

Chapin Board of Trustees Meeting

June 10, 2020

Minutes

The meeting was called to order at 7:03pm 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 Loren Hamilton present, Trustee Mary Rae Brockhouse present, Trustee Rex Brockhouse present, Trustee Kevin Scott present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Scott Pahlmann – Chapin Fire Chief, Cameron Jones of Benton & Associates and Mark Lovekamp. Department heads Ronnie Upchurch – Chapin Water/Sewer, Bryce McCormick – CARS and Crisis Emergency Management, Jordan Post – Chapin Police Chief and Wendy Bridgewater – Treasurer were not present at the meeting due to COVID – 19 meeting limitations, however they were available by phone.

Recognition of Guests

Cameron Jones from Benton & Associates

Old Business #4: WWTP Improvements Project Update – Cameron stated that the project is complete. The area addressed prior that needed grass seed has been done. He stated the WWTP is working great and there will be a walk through in the coming months for the 11-month update with the contractor.

New Business #1: Discussion and Possible Approval of 2020 Supplemental MFT General Maintenance Program – Cameron provided the estimated costs for the various roads that needed work within the Village. A few that have had recent work to either water or sewer work, sunken manholes, etc. Each of the roads would be oil coating sealed then rock chipped. Current pricing to complete the various repairs on the identified roads would cost \$35,330. This cost would come from the Motor Fuel Tax Fund. Cameron stated that due to COVID – 19 the approval process and bid process may take more time than usual. He also went on to note that pricing could change due to the economy brought on by COVID – 19. Trustee K. Scott stated that a section of Cooper Street tends bubble up and seep oil on hot days and he would like to see it chip coated. Acting Village President & Trustee noted that hopefully this was something the Village could take care of now that we have a dump truck. A motion was made to approve the MFT General Maintenance Program by Trustee R. Brockhouse. A second was made by Trustee M. 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 carried. 5 yea, 0 nay.

New Business #2: Discussion and Possible Approval of Supplemental Appropriation from MFT funds for 2020 MFT General Maintenance Program – Christina Courier – Village Clerk assigned the Resolution for Maintenance with a resolution number of 2020-02. This Resolution appropriates \$36,000 of Motor Fuel Tax funds for the purpose of maintaining streets and highways. A motion was made to accept resolution 2020-02 appropriating \$36,000 from MFT funds for the 2020 MFT General Maintenance Program by Trustee R. Brockhouse. A second was

made by M. 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 carried. 5 yea, 0 nay.

Appointment of Candidate to Fill Vacant Trustee Seat

Acting Village President & Trustee L. Forsman stated that she wishes to appoint Mark Lovekamp to fill the vacant Trustee seat vacated by Anita Knox. She has made all Trustees aware of her appointment prior to this meeting via message. A motion was made to appointment Mark Lovekamp to the vacant Trustee seat until the April 2021 election by Trustee L. Hamilton. 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 carried. 5 yea, 0 nay.

Oath of Office for New Trustee

Acting Village President & Trustee L. Forsman administered the Oath of Office for Mark Lovekamp and he took a seat amongst the other Trustees.

Minutes from May 13, 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 L. Hamilton. Roll Call: Acting Village President & Trustee L. Forsman present, 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.

Minutes from Special Meeting

The minutes from the April 8, 2020 and May 13, 2020 Executive Sessions were reviewed. Trustee M. Lovekamp pointed out a typo on the May minutes. Christina Courier – Village Clerk will correct. A motion was made to accept and approve the Executive Session meeting minutes for April 8, 2020 and May 13, 2020 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 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.

Bills and Transfers

Treasurer Bridgewater was absent due to COVID – 19 meeting restrictions, however was available by phone. Acting Village President & Trustee noted there was one additional expense incurred after the report was printed and included the expense on separate sheet. A motion was made to accept the Bills and Transfers as presented 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.

Financial Reports

Treasurer Bridgewater was absent due to COVID – 19 meeting restrictions, however was available by phone. Trustees reviewed the Utility Billing & Aging report. Acting Village President & Trustee L. Forsman noted various accounts that are delinquent and have been for several months. She also noted 4 accounts that have higher than usual bills due to filling pools. The various accounts that are delinquent, they would be sent letters stated their water/sewer service would be disconnected on June 30th per Ordinance 2015-05 unless arrangements were made or the accounts were paid in full. Acting Village President & Trustee noted for accounts are asking for sewer credit due to filling pools. Account number 017-515-008 is requesting \$41.57 in credit, account number 064-118-002 is requesting \$52.39 in credit, account number 186-820-001 is requesting \$14.60 in credit and account number 121-316-004 is requesting \$32.85 in credit. She then went on to note that the Motor Fuel Tax Fund (CD #14) is coming up for renewal on June 14, 2020. A rate sheet from CNB Bank and Trust was provided with the breakdown of interest rates and lengths. Trustees reviewed the options and it was decided the best route would be to renew for 12 months at 0.80%. A motion to accept the Financial Reports including the sewer account credits for account numbers: 017-515-008, 064-118-002, 186-820-001, 121-316-004 and CD #14 (Motor Fuel Tax Fund) renewal rate of 0.80% for 12 months 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.

