

Village of Chapin Board of Trustees

March 11, 2020

Minutes

The meeting was called to order at 7:00 p.m. by Acting Village President Leslie Forsman, followed by the Pledge of Allegiance. Trustees present: Roll Call: M Brockhouse, present. K Scott, present. A Knox, present. R Brockhouse, present. L Hamilton, present. Acting Village President and Trustee L Forsman, present. 6 Trustees present. Also present, Wendy Bridgewater-Village Treasurer, Rosanne Hamilton-Village Clerk, Allen Yow-Village Attorney, Ronnie Upchurch-Village Employee, Jordan Post-Village Police Chief, Cameron Jones from Benton & Associates, Tarrah DeGroot, Christina Courier, Mark Lovekamp, Paul Miller, Steve Edwards, Gerald Day. Scott Pahlmann-Village Fire Chief arrived later at 8:12pm

Minutes: The minutes of the previous meeting were reviewed. A motion to accept and approve the minutes was made by Trustee M Knox. A second was made by Trustee L Hamilton. Roll Call: M Brockhouse, yea. K Scott yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 6 Yeas, 0 nays.

Recognition of Guests: Paul Miller was first to address the Board of Trustees. Paul advised that the Storage Units owned by his son Ryan was recently broke into. 4 of the units had been broken into with the locks cut. He asked the Village if they could install a streetlight by the storage units and he also advised the lot in which the units are on has no power the property. The Board advised Mr. Miller they would investigate that with Ameren. Mr. Miller then left the meeting.

Second to speak was Guest Gerald Day. Mr. Day had some questions regarding the property at 711 Railroad. States he was interested as he raises quarter horse. Acting Village President Forsman advised the Village would not allow for horses in the Village. Mr. Day thanked them and left the meeting.

Third to speak was Cameron Jones. Cameron was there to speak about New Business Items 2 & 3. **New Business # 2: WWTP Improvements Update:** Cameron handed out an informational letter showing the new grants available through the Regional Economic Development Program & The Rebuild Illinois Grant Programs. He went over each of the items briefly with the Board.

New Business item #3: Discussion & Possible Approval of Pay Request to Prairie State Plumbing: Cameron advised the final payment is now due in the amount of \$17,000.00. \$16,947.00 will be paid from the grant and \$53.00 will be paid by the Village of Chapin. He advised the grant will then need to close out and this can be done prior to the next Village Board meeting in April 2020. He also advised he will get it listed in the local newspaper. Acting Village President Forsman said they could hold the next this meeting at 6:45 p.m. with the regular Board meeting to follow on April 8, 2020. Trustee R Brockhouse made a motion to accept and approve the payment to Illinois State Plumbing with \$16,947.00 from the grant and the additional \$53.00 coming from the Village. A second was made by Trustee K Scott. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 6 Yeas, 0 nays. Cameron Jones then left the meeting.

Bills & Transfers: Treasurer Wendy Bridgewater advised that under the Water Department Fund she will set up an electronic deduction to pay the grant. She also advised that under the Rescue Squad the Stryker Flex Financial bill which is the CPR device has now been paid in full at \$6075.28 using the money donated through the memorials for Max Brockhouse and Robert Luttrell. Trustee A Knox made a motion to accept and approve the Bills & Transfers. A second was made by Trustee Mary Rae Brockhouse. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 6 Yeas, 0 nays.

Financial Reports: Treasurer Bridgewater advised that Acct #025-917-002 was paid in full by Salvation Army. Trustee Bridgewater advised that CD for the Motor Fuel Tax would mature on 3/26/2020. Trustee Bridgewater stated that she would ask for a special rate request of what the bank had offered just the past month which would be 1.30% for 18 months. The current offer CNB has would be 0.80% for 18 months. Trustee Rex Brockhouse made a motion to request a special rate request of 1.30% for 18 months but if that is denied then to put the Motor Fuel Tax into a CD of 0.80% for 18 months. Roll Call: M Brockhouse, yea. K Scott yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 6 Yeas. Treasurer Bridgewater also advised the Board in the Financial Reports is the payroll information for Trustee Anita Knox (who is resigning from the Board due to a relocation) and Village Clerk (whose last meeting is tonight). She advised they will be paid on March 20, 2020. Trustee Mary Rae Brockhouse made a motion to accept and approve the Financial Reports and payroll information for A Knox and R Hamilton. A Second was made by Trustee Hamilton. Roll Call: A Knox, abstain. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 5 Yeas, 0 nays, 1 Abstain.

Committee and Department Reports:

Chapin Water/ Sewer Department: Report was presented by Ronnie Upchurch. Ronnie reports that quarterly Clean in Place is scheduled to take place on March 11 & 12, 2020. The effluent turbidity meter has failed at the Water Treatment Plant, a replacement has been ordered and we are currently running with a loaner from Steve Edwards, (our Licensed Operator). Steve Edwards just advised Ronnie and the Board that he will donate this to the Village. Ronnie also reports that another source was found for service materials for the compressors at the Water Treatment Plant.

