

Chapin Board of Trustees Meeting

April 8, 2020

Minutes

The meeting was called to order at 7:04pm by Acting Village President Leslie Forsman, followed by the Pledge of Allegiance. Roll Call: Acting Village President and Trustee Leslie Forsman present, Trustee Loren Hamilton present, Trustee Mary Rae Brockhouse present via telephone due to COVID-19, Trustee Kevin Scott present, Trustee Rex Brockhouse present. 5 Trustees present. Also present were: Mark Lovekamp, Christina Courier, and Darrel Gudeman and Greg Welsh (both from Earlybird Feed & Fertilizer). Department heads Ronnie Upchurch – Chapin Water/Sewer, Bryce McCormick – CARS and Crisis & Emergency Management, Scott Pahlmann – Chapin Fire Chief, Jordan Post – Chapin Police Chief, Wendy Bridgewater – Treasurer, and Allen Yow – Village Attorney were not present at the meeting due to COVID – 19 meeting limitations, however they were available by phone.

Recognition of Guests

Christina Courier

Acting Village President L. Forsman made a motion to appoint and seat Christina Courier as the new Village Clerk. Trustee R. Brockhouse seconded. Roll Call: Acting Village President and Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried 5 yea, 0 nay. Acting Village President and Trustee L. Forsman swore Christina in as Village Clerk and she assumed her position with the board.

Darrel Gudeman and Greg Welsh from Earlybird Feed & Fertilizer came before the board to present their plans for a new business coming to the Village of Chapin. Cameron Jones from Benton & Associates engineering firm was called and placed on speaker phone for this presentation. A few pages of information were presented with information about overall layout of the facility, layout within purchased space between New Street and Highway 67. They provided the board with examples of a recent feed mill opened in Roseville, IL that will be similar to the plans for the new construction in the Village. Various questions about safety, community involvement, items for sale, jobs and construction were asked. Earlybird Feed & Fertilizer is in the process of assuming operations of current feed mill at Prentice Elevator in Chapin on approximately May 1st, 2020. Earlybird Feed & Fertilizer's main concern was about how they would be hooking into water and sewer service. Cameron stated he would investigate where lines were and would let Acting Village President & Trustee L. Forsman know so she could pass this information on to Darrel and Greg. Once all questions and concerns were addressed both left the meeting.

Tarrah DeGroot came to express her concerns and ask where the Village was on completing the asbestos inspection on 411 Ash Street. It was noted that the inspection was scheduled, however due to COVID – 19 was cancelled and Chief Pahlmann is working to get in contact with Triple A

Asbestos. Tarrah has been in contact with another asbestos inspector that is still working and she will get in contact with them to see if they would be willing to complete the inspection. She is also working with Shireman's to get a quote for teardown and clean up. Tarrah expressed concerns about property taxes coming due and how she will have to pay taxes on a house that is not livable but is being taxed as livable. As soon as she hears from the asbestos inspector and Shireman's she will forward the information to the Village.

Minutes from March 11, 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.

Bills and Transfers

Treasurer Bridgewater was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Bills and Transfers. Acting Village President & Trustee L. Forsman noted to all members that a few last-minute items were included separately due to last minute expenses and timeline for payment to vendors. Trustee K. Scott made a motion to accept Bills and Transfers as presented. A second was made by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.

Financial Reports

Treasurer Bridgewater was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Financial Reports. A copy of the fiscal year pay sheet for Fiscal Year 20 (May 2019 through April 2020) is available for review. This outlines the upcoming pay each Trustee will receive for meetings attended. A note was made that the pay for the Village Clerk was pro-rated and tabulated for one remaining month of Fiscal Year 20.

The Utility Billing and Aging Report was read next. Notes were made about acct # 057-310-002 and how there was a severe leak. This property is leased and a letter would need to go out to the landlord about needing repair. Acct numbers: 217-510, 311-946 and 319-2122 are billed yearly and Trustees would like to see these return to monthly bills. It would need to be checked on if there were any ordinances for this rule.

A list of Certificates of Deposit was presented. It was noted that no CD's are due. The Cemetery Fund CD (#3394) annual percentage rate for interest would be changing from 0.80% to 1.3% on the 10th of April. This approved rate was delayed because of how the interest is paid.

Trustee K. Scott made a motion to accept all financial reports as presented. Seconded by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.

