

## Chapin Board of Trustees Meeting

October 14, 2020

### Minutes

The meeting was called to order at 7:01pm 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 R. Brockhouse absent. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Village Treasurer, Ronnie Upchurch – Water Superintendent, Jordan Post – Police Chief, Scott Pahlmann – Fire Chief, Tarrah DeGroot, Josh Jokisch, Eric Shangraw – Area Sanitation, Chris Nichols – Trash Queen.

### **Recognition of Guests**

**Chris Nichols of Trash Queen** presented information about Trash Queen as a company. They currently serve other customers in the surrounding towns. Chris's bid is \$55 per quarter to be paid at the first of each quarter per household that includes a 96-gallon wheeled canister as customers currently have through Area Sanitation. Chris noted that another canister can be rented for an additional \$21 every 3 months if necessary. They do special pickups as necessary and cost varies based on items. The bid presented is for a 3-year term. Chris noted that when it comes to a City Wide Clean Up, they would do a curb side pickup but at only 1 day a year. Various questions were asked about City Wide Clean Up, other size dumpsters, and recycling options. Trash Queen does not have recycling options.

**Eric Shangraw of Area Sanitation** presented information about the bid offered. It is to continue the previous contract and to freeze pricing for 2021 and increase the number of dumpsters for City Wide Clean Up days to 6 (total 180-cubic yards). There will be a 2.5% increase each year beginning in 2022 for the length of the contract. Cost per household would be \$22.49 and a senior rate of \$20.49. Recycling option is an additional \$3.50 per month. The contract would be for a length of 5 years.

### **Josh Jokisch**

**New Business #4** – Swear in New Part-Time Police Officer – Christina Courier – Village Clerk swore in the Josh Jokisch as a part-time patrolman.

### **Chapin Police Report**

Chief Jordan Post presented the Chapin Police report. Jordan reports a total of 22.5 hours worked for the month of September with 7 days total coverage. Officer Helmich and Officer Kindred have lower hours this month due to National Guard duty. Officer Boris did not have a reason why he did not have any hours this month.

Jordan stated that he will be in need of purchasing uniforms for the new hire Josh Jokisch. The shirts he is looking to get would be about \$30 and pants would be around \$70. If Jordan were to purchase these items for each officer it would be about \$360, however not everyone needs these

items. Jordan stated he would not need anything else for Josh as he already had those items. He also stated that the Village currently has enough other supplies to potentially hire another person. Jordan was able to get the Static IP address through Frontier but had issues scheduling time with Matt Martin to get the computer up and running with the RMS system. Wendy stated that after speaking with Frontier, the monthly bill should be cheaper however this was not reflected in the current bill but should on next months.

It was inquired if an officer would be around for Halloween and Jordan stated he was off so would work that night.

Trustees stated that there has been a problem with people blowing through stop signs in town and speeding down roads. Digital speed signs could act as a deterrent, but they are expensive. Jordan will be sure to make all officers aware to keep an eye on these issues.

### **Minutes of September 9, 2020**

Trustees reviewed the minutes of the previous meeting. A motion to accept and approve the minutes was made by Trustee K. Scott. A second was made by Trustee M. Lovekamp. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

### **Executive Session Minutes of September 9, 2020**

Trustees reviewed the minutes of the previous executive session. A motion to accept and approve the executive session minutes 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

Josh Jokisch and Jordan Post left the meeting at 7:43pm

### **Bills & Transfers**

Wendy Bridgewater – Treasurer presented the Bills & Transfers. Wendy made note of a few transfers that took place due to another installment of property taxes received. On October 1, 2020 there was \$14,806.52 received with \$12,209.94 put into the General Fund, \$1,353.53 put into the Police Fund, \$1,243.05 put into the Fire Protection Fund. Wendy noted various bills that have been received. There was a \$2,000 payment made toward the fire truck loan. Wendy made note of the annual insurance payment that will come next month and will be \$23,000. A motion to approve the Bills & Transfers as presented was made by Trustee K. Scott. A second was made by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

### **Financial Reports**

Wendy Bridgewater – Treasurer presented the Financial Reports. She made note of acct # 006-611-002 the lien has been released as payment was received in full. The past due water/sewer

charges totaled \$376.57 and \$259.50 in legal fees – in total they paid \$636.07. They have also paid the deposit for service. All accounts that were previously approved for payment plans are in good standing. Acct # 217-510 still shows the past due balance, but there are still some details with this that have to be worked out.

