

Chapin Board of Trustees Meeting

December 9, 2020

Minutes

The meeting was called to order at 7:01 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 absent, Trustee Rex. Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk and Scott Pahlmann – Chapin Fire Chief.

Minutes of November 11, 2020

Trustees reviewed the minutes of the previous meeting. Trustee M. Lovekamp caught a few spelling errors. Village Clerk – Christina Courier will correct and submit for posting. A motion to approve the minutes of the November 11, 2020 meeting 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Executive Minutes of November 11, 2020

The minutes of the Executive Minutes of November 11, 2020 were reviewed by Trustees. Acting Village President & Trustee L. Forsman noted that she was not able to get every task complete that was discussed from the previous month. A motion to approve the Executive session 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Bills and Transfers

Acting Village President & Trustee L. Forsman noted an additional bill that was received earlier in the day. This is for Prairieland FS and after further research it was for anti-freeze and oil for the dump truck and was charged in Milton, IL of \$183.47 which has also incurred a \$3.67 finance charge, however the finance charge may be able to be deducted. The mechanic in Milton, IL charged the Village's account and the Village was not made aware.

There was another installment of property taxes received. A total of \$5,729.35 was received of that the General fund received \$4,717.92, the Fire Protection fund received \$488.19 and the Police fund received \$531.58 and \$8.34 in Total Interest.

There were liens placed on 410 Chapin St. for \$600 and 419 Everett St. for \$250 for mowing fees.

A motion to approve the Bills & Transfers as presented with the addition of the \$183.47 for Prairieland FS 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Financial Reports

Trustees reviewed the Utility Billing Aging report. There were various accounts that were noted about being shut off or on payment arrangements. Acct # 059-216-003 has made arrangements with Acting Village President & Trustee L. Forsman to pay off the reconnect fee over the next 3 months due to extenuating circumstances, however, has not yet paid the first installment. Acct # 057-310-002 has been shut off since 12/1/20. Acct # 087-312 has moved and the final bill has been sent. Acct # 217-510 is current but the previous balance is still pending court judgement. Acct # 264-711 is on payment arrangement and will be paid of this month as previously agreed. Acting Village President & Trustee L. Forsman noted the are no CD's up for renewal and nothing coming up financially.

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

Committee & Department Reports

Chapin 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.

He reports there is a leak on side A at the water plant but a Doyle Plumbing has been contacted to take care of the matter.

The fence project at the lagoon is in progress and is working to get it done as soon as possible. Road maintenance continues as needed and culverts on Superior St have started to be installed. Mowing has stopped for the year and will resume in the Spring.

Trustee M. Brockhouse inquired about the amount of Christmas decorations on power polls throughout the Village. She believed there should be more, but Trustees were glad to see them. A motion to approve the Chapin Water/Sewer Reports as presented 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Police

Jordan reports that there was a total of 19 hours worked during the month of November over a total of 5 days, with 13 calls for service, 1 traffic stop and 1 arrest.

There was \$140 in fines collected, \$23 in Arrest Agency Fee, \$3 for Electronic Citation and \$350 for DUI Equipment.

An in-car computer has been ordered for the squad car that will be reimbursed through the CURES grant. The computer with installation through Matt Martin Consulting will cost a total of \$1,450. This new computer will allow officers to do reports and other administrative duties remotely. The existing computer is out-of-date and does not have this ability.

A motion to approve the Chapin Police report as presented 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Fire Report

Scott reports a meeting was held on November 12th and members checked and drove all vehicles. On November 19th Keith Fricke, Safety Officer for Prairieland FS, conducted a training for the members on anhydrous ammonia and farm chemical emergencies. On December 3rd members met at the soup shed to discuss the Breakfast with Santa.

There was a call on November 13th for mutual aid to CARS for a lift assist, November 29th for standby for Jacksonville Fire for a structure fire.

Upcoming meetings on December 10th for meeting and setup for Breakfast with Santa and December 12th for the Drive Thru Breakfast with Santa.

New Business #16, 17 & 18 Discussion & Possible Approval to Purchase up to 3 desktop computers peripherals NTE \$75 each; purchase 3 desktop computers, peripherals and possibly monitors NTE \$75; a rolling table NTE \$50; and a rolling dry erase board NTE \$50

Purchases would be through Spradlin Auction Center consisting of the MacMurray surplus. This cost will be split 50/50 with Village and Rural. Discussion was had about the outdated equipment and how it is insufficient with what is needed.