Committee & Department Reports

Chapin Water/Sewer Department

Ronnie Upchurch was absent due to COVID – 19 meeting restrictions, however was available by phone. Acting Village President & Trustee L. Forsman presented the report. Regular and recurring duties completed included: 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 was approached by a homeowner and they would like to extend their driveway and is requesting the purchase of a culvert and band clamp. The culvert is \$199.80 and the clamp is \$29.99 through Buchheit's in Jacksonville. He is requesting to purchase these items not to exceed \$250. Comments were made about making sure dirt was placed to keep the culvert stable once placed. Ronnie noted in his report that due to high usage from a controlled burn by the Fire Department on June 6, 2020 the Village was placed on a boil order. Ronnie stated that 191,793 gallons of treated water left the tower on June 6, 2020 and the amount of chemicals used to treat the amount of water used on that day. Water samples were collected on June 8, 2020 and sent the EPA for testing in hopes of being able to lift the boil order. Ronnie noted in his report that he was notified that there was an excess amount of suspended solids in the effluent sample and was awaiting notice from the EPA if any action was necessary. He also noted that the south lift station had an been running for an excessive amount of time in May. It was found to be that an industrial mop head had clogged the impellor of the pumps. This along

with an excessive amount of flooding in the system may have caused the high amount of suspended solids. It was noted that the dump truck is now back from being repaired and now that it is back work can hopefully begin on replacing culverts and digging out ditches. Acting Village President and Trustee L. Forsman noted that it may need more repairs because as they were on their way back from the repair shop, they had to stop multiple times due to overheating. It was asked that they continue to drive the vehicle in town to see if the truck just needs broke in after sitting for too long. A motion to accept the Water/Sewer Report and the purchase of a culvert and band clamp from Buchheits's of Jacksonville NTE \$250 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 due to COVID – 19 restrictions, however was available by phone. Jordan noted in his report there were 66 hours worked during the month of May with 85 calls for service and 2 traffic stops with 13 total days of coverage. Jordan notes that Ron Boris has completed his 6-month probation period and is recommending his pay rise from \$14.50 to \$15.00. Jordan is also requesting to purchase a Static IP Address to utilize with the PSIMS system through Frontier. He is requesting to purchase targets with his ammunition budget and purchase letters of No Trespass sheets. The letters of No Trespass come in packages of 100 and will cost \$50 plus shipping. A motion to accept the Chapin Police Department report with the pay raise from \$14.50 to \$15.00 for Ron Boris, purchase of a Static IP Address for \$10 through Frontier, purchase targets with ammunition budget and purchase letter of No Trespass for \$50 plus shipping was made by Trustee M. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Acting Village President and 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 Fire Department

Scott Pahlmann – Fire Chief presented the Chapin Fire report. Chief Pahlmann noted that members were not meeting due to COVID – 19, however were going to be starting meetings back up on June 11 and members were going to be required to wear masks. Chief Pahlmann noted one call for a gas leak on June 1 at 615 Railroad then the standby call on June 6 at 411 Ash. Chief Pahlmann attached a report of the standby call of 411 Ash that led to the boil order. Chief Pahlmann laid out the conversations and events that took place the days prior and the day of, including an estimation of water used during the call. To the best of his knowledge and estimations, the call utilized 54,229 gallons. Chief Pahlmann had various questions about the water treatment plant and tower to get a better understanding of why the day's events led to a boil order. A motion to accept the Chapin Fire Department report 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.

Chapin Area Rescue Squad

CARS Chief – Bryce McCormick was absent due to COVID – 19 restrictions, however was available by phone. There were 7 incidents/responses during the last month with 34 year to date and 919.5 hours on standby. Chief McCormick noted in his report packets for new are available at the fire station. He would like to thank EMT Leslie Forsman for remaining on the schedule during the COVID – 19 outbreak. Meetings have resumed with social distancing. Chief McCormick is requesting the purchase of two iPad cases from Amazon for a purchase price with shipping of \$56.54. He is also requesting the purchase of 3 IR thermometers for each of the ambulances and one for the station from Dinges Fire Company for a total of \$224.85 plus shipping. The PPE storage racks have not been ordered, however Chief Pahlmann forwarded an email about procuring one through donation but Chief McCormick has not heard back. Miscellaneous grants have been requested but has not heard back about any of them. A motion to accept the CARS report with the purchase of 2 iPad cases from Amazon for \$56.45 and the purchase of 3 IR Thermometers from Dinges Fire Company for \$224.85 plus shipping 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.

