

## Chapin Board of Trustees Meeting

July 8, 2020

### Minutes

The meeting was called to order at 7:02pm 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 R. Brockhouse present, Trustee Kevin Scott present, Trustee Loren Hamilton absent. 5 Trustees present. Also present were Ronnie Upchurch – Chapin Water/Sewer, Ryan Arnold – Assistant Chief of CARS, Christina Courier – Village Clerk, Allen Yow – Village Attorney. Department heads Wendy Bridgewater – Treasurer and Scott Pahlmann – Chapin Fire were absent, however was available by phone.

### **Minutes of June 10, 2020**

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

### **Minutes of Special Meeting**

The minutes from the June 10, 2020 special meeting were reviewed. A motion to accept and approve the special meeting minutes 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

### **Minutes of Executive Session**

The minutes from the June 10, 2020 executive session were reviewed. A motion 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

### **Bills and Transfers**

Treasurer Bridgewater was absent, however was available by phone. Acting Village President & Trustee L. Forsman noted that the temporary plate for the dump truck has been purchased. She also noted more door hanging tags for boil orders have been ordered. A motion to accept the Bills and Transfers was made by Trustee M. Lovekamp. A second was made by M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion Carried. 5 yea, 0 nay, 1 absent.

## **Financial Reports**

Treasurer Bridgewater was absent, however was available by phone. Trustees reviewed the Utility Billing & Aging. Acting Village President & Trustee L. Forsman noted that there were multiple accounts where residents have moved and there are remaining balances. She also noted about another account (158-205) that is delinquent but does not have a meter pit. Trustee R. Brockhouse requested that a remote reader or something similar be put in to get accurate reads. Account number 217-510 is still in bankruptcy proceedings.

Acting Village President & Trustee noted there are no CD's due and the two Sewer Grant accounts have now been closed and the remaining balance, which was deposited to maintain a no fees balance, was transferred back to the Sewer Fund. The first installment of property taxes has arrived. The grand total received was \$17,551.76 of that the General fund received \$14,274.76, the Police fund received \$1,707.85 and the Fire fund received \$1,568.45. The Legion has paid their \$1.00 annual fee which went into the Martha Allen beautification fund.

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

## **Committee & Department Reports**

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

Ronnie Upchurch presented the Chapin Water/Sewer Report. 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 noted the white pick up truck needs worked on including the rear brakes and the air conditioning. Discussion was had about where it would be best to take the truck to be worked on and the Village has had work done by Northrops before and would like to send it there. He is also in need of a large step ladder to make repairs at the WTP. Ronnie attached various options from various vendors. Trustees reviewed the options and price. It was agreed the best option would be to purchase the 16ft Fiberglass Ladder from Home Depot for \$407.98. Ronnie noted in his report that the quarterly Clean in Place was completed on both filtration skids. He then went on to note about the Trustees request to place a fence around the WWTP. The neighboring properties are mainly fields for planting, which Ronnie believes on the west side of the property the farmer has planted grain very close to the Village's property. Discussion was had about where the property line is or should be. There were previously metal posts or something similar placed to mark the boundaries. It was requested that Ronnie take a metal detector to see if he is able to locate the existing metal posts and also get in touch with the county to see if they would have any information on property size, layout, etc. or to look for the deed to the property. Ronnie went on to note that the pump at the south lift station is leaking and he believes the bearings need repaired. They will be taking it out next week to take to Springfield to be repaired. Ronnie noted in his report that road maintenance continues as needed. Mowing and general maintenance of the Parks, Cemetery and other Village locations continues. Ronnie

requested information about where the Trustees would like the dump truck to be sent to be repaired. There are various things that need to be done to get it operational. Previous work has been done on the dump truck by the shop in Milton, Illinois, however it may not make the drive there. Centre State/Byers would also be an option. Trustees agreed to let Ronnie find out which shop would be able to get the dump truck in the soonest would be the best. Trustees also agreed a list of items needs to be given to whomever it is taken to so that everything is done to it that needs to be done. Ronnie also noted a potential leak up by the north lift station that Orville saw while he was mowing. Ronnie will be checking into this in the coming days. A motion to accept the Water/Sewer Report including sending the white pick up truck to Northropes (New Business #14), allowing Ronnie to send the dump truck to either Centre State or Milton, IL (New Business #15) and the purchase of the 16ft Fiberglass step ladder NTE \$450 from Home Depot (New Business #16) 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