New Business # 20 Discussion & Possible Approval to Purchase calibration/bump testing gas NTE \$200 total – Scott is also requesting to purchase calibration/bump testing gas MSA Altair 4XR gas monitors from ILMO NTE \$200 total. Cost will be split 50/50 with Village & Rural. Cheaper through ILMO than online.

New Business #21 Discussion & Possible Approval to Purchase Logitech HD Pro Webcam (C920) NTE \$125, Tonor Conference USB Microphone NTE \$45, and misc. supplies NTE \$100 – for virtual training classes. Cost will be split 50/50 with Village & Rural. CARS will have use of the equipment when needed. Question about if this expense could fall under CARES funds, however the deadlines for this is coming up quick, could try to see if this would be reimbursable with another grant currently being processed.

A motion to approve New Business #16, New Business #17, New Business #18, New Business #20, New Business #21 totaling \$795 (split 50/50 with Village and Rural, \$397.50 each) and the Chapin Fire report was made by Trustee R. Brockhouse. 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Chapin Area Rescue Squad Report

Bryce reports 10 incidents/responses for the month, 80 year to date with 1,459 hours of members on standby.

New Business #10 – Discussion & Possible Approval to Purchase Equipment for IAmResponding (IAR) – table; This would allow the audio of the “page” to go to mobile devices, similar to what FTR (Fire Text Response) does. There are two options for setups that could be done. The first is a setup similar to what the Fire Department has which is a dedicated computer, antenna and special radio receiver. This would cost \$600 through GTSi that would include initial setup and IT assistance. The other option would be to purchase a desktop scanner at approximately \$100 and an antenna at approximately \$20 and another cable to work with the computer the CARS already owns at maybe another \$50. The current cost of FTR is \$155 and with this setup CARS would have the same function forever and not pay the FTR subscription. Discussion about the functionality of IAR vs FTR and the ability to drop the FTR subscription. Currently the cost of FTR is split between CARS, Chapin Fire and Chapin Rural Fire, approximately \$166 each. Since each of the departments share the cost the total cost for Chapin Fire and Chapin Rural Fire shares would go up.

New Business #9 – Discussion & Possible Approval to Purchase 4/5G Modems for LifePak 15 Monitors – The existing 3G LifePak monitors will no longer work after 12/31/20. The perk of the new modems is that the wireless cost is paid upfront to Stryker and we can cancel our subscription to AT&T. Total cost for both monitors is \$2,774.20.

A motion to approve the purchase of the 4/5G Modems from Stryker for the LifePak 15 monitors totaling \$2,774.20 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

New Business #12 – Discussion & Possible Approval to Purchase Jackets for “New” Members – This would be for the newest members. There are 5 that will need jackets. These are reflective jackets that are used for safety. Cost is \$75 each to total \$375. A motion to approve the purchase of 5 jackets totaling \$375 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 absent, Trustee R. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 abstain, 1 absent.

Bryce reports with the local rise in COVID cases, in person training has been postponed. Bloodborne pathogen training packets will be sent out later this month.

New Business #11 – Discussion & Possible Approval to Purchase 2020 American Heart Association Books – CARS was awarded an additional \$5,000 grant from the PAH Foundation for training. The cost for these will be reimbursable from the Foundation. A motion to approve the purchase of the 2020 American Heart Association Books (reimbursable through PAH Foundation) 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R.

Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

New Business #15 – Discussion & Possible Approval to Purchase Front Wheel Simulator for 3H99 – 3H99 has lost a front wheel simulator (hub cap) and would be a replacement. Has contacted American Response Vehicles for a replacement but unsure of delivery date. A motion to replace the front wheel simulator for 3H99 was made by Trustee L. Hamilton. 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

New Business #13 – Discussion & Possible Approval to Purchase Bariatric Binder Lift – Requesting the purchase of a bariatric binder lift that will ensure both ambulances have the lifting device. Bryce notes that the vinyl version is easily decontaminated. Bryce also notes that the manufacturer has worked with multiple agencies to utilize the purchase using CARES funds as it reduces the number of people to lift. Acting Village President & Trustee L. Forsman was unsure if this was going to be reimbursable or not. Quotes for Nylon and Vinyl Binder Lifts' were provided. The nylon Bariatric Binder Lift is \$649 each and the vinyl is \$849 each. Acting Village President & Trustee L. Forsman and Trustee M. Lovekamp gave an explanation of what the binder lift is and how it works. They explained how the current one has been a great help and another one would offer the ability to offer lifting assistance for larger individuals. Having a bariatric and standard size bariatric binder lifts would be ideal.

