

## Chapin Board of Trustees Meeting

September 9, 2020

### Minutes

The meeting was called to order at 7:01pm 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 R. Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney and Scott Pahlmann – Fire Chief.

### **Minutes of August 12, 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 M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Bills & Transfers**

Trustees reviewed the Bills & Transfers. Acting Village President & Trustee L Forsman noted the balloon payment of \$28,000 for the Water Treatment Plant payment. This is reduced by about a 1/3 due to former Village President Robert Luttrell negotiating this with help from Benton & Associate's. 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

### **Financial Reports**

Acting Village President & Trustee L. Forsman noted there were no CD's due at this time with the soonest one is June of next year.

Trustees reviewed the Utility Billing & Aging report. Acct #'s 264-711 and 279-612 were noted for high usage due to leaks that are looking for adjustments. Acting Village President & Trustee L. Forsman noted acct # 282-610 that is looking to make payment arrangements. This account has already been granted a pool credit for the year.

Acting Village President & Trustee L. Forsman noted another installment of property taxes was received on August 27<sup>th</sup>. A total of \$5,155.56 with \$4,174.99 put in the General fund, \$469.43 put into the Fire Protection fund and \$511.14 into the Police fund.

A motion to approve the Financial Reports as presented was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott absent, Trustee M.

Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Committee & Department Reports**

### **Chapin Water/Sewer Department**

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 reports they have located multiple leaks. One leak was repaired on September 3<sup>rd</sup> which resulted in a boil order put in place for 2 blocks of French and 1 block of Congress. The boil order has not been lifted as of this meeting. Acting Village President & Trustee L. Forsman noted the chain of events that led to placing all water customers on a boil order and then being decreased to the select area. The other leaks are set to be worked on in the coming week.

The dates for meter pit installs has been set for September 15<sup>th</sup> with a rain date of September 22<sup>nd</sup>. All materials are available and ready for install.

Ronnie reports he is awaiting results of the survey for the lagoon. Acting Village President & Trustee L. Forsman stated she had spoken with Cameron and the 11-month inspection of the Wastewater Treatment Plant is coming up.

Ronnie reports that the dump truck is still out for repairs, however he has spoken with Tom Moore on September 8<sup>th</sup> and he has started looking into the overheating issue as of that morning, but has been unable to look at it prior due to being on vacation.

Mowing & General Maintenance continues at Parks, Cemetery and other Village locations continues. Acting Village President & Trustee L. Forsman noted that Orville has been keeping up the mowing with various properties that are not being kept up with.

### **Chapin Police Report**

Jordan reports that there were 42.5 hours were worked during the month of August with 8 total days of coverage.

There were \$74 in fines collected from July.

Jordan reports he is currently working on getting ID cards made for members on the Fire department, Rescue Squad and other Village officials. He will need pictures from everyone to get those done.

Trustee M. Brockhouse commented about people running stop signs during bus drop off. This has been happening at all the stop signs in town. If police are around it tends to not be as often.

### **Chapin Fire Report**

Scott reports since last month's Board meeting a meeting was held on August 13<sup>th</sup> where members reviewed a handout about the first five minutes of a fire with a short crew. As this was discussed it grew into a significant training subject that needs to be broken down into smaller chunks.

On August 20<sup>th</sup> Sentinel Emergency Solutions was at the firehouse to do annual flow testing and

any necessary repairs on air packs. Most repairs needed were O-rings replacement. On September 5<sup>th</sup> 1712 was in the Rotary 4<sup>th</sup> of July parade that had been rescheduled. Bigelow Electric was called about the generator, but no further updates as he is still on the waiting list.

It has been determined that 2 members will attend the Illinois Fire College on October 3<sup>rd</sup> & 4<sup>th</sup>. New locations have been added and fees have been reduced to \$50 per class.

Scott reports there were calls on August 31<sup>st</sup> for a vehicle accident on Merritt Road, September 3<sup>rd</sup> for a grass fire on Wolf Road and Standby call for Jacksonville that was cancelled, on September 8<sup>th</sup> for a car wreck.

Upcoming meeting and activities on September 10<sup>th</sup> for a meeting and training, September 24<sup>th</sup> for a meeting and September 26<sup>th</sup> for the Drive through Pork Chop Fry.

**New Business #6** – Scott requests to pay no more than \$600 for a class held online with Chief Peter Lamb from Rhode Island. The course titled “Door to Door Firefighting” covers discussion about what needs to be done and thoughts about going from each door (door of your house to the door of your car, door of your car to the door of the firehouse, etc.) when responding to a fire. Scott has been to this course 3 years ago and found it very beneficial. The cost would be split 50/50 with the Chapin Rural Fire Association (\$300 each). This training fits into the subject matter discussed during the August 13<sup>th</sup> meeting. Mutual Aid Departments will be invited. More than likely needing use of the Legion, which will be determined later. Acting Village President & Trustee L. Forsman inquired if this would be beneficial for CARS also.