Sergeant Steve Helmich joined the meeting at 7:20pm

### **Chapin Police Department**

Jordan Post – Police Chief was absent. Sergeant Steve Helmich presented the Chapin Police report. Jordan reported 100 hours worked with 13 total days of coverage. Sgt. Helmich has been in the process of updating old forms, organizing those forms and putting together a Field Training manual for incoming officers. Jordan reports that officer Boris has been providing several patrols throughout the week and has had good feedback about his presence. Jordan is requesting the ability to accept applications from interested person(s) to become an officer with Chapin Police and send them to the academy for training. Sgt. Helmich presented information about the academy and what it entails. He currently believes the academy is 560 hours total with 300 in person and 260 online, which would be about 9 to 11 months. He did not know if this was exact as this curriculum has recently been updated. There were questions about what all expenses there would be for these individuals while in the academy (having to pay them while in class), the expense of the academy and expenses after they graduated. The tuition for the academy cost of \$2,000 is reimbursable at 75% if the individual graduates, if they drop out it would not be reimbursed. Sgt. Helmich believes the academy begins in the middle of October. He stated that they would like to be able to do interviews and physical fitness test to assure the applicant is going to be a good candidate to send to the academy. Sgt. Helmich stated there are currently 4 officers plus Chief Post and it would be nice to have the extra officers to provide more coverage. 3 out of 4 officers currently have other full-time positions so it is difficult for them to put in time with the Village.

Trustee K. Scott inquired about the law about fireworks. Sgt. Helmich stated that anything other than sparkler type or small noise makers or are illegal. Trustee K. Scott voiced his discontent with other residents of the Village that were lighting off fireworks multiple days in a row. Acting Village President & Trustee L. Forsman reviewed the items for action with the Chapin Police report. New Business #17 – Discussion & Possible Approval to Accept Applications for

Part-Time Police Officers and New Business #18 – Discussion & Possible Approval to Send Part-Time Police Applicants to Training Academy. Acting Village President & Trustee L. Forsman stated to have Chapin Police begin accepting applications, then in August or September those applications could be presented to the board. A motion was made to approve the Chapin Police report and to accept applications for part-time police officers 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

## **Chapin Fire Department**

Scott Pahlmann – Fire Chief was absent due to work. Acting Village President & Trustee L. Forsman presented the Chapin Fire report. She noted that this covers Old Business #1 – Discussion & Possible Action on Bay Rentals, Old Business #2 – Discussion and Possible Action on Municipal Tax Dispersal also New Business #19 – Discussion & Possible Action Regarding Firehouse Standby Generator. Chief Pahlmann reports that a meeting was held on July 11<sup>th</sup> and equipment checks were completed at that time. A meeting followed by training was held on June 25<sup>th</sup> where hoses for 1712 were redone/reloaded. A planned meeting for July 8<sup>th</sup> where members will be completing a “dollhouse” and making another one for fire behavior training on July 9<sup>th</sup>.

New Business # 19: Chief Pahlmann reports that the firehouse standby generator is not working. As of July 6<sup>th</sup>, he has not been able to get in touch with anyone to come look at it, however the last time it was worked on it almost did not run. The generator tends to be sensitive to weather changes and is undersized for the firehouse. Currently it only allows for the garage doors to be operated and radios.

Old Business #1: Regarding the Bay Rentals, Trustee reviewed information that Wendy has compiled costs for annual utilities, maintenance/repairs, and insurance for the past 5 years (2015 – 2020). The average annual cost is approximately \$7,322.89. Currently Bay Rentals are charged to Chapin Rural Fire of \$2,500, Chapin Rescue of \$2,500 and General Fund of \$2,500. Chief Pahlmann noted that if an engine were to be taken away, it would impact the Insurance Services Office (ISO) rating, which impacts residents within Village limits. Customers outside of the Village limits would not be impacted by the loss of an engine as the ISO rating for rural customers is based on how quick water will start flowing when a department arrives on scene and how long that water flow can be maintained. Trustees agreed that the expenses of the firehouse are near equivalent to the amount being charged to each entity, therefore it covers the costs, so it should be left the way it is.

There were 4 calls/calls for standby in the last month. A trash fire on Cylinder Head Road and 3 standby calls for Jacksonville.