Committee & Department Reports

Chapin Water/Sewer Department

Ronnie Upchurch was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Water/Sewer report. Regular and Recurring Duties completed including: 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 is requesting to purchase a replacement Pole Saw/Trimming Saw and provided 4 bids from various vendors. Ronnie has preference to the bid from E&D Repairs as it is a 4-cycle and lighter. This would be a replacement for the one the Village currently owns as it has become un-repairable. Ronnie also placed a bid for a 1994 International dump truck with a tailgate and salt spreader with a 10ft snowplow with the Village or Erie for \$6,000.00. Bids are set to be opened on April 9th – should be hearing back in the coming days if the bid was accepted. It was noted the water service line on French Street was repaired and a repair for a service line on Congress Street has been delayed but should be done by April 6th. A note was made about during the months of May through October disinfection and de-chlorination would be taking place for the Waste Water Treatment Plant. Various repairs and filling of pot holes has started around the Village. Ronnie has spoken with Shireman's about the damage done on Superior Street in front of the post office and bank. Shireman's was willing to complete the repairs for us and some of them have been completed. Mowing and general maintenance on the Park, Cemetery and other Village locations has begun with the seasonal shift.

Chapin Police Department

Police Chief – Jordan Post was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Chapin Police Department report. Chief Post reports that a wanted subject residing within the Village was arrested during a disturbance call. Other various activities took place throughout the month. Officer Boris' first shift was tonight (April 8th). Chief Post noted that a memorandum was sent to each of the Village officers about monthly mandatory training and a minimum number of hours to work. This was effective April 1st. All officers were required to sign off on this memorandum stating they agreed to the terms. All of our officers have signed this memorandum. Chief Post is requesting to open a Sergeant position to help assist him with his duties.

Chapin Fire Department

Fire Chief – Scott Pahlmann was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Chapin Fire Department report. Chief Pahlmann reports a short meeting was held on March 12th with the main concern being COVID – 19. Members replaced batteries in flashlights and air packs. Rehab boxes were cleaned out and refreshed with new products. Chief Pahlmann took part in a conference call hosted by Morgan County ESDA on March 17th. A recommendation was made to develop a Continuity of Operations due to COVID -19. Chief Pahlmann has one in final draft status. On March 18th Chief Pahlmann suspended all trainings and meetings until further notice due to COVID – 19. On March 19th Chief Pahlmann had an appointment with Triple A Asbestos to

inspect 411 Ash Street. Chief Pahlmann has not been able to get in touch with the owners of 711 Railroad Street. Calls during the last month included multiple calls for standby for Jacksonville Fire.

Chapin Area Rescue Squad (CARS)

Chief Bryce McCormick was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the CARS report. Chief McCormick reported there were 4 incidents/responses for the last month. EMR licensing was delayed, however a list of current Village firefighters requesting to be on CARS will be distributed next month. With new members and EMS week upcoming, Chief McCormick is requesting to spend no more than \$500.00 on t-shirts and long-sleeves shirts. Total cost will be dependent on number ordered. It was noted that new members included 8 from in/around the Village and 3 from nearby Jacksonville. MEMS spring protocol updates have been put on hold due to social distancing, as have CARS formal training meetings. Chief McCormick noted that 3H99 had a mechanical malfunction to one of the exhaust controllers and the oil cooler. It has been taken to Mauls Diesel shop for repair and are currently awaiting parts. Modem security updates have been completed for the cardiac monitors. The Hurricane ES Sprayer should be arriving in the next week, as is the Decontamination Solution. The order had been bumped due to priority from other entities. Chief McCormick is also requesting to purchase two water resistant cases for iPads, and if necessary, reactivate the cellular connectivity for the iPads. The cellular connectivity would be utilized so CARS would have the ability to FaceTime patients should they need to be seen but not transported. Costs for the iPad connectivity will be provided at the next meeting. Chief McCormick also noted that the supply of N95 masks, gowns, eye protection and gloves should allow for treatment of patients for the next 6 months with CARS typical response numbers. If response numbers were to double the amount of PPE would last approximately 3 months. If response numbers were to triple or quadruple PPE would only last about a month. There were grants that were submitted via the State and Federal levels, however nothing will be known for several month.

Chapin Emergency Management

Chief McCormick was absent due to COVID – 19 restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the Chapin Emergency Management report. Chief McCormick noted that an updated listing NIMS compliance turned over to department heads, asking for roster changes and any updated training that has been completed. The Respiratory Protection Program – the occurrence of COVID – 19 has shown the importance of having a plan in place. It was noted that the Fire Department has a cache of Air Purifying Respirators (APR's) that are not currently needed, if N95 masks or other options were to run out. It was noted that a local disaster has not been declared, Morgan County and the State of Illinois both have disaster declarations the Village of Chapin falls under. Chief McCormick is tracking all CARS expenses related to COVID – 19. It was also noted by Acting Village President and Trustee L. Forsman that the Village's outdoor warning siren is approximately 14 – 15 years old. She is looking into options for grant funding to update warning siren or purchase subscription to an alert system for all village residents to have the ability to enroll in. This would give village residents the ability to receive a text message, email, phone call or a combination of alerts.