**New Business #7** – Scott is also requesting to hold a department appreciation banquet & awards night with a catered meal not to exceed \$900. Cost would be split 50/50 (\$450 each) with Chapin Rural Fire Association.

Acting Village President & Trustee L. Forsman noted that a resident inquired about putting in a “hide-a-key” program (aka “Knox Box”) for Village residents. This would be organized through the Fire Department. Fire departments have master keys for these “Knox Boxes” that then gain access to the key for the home. Another idea would be to have coded boxes that dispatch would have to provide a code to unlock the box. This would allow easier access to homes if a door wasn’t unlocked and first responders were needing access.

## **Chapin Area Rescue Squad Report**

Bryce reports there were 7 incidents/responses for the month, 54 year-to-date, with 1,371 hours of members on standby.

Bryce reports that Asst. Chief Ryan Arnold has submitted his resignation for CARS effective September 7<sup>th</sup>. He will be moving to Texas.

Bryce reports the MABAS (Mutual Aid Box Alarm System) Division 65 dues are due with a cost of \$27. Scott Pahlmann – Fire Chief explained the purpose of MABAS and how it would bring in resources from other areas if we were to need them.

Meetings have resumed with social distancing.

**New Business #5** - Bryce is requesting to add members who receive a half piece respirator be added to the Village RPP.

**New Business #6** - Bryce is inquiring about the potential to purchase a Lucas CPR device with CURES/CARES funding.

Acting Village President & Trustee L. Forsman noted there was no Crisis & Emergency Management report as there was no manager.  
No other Committees met.

A motion to accept all reports 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

## **Old Business**

1. Discussion about Firehouse Generator – tabled; currently on waitlist, hoping to have update next month.
2. Discussion about Updates for Dump Truck – tabled; previously discussed during Chapin Water/Sewer Report. No true update on work that needs to be done.

Allen Yow – Village Attorney brought up about still having the need to find someone to shadow Wendy to eventually replace her. She plans to retire next year April. Discussion was had about how there currently there has not been much interest. The question was brought forth about where to post the job listing – what would be worthwhile. Trying to find something local to attract someone local.

## **New Business**

1. Discussion about Chapin Big Country Days – Trustee M. Lovekamp brought forth the proposal of being able to bring back Chapin Big Country Days. If the Village Board is okay with bringing this event back and utilizing some Village resources. Right now there is some idea of what needs to be done. He is thinking about having a public hearing soon to gauge interest of the local community.
2. Discussion & Possible Approval to Hire Part-Time Patrolman for Chapin Police Department – Acting Village President & Trustee L. Forsman stated that Chief Post is looking to hire another Patrolman for the department. His name is Josh Jokisch. He is currently an officer with the Morgan County Sheriff's Department so will not need any training. He lives locally would be an asset to the Chapin Police Department. Trustees agreed since he is already an officer, he can begin at \$15.00 per hour instead of \$14.50 per hour as a probationary officer. A motion to approve new hire Josh Jokisch at \$15.00 per hour 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
3. Discussion & Possible Approval to Accept Resignation of CARS Asst. Chief – Ryan is resigning due to moving to Texas. CARS will miss him greatly. A motion to accept the resignation of Asst. Chief Ryan Arnold was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman nay, Trustee M. Lovekamp yea, Trustee K. Scott absent, Trustee M. Brockhouse

yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 4 yea, 1 nay, 1 absent.

4. Discussion about Purchase of Refurbished Lucas CPR Device for Second Ambulance with CARES/CURES funds – tabled; A used one would be \$10,000 and a new one would be \$15,000. Awaiting to see what all other items could be spent with funds. At this point the existing Lucas CPR device has not had to be used. CARES/CURES funds need to be spent or ready to be spent by November. Trustees voiced that it would be better to wait and see what all other projects could be done and to have other department heads bid for what they need.

Trustee R. Brockhouse inquired about the status of the building repairs for Village Hall that was caused by Area Sanitation. Currently they are awaiting another bid for repairs. The damage has been in its current state for long enough and needs to be repaired. A police report was filed about the incident.

5. Discussion & Possible Approval to Add Active Members to of CARS to the Respiratory Protection Program pending Purchase of Half Piece Respirators from Assistance for Firefighters Grant – tabled; Don't know how many active members will need – need further information. The RPP is required by OSHA and anyone that uses N95/Respirators has to have medical fitness test and fit test to check the fit of a respirator.
6. Discussion & Possible Approval to Pay No More than \$600 for Virtual Training Class w/ Mutual Aid Department invited – Discussed during Chapin Fire Report. A motion to hold the virtual training class with the expense split with the Rural Fire Association (\$300 each; total \$600) 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent, 1 abstain.
7. Discussion & Possible Approval to Hold a Department Appreciation Banquet & Awards Night w/ Catered Meal NTE \$900 – Previously discussed during Chapin Fire Report. A motion to hold a department appreciation banquet and awards night with a catered meal NTE \$900 (expense split 50/50 with Chapin Rural Fire Association) 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 abstain, Trustee K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent, 1 abstain.
8. Discussion & Possible Approval of Sewer Credit Due to Leak for Acct #264-711 – Resident has had multiple issues over the last several months. Has put a significant amount of money into fixing the issues. Resident is very diligent about paying on time. Looking to receive a \$258.64 credit. Trustees agreed since there have been several issues and is in a tough spot financially, they can have up to 6 months to pay off balance and also defer late fees until balance is paid off. A motion to approve the credit of \$258.64, with 6 months to pay balance and deferred late fees until balance is paid off was made by M. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Acting Village

President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

9. Discussion & Possible Approval of Sewer Credit Due to Leak for Acct #279-612 – Leak was under the home and has now been fixed. Credit being requested is 37.72. A motion to approve the credit of \$37.72 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
10. Discuss 810 Congress – 810 Congress had a Title Lein search and that came out to belong to Dinsmore's. The house at 814 Congress has an empty lot next to it to the North. There is also another empty lot on the North East corner of Everett Street and Congress. There is question about what the physical address is for these empty lots. There is also was question about who owns the lot connected to 814 Congress. After further research this belongs to the former resident of 814 Congress. This home has been foreclosed on and is now/will soon be in possession of by US Bank. Work has been completed for the property and question was asked about where to send the bill for work completed and how often to place a lien. The same question was asked about 410 Chapin. Village Attorney – Allen Yow suggested waiting until October or November to file the liens for each property to reduce fees, because each time a lien is filed there are fees. Discussion about what an appropriate amount would be to charge for work done by Village employees. A motion to file a lien for 410 Chapin and property connected to 814 Congress in November and calculate amounts due 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.
11. Discussion & Possible Approval of Dumpsters for Fall – Question about if the Village should have dumpsters for the Fall. The Village has currently used up the free dumpsters offered by Area Disposal for the year. Currently scheduled to have brush clean up and that is expected to be costly as there has been sizable piles of brush around town. There was discussion back and forth among Trustees about if the Village should have due to cost as there isn't as much discretionary funds available this year. A motion to not have dumpsters for the Fall cleanup 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 abstain, Trustee K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 4 yea, 0 nay, 1 absent, 1 abstain.
12. Discussion about "Home of the Month" – Tabled; Trustee L. Hamilton presented the idea about having a "Home of the Month" to help encourage people to clean up, keep their yards clean, do something to "beautify" their home. Another idea about doing some sort of "light fight" competition for the upcoming holidays since it is so late in the season. He

suggested having a sign to pass around to the winner and post to website/social media. Various ideas for incentives and eligibility were discussed.

Conversation was had about what advancement had been made about the Onken store. A letter was drafted by Village Attorney – Allen Yow but the language used in the letter was stronger than Acting Village President & Trustee L. Forsman wanted to see. Trustees would like to see the building fixed and not torn down as it is a local landmark. That property also has grass/weeds that has grown up tall behind the structure that needs to be attended to. A letter needs to be sent showing concern about the North wall and grass.

13. Addition; Discussion & Possible Approval for Payment Plan for Acct #282-610 – Has already used up sewer credit for pool fill. The history of timely payments to water bill has not been extraordinary. Requesting a payment plan to pay off bill and not accrue late fees until she receives funds to pay off bill which should be within the next month. Intends to have paid off by next billing cycle, October. This is only being allowed due to an exceptional circumstance. Will be required to be paid off by the October 20<sup>th</sup> due date otherwise will be subject to shut off and fees. A motion to allow a payment plan and not accrue late fees if paid off by the October 20<sup>th</sup> deadline 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Acting Village President & Trustee L. Forsman gave an update about the cost of surveying of the lagoon property. Joe Pate who is an independent contractor who had quoted a price of between \$1,500 and \$2,000. Fencing needs to go up so that no one gets too close to the lagoon and gets injured. Acting Village President & Trustee L. Forsman have had conversations with Cameron from Benton's – Cameron did not believe there was a certain standard on what needed to be around the lagoon.

Trustee M. Lovekamp made a motion to enter executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Village at 9:27pm. A second was made by Trustee M. Brockhouse. Roll Call: Acting Village President & Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Trustees returned to Open Session at 9:55pm. Roll Call: Acting Village President & Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee K. Scott absent, Trustee M. Brockhouse present, Trustee L. Hamilton yea, Trustee R. Brockhouse present. Also present were: Christina Courier – Village Clerk and Allen Yow – Village Attorney.

Trustees discussed other various ideas about how the “Home of the