

## Chapin Board of Trustees Meeting

May 13, 2020

### Minutes

The meeting was called to order at 7:06pm by Acting Village President Leslie Forsman, followed by the Pledge of Allegiance. Roll Call: Acting Village President and Trustee Leslie Forsman, Trustee Loren Hamilton present, Trustee Mary Rae Brockhouse present, Trustee Rex Brockhouse. 4 Trustees present. Trustee Kevin Scott was not in attendance due to a family emergency. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Scott Pahlmann – Chapin Fire Chief, and Mark Lovekamp. Department heads Ronnie Upchurch – Chapin Water/Sewer, Bryce McCormick – CARS and Crisis & Emergency Management, Jordan Post – Chapin Police Chief, and Wendy Bridgewater – Treasurer were not present at the meeting due to COVID – 19 meeting limitations, however they were available by phone.

### **Minutes from April 8, 2020**

The minutes of the previous meeting were reviewed. Acting Village President L. Forsman noted a word that was not bolded that needed to be. Village Clerk noted the error and will have this fixed. A motion to accept and approve the minutes was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

### **Executive Session Minutes from April 8, 2020**

The minutes of the previous executive session were reviewed.

### **Bills and Transfers**

Treasurer Bridgewater was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forman made a note that the recently purchased International Plow Truck and Spreader is a 1995 not a 1994. It was advertised as a 1994. After further research and reviewing the title the Village of Erie noted the discrepancy. This purchase was previously approved during the March 11, 2020 regular meeting and the Village of Chapin won the bid. Now we are looking to find a driver with a CDL to retrieve the vehicle. It was also noted that a Water Deposit Refund from 814 Congress was donated to CARS. A recent purchase to change the locks at the Chapin Legion resulted in various doors and locks being changed and keys were given to various personnel. A motion was made by Trustee M. Brockhouse to accept Bills and Transfers as presented. A second was made by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

### **Financial Reports**

Treasurer Bridgewater was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Financial Reports. The

Utility Billing and Aging Report was read. Acting Village President and Trustee L. Forsman noted multiple accounts that have been deficient for multiple months and these accounts are habitual. Allen Yow – Village Attorney is going to look into the legality for the Village to terminate water service for these accounts, Acting Village President & Trustee L. Forsman expressed concern about doing so due to the COVID – 19 pandemic. Account number 057-310-002 had a huge leak and is now repaired, they have paid most of the previous balance due. Account # 217-510 is currently in Chapter 11 bankruptcy proceedings and the Village cannot shut off service. Trustee R. Brockhouse inquired about when the Village would have the ability to shut off service. Allen Yow – Village Attorney will look into this. It was also noted that all accounts are now on monthly billing.

A list of Certificates of Deposit was presented. It was noted that the Motor Fuel Tax Fund CD (#14) coming due on June 14th. Since it is due after the next Village board meeting, it will be addressed then. It was also noted not to expect an amazing interest rate due to the current economy. Otherwise there are no other CD's due until 2021.

Trustee L. Hamilton made a motion to accept all Financial Reports as presented. Trustee R. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

## **Committee & Department Reports**

### **Chapin Water/ Sewer Department**

Ronnie Upchurch was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Water/Sewer report. Regular and recurring duties completed including: Daily Water Testing and Water Treatment Inspection, Daily Lift Station Inspection, Daily Waste Water Treatment Inspection, Monthly Water Meter Readings, Monthly EPA Water Sample Collection and Delivery, and Monthly Sewer Sample Collection and Delivery. Ronnie is requesting to purchase operating materials for the Water Treatment Plant to replace materials that were used in the last four to six weeks of operation to make repairs in the chemical feed systems and in routine maintenance. A list of items was attached to his report. He is requesting to spend \$256 on these items. Other items during the previous month included a repair to a water service line on Congress Street. The large volume of rain that was received during the week of April 25<sup>th</sup> and the following week make it necessary to pump the north lift station and open the drains and bypass lines at the Lagoon to alleviate flooding of both systems. The pumps ran for around 12 hours. The need for a disaster declaration was made due to the large volume of rain by Acting Village President & Trustee L. Forsman with the help of Bryce McCormick. Ronnie noted that Shireman's has made some repairs on Superior Street and will continue the repairs once cold patch can be purchased. Mowing and general maintenance at various Village locations continues.