Wendy made note of a loan payment that still has yet to come out of the water fund, so it shows excess funds. The Village has received the quarterly Martha Allen trust fund distribution of \$2,675.50 on October 1<sup>st</sup>, that is up from last quarters payment of \$2,410.

The Fire Protection Fund received the annual IML Foreign Fire Insurance Tax Payment on October 5<sup>th</sup> of \$1,573.71.

A motion to approve the Financial Reports as presented 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse absent. Motion carried. 5 yea, 0 nay, 1 absent.

**New Business #14** – Tarrah DeGroot presented information regarding the request for funds for BBQ cookoff w/ CVFD. Initial thoughts were that \$500 was going to be needed, however after further calculations expenses might be closer to \$600. The Fire Department will be splitting costs for meat and other various food and supplies. Profits will be split 50/50 between Chapin Fire and Chapin Rescue.

Tarrah DeGroot left the meeting at 7:59pm

## **Committee Reports**

### **Chapin Water/Sewer Report**

Rex Brockhouse entered the meeting at 8:04pm.

Ronnie Upchurch – Chapin Water/Sewer presented the 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 during the last month there was 4 water repairs done, however one reopened and had to be repaired again. All three of the meter pits on Oak Street were installed with landscaping and seeding redone on those properties also. The other homes that need meter pits will probably be done next year.

The 1-year inspection on the Waste Water Treatment Plant has been completed by Cameron Jones and everything looked great. Ronnie is also waiting on the survey to be done at the lagoon. Acting Village President & Trustee has not heard back from any of the other surveyors. The main concern is getting the lagoon pits secured so no accidents happen. Ronnie stated that “hog paneling” could be put up with barbed wire.

Ronnie reports road maintenance continues as needed. The dump truck repairs have been completed and the truck is back in the Village as of October 13<sup>th</sup>. The truck had a new radiator and oil pan in it with other general maintenance. The truck seems be doing fine and they will be working with the spreader to get it working for the needs of the Village. It will need a new

cutting edge and the rubber edge on the front blade.

Ronnie reports that mowing and general maintenance continues at the Parks, Cemetery and other Village locations.

Ronnie stated that Earlybird will be ready to connect to the water and sewer service within the next week. The connections have been found, however there may be some difficulties. They will have to bore to get to the water main. Ronnie has done some research on ordinances and there is an ordinance that assesses fees and requires permits for connection to the Village's water and sewer service. Ordinance #88-14 and #95-2 stated that there is a \$2,000 bond that would be assessed per line before a permit can be issued and is refundable after a year. Also, a permit and inspection fee of \$100 would be assessed for a commercial building and \$200 for an industrial building. The ordinance also outlines that it is up to the individual to purchase the materials for the meter pit and the meter pit install. The application for permit would be submitted by the plumber doing the work. This was not brought up in the beginning when Earlybird came to the Village Board asking about various permits or fees. Ronnie will bring Earlybird the ordinance and apologize for the mistake and see what they have to say.

Earlybird is also getting ready to cut a spot for the driveway into the facility. Originally the plan was to be directly across from the gas station driveway but now they are looking to be North of that. They are going to be checking with Department of Transportation if this is going to interfere with the intersection at the highway.