Trustee L. Hamilton made a motion to accept all Committee and Department reports. A second was made by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.

Old Business

1. Discussion & Possible Approval of Meter Pits on Oak Street – tabled
2. Discuss Possible Memorials – tabled
3. WWTP – tabled; Unable to have public hearing to close out grant due to COVID – 19 restrictions

New Business

1. Approve New CARS members – tabled
2. Discussion & Possible Approval of the Purchase of T-Shirts for Rescue Squad Members – No action; discussion during CARS report. Expenses needed to be considered
3. Discussion & Possible Approval of Computer Equipment for Rescue Squad – tabled; need more information on cost for connectivity for iPads.
4. Discuss Early Bird Seed (New Business Coming to Chapin) – discussed previously during Recognition of Guests by Darrel Gudeman and Greg Welsh.
5. Discuss 411 Ash Street – discussed during Recognition of Guests by Tarrah DeGroot
6. Discussion & Possible Approval of Sewer Credit at 711 Elm due to leak
Acting Vice President & Trustee L. Forsman advised that the sewer credit for 711 Elm would be \$19.42. The leak had been repaired. Trustee K. Scott made a motion to accept and approve \$19.42 in sewer credit for 711 Elm due to a leak. Trustee L. Hamilton seconded. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.
7. Discussion & Possible Approval of the Purchase of a 1994 International Plow Truck & Equipment – no action; previously discussed during Water/Sewer report. A bid has been submitted for \$6,000.00
8. Discussion & Possible Approval of Pole Saw – No action; discussion was had about what the pros and cons were between brands on each bid. Questions were also asked about what all this would be utilized for and whether there would be enough use to warrant the expense. The board is requesting research be done on pricing for a manual saw.

Trustee K. Scott made a motion to enter into Executive Session to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the village at 9:23pm. Seconded L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carried 5 yea, 0 nay.

Trustees returned back to open session at 9:57pm. Roll Call: Acting Village President & Trustee L. Forsman present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee K. Scott present, Trustee R. Brockhouse, Village Clerk – Christina Courier present.

9. Discussion & Possible Approval of a Sergeant Position for the Police Department – The Board agreed to create a Sergeant position for the Police Department. The Sergeant will receive the Chief’s rate of pay when he is filling in for the Chief. Otherwise his pay rate will not change from his regular hourly rate. Trustee K. Scott made a motion to create a Sergeant position for the police department. Seconded Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.
10. Approval of Employee Compensation – a wage freeze will be in place temporarily. Village Employee and Treasurer Wendy Bridgewater will receive 3 paid personal days annually (based on our fiscal year) beginning May 1, 2020 and will expire after 12 calendar months. Scott Pahlmann will receive a \$750 stipend for Fire Chief duties for Fiscal Year 20. Trustee K. Scott made a motion to approve 3 annual paid personal days for Wendy Bridgewater beginning May 1, 2020 and expiring 12 months later, and to pay Fire Chief Scott Pahlmann a \$750 stipend for Fire Chief duties. Seconded by Trustee R. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.
A \$500 bonus for Wendy Bridgewater and a \$500 bonus for Ronnie Upchurch are to be paid in May. This is the second half of a yearly bonus. A motion was made by Trustee K. Scott to pay \$500 to Wendy Bridgewater and \$500 to Ronnie Upchurch in May. Seconded by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.

The Board agreed to accept applications for the open Trustee seat through 3:00pm on April 30. The Board also agreed to hold a special meeting (the majority of which will be in closed session) to discuss potential Trustee candidates and their applications, if any more applications are filed. If no additional applications are filed, the special meeting will be cancelled. At this time the only application on file is from Mark Lovekamp. It has been suggested that other citizens might be interested in applying for the Trustee position. The intent is to be able to seat a new Trustee to complete Anita Knox’ unexpired term at the May 2020 meeting. This special meeting was set for Monday, May 4, 2020 at 7:00pm.

Trustee K. Scott made a motion to adjourn the meeting at 10:00pm. Seconded by Trustee L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott yea, Trustee R. Brockhouse yea. Motion carries 5 yea, 0 nay.

Respectfully Submitted,

Christina Courier, Village Clerk