

Chapin Board of Trustees Meeting

August 12, 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 Loren Hamilton present, Trustee Kevin Scott present, Trustee R. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Village Treasurer and Scott Pahlmann – Fire Chief.

Minutes of July 8, 2020

The minutes of the previous meeting were reviewed. A motion to accept and approve the minutes 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.

Ronnie Upchurch – Chapin Water/Sewer entered the meeting at 7:07pm.

Bills and Transfers

Trustees reviewed the Bills and Transfers. Acting Village President & Trustee noted that 3H99 (White ambulance) was in for a new tire. Currently an invoice has not been received but to get the invoice paid in a timely manner it would need to be added – the amount is \$281. A few other items that Acting Village President & Trustee L. Forsman noted was the amount for the repair on the pump for the south lift station. Also, the Village's white truck has been in for repairs multiple times. Once for general maintenance and then a sensor went bad but is still having issues. The mowing of 410 Chapin Street has been done and is now maintainable by the Village. A title search will need to be done so that a lien can be placed on the owner for any work completed on the property. The same will need to be done on 814 Congress. A motion to accept the Bills and Transfers with the addition of \$281 for the 3H99 tire repair was made by Trustee L. Hamilton. 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

Acting Village President & Trustee noted that there were no CD's due. Wendy Bridgewater – Village Treasurer announced that another installment of property taxes have come in on July 22nd, 2020. A total of \$8,246.93 came in, of that \$6,706.27 went into the General fund, \$803.11 went into the Police fund and \$737.55 went into the Fire fund. The Utility Billing & Aging report was reviewed. Wendy Bridgewater – Village Treasurer noted that for acct #006-611-002 that information has been sent to Allen and a lien is being prepared. Acct #040-713-001 has an

outstanding balance and a lien has already been placed on the account. Acct #217-510 is still outstanding and is awaiting court proceedings completion.

A motion was made to accept the financial reports 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.

Megan Werries from Zumbahlen, Eyth, Foote & Flynn, LTD. joined the meeting by phone at 7:14pm.

New Business #1 – Discussion & Approval of Fiscal Year 2019 – 2020 Audit – Megan reviewed various pieces of information about the Village’s financial position. Overall, they found no significant issues. The only finding that was noted was there are a limited number of individuals resulting in the inadequate segregation of duties. However, the Board of Trustees closely reviews and approves all transactions. Megan complimented Wendy for her great work that she did for the audit during these unusual times.

Megan Werries left the meeting by phone at 7:25pm.

A motion was made to approve the Fiscal Year 2019 – 2020 Audit report 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.

Acting Village President & Trustee L. Forsman complimented Wendy for doing a great job with the audit process. All Trustees agreed.

Committee & Department Reports

Chapin Water/Sewer Department

Ronnie Upchurch presented the Chapin Water/Sewer report. Ronnie 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. Ronnie is requesting reimbursement for his personal truck while the Village’s truck was in the shop. These requests have been added to the Bills & Transfers.

Old Business #2 - Ronnie reports they were not able to locate the corner marker at the North end of the lagoon, as there was too much other junk metal in the ground and it obscured the ability to locate the marker(s). Allen has completed a deed search to help with the locating of the property line, but it contained language that was not understandable. No matter what the lagoon needs to be fenced.

Ronnie reports road and facility maintenance continues as needed.

Old Business #6 - The dump truck is still out for repairs. He has tried to get in touch with the mechanic but has not heard anything back.

The Village pickup truck had to be taken to Northrop’s again due to a sensor needing replaced but the issue still remains. Mowing and general maintenance of the Parks, Cemetery and other

Village locations continues.