Ronnie advised the Board that he wants to report/discuss damages on Superior Street, sidewalk, handicap ramp and boulevard done during plowing. Ronnie was advised by Attorney Yow that they would discuss the matter but that it needed to be turned into the insurance company. Ronnie will get as much information as he can to be able to file the claim.

Ronnie also wanted it noted that the snowplow truck that the Village was interested in purchasing in February was not purchased. Upon inspection the truck/plow did not meet the Village's expectations.

Chapin Police Department: Report was presented by Police Chief, Jordan Post. Chief Post did not have a lot to report this month. He does report that Officer Boris has completed his training.

Chapin Fire Department: Report was presented by Acting Village President Forsman in Chief Pahlmann's absence. The Fire Department had 3 calls since February 24, 2020. Upcoming will be a meeting followed by training on March 12th and training on March 26th, 2020. Chief Pahlmann has a couple of.

requests. First, he would like to request to spend \$1000.00 to pay Triple A Asbestos Services, Inc. from Pana, IL for the asbestos inspections of 411 Ash Street and 711 Railroad Street. He advised that if they only do one of the properties it is \$600.00 but that he could get both properties done for a discounted price. The cost would be split between the Rural and Village Fire departments.

His next request is that he would like to spend up to \$600.00 for equipment, hand tools, software, training supplies and or any other fire department needs at Fire Department Instructors Conference in Indianapolis, IN April 20-25th. Vendors often have "show specials" during the conference.

Chapin Area Rescue Squad: Report was presented by Acting Village President Forsman in Bryce McCormick's absence. She reports that EMR Applications from the course are arriving. Bryce would like to recommend that all members of the Chapin Fire Department that apply to CARS be placed on the roster up receipt of application and direct deposit information needed for the Village. Other prospective members would need to apply and complete the drug and background check. Per the report Ice Rescue Training is going to be a surface water rescue training, as favorable ice conditions did not exist during our training window.

Both ambulances will be headed in for safety inspections and periodic maintenance this month. Cardiac monitor WI-FI/modem upgrade has been extended, and a security update (free) will be completed in the next week.

Bryce would like to request the purchase of Hurricane Electrostatic Sprayer for decontamination of the ambulances following transport of a patient with an infectious disease. A quote is forthcoming and is included in our (CARS) plan for treatment and transport of patients with an infectious disease (Influenza -A, COVID-19, Ebola, Meningitis). A long with this price would be the decon solution to put into the sprayer.

Bryce advises that the Office of the State Fire Marshall Equipment Grant was submitted for an automatic ambulance stretcher load device. The requested amount was just over \$18,000.00. FEMA'S Assistance for Firefighters Grant is open. We will be requesting a remount of 3H11 (same as last year), high priority EMS equipment, and a regional communications grant. These are the same requests that we had last year. Bryce will also be filling out an EMS grant, however only \$5,000,000.00 nationwide is available, with the anticipation being for several \$200,000.00 for training programs.

Chapin Emergency Management Report: Report was presented by Acting Village President Forsman in Bryce McCormick's absence. NIMS website was down for about 2 weeks. For anyone who is wanting to take courses, the site is up and running now. Participants in the Respiratory Protection Program have started to get their medical exams completed and fit testing for the Fire Department is coming up.

Trustee R Brockhouse made a motion to accept and approve the Department Reports. A second was made by Trustee A Knox. Roll Call: M Brockhouse, yea. K Scott, yea. R Brockhouse, L Hamilton, yea. A Knox, yea. L Forsman, yea. yea. Motion Carries 6 Yeas, 0 nays.

Fire Chief Pahlmann arrived at the Board Meeting at 8:12 pm.

Old Business:

1-Discuss Re-Keying Legion Buildings: The Trustees were presented with a quote from Security Lock Company. After discussion, Trustee K Scott made a motion to rekey the locks on the front door and side

door and have 12 keys made for a total of \$170.20. A Knox made a second to the motion. Roll Call: L. Hamilton, yea. A Knox, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. L Forsman, yea. Motion Carries 6 Yeas, 0 nays.

2-Discussion & Possible Approval of the Purchase of Service Materials for Air Compressors at Water Tower:-No Action.

3-Discussion & Possible Approval of Meter Pits on Oak Street: Tabled.

4-Discuss Possible Memorials: Tabled.

5-Discussion & Possible Approval of CARS Monitor Wi-Fi Upgrade Purchase: No Action.

