Business #7** - The IDPH ePCR software was taken offline on July 1st. Upon notification of CARS being OOS for not having an ePCR program in place, IDPH and MEMS were able to give CARS additional days to complete the process. An updated invoice for the ESO program has been provided. The quote is for \$2,585.00. The cost for this program is \$1,980.00 each year. For the first year (2021) the Passavant Hospital Foundation has provided a \$2,000.00 grant to CARS to offset the cost. This software is needed to be a transport agency. A motion to approve the ESO Patient Care Reporting Software totaling \$585 for the first year and approximately \$2,000 every subsequent year was made by Trustee M. Lovekamp. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

FEMA also expanded the timeframe 6 months on spending the AFG awarded last year that remains unspent. This would mostly cover the cost of PPE.

**New Business #6** - This month two members submitted resignations. Mark Lovekamp and Zach Burton both have turned in their radios and pagers. Derek Huseman asked to rejoin the squad, and while the Board of Trustees never accepted his resignation, it is asked that he be reinstated as a member of CARS formally. MEMS has been made aware of the roster changes noted above with resignations. A motion to approve the resignations and additions to CARS membership was made by Trustee M. Lovekamp. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay. Bryce is requested permission to have the power stretcher serviced as well as replace the screen in 3H11 that has become inoperable. Stryker is unwilling to give an estimate as they need to be on site to determine the extent of the repair and cannot do that via photos. The cost could be between \$300.00 and \$2,500.00 depending on how severe the damage to the wires is. The screen may be able to be replaced if Foster's Coach is able to find a replacement but if it is the electronics that power the screen, additional costs will be included.

Bryce reports that 3-H-11 and 3-H-99 are both in service and up to date with SOS safety inspections and IDPH.

Bryce is requesting the following additional expenses.

CO Meters for replacement on 3H11 medical bags at a cost of \$165 each plus shipping. These are from a new vendor where he was able to find a better price.

Backup Camera Screen that is for a backup camera and module controls on 3H11. This has been OOS for several months. The cost is unknown due to now knowing the full issue. Will need to be taken to Washington, IL for diagnosing the issue. Is hoping to be able to take screen out instead of taking whole rig.

Stat-X Extinguishers that need replaced due to being used on a fire on Congress Street at a cost of \$230 plus shipping.

**New Business # 8** – Purchase a laptop computer that will be used for the Training Officer to track hours completed for CMEs. The cost is estimated to be anywhere between \$479 to \$655. A motion to approve the purchase of a laptop computer NTE \$600 was made by Trustee L. Forsman. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Stryker Stretcher Repair as the switches on the top of the stretcher broke during a call and is in need or repair. The cost is unknown as the extent of the damage is unknown.

T-Shirts, Polos, Class B Shirts for members. Has been discussing this since the last EMR class was near completion. Would be requesting one of each for all members. The cost is for all 3 items and is approximate. The approximate cost is \$100 to outfit each member.

A motion to approve the Chapin Rescue report with purchase of CO Meters at \$165 each plus shipping, backup camera screen repair for 3H11, Stat-X Extinguishers at \$230 plus shipping, Stryker Stretcher repair, and to out fit each member with t-shirts, polos, class B shirts at approximately \$100 per member was made by Trustee R. Brockhouse. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Bryce McCormick left the meeting at 8:37pm.

## **New Business**

1. Approve Appropriation Ordinance – previously approved after Financial Reports

2. Discussion & Possible Approval of Sewer Credits Due to Swimming Pools for Accts: 137-415-001, 127-316, 106-412-001, 163-215-001, 067-111-001 – previously approved after Financial Reports
3. Discussion & Possible Approval of Sewer Credit Due to Leak for Acct # 214-515 – previously approved after Financial Reports
4. Discuss an Ordinance Establishing Rules for the Operation of Neighborhood Golf Carts and UTV's on Streets and Alleys Within the Village – Village President K. Drake would like Trustees to review the proposed Ordinance. He would like to have everyone review this and then it will come back for a vote in August. Village President K. Drake noted the word "Neighborhood" in the title and if that word should remain. Also noted was about seatbelts and how that verbiage was not included and if seatbelts should be required for back seats.
5. Discussion & Possible Approval of Zeus Module C at South Lift Station – previously approved with Chapin Water/Sewer Report
6. Discussion & Possible Approval to Accept Resignations and Additions to CARS Membership – previously approved during Chapin Rescue Report
7. Discussion & Possible Approval to Purchase ESO Patient Care Reporting Software – previously approved during Chapin Rescue Report
8. Discussion & Possible Approval to Purchase Laptop for CARS – previously approved during Chapin Rescue Report

Scott Pahlmann left the meeting at 8:46pm.

A motion to leave open session and enter into executive session at 8:46pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village was made by Trustee L. Forsman. 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Trustees returned to open at 9:55pm. Roll Call Village President K. Drake present, Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee K. Scott present, Trustee R. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk.

Village President K. Drake will be getting in contact with applicants.

A motion to adjourn the meeting at 9:57pm 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 yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Respectfully Submitted,

Christina Courier  
Village Clerk