A motion to approve the purchase of one nylon bariatric binder lift at a total of \$649 and the CARS report was made by Trustee M. Brockhouse. 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

New Business #14 – Discussion & Possible Approval to Sell Atmospheric Monitoring Equipment – Chapin Fire has purchased multigas detectors and there is no longer a need for CARS to provide and maintain the capability. They are out of calibration and are not worth a lot out of calibration. Bryce would like to see if anyone in the MABAS division could use them and purchase them for \$1 each which would ensure CARS has no liability attached to the meters use and maintenance. Trustees agreed these can be transferred to the Fire Department for use.

Bryce reports that the radiation detector utilized by CARS has been turned over to the fire department. He notes that the mutigas detectors utilized by public works will still need to be calibrated and bump tested.

Old Business

1. Discussion Regarding Firehouse Generator – table; Scott has been in contact with Bigelow Electric and is they are on the schedule to come out next week.
2. Discussion Regarding Legion Rentals & Mitigation Levels – table; mitigation levels are still in the same place so that means no rentals are going to be allowed.

Acting Village President & Trustee L. Forsman noted that Allen Yow – Village Attorney will be doing the sexual harassment training on Monday, December 14th and Wednesday, December 15th tentatively beginning at 5pm on both days at the Legion.

3. Discussion Regarding Finished Water Meter – a quote was provided from Vortex Technologies. This is to replace the finished water meter, do all the installation and setup totaling \$2,000. The quote provided is only good until the first of the year. A motion to approve the purchase of the flow meter and installation and setup costs of \$2,000 from Vortex Technologies 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 L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
4. Discussion & Possible Approval of Resolution of Adoption of the Morgan County Multi-Jurisdictional Natural Hazards Mitigation – still have not received an official copy, but the whole document is a large document. This is the same thing that was signed off on 5 years ago it and is just a renewal of. Resolution number 2020-3 was assigned this. A motion to approve Resolution 2020-3 for the Morgan County Multi-Jurisdictional Natural Hazards Mitigation Plan 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
5. Approval of an Ordinance Approving Waste Collection Agreement with Area Disposal – This is the contract that was approved during the November meeting that includes recycling and 6 large dumpsters for city-wide clean up days. Ordinance # 2020-7 was assigned. A motion to approve 2020-7 for approving Waste Collection Agreement with Area Disposal Service, Inc. 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
6. Discussion about CARES/CURES funds – spreadsheets were prepared by Wendy breaking down the expenditures for submission to the FEMA PA and CARES/CURES were provided. CARES/CURES had to be sent by the 1st of December with expected expenditures, everything must be spent by the end of the calendar year and all bills sent by the end of January 2021. There is a bid for plexi-glass dividers has been submitted and they are being made currently. One is being permanently affixed to Wendy’s desk at Village Hall and another one that is moveable on her desk. There will also be portable and foldable dividers for other events/meetings made.
7. Discussion & Possible Action Regarding Complain Filed by CNB Bank & Trust, 713 Cooper St. – No action; nothing can be done at the moment, awaiting the court’s decision.