## **Chapin Fire Report**

Scott Pahlmann – Chapin Fire Chief presented the Chapin Fire report. Scott reports that a meeting was held on September 10<sup>th</sup>, after the meeting members prepared for the pork chop fry. September 26<sup>th</sup> was the pork chop fry, where there was outstanding attendance. September 24<sup>th</sup> a training was held where members reviewed field fires and grass fires. Another meeting was held on October 8<sup>th</sup>. Todd Clayton and Mark Lovekamp reviewed classes they attended at the Illinois Fire College. There will be more training on what they learned in the upcoming months. Members also discussed about the gas meters and thermal cameras the department is looking to purchase. Also, on October 8<sup>th</sup> was the annual fire drill at Triopia Schools. After the drill members visited Pre-K, Kindergarten and 1<sup>st</sup> grade classes and spoke to them about fire safety. Scott reports multiple calls over the last month. September 3<sup>rd</sup> for a grass fire on US 67 & Wolf Road, September 3<sup>rd</sup> placed on standby for Jacksonville Fire, September 8<sup>th</sup> for a vehicle accident at Cylinder Head Road & Harts Gravel Road, September 12<sup>th</sup> for a vehicle check at Bethel Lane & Neeleyville Road, September 19<sup>th</sup> for a vehicle accident at Concord Arenzville Road & Baseline Road, September 26<sup>th</sup> for a power pole that was leaning/broke at the 600 block of Poplar Street, October 12<sup>th</sup> placed on standby for Jacksonville Fire and October 13<sup>th</sup> for a beanfield fire.

Scott reports on October 22<sup>nd</sup> there will be training where members will demo gas meters and thermal cams. On November 5<sup>th</sup> the Door to Door training will be held at the Legion.

Scott is requesting 2 sets of turnout gear (coat and pants) from Fire Master Fire Equipment not to exceed \$2,500. One set would be purchased by the Village and the other set purchased by Chapin Rural Fire to total a not to exceed of \$5,000 split 50/50 between the Village and Rural Fire. The quote has a coat listed as costing \$1,385 and pants listed as \$996. Scott would like to start the

process of purchasing at least one set of gear a year to replace worn out gear for members. Scott stated they will also be working on Breakfast with Santa in December.

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

Bryce reports there was 4 incidents/responses for the month, 60 incidents/responses year to date and a total of 1,578 hours of members on standby.

Bryce is requesting approval to spend up to \$500 for the CARS vs Chapin Fire BBQ cookoff. This was previously discussed by Tarrah DeGroot. After further discussion this will need to be increased to \$600.

Bryce is also requesting to purchase a TV for the bay to show IAR information and a mount for the TV. He is requesting an NTE amount of \$300 for the TV and an NTE amount \$50 for the mount.

Bryce reports that as supplies are becoming more available, he will work to get all purchases approved in past meetings procured, recorded for grants and closed out by the end of the CY. Bryce reports that meetings with social distancing has resumed. He will also be procuring vehicles for extraction training in the coming weeks.

Bryce reports that both units will be going to/are at Bellville's Garage for State Safety Inspections and Preventative Maintenance. Both units have passed IDPH state inspections. All 2020 expiring items have been replaced.

A list of members to be added to the RPP are: T. DeGroot, Z. Burton, C. Glick, L. Forsman and W. Bridgewater. All other members are on the RPP already through other portions of the Village. There has been no update on the FEMA Assistance for Firefighters Grants (three requested) and the FEMA Public Assistance Grant was turned over to the Village Treasurer.

A motion to approve all the reports as presented 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

**New Business #16 – Addition** – Discussion & Possible Approval to Purchase Turn Out Gear from Fire Master Fire Equipment NTE \$2,500 – Previously discussed during Chapin Fire Report. A motion to approve the purchase of Turn Out Gear from Fire Master Fire Equipment NTE \$2,500 was made by Trustee K. Scott. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp abstain, Trustee K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 abstain.

### **Old Business**

1. Discussion about Firehouse Generator – tabled; still on the waiting list
2. Discussion about CARES/CURES funds – Bryce had previously requested to purchase another Lucas CPR device; other department heads have not said they are not in need of much. Police Chief – Jordan Post stated he would like to have more masks so that there was enough for each of the officers and potential detainees, maybe even some sanitizing wipes. The main thought was to get Wendy a divider wall at her desk to protect her from

the public that may come into Village Hall. Acting Village President & Trustee L. Forsman would like to purchase more Dahlgren to spray the Legion as it is used. Bills for any expenditures need to be submitted by December 1<sup>st</sup>.