New Business:

1-Discuss Village Wide Clean Up & Yard Waste Pick Up Days: After discussion, Trustee K Scott made a motion to accept and approve the Village Wide Clean Up & Yard Waste Pick Up, with Clean Up days being Friday May 15 & Saturday, May 16th and Yard Waste pickup on Monday, May 18th by Littletons. A second was made by Trustee R Brockhouse. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 6 Yeas, 0 nays.

2-WWTP Improvements Project Update: Discussed and acted upon, see above, page 1.

3-Discussion & Possible Approval of Pay Request to Prairie State: Discussed and acted upon, see above, page 1.

4-Accept Trustee's Resignation: Trustee Knox presented a letter of resignation to the Board of Trustees due to a relocation effective March 11, 2020. Trustee R Brockhouse made a motion to accept the resignation of Trustee Knox. A second was made by Trustee L Hamilton. Roll Call: M Brockhouse, yea. K Scott, yea. R Brockhouse, L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries 6 Yeas, 0 nays.

5-Accept Snowplow Employee's Resignation: Employee Larry Knox presented the Board of Trustees with a letter of resignation due to a relocation effective March 11, 2020. Trustee K Scott made a motion to accept and approve the resignation of Larry Knox. A second was made by Trustee R Brockhouse. Roll Call: L. Hamilton, yea. A Knox, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. L Forsman, yea. Motion Carries 6 Yeas, 0 nays.

6-Discussion & Possible Approval of Asbestos Inspections at 411 Ash and 711 Railroad: The Trustees discussed the properties in question for the Asbestos inspections. Trustee K Scott states that he will get ahold of the owner of 711 Railroad to discuss the asbestos inspection. Attorney Yow advised the Board of Trustees that a court order is required to tear down a house by the Village, such as 711 Railroad. He also advised to Trustee Scott that when discussing the Asbestos inspection with the homeowner of 711 Railroad, the owner would need to pay for the inspection in full prior to the inspection. Trustee K Scott made a motion to accept and approve the Asbestos inspection for 411 Ash street. The \$600 cost will be split between Chapin Fire Department and the Chapin Rural Fire Association. A second was made by Trustee Mary Rae Brockhouse. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 6 Yeas, 0 nays.

7-Discussion & Possible Approval of the Purchase of Plow Truck & Equipment: Tabled. The Board of Trustees was provided with information regarding the old snowplow from claim specialist, Patti Nowak. After deductible, the old snowplow claim will payout \$3,775.00

8-Discuss Damages on Superior Street: Attorney Yow, Acting Village President Forsman and Employee Ronnie Upchurch will discuss and bring back information at the April 2020 meeting.

9-Discussion & Possible Approval for Fire Department to Attend Fire Department Instructors

Conference: Trustee Mary Rae Brockhouse made a motion to accept and approve attending the Fire Department Instructors Conference in Indianapolis, IN., April 20-25th, and be allowed to spend up to \$600.00 which would come out of Chapin Fire. A second was made by Trustee A Knox. Roll Call: K Scott, yea. R Brockhouse, L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, yea. Motion Carries 6 Yeas, 0 nays.

10-Discussion & Possible Approval of Sewer Credit at 711 Elm Due to Leak: Treasurer Bridgewater advised that the sewer credit would be \$22.24. Trustee R Brockhouse made a motion to accept and approve a sewer credit for \$22.24 for 711 Elm due to a leak. Trustee A Knox made a second to the motion. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 6 Yeas, 0 nays.

11-Discussion & Possible of a Mass Mailer: Treasurer Bridgewater states that the mass mailers would include information regarding sewer credits for filling swimming pools, clean up days dates, non-highway vehicle permits, and the open Trustee seats. After discussion it was decided these would go out at the end of March. No vote was taken.

Acting Village President Forsman stated that she wanted to add Item #12 as she has the financial information from Bryce McCormick regarding the Hurricane Sprayer.

12-Discussion & Possible Approval of Hurricane ES Sprayer & Decon Solution: Acting Village President Forsman advised the Board of Trustees that the Hurricane ES Sprayer's cost would be \$650.00, and the price for one case of Decon disinfectant spray would be \$560.00 plus and additional \$45.00 S&H for a total of \$1255.00 Trustee A Knox made a motion to accept and approve the purchase of the Hurricane ES Disinfectant Sprayer and case of Decon disinfectant solution for the price of \$1255.00. Trustee K Scott made a second to the motion. Roll Call: L. Hamilton, yea. A Knox, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. L Forsman, yea. Motion Carries 6 Yeas, 0 nays.

Acting Village President Forsman advised the Board that for Triopia's School Improvement Day, 10 of Triopia's School personnel came out to Chapin and walked around and picked up litter around the Village.

Trustee Knox made a motion to adjourn the meeting. Trustee K Scott seconded the motion. Roll Call: M Brockhouse, yea. K Scott yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 6 Yeas, 0 nays. Meeting adjourned at 9:05 pm

Respectfully Submitted,


Rosanne Hamilton, Village Clerk