Chapin Emergency Management

Bryce McCormick was absent due to COVID – 10 meeting restrictions, however was available by phone. Bryce reports that he is awaiting backordered fit testing equipment for qualitative fit testing. The first set of masks has been sent to Battelle for VHP cleaning. The first FEMA PA request was sent on June 9th. No incidents or emergencies declared. Bryce has attached his resignation letter for review. He will be resigning from Chapin Emergency Management. A motion to accept the Chapin Emergency Management report as presented 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.

Old Business

1. Discussion & Possible Approval to Purchase iPad cases – Discussed and approved during Chapin Area Rescue Squad Report
2. Discussion & Possible Approval to Purchase Digital Thermometer/TIC – Discussed and approved during Chapin Area Rescue Squad Report
3. Discussion & Possible Approval to Purchase CIO₂ Single Gas Meter – tabled; would like more information
4. WWTP Improvements Project Update – Discussed during Recognition of Guests by Cameron Jones of Benton & Associates
5. Discussion & Possible Approval of Meter Pits on Oak St. – tabled; Trustee R. Brockhouse is still awaiting quotes – has been playing “phone tag” with a contractor.

New Business

1. Discussion & Possible Approval of 2020 Supplemental MFT General Maintenance Program – Discussed during Recognition of Guests by Cameron Jones of Benton & Associates
2. Discussion & Possible Approval of Supplemental Appropriation from MFT funds for 2020 MFT General Maintenance Program – Discussed during Recognition of Guests by Cameron Jones of Benton & Associates. Resolution 2020-02 was approved.
3. Discussion & Possible Approval to Update Village Ordinance Prohibiting Sexual Harassment – Village Attorney Allen Yow presented the updated policy. The policy has been updated due to a change in the law which adds additional language to the policy. A motion to accept the updated Sexual Harassment Policy and updated Ordinance of 2020-02 Adopting A Policy Prohibiting Sexual Harassment 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.
4. Discussion & Possible Approval of Sewer Credit for Acct# 017-515-008 – Discussed and approved during Financial Reports
5. Discussion & Possible Approval of Sewer Credit for Acct# 064-118-002 – Discussed and approved during Financial Reports
6. Discussion & Possible Approval of Sewer Credit for Acct# 186-820-001 – Discussed and approved during Financial Reports
7. Discussion & Possible Approval of Sewer Credit for Acct# 121-316-004 – Discussed and approved during Financial Reports
8. Discussion & Possible Approval to Close Out Sewer Grant Checking Accounts – Will need to be closed out now that WWTP project is complete. Money will be transferred to Cash Sewer Account. A motion to close the Sewer Grant Checking Account 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 Adjust Salary after 6-month Probationary period for Ron Boris – Discussed and approved during Chapin Police report
10. Discussion & Possible Approval to purchase Static IP Address for Chapin Police – Discussed and approved during Chapin Police report
11. Discussion & Possible Approval to purchase Targets from Ammunition Budget – Discussed and approved during Chapin Police report
12. Discussion & Possible Approval to purchase Letters of No Trespass – Discussed and approved during Chapin Police report
13. Discussion & Possible Approval to Close Village Office for July 4th, 2020 (July 3rd, 2020) – Acting Village President & Trustee noted this would give Village employees the day off for the holiday as the holiday falls on a Saturday this year. A motion to close the

Village for the July 4th holiday for Village employees 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.

14. Discussion & Possible Approval to amend Ordinance 2010-2 – Amending the Ordinance 2010-2 Regulation of Animals, Nuisances and Burning to add hooved mammals of the genus Equus (including, but not limited to, horses, mules, and donkeys). Comments were made about grandfathering in existing horses within the Village, with those residents signing a letter agreeing they will not bring new horses into the Village. Christina Courier – Village Clerk assigned the Ordinance with 2020-3. A motion to amend the Ordinance 2010-2 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 yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Trustee M. Lovekamp made a motion to enter into executive session at 9:15pm to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the village. A second was 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.

Trustees returned to open session 10:16pm. 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. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

Actions from Executive Session

Accept the resignation of Bryce McCormick as an hourly Village employee and Chapin Crisis & Emergency Management. A motion to accept Bryce McCormick's resignation 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.

Open conversation was had about concerns with the lagoon. There have been various incidents that have happened and a need for fencing is necessary. The lagoon is approximately 10ft deep and could pose a danger to person(s), also a risk of damaging equipment for the operation of the lagoon.

Trustee K. Scott made a motion to adjourn the meeting at 10:33pm. 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.