Old Business #1 – Ronnie was able to get in contact with Milnes Plumbing to get a quote to put in Meter Pits on Oak Street. Milnes Plumbing is quoting \$900 per pit if they dig the pit. If the Village digs the pits, they will deduct \$400 from the cost of each pit and the Village will be purchasing parts. Currently there are 3 that need to be done now with 9 total that need to be done on Oak Street. The remaining 6 can be done in the coming years. Ronnie reports that he has been threatened by a few of these residents. There will need to be letters sent to these residents that there will be an interruption in water service and that this work will be happening on specific dates. The total cost is estimated to be \$900 for the first pit, \$500 each for the next two pits, plus parts. Exact quotes have not been obtained for parts.

Ronnie reports otherwise last month was a good month overall. He noted the line that was leaking water up by the South lift station has been repaired.

Acting Village President & Trustee L. Forsman commended Dalton for his work during Ronnie's recent vacation.

A motion to approve the Water/Sewer report with the Meter Pits quote of \$1,900 (\$900 for 1st pit, \$500 for second and \$500 for 3rd, plus parts) 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.

Chapin Police Department

Jordan Post – Police Chief was absent. Jordan reports that there were 44.5 hours worked during the month of July with 27 calls for service. A total of 8 days was covered during the month of July. He also reports that there was \$495.74 in fines collected with \$483.74 in traffic ticket fines. Jordan reports that everyone has been to the range and is now up to date on their annual weapons qualifications. He also reports that he was able to obtain two Narcan kits for the Police Department at no cost.

Currently Steve Helmich is currently on Guard duty so there has been a shortage of help.

Old Business #4 – Acting Village President & Trustee L. Forsman stated that the Police Department does not have any candidates, also with the question about total cost this item will be deleted from the agenda until more information can be obtained.

Chapin Fire Department

Fire Chief – Scott Pahlmann presented the Chapin Fire report. Scott reports various activities since last meeting. On July 9th members participated in a “dollhouse” burn training that represents a 2-story house and shows the effects of air flow and water application. A training was also held on July 23rd where members reviewed pump operations on 1711 and 1712 including hydrant and drop tank connections. New members worked with SCBA, parts, function, donning and doffing. On August 6th Mark Lovekamp took Engines 1711 and 1712 to Bluffs for annual pump testing – both engines passed.

Old Business #5 – Scott reports he does not have any updates on the backup generator at the fire house. He is awaiting availability of the electrician.

Scott reports there has been no calls since the last meeting.

There will be upcoming meetings/trainings on August 13th and August 27th. Sentinel Emergency Solutions will be at the fire house to do annual flow testing and maintenance on SCBA air packs on August 20th.

New Business #12 – Scott is requesting to send no more than 2 members to the Illinois Fire College from October 1st – 4th. Cost is unknown as each course has a different cost. Hotel rooms should be free, due to a grant from the Illinois State Fire Marshal's office. This cost would be split 50/50 with Rural Fire. His expectation is that the members that do go will bring back the knowledge and train other members. Discussion was had about what an estimated cost might be. Each class is in the range of \$170 to \$470. The statement was made about just setting a max amount that could be spent. Scott is looking to have members registered in the coming week and will have a better idea of what the exact cost will be. Once an exact number is obtained the approval could be amended during the September Board meeting.

A motion to approve the Chapin Fire report and sending no more than 2 members to the Illinois Fire College NTE \$1,200 (split 50/50, \$600 from the Village, \$600 from Rural Fire) and the Chapin Police report was made by Trustee L. Hamilton. A second was made by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp abstain, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 1 abstain, 0 nay.

Chapin Area Rescue Squad

CARS Chief – Bryce McCormick was absent. Bryce reports there were 6 incident/responses for the month, 47 year to date with members on standby 1,757 hours.

Bryce has been in discussions with SJFD on some options for the future of EMS delivery with the county and mutual aid for the City of Jacksonville with the closure of their ALS ambulances on 8/1/20.

New Business #9 – Bryce is requesting the purchase of a dehumidifier for the back meeting room and tubing to run to the floor drain in the bay. Estimated costs is less than \$300.

