

Chapin Board of Trustees Meeting

February 10, 2021

Minutes

The meeting was called to order at 7:00 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 Rex. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Dalton Surratt – Public Works Superintendent, Scott Pahlmann – Chapin Fire Chief, Jordan Post – Police Chief and Jody Parrish.

Minutes of January 13, 2021

Trustees reviewed the minutes of the previous meeting. A motion to approve the minutes of the January 13, 2021 meeting 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. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Bills & Transfers

Treasurer Bridgewater included a few notes regarding Bills & Transfers. She noted how Fire Department receipts are not being turned in at all or not in a timely manner. This has been noted in the past few months in bold on Bills & Transfers. She would like to suggest that the receipts be immediately placed in the drop box at Village Hall.

Also noted was about Ronnie Upchurch's VSP vision insurance. She was informed by them she could not cancel only he could as it was an individual policy. After speaking with multiple individuals, she received an answer saying that it would be cancelled on July 1 but was able to file a dispute which would cancel the policy effective March 1, 2021.

Acting Village President & Trustee L. Forsman noted on Bills & Transfers the transfer of funds for the next upcoming IEPA loan payment, which is less than it used to be.

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

Financial Reports

Treasurer Bridgewater included notes about delinquent acct # 040-713-001. There is an upcoming court date on February 17th regarding this property which includes a lien for delinquent water/sewer charges. The bank is looking to get the water turned on to begin cleaning the property. They have picked up an application and will pay the \$100 deposit. She was inquiring if it would be okay to turn on water service prior to the court date. Allen Yow – Village Attorney thought that if the bank was willing to pay the deposit to go ahead and turn on water

service. Christina Courier – Village Clerk pointed out that there is still an outstanding balance on the account and there will need to be something done regarding it. Allen Yow stated that the lien has been wiped out and is not collectible.

A motion to write off delinquent amount of \$198.19 from Acct #040-713-001 due to courts voiding lien 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Utility Billing Aging was reviewed by Trustees. Treasurer Bridgewater included notes about Acct # 057-310-002. She has sent the tenant and the homeowner certified letters. The tenant has signed for her letter, but the homeowner has not. She will be filing a lien once the homeowner has been notified if the account is not paid in full. Allen Yow stated that enough time has gone by that a lien can go ahead and be filed.

Acting Village President & Trustee L. Forsman noted there are no CD's due until June.

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

Committee & Department Reports

Chapin Water/Sewer

Acting Village President & Trustee L. Forsman commended Dalton as he has been working every day so far and very much appreciate it.

Dalton Surratt – Public Works Superintendent reports Regular & Recurring Duties completed include: Daily Water Testing and Water Treatment Inspection, Daily Lift Station Inspections, Daily Wastewater Treatment Inspection, Monthly Water Meter Readings, Monthly EPA Water Sample Collection and Delivery and Monthly EPA Sewer Sample Collection and Delivery.

New Business #6 - Dalton reports that the contract with HACH for the DR 3900 is up for renewal. They clean the unit and wipe the storage. A quote for renewal has been included in New Business

Dalton reports there is a leak in the check valve for bulk water. This is part of the reason it has been freezing up. This is scheduled for repair this week.

Road maintenance continues as needed.

Dalton reports the rubber cutting edge on the plow truck has been damaged. It ripped free from the bolts. He still has the old one and might be able to be put back on. Might be able to make it through the rest of the year. This one was just put on this year but doesn't know if there might be a warranty.

Dalton also reports the plow truck is having issues with defrost. He said this is working sporadically.

Trustee M. Lovekamp made note to Dalton that Daniel Mattes has expressed interest in helping with plowing. Daniel is currently on the payroll with CARS. Allen stated that since he is

currently on the payroll the Board will still need to agree what to pay him for the part-time basis. This will be discussed during Executive Session.

Chapin Police Department

Jordan Post reports a total of 43.5 hours worked for January and a total of 39 class for service with a total of 8 days of coverage. He noted that Kindred is in Washington D.C. right now for military duty.

For December there was \$99 in and \$20 worth of Fines collected and \$4 in Electronic Citations collected.

Jordan noted he has ordered new ID cards for the individuals that needed them. This was various members from the Board, CARS, Fire and Police. If anyone else needs one, please let him know. This order was approximately \$329.

He noted he was excited for Jody to start working.

***Addition* New Business #8** – Jordan is going to be looking to purchase ammo for annual qualification of members and for Jody when he goes to the academy. Right now there is a shortage and prices have risen dramatically. Currently he still has 1,000 rounds but will need more. He didn't know if he should go ahead and purchase ammo if he finds a good price or wait. He has not been in touch with Ray O'Herron yet to see if he has better pricing. There is so much unknown with the way things are right now with the shortage and price gouging. Last year he requested \$500 but only used \$300. Trustee L. Hamilton stated that if he can find a deal to grab it.