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 – tabled; has not heard anything from the grant but does have a list of the members that need to be added.
4. Discussion about “Home of the Month” – Loren checked on the price of a yard sign and it would be approximately \$25. The sign would be rotated from place to place and not left in the previous month’s winner. Looking at this happening more during the Spring or Summer time. Maybe could become a “Best Home Improvement of the Month” or a Halloween/Christmas “Light Fight” Other discussion about if there would be a reward or incentive, but with the financial times we are in this doesn’t seem feasible.

## **New Business**

1. Discussion & Possible Approval of Waste Collection Agreement – tabled; previously discussed during Recognition of Guests by Chris Nichols and Eric Shangraw. There was concern about the city-wide cleanups and how the residents would leave their junk for pickup near the curb. Currently there are 3 other dumpsters provided for free at Village Hall, the Legion and Firehouse. Chris Nichols stated he would add this to the proposal. Allen Yow – Village Attorney stated that there is a formal contract that Area Disposal has drawn up, but Trash Queen does not have that for proposal currently. Acting Village President & Trustee would like to see what other residents within the Village think – to get some sort of community input. The Board would come vote on this decision next month based on what Trash Queens formal contract looked like and give time for more community input. If anyone had questions, they could reach out.

Chris Nichols and Eric Shangraw left the meeting at 8:54pm.

Allen noted that the difference between residential waste and construction waste and how that the cost is different.

Ronnie also noted that when he has seen Trash Queen come through at other locations in the area he is not utilizing big compactors and he has seen trash blowing out from the trailers he is using. When it comes to the metal, the Village could still have a metal dumpster people would just only bring their metal up to Village Hall for disposal.

**New Business #10** – Discussion & Possible Action Regarding Moles at the Cemetery – Wendy stated there is a bad mole problem at the cemetery to the point wherever you step you sink in. In the past it was just treated with chemicals. There were various ideas of how to treat them or who had the capability treat them. Wendy could do some checking on who could do this such as Greenworks or Ridall Pest Control. A roller could be taken out there to help level everything out, but it would only be a temporary fix.

**New Business #11** – Discussion & Possible Approval of Cemetery Inquiry – Wendy had a family contact her about wanting to switch the plots they own at the cemetery. Wendy believes

and has heard through the grapevine that the family obtained some of these plots due to a mistake and was gifted a bunch of spots. This family member wants to give 4 spots back and take 2 spots in a different location. They do have all the original deeds for all the spots. The Village would be taking back McKinney 229 (4 total spots) and in exchange giving the family the North half of McKinney 265 (2 northern-most spots).

Wendy Bridgewater left the meeting at 9:09pm

2. Discussion & Possible Approval of Alcohol Sales at A&A Chapin – No Action; they currently sell only beer but would like to sell harder liquor as they have had to turn customers away. They would be locked behind the counter where there would be limited access. They would be the pint-sized bottles. Has talked about doing upgrades and changes to property. The ordinance for alcohol has been amended multiple times and if approved would have to be reamended. Trustee M. Lovekamp was able to get some input from residents and those residents said should not be sold there. If they were allowed to sell harder alcohol the fee for the license should be higher. Multiple Trustees were not in support of this. If they wanted to come explain their position they could.
3. Discussion & Possible Approval of Morgan County Hazard Mitigation Plan – No changes from previous 5-years. This monitors the flood zones and other hazards. Each city/village/town has to approve of this or none of it gets approved. There is no cost for this. In all is just reupping the existing plan for another 5 years. Trustees would like to see a copy of this. A motion to approve the Morgan County Hazard Mitigation Plan 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
5. Discuss Halloween & Trick or Treat Dates(s) & Times – Last year was 2 days from 6:30pm – 8pm. IDPH has released a guidance allowing Trick or Treating, but with precautions. This year Halloween is on a Saturday and the kids do not have school on Friday the 30<sup>th</sup>. Trustees agreed that Trick or Treating be allowed. Trustees agreed to have Trick or Treating 2 nights on the 30<sup>th</sup> and 31<sup>st</sup> from 6pm – 8pm. A motion to hold Trick or Treating on the 30<sup>th</sup> and 31<sup>st</sup> from 6pm – 8pm 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
6. Discussion & Possible Approval of the Purchase of Halloween Treats – cost would be split 50/50 between CARS and Police NTE \$100. The Fire Department purchases their own. A motion to approve the purchase of Halloween Treats NTE \$100 was made by Trustee M. Brockhouse. A second was made by Trustee K. Scott. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott

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

7. Establish an Hourly Rate for Mowing Fees – Currently Orville and Dalton are paid \$11 per hour, plus fuel and wear and tear on the machinery. Allen stated he had a conversation with Wendy, and they had discussed charging \$25 per person per hour would be reasonable and not outlandish. Trustees were trying to figure out what previous work contracted out by Greenworks was. A motion to charge \$30 per person per hour 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
8. Discussion & Possible Approval of a Sewer Credit Due to Leak for Acct # 135-414-005 – had a water leak in the basement, is fixed now. Credit would be a total of \$45.02 based on previous usage. A motion to approve the sewer credit of \$45.02 for Acct #135-414-005 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
9. Discussion about Possible Communication’s Tower – There was a Village resident that was approached to have a communications tower placed on their property at 716 Cooper. This letter is sent on behalf of Centerline Communications (Verizon Wireless) in accordance with the National Historic Preservation Act to confirm there is not anything historic there or nearby that a possible tower would interfere with. Trustees discussed what is nearby and what would have been in the past. Trustees did not believe, or they were not aware of anything, that would have been there, and they can proceed.
12. Discussion & Possible Approval of TV for Ambulance Bay(s) (IAMRESPONDOING Screen) – NTE \$300. IAR is utilized for response between members. This shows if a member is “Unavailable,” “Available,” “Headed to Scene,” etc. that offers scene/response coordination. The TV would be a centralized place to see who is coming or not coming. A motion to approve the purchase of a TV & Mount NTE \$300 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 K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
13. Discussion & Possible Approval of Wall Hanger for TV in Ambulance Bay(s) – Included in Motion for New Business #12.
14. Discussion & Possible Approval of Expenses for BBQ Cookoff w/CVFD NTE \$500 – previously discussed during CARS report and by Tarrah DeGroot. Increased to NTE \$600. Acting Village President & Trustee L. Forsman explained a few of the details as a refresher but expressed concerns about the timeline. Is planned for November 7<sup>th</sup> from



11am – 1pm. Profits would be split 50/50 between Fire and Rescue. A motion to approve the expenses for BBQ Cookoff w/CVFD NTE \$600 was made by M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

15. Discussion & Possible Approval of an Ordinance Providing for the Regulation of and Application for Small Wireless Facilities – Allen Yow – Village Attorney presented the information on this ordinance. The General Assembly passed a law to help municipalities to regulate these. They can use the utility poles however the ordinance allows for regulation. The ordinance was mainly made by IML and he made a few slight adjustments. The law could change next year so if there is something in place now, there are protections in place already. The ordinance would be protection for villages/towns/municipalities and provide regulations for the companies that would come into the area. Also allows for aesthetics to be included so that any boxes or antennas put up is to a standard. A motion to approve the 2020-05 Ordinance of “Providing for the Regulation of and Application for Small Wireless Facilities” was made by L. Hamilton. A second was made by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott yea, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

A motion to adjourn the meeting at 10:00pm was made by Trustee K. Scott. A second was made by Trustee L. Hamilton. 6 Trustees in favor.

Respectfully Submitted,

Christina Courier – Village Clerk