Chief Pahlmann noted a meeting/training coming up on July 11<sup>th</sup> where the Village Board is welcome to attend. Acting Village President & Trustee L. Forsman noted that Chief Pahlmann has to cancel this due to lack of availability of members. Also, another training day coming up on July 25<sup>th</sup>.

Old Business #2: Acting Village President & Trustee L. Forsman noted the past the Municipal Utilities Tax would go to the Village and then divided among Police, Fire and Rescue but then

when Police got started all of it went to them. She has inquired with the Illinois Municipal League (IML) and Valerie with the auditor's office about how the Municipal Tax should be dispersed and neither of them had anything in writing stating how or where it should go. Trustees agreed that this is currently funding Police and that it should be left the way it is.

A motion was made to accept the Chapin Fire report as presented 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

### **Chapin Area Rescue Squad**

Assistant Chief Ryan Arnold presented the CARS report. Bryce reports there were 7 incident/responses in the last month, 41 incident/responses year to date and 931.5 hours members were on standby over the last month.

New member packets are available at the fire station and are being scheduled for pickup and drop off. To date Daniel Mattes, Josh Crews, Todd Clayton and Trista Moody have submitted completed applications. Requesting Daniel Mattes and Josh Crews be added to the roster. Todd Clayton and Trista Moody will be added to the roster pending background check and drug screening. Requesting ability to send Trista Moody and Todd Clayton for background check and drug screening.

Bryce has noted that with the impending closure of South Jacksonville Fire Departments ambulance service on August 1<sup>st</sup>, CARS is expected to see an increase in call volume. Bryce is having existing members increase their availability and also rely on new members and recruiting. Bryce reports that meetings have resumed with social distancing.

CARS has been awarded just under \$16,000 by the Office of the State Fire Marshal Small Equipment Grant and is working to find purchasing options for a Stryker PowerLoad system. There has been no update on the FEMA Assistance to Firefighters Grant or the FEMA COVID – 19 grant.

A motion was made to approve the CARS report with adding Josh Crews and Daniel Mattes to the CARS roster and also the authorization to pay for background check and drug test for Trista Moody and Todd Clayton 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

Acting Village President & Trustee L. Forsman noted that there was no Crisis & Emergency Management report as Bryce's resignation was effective July 1. The Village should either needs to find someone or ask Morgan County EMA manager Phil McCarty to serve in the role for us.

### **Old Business**

1. Discussion & Possible Action on Bay Rentals – No action; previously discussed during Chapin Fire report.
2. Discussion & Possible Action on Municipal Tax Dispersal – No action; previously discussed during Chapin Fire report.

3. Discussion & Possible Approval to Purchase ClO<sub>2</sub> Gas Meter – No action; Bryce stated in previous communication that once any PPE is treated in the UV-C chamber he has made, as long as items are “aired out” long enough prior to reuse it should be fine.
4. Discussion about Meter Pits on Oak St. – Trustee R. Brockhouse has tried getting in touch with multiple plumbers, however all of them are currently swamped with other business. This is a necessity and needs to be done soon. There are a few residents that are getting charged for minimum usage and may be using more than that.

## **New Business**

1. Discussion & Possible Approval of Appropriation Ordinance – A breakdown of the assumed expenses for the Fiscal Year was reviewed by Trustees. Ordinance number 2020-04 was assigned to the Appropriation Ordinance. The Ordinance appropriates \$1,256,000 for the Fiscal Year beginning May 1, 2020 and ending April 30, 2021. A motion was made to approve the Appropriation Ordinance number 2020-04 appropriating \$1,256,000 for the Fiscal Year 2020-2021 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Approval of Sewer Credit for Acct #065-116 – sewer credit amount requesting of \$10.48
3. Discussion & Possible Approval of Sewer Credit for Acct #067-111-001 – sewer credit amount requesting of \$57.26
4. Discussion & Possible Approval of Sewer Credit for Acct #082-418-002 – sewer credit amount requesting of \$39.68
5. Discussion & Possible Approval of Sewer Credit for Acct #094-118-002 – sewer credit amount requesting of \$116.61
6. Discussion & Possible Approval of Sewer Credit for Acct #106-412-001 – sewer credit amount requesting of \$53.34
7. Discussion & Possible Approval of Sewer Credit for Acct #127-316 – sewer credit amount requesting of \$58.61
8. Discussion & Possible Approval of Sewer Credit for Acct #132-614 – sewer credit amount requesting of \$16.16
9. Discussion & Possible Approval of Sewer Credit for Acct #163-215-001 – sewer credit amount requesting of \$80.98
10. Discussion & Possible Approval of Sewer Credit for Acct #173-718-007 – sewer credit amount requesting of \$35.08
11. Discussion & Possible Approval of Sewer Credit for Acct #184-810 – sewer credit amount requesting of \$15.55
12. Discussion & Possible Approval of Sewer Credit for Acct #280-613-002 – sewer credit amount requesting of \$103.43
13. Discussion & Possible Approval of Sewer Credit for Acct #233-519-002 – sewer credit amount requesting of \$28.33