New Business #10 – Bryce reports that over half of the Dahlgren Decon solution has been used. He is requesting the purchase of another case at the cost of \$488.50.

Meetings with social distancing has resumed.

3H99 ambulance is currently in getting a tire replaced, the cost was approved during Bills & Transfers. The backup camera screen in 3H11 is and has been for a while is not operating. This is also the screen that show which emergency lights are activated. Bryce has been updating expired medical equipment items.

New Business # 6 & 7 – The office of the State Fire Marshal Small Equipment Grant was awarded for just under \$16,000 for the purchase of a Styker PowerLoad system. Quotes presented for the Demo model will cost \$18,096.99 with \$16,000 being covered by the grant.

New Business #8 – CARS has been awarded a FEMA Assistance for Firefighters Grant Supplemental (for COVID – 19 equipment). It is for \$2,879.86 with a CARS match of \$143.99 totaling \$3,023.85. It will be used to purchase eye protection, protective garments (hazmat suits), respirators and gloves.

Bryce reports there has been no updates on the other FEMA Assistance to Firefighters Grants (three requested) or the FEMA Public Assistance Grant.

A motion to approve the CARS report 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.

Acting Village President & Trustee noted there was no Crisis & Emergency Management report as there is no Crisis & Emergency Management Manager due to Bryce McCormick's resignation.

No other Committees met.

Old Business

1. Discussion about Meter Pits on Oak St – Discussed and approved quote during Chapin Water/Sewer Report.
2. Discussion about Updated on Lagoon Fencing/Property Lines – Discussed during Chapin/Water Sewer Report. Get surveyed and at least have an idea of where the property line is. Find out who is the cheapest and have them do it. Suggestions for Hutchison Engineering. Benton & Associates' or Crowey. A motion to have the property surveyed 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.
3. Discussion about 410 Chapin & 814 Congress – 410 Chapin has been mowed by Greenworks and 814 Congress Orville was able to mow. Now that 410 Chapin has been mowed down low enough the Village will be able to keep up with it. The expenses will be kept track of, and bills sent to the property holding companies.
4. Discussion about Potential Police Candidates – delete; will be waiting until Spring and when more information can be provided about total cost.
5. Discussion about Firehouse Generator – tabled; hold until September when electrician can come look at generator
6. Discussion about Updates for Dump Truck – tabled; was unable to get updates from mechanic.
7. Discussion about Village Hall Damage – The trash dumpster was accidentally pushed into the Village Hall by Buster Sanitation aka Area Disposal. The trash company is overseeing obtaining quotes to do the repairs. Kurt Evans has been out to quote the repairs, but the trash company would like to see multiple quotes.

New Business

1. Discussion & Approval of Fiscal Year 2019 – 2020 Audit – discussed and approved after Financial reports.
2. Discussion & Possible Approval of Road Work Bids – Received one bid. Project estimates were \$35,000. A bid was received by IRC, Inc of \$32,680.00 which is under what was expected. Looking to have all the paperwork done ASAP, however with COVID a lot of State workers are working from home and things have been delayed. If

work is not completed by late September, the work may have to be held off until next year. Roads previously suggested for work has not changed. A motion to approve the bid from IRC, Inc of \$32,680.00 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 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 Swimming Pool for Acct #282-610 – Sewer Credit for \$81.37. A motion to approve the Sewer Credit due to Swimming Pool of \$81.37 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.
4. Discussion & Possible Approval of Sewer Credit Due to Leak for Acct #279-612 – Sewer Credit of \$24.94. This over the course of 2 months, July & August. A motion to approve the Sewer Credit of \$24.94 for Acct #279-612 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.
5. Discussion & Possible Action regarding Acct #217-510 – Treasurer Bridgewater reports that they have started to pay their bill. It is still accruing late fees and is constantly fighting with them. Allen has sent an account ledger to their legal counsel and in the original Bankruptcy documents it stated that anything under \$1,000 may not be considered. Allen is still trying to get something out of it. Treasurer Bridgewater is looking to suspend the previous due balance that was filed with courts until resolution of Bankruptcy proceedings so that late fees are not continually charged. From here forward they will be required to pay late fees. A motion was made by to suspend the previous due balance that was filed with the courts until resolution of Bankruptcy proceedings 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Treasurer Bridgewater & Ronnie Upchurch left the meeting at 8:32pm.