New Business

1. Discussion & Possible Approval of 2021 Regular Board Meeting Dates – dates were presented for the 2021 Regular Board Meeting Dates. None of these dates fall on holidays. A motion to approve the 2021 Regular Board Meeting Dates 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
2. Discussion & Possible Action Regarding Employee Compensation – approved after return to open session.
3. Discussion & Possible Approval of Sewer Credit Due to Leak for Acct #221-416 – This was a large leak and is now repaired. Sewer credit requesting of \$242.15. A motion to approve the sewer credit of \$242.15 for acct #221-416 was made by Trustee M. Brockhouse. A second was made 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
4. Discussion & Possible Approval of Sewer Credit Due to Leak for Acct #170-71 – this is over the course of two months. A sewer credit of \$50.63 (\$17.71 for November and \$32.92 for December) 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
5. Discussion & Possible Action Regarding Acct # 217-510 – this is a for your information item. The pre-petition charges total \$660.76 with late fees. Still awaiting determination from the courts before anything can be done.
6. Discussion & Possible Action Regarding Moles at Cemetery – table until March; there is a severe mole problem at the Cemetery, and they are leaving tunnels causing tripping hazards. There are 3 bids that were obtained to remediate or kill existing. Trustee R. Brockhouse stated that the best treatment is to treat for grubs which the moles eat. He also has seen this issue at the Concord Cemetery.
7. Discussion & Possible Approval of 2019 MFT General Maintenance Program & Maintenance Engineering – No action; typo is supposed to be for 2021; this is just a reminder will need to be approved in January.
8. Discussion & Possible Approval of a Resolution of Maintenance Under the Illinois Highway Code – No action; will need to be approved in January.
9. Discussion & Possible Approval to Purchase 4/5G Modems for LifePak 15 Monitors – previously discussed and approved during CARS report.
10. Discussion & Possible Approval to Purchase Equipment for IAmResponding (IAR) – tabled; previously discussed during CARS report.
11. Discussion & Possible Approval to Purchase 2020 American Heart Association Books – previously discussed and approved during CARS report.

12. Discussion & Possible Approval to Purchase Jackets for “New” Members – previously discussed and approved during CARS report.
13. Discussion & Possible Approval to Purchase Bariatric Binder Lift – previously discussed and approved during CARS report.
14. Discussion & Possible Approval to Sell Atmospheric Monitoring Equipment – transfer to Chapin Fire; previously discussed during CARS report.
15. Discussion & Possible Approval to Purchase Front Wheel Simulator for 3H99 – previously discussed and approved during CARS report.
16. Discussion & Possible Approval to Purchase up to 3 desktop computers, peripherals NTE \$75 – previously discussed and approved during Chapin Fire report.
17. Discussion & Possible Approval to Purchase 1 rolling table NTE \$50 – previously discussed and approved during Chapin Fire report.
18. Discussion & Possible Approval to Purchase 1 rolling dry erase board NTE \$50 – previously discussed and approved during Chapin Fire report.
19. Error in agenda there is no New Business 19.
20. Discussion & Possible Approval to Purchase calibration/bump testing gas NTE \$200 – previously discussed and approved during Chapin Fire report.
21. Discussion & Possible Approval to Purchase Logitech HD Pro Webcam C920 NTE \$125, Tonor Conference USB Microphone NTE \$45 and misc. supplies (cables, adapters, hangers) NTE \$100 – previously discussed and approved during Chapin Fire report.
22. Discussion Regarding the Board’s View on Transferring/Selling Village Fire Department Equipment to the Fire Protection District when the District is formed – Fire Chief Scott Pahlmann inquired from Board members opinion on how they thought would be best to sell/transfer Village item to a new fire protection district when it is formed. What would they be okay selling items for or what would they be willing to sell? Most equipment has been used a lot and wouldn’t be worth much resale value. Would not want to just give items away but would work with new district and charge fair price. Rescue would still stay under the Village and would still stay separate.

Scott Pahlmann left the meeting at 8:56pm.

A motion enter executive session at 8:56pm to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Village 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Trustees returned to Open Session at 9:26pm. Roll Call: Acting Village President & Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present, Trustee M. Brockhouse present, Trustee K. Scott absent, Trustee R. Brockhouse present. Also present was Village Clerk – Christina Courier.

New Business #2 – Discussion & Possible Action Regarding Employee Compensation - Pay Wendy Bridgewater \$600 and Dalton Surratt \$200. A motion to pay \$600 and Dalton Surratt

\$200 as an incentive was made by Trustee L. Hamilton. 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 absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Acting Village President & Trustee L. Forsman finally heard back from Myers about the decals for the dump truck and they were offering a comparable price but could be more for removal up to \$30 more. If Century Signs has already made the decals to let them do it. It was already approved to spend an NTE of \$160 for this project.

A motion to adjourn the meeting at 9:36pm was made by Trustee M. Lovekamp. A second was made by Trustee M. Brockhouse. 5 Trustees in favor.

Respectfully Signed,

Village Clerk – Christina Courier