14. Discussion & Possible Approval to Replace Brakes and General Maintenance on the Village's White Ford Truck – previously discussed and approved during Chapin Water/Sewer report
15. Discussion & Possible Action Regarding Village Dump Truck – previously discussed and approved during Chapin Water/Sewer report
16. Discussion & Possible Approval to Purchase Large Step Ladder for Water Treatment Plant – previously discussed and approved during Chapin Water/Sewer report
17. Discussion & Possible Approval to Accept Applications for Part-Time Police Officers – Previously discussed and approved during Chapin Police report.
18. Discussion & Possible Approval to Send Part-Time Police Applicants to Training Academy – tabled until applications come in and a cost can be presented for other expenses not included in payroll or tuition.
19. Discussion & Possible Action Regarding Firehouse Standby Generator – tabled. Previously discussed during Chapin Fire report. Awaiting someone to be able to come look at it.
20. Discussion & Possible Action Regarding 410 Chapin Street – This property has not been mowed at all this year and there are multiple neighbors complaining. There are trees that have fallen over, overgrown brush and wildlife living within the brush. The property is currently held by a property holding company based out of New York. If the Village completes any of the work on the property a lien could be placed on the property. A bigger brush hog is needed as the amount of debris is too large for any of the Village's equipment. Discussion led to the agreement of finding someone to clean up the overgrown brush/debris of the property.
21. Discussion & Possible Approval to Survey the Property Line for Lagoon Fence – tabled. If any paperwork such as the deed can be found to assist in the property size and area would be helpful. Some information found online shows the property line further than originally thought. Fencing would just need to be near or around the lagoon ponds as this is the biggest liability. At some point the property should still be surveyed for the future. There should be some sort of survey pins that could be located with a metal detector. Trustees agreed to try and locate these pins before getting the property surveyed.
22. Discussion and Possible Approval of Sewer Credit for Acct #241-621-001 – Last minute addition. Sewer credit amount requesting of \$78.55. Trustees reviewed all requests and amounts requested. A motion was made to approve the sewer credits listed in New Business #2 - #13 and #22 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 M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

Acting Village President & Trustee L. Forsman inquired about if there was something that should be changed or created in the Nuisance Ordinance about fireworks. The current Nuisance Ordinance has a Noise section. She asked if something should be created about fireworks. Steve Helmich noted how tickets can be written but the State's Attorney's office may not prosecute. Village Attorney – Allen Yow summarized the process of enforcement with the courts. There could be substantial costs in this process.

Acting Village President & Trustee L. Forsman noted that there are various residents that have been harassing Village employees on their personal phones and during their time off if they are unable to reach someone at Village Hall. Letters will be sent to these residents as notice to stop harassing employees on their off time unless it is an emergency. Ronnie has looked into getting a pay as you go phone to pass around to the on-call person as the emergency contact this way each person's personal number is not listed for Village business. Currently Ronnie's number is listed on the Village phone service as an emergency contact in case something happens not during business hours. Ronnie will utilize the Village's answering service and check this on a more regular basis to avoid receiving calls on his personal phone.

Trustee M. Brockhouse has made rounds around the Village noting various properties that have broken down cars, trash or excessive debris that needs to be cleaned up. She also noted a safety issue at the back of the Onken store with the back wall that is near collapse. A property or lien search will need to be completed on the various properties to find ownership. Nuisance letters can be sent to clean up various nuisances. Regarding the Onken store a letter will need to be sent to demolish or make safe the rear wall that is near collapse.

Trustee K. Scott made a motion to adjourn the meeting at 9:41pm. A second was made by Trustee M. Lovekamp. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea, Trustee L. Hamilton absent. Motion carried. 5 yea, 0 nay, 1 absent.

Respectfully signed,

Christina Courier – Village Clerk