6. Discussion & Possible Approval to Purchase Equipment with the Office of the State Fire Marshall Small Equipment Grant – combined with New Business #7
7. Discussion & Possible Approval to Purchase Upgrade for Stretcher to work with PowerLoad System – To purchase the PowerLoad system that loads the cot onto the ambulance. \$18,096.99 with \$16,000 coming from the Office of the State Fire Marshall Small Equipment Grant. A motion to approve the purchase of the PowerLoad system from Stryker for \$18,096.99 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.

8. Discussion & Possible Approval to Purchase Equipment requested in the FEMA Assistance for Firefighters Grant – previously discussed during CARS report. \$2,897.86 coming from Grant with \$143.99 from the Village. A motion to approve the purchase of \$3,023.85 with \$2879.86 from the Grant and \$143.99 coming from the Village 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 yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
9. Discussion & Possible Approval to Purchase Dehumidifier for back room at Firehouse – The back room at the Firehouse is damp and mold has grown in there. There is a lot of equipment and supplies back there. A motion to approve the purchase of a dehumidifier NTE \$300 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
10. Discussion & Possible Approval to Purchase Case of Dahlgren Decon Solution – This expense may be able to be reimbursed by a grant due to COVID. Thinking about buying another sprayer to sanitize other Village buildings after being rented out. Currently only requesting one case, however would like to see at least two cases purchased to have extra for Village use also. A motion to purchase two cases of Dahlgren Decon Solution 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.
11. Discussion & Possible Approval to Purchase COVID – 19 Supplies with Allocated Funds – Money for the Village that would come from CURES grant money of \$21,000. This is money that is dedicated to the Village based on population. Can be used to purchase COVID – 19 supplies including protection for Village employees from the public by putting up some sort of plexi-style guard between them, extra Dahlgren Solution, masks, or other COVID related expenses. Explore cost and approve once costs are presented. Intent is to stay under \$21,000 but spend as much as possible.
12. Discussion & Possible Approval to Send No More Than 2 Members to Illinois Fire College from October 1st - 4th – previously discussed and approved during Chapin Fire report.
13. Discussion of Alcohol Sale Request – Gas stations owners are looking to sell smaller bottles of harder alcohol. Current regulations are for beer only. If approved the Ordinance would need to be amended. Trustee K. Scott stated he did not have a problem with it as most gas stations do sell them. Concerns were raised about the ballpark being right next to the gas station. Currently the 2013 ordinance for alcohol sales has been amended 3 times. The liquor license is on an annual renewal. Comments were made about raising the rates for the liquor license if harder alcohol were to be sold. Trustees would like to see a

written proposal for how they plan to limit sale per person or to people who might be driving, what they plan to sell, how they plan to store it and how much.

14. Discuss Fall Clean-Up Dates – Multiple residents have asked about Fall dates. This would be for brush clean up and dumpsters. We do not have any free dumpsters left as they were all used up for the Spring cleanup. Check on when Littleton's if they would be able to come on either August 31st or September 14th for brush pickup.

Masks will be required to enter the Village Hall from now until further notice.

Meetings will continue to be at the Chapin American Legion until further notice due to COVID.

Acting Village President & Trustee L. Forsman inquired if anyone had anything further.

A motion was made by Trustee M. Lovekamp to adjourn the meeting at 9:22pm. A second was made by Trustee K. Scott. All Trustees in favor. Motion carried. 6 yea, 0 nay.

Respectfully signed,

Christina Courier – Village Clerk