New Business #7 – Christina Courier-Village Clerk swore in Jody Parrish.

Jordan Post & Jody Parrish left the meeting at 7:31pm.

Dalton noted before leaving the meeting about the DR 3900 is the tester for chlorine and is very important. He also noted that previously a replacement was sent while it was being worked on, but a portable tester has been purchased so this is unnecessary now, so it has dropped the price. He will make sure to get tracking and have the package insured.

Dalton Surratt left the meeting 7:33pm.

Chapin Fire

Scott Pahlmann reports a meeting was held on January 14th for the annual planning meeting. Discussion about the upcoming year and plans for the year. Each member was challenged with coming up with 5 goals to accomplish for 2021 for themselves and the department. One item from the meeting was to have the first Saturday of each month will be a workday/training day from 8am-12pm, as two meetings/training nights are not enough to get the work and training done.

Scott reports that he was able to purchase from the MacMurray auction that ended on January 20th, 15 banquet chairs, and office chair, networking cabinet, tripod, computer & electronic equipment, and a projection screen all for \$245.03. The copier/printer/fax went for more than he was willing to spend.

On January 28th a training and work night was held. Hoses were cleaned from recent calls and

trucks & equipment was checked.

On February 2nd the Morgan County Dive Team came to fill the cascade on Engine 1711 and 8 empty cylinders. One cylinder was found to be out of date and needing hydrostat testing. The gauge on another cylinder is not reading the same as the gauge on the air system, therefore it was taken out of service.

On February 6th members cleaned and organized the east addition. The SCBA compressor and cascade was moved to its permanent home. The door on the addition was replaced. The foam injection system, foam nozzle and foam concentrate were added to the front bumper of 1712.

Scott reports the following calls:

January 23rd for multiple brush fires

January 24th for a controlled burn that jumped containment

January 29th for standby for Jacksonville Fire for a structure fire

February 5th for a vehicle accident

February 8th standby for Jacksonville Fire for a structure fire

Scott reports the following upcoming activities:

February 11th for a meeting followed by training

February 25th for training

March 6th for a workday/training day

Scott notes that there was a heater at the fire house that was not running at all causing the other to run constantly but the fan was only running. Little's was able to come in and fix those.

He also reports he has been in contact with Bigelow's again about the generator, but he has not been able to get out to work on it yet.

Scott inquired what to do with the old chairs from the meeting room. They are old and in poor condition. Allen Yow – Village Attorney stated that these can either be sold as surplus or be disposed with an Ordinance. This can be included with everything else in the Spring when other departments have items to dispose of also.

Acting Village President & Trustee L. Forsman noted that the work members did on the addition was very good and it looks a lot better. She also noted from Treasurer Bridgewater's notes that please make sure receipts are turned in promptly.

Chapin Area Rescue Squad

Bryce McCormick reports a total of 11 incidents/responses since last meeting and 16 total year to date with 2,066 hours of members on standby.

Acting Village President & Trustee L. Forsman noted that all rigs are in good shape and are fortunate that there are plenty of members now to respond to calls. She noted how a few weeks prior there was a busy day where there were four calls almost back-to-back.

Acting Village President & Trustee L. Forsman noted that no other Committees met.

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

Old Business

1. Discussion Regarding Firehouse Generator – table; no information yet.
2. Discussion Regarding Legion Rentals & Mitigation Levels – Acting Village President & Trustee L. Forsman noted how the State has lowered mitigation levels. Allen Yow – Village Attorney noted that it should be made clear to renters that at a moment’s notice this could change. A motion to begin renting the Chapin American Legion 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Allen stated that it should be included in the contract that the Village is not responsible for any damages as a result of the pandemic. Allen will draft an addendum for the rental contract to include this information.

Trustee K. Scott inquired if the keys had been changed yet. Acting Village President & Trustee L. Forsman stated they have not as she believed the Board would like to see multiple quotes. She also didn’t know if various types of locks or locking systems should be looked at. Trustee K. Scott believed it was already voted on to have this done. Trustees agreed to keep everything to be a standard key. The Water Tower and Lagoon will be the same key and then a different key for Village Hall. Trustees discussed how many keys to have for each location. Also, the codes for the firehouse will be getting changed. There will need to be a total of 6 copies made for the Water Tower & Lagoon and then 24 copies made for Village Hall. Trustee M. Lovekamp brought up that maybe it would be a good idea to have a key control sheet, so it was known who has what key(s).