### **Chapin Police Department**

Police Chief – Jordan post was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee – L. Forsman present the Chapin Police Department report. Chief Post reports there were 11 days of coverage during the previous month. Chief Post

reports he has promoted Steve Helmich to the rank of Sergeant. He purchased vehicle stickers for the year 2021, purchased five N95 masks and purchased non-highway vehicle stickers for year 2021. A payment of \$150 to West Central Illinois Criminal Justice Council for annual membership was made. Chief Post is requesting to purchase 1,000 rounds of ammunition for annual firearm qualification NTE \$500. Trustee R. Brockhouse expressed his concern about making sure the officers did not go over their annual allotment of hours, however was unsure what the allotment was. Acting Village President & Trustee L. Forsman will check on this.

### **Chapin Fire Department**

Fire Chief – Scott Pahlmann presented the Chapin Fire Department report. Chief Pahlmann reports one call on April 28<sup>th</sup> for a gas leak and various standby calls for Jacksonville. Members have been not been meeting due to COVID – 19 restrictions, however were participating in online training and a list would be provided at a later date. Chief Pahlmann is requesting to spend no more than \$150 for fire safety items that can be handed out at various functions and fire prevention week in October. These handouts would be taken to various events for kids and to market the department. Chapin Fire participates in fire training drills with Triopia and would like to have something for the kids. Chief Pahlmann is also requesting for the upcoming budget to remove the \$2,500 bay rental fee and the department receive funds from the municipal utilities tax that had been received in the past.

### **Chapin Area Rescue Squad (CARS)**

CARS Chief – Bryce McCormick was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the CARS report. Chief McCormick reports seven incidents/responses for the month, coming to a year to date total of 27 with 1541 hour on standby. Chief McCormick reports that there are new member packets available for pickup and drop off, but no packets have been received at the time of report. Nick Gregory has announced his resignation from CARS as he will be moving. Nick has returned his equipment. Allen Yow – Village Attorney expressed the need for a written resignation. For EMS Week 2020 and for new members he would like to purchase shirts NTE \$500. He is open to alternative ideas of how to celebrate the commitment of the CARS to the community. He reports MEMS has eluded that they will require immunization for all members. He will be working with each member to get copies of their shot records. He will also get pricing for IDPH required immunization. CARS has received CARES stimulus money for a recent transport of a Medicare patient in regards to COVID – 19. Chief McCormick reports all meetings and training have been postponed until further notice. The Respiratory Protection Program for N95 has been developed and names have been submitted for inclusion. Both ambulances have had safety inspections, PM, and major issues take care of and are in service at this time. Chief McCormick has various medical equipment purchase requests this month. Chief McCormick noted that the following items would be included in FEMA PA reimbursement. He is requesting the purchase of two water resistant cases for iPads. The iPads would be used to facetime patients that many need to be seen but not transported. Next item requested is a TURBO-UV surface sanitizer for \$495 plus shipping. This would be used for decontamination of the ambulances, station and offices. Next he is requesting a gas meter that would be utilized to assist in decon of N95 masks, rooms, ambulances when Chlorine Dioxide is used. The gas is used with high levels of contamination. It

would monitor the amount of Chlorine gas present and when they have come down enough for human occupancy. Pricing for current gas detectors like the ones used for CO, H<sub>2</sub>S are in the range of \$537 and just over \$700. He is requesting one. Next he is requesting \$500 to construct wire racks along the south wall of station for storage of PPE of CARS members. This storage is similar to the shelving used by the FD. Lastly, he is requesting the purchase of two no-touch digital thermometers NTE \$250. However, if other purchases come up short of the maximum amount that can be received from FEMA PA these can be upgraded to temperature guns which have more use than just patient care. The upgraded version can cost upwards of \$596. Chief McCormick noted a request will be made to the county for gown and mask supplies for the county due to several calls where the patient was not transported and supply was not available. Purchasing from suppliers is not possible and they are not taking order. Various grants have been submitted or are being completed.

### **Chapin Emergency Management**

Chief McCormick was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Chapin Emergency Management report. Chief McCormick noted that NIMS Compliance listing has been updated to reflect roster changes and updated with completed training. An updated Respiratory Protection Program has been attached for review. Allen Yow – Village Attorney has reviewed this, and a few slight changes have been made from the copies provided. These changes were minor such as typographical or formatting. This revision includes tweaking in light of COVID – 19. Chief McCormick is requesting to purchase qualitative fit test equipment and enough solution to conduct the 2020 testing for \$298. After talking with Chief Pahlmann, it was agreed that members with a current fit test for SCBA would be allowed to continue to wear their SCBA until such time that aerosol causing procedures, such as a fit test could be conducted. Anyone that did not have a current fit test would be excluded, unless need for emergency response, at which time they could be conducted with a one on one basis and use of PPE. Chief McCormick attended a virtual meeting for the Battelle Critical Care Decontamination System, which is on a 6 month federal contract for decontamination for N95 masks. He will be in touch with department heads about if they are interested in using this service as well as local methods. Chief McCormick noted that emergency responders are all eligible to receive COVID – 19 testing at the Morgan County Health Department. In order to qualify for FEMA Public Assistance money, the Village has been tracking expenses related to COVID – 19 response. The minimum amount that has to be incurred is \$3,000 and is reimbursed at 75%. Chief McCormick is awaiting verification if volunteer hours can count towards the 25% match, but for now, the approximately \$1,500 spent by CARS would allow for additional spending of \$4,500. All department heads are to send the amount, date incurred and a basic narrative of what was purchased or consumed to Chief McCormick. In the past month, heavy rains have overwhelmed the NLS capabilities. A disaster declaration was made to allow for pumping and opening of overflows at the STP.

Acting Village President & Trustee L. Forsman made note that a Personnel Committee meeting was going to need to take place at some point. She asked who would be interested in taking an open position and Trustee M. Brockhouse agreed to take the open position.

Trustee M. Brockhouse made a motion to accept all Committee and Department reports as presented. A second was made by Trustee L. Hamilton. Roll Call: Acting Village President and Trustee L. Forsman yea, Trustee L. Hamilton, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

## **Old Business**

1. Discussion of Adding New Members to CARS – there are multiple people listed who are PENDING. Discussion was made about whether to approve all or on a one to one basis. It was agreed that as paperwork and licensing is received by each individual to approve them one by one.
2. Discussion & Possible Approval to Purchase iPad Cases – tabled
3. Discussion & Possible Approval of Meter Pits on Oak St. – tabled. Trustee R. Brockhouse has not heard back and is waiting on bids. There are currently 2 water customers in need of pits. Currently looking for a contractor to complete the job, all they need is a plumbers license.
4. Discuss Possible Memorials – tabled
5. WWTP Improvements Project Update – tabled. Unable to have public hearing to close out grant due to COVID – 19 restrictions, however Acting Village President & Trustee is going to look at having either a Zoom meeting or having it outside. If either of these options are viable the meeting will be at 6:45 before the June regular board meeting. Allen Yow – Village Attorney noted that the public notice should include some sort of RSVP.

## **New Business**

1. Discussion & Possible Approval to Purchase Ammunition for Annual Firearms Qualifications – previously discussed during Chapin Police report. Trustee L. Hamilton made a motion to accept the purchase 1000 rounds of ammunition NTE \$500. Trustee R. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval to Purchase Operating Supplies for Water Treatment Plant – previously discussed during Water/Sewer report. It was noted that these parts are necessary to keep the Water Treatment Plant up and running. Trustee R. Brockhouse made a motion to accept the purchase of Water Treatment Plant supplies for \$256. Trustee M. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
3. Discussion & Possible Approval of Respiratory Protection Plan – previously discussed during Emergency Management report. Trustee R. Brockhouse made a motion to accept the Respiratory Protection Program as presented. Trustee M. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.

4. Discussion & Possible Approval of Equipment for N95 Respiratory Fit Testing – previously discussed during Emergency Management report. Chief Pahlmann explained how the test is completed. The State is mandating the use of N95. It was noted that this expense may be able to be reimbursed by FEMA PA due to COVID – 19 if proven to be used for COVID – 19. Comments were made about if this is a frivolous expense. Trustee L. Hamilton made a motion to purchase the fit testing equipment and solution for \$295. Trustee M. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
5. Discussion of FEMA Public Assistance Application – discussed that expenses incurred due to COVID – 19 may be able to be reimbursed up by FEMA. The minimum amount that has to be incurred is \$3,000 and is reimbursed at 75%.
6. Discussion & Possible Approval for EMS Week Purchases – tabled. Discussion was had about waiting until a full roster was complete so that an exact number could be given for purchasing items.
7. Discussion of removing existing member(s) of CARS – previously discussed during CARS report.
8. Discussion about need for Immunizations for CARS members. Trustees are open to pay for these requirements. Trustee M. Brockhouse made a motion to pay for required immunizations for CARS members. Trustee L. Hamilton seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried 4 yea, 0 nay, 1 absent.
9. Discussion of Construction of Wire Gear Rack – previously discussed during CARS report. Expense would also be reimbursable through FEMA PA. Trustee M. Brockhouse made a motion to allow \$500 to be spent to construct a wire rack for PPE storage. Trustee L. Hamilton seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
10. The Dahlgren Decon that was approved previously is not what was sent – extra was received. Chief McCormick has been in contact with Morgan County EMA if they would be interesting in purchasing the extra. Discussion was had about how much to sell the extra to Morgan County EMA for. It was agreed to sell the extra for \$505. Trustee R. Brockhouse made a motion to sell the extra Dahlgren Decon to Morgan County EMA for \$505. Seconded by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
11. Discussion & Possible Approval to Purchase Digital Thermometer/TIC – tabled. With concern to cost, Trustees would like to a less expensive model.
12. Discussion & Possible Approval to Purchase CIO<sub>2</sub> Single Gas Meter – tabled. Trustees would like Chief McCormick to inquire about the ability to share resources with Morgan County or maybe get in on a bulk purchase to bring down cost.
13. Discussion & Possible Approval to Purchase UV-C Lighting System – No action. Trustees expressed if this was really effective.

14. Discussion & Possible Approval to Spend No More Than \$150 on Fire Safety Handouts – previously discussed during Chapin Fire report. Trustee L. Hamilton made a motion to allow the purchase of fire safety handout NTE \$150. Trustee M. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
15. Discussion & Possible Action on Bay Rentals – tabled. Currently the Chapin Rural Fire Association, Chapin Fire and Chapin Rescue Squad pays for each of the bays they occupy. Discussion was had about which department pays what and how this could be altered. It was agreed upon to review upkeep costs of the building and see if there was a way to split that cost evenly.
16. Discussion & Possible Action regarding Municipal Tax Dispersal – tabled. Trustee R. Brockhouse pointed out that the Municipal Utilities Tax, by previous administrations, was given to the Police Department. It was requested to review the funding history before altering the dispersal of the Municipal Utilities Tax to the Police Department.
17. Discussion & Possible Approval of Hiring CDL Driver to pick up Dump Truck – Due to the purchase of the truck from the Village of Erie, the Village is in need of a licensed CDL driver. Acting Village President & Trustee has been in contact with Brian Surratt, however he has other responsibilities and does not know when he could do it. A call was made to Andy Shireman from Shireman Excavating about if he would be available to take a low boy trailer to Erie and pick up the truck. He stated he charges \$4 per loaded mile. Mileage was estimated and a cost NTE \$700 was calculated. Trustee M. Brockhouse made a motion to hire Shireman Excavating with a cost NTE \$700 for pick up of the truck from Village of Erie. Trustee R. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
18. Discuss Motor Fuel Tax Fund Street Projects – Mike McEvers will look at various roads within the Village and recommend roads that might need work. Roads that have had recent sewer work and others that are in rough condition were also suggested. Acting Village President & Trustee L. Forsman will be in contact about with him about when we can begin work and with any other recommendations.
20. Discussion & Possible Approval of Increasing Water & Sewer Rates – Treasurer Bridgewater has attached the current water/sewer rates. Due to requirements of the Water Treatment plant loan restructure it is required that the water/sewer rates be increased 3%. Discussion was also had about when to start the increase whether in June or July. It was agreed to begin the 3% increase for the June billing period. Trustee R. Brockhouse made a motion to accept the 3% increase in water/sewer rates and begin this in June. Trustee L. Hamilton seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried. 4 yea, 0 nay, 1 absent.
21. Discussion & Possible Action Regarding Acct # 217-510 – No action. Previously discussed during Financial Reports.

22. Discussion & Possible Approval to Pay for CDL Licensing for Village Employees – No action. Trustees discussed and verbally agreed to pay for CDL licensing fees and testing fees, excluding a college formal training program for Village employees, Dalton Surratt and Ronnie Upchurch.
23. Discussion & Possible Approval of Sewer Credit Due to Leak at 711 Elm – previous leak has thought to have been fixed and this should be the last of the credit needed. They are requesting sewer credit of \$8.33. Trustee M. Brockhouse made a motion to approve \$8.33 of sewer credit to 711 Elm. Trustee R. Brockhouse seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried 4 yea, 0 nay, 1 absent.

Trustee R. Brockhouse brought up concerns about the upcoming Village wide clean up days and the dumpsters that the Village provides and some residents who might take advantage of them. There are also non-village residents who will come to drop off their items. If too many are to be used that could put the Village in more financial constraints than we already are. Discussion was had about how this could be controlled. Various solutions were brought up, up to and including not continuing Village wide clean up days. It was agreed up to restrict the number of dumpsters on both Friday and Saturday with 4 dumpsters being available on Friday and 2 being available on Saturday. Once those were filled, that would be the end of the dumpsters for this Spring. Acting Village President & Trustee brought up the concern of this being short notice there was no limitation advertised. It was discussed to get the information out now and in as many ways as possible.

Trustee M. Brockhouse moved to enter into Executive Session to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the village at 9:40pm. Seconded by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee R. Brockhouse yea, Trustee K. Scott absent. Motion carried 4 yea, 0 nay, 1 absent.

Trustees returned back to open session at 10:43pm. Roll Call: Acting Village President & Trustee L. Forsman present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee K. Scott present, Trustee R. Brockhouse present, Village Clerk – Christina Courier present, Village Attorney – Allen You, present.

Trustee K. Scott joined the open meeting by phone at 10:43pm

19. Discuss Vacant Trustee Seat – Acting Village President & Trustee L. Forsman will send out her recommendation out of the 2 candidates. Board members will then have 30 days to decide and a vote will take place at the June regular board meeting.

Open discussion was had about how to remedy the situation with monthly water samples not being collected in a timely manner – there needs to be some sort of accountability. Also brought up was the Village wide garage/yard sales. Janet German had been previously inquiring if they were going to continue as she was organizing the ads in the paper. It has been decided due to the “Shelter in Place” order that they should not continue.



Trustee M. Brockhouse made a motion to adjourn the meeting at 10:51pm. Seconded by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried 5 yea, 0 nay.

Respectfully submitted,

Christina Courier, Village Clerk