A motion to approve the rekey Village properties 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

New Business

1. Discussion & Possible Approval of Tree Removal in Alley on Superior – Acting Village President & Trustee L. Forsman was finally able to get in touch with Littleton’s. She noted how the tree in question definitely looks like it is in the alley. A quote was provided by to remove the maple tree that is on a resident’s garage and haul away. Also provided was a quote to remove a pine tree and haul away that is on a “street” running North/South from Superior that is nearby – multiple limbs have fallen out of it. This was the only quote provided for these trees. Acting Village President & Trustee L. Forsman noted there are multiple trees that are in the alley behind Superior. Trustee R. Brockhouse stated once the pine tree is taken down it will need to be treated so it doesn’t regrow. Trustee M. Lovekamp pointed out that this needs to be done very soon since it is on a resident’s garage.

A motion to approve the bid from Littleton Storm & Timber Services, Inc. totaling \$2,000 (remove and haul away the Pine Tree for \$800 and remove maple tree and limb off of garage and haul away for \$1,200) 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

2. Discussion & Possible Approval of Sewer Credit Due to Leak on Acct # 090-221-002 – Trustee R. Brockhouse questioned the resident’s letter as the resident stated it was after the main, but the leak was after the meter since the water went through the meter. A motion to approve the sewer credit of \$91.19 for Acct # 090-221-002 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
3. Discussion & Possible Approval of Sewer Credit Due to Leak on Acct 206-511-002 – Trustees discussed the difference between when a sewer credit is necessary and not. If it is a toilet leaking that would have passed through the sewer system versus a water line leaking under the house would not. A motion to approve the sewer credit of \$80.58 on Acct #206-511-002 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
4. Discussion & Possible Approval of Sewer Credit Due to Leak on Acct 293A-1715-003 – No action; There was not a letter provided and they were told multiple times they had to provide a letter.
5. Discussion & Possible Approval to Accept Part-Time Mowing Employees Resignation – Orville Wheatley resignation will be effective February 28th, 2021. A motion to approve Orville Wheatley’s resignation with regrets was made by Trustee L. Hamilton. A second was made by Trustee K. Scott. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
6. Discussion & Possible Approval of Water Tester Calibration Contract – a renewal contract from HACH Corporation for the DR 3900 Spectrophotometer w/ RFID of \$770 was provided. Will run from March 19th, 2021 to March 18th, 2022. A motion to approve the renewal contract from HACH Corporation for the DR 3900 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
7. Swear in Part-Time Police Officer Trainee – previously completed during Chapin Police report.
8. *Addition* Discussion & Possible Approval to Purchase Ammo for Training & Qualification Purposes – previously discussed during Chapin Police report. NTE \$500. A motion to approve the purchase of ammo for training and qualifying purposes NTE \$500

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

Trustee M. Brockhouse stated that since the Legion is now back open for renting it needs to be fixed up. There are multiple issues inside and out. There are leaks in the roof and potentially leaking pipes which has caused discolored ceiling tiles. The concern is funds to complete any of these repairs. The floor has also been stripped of the old tile and is bare concrete. Acting Village President & Trustee L. Forsman pointed out that up until now no one had any interest in fixing the building but didn't know where funds could come from. She didn't know if funds could come from Martha Allen or Virginia White accounts. Trustee M. Brockhouse thought the best idea is to put it on the agenda to keep attention to the issue and come up with ideas of what to do and where the money will come from. Trustee M. Lovekamp thought that maybe this could be assigned to the Culture/Recreation Committee but Acting Village President & Trustee L. Forsman had concerns about committees meeting due to funds availability to pay each time a committee meets. Acting Village President & Trustee L. Forsman outlined which Board members were on which committees. Trustee M. Lovekamp did not know he had been assigned to any Committees. Acting Village President & Trustee L. Forsman thought that Committee assignments happened at the beginning of the year but after clarification it is after every election. Trustee K. Scott thought that it should be explored to have prisoners come out and paint again either in the Spring or Summer. The last time the building was painted was in 2008 or 2009 by the Triopia football team.

Scott Pahlmann left the meeting at 8:20pm.

A motion to leave Open Session and go into Executive Session at 8:20pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Trustees returned to Open Session at 9:22pm. Roll Call: Acting Village President & Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee K. Scott present, Trustee R. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

A motion to adjourn the meeting at 9:23pm was made by Trustee M. Lovekamp. A second was made by Trustee K. Scott. 6 Trustees in favor.

Respectfully Submitted,

Christina Courier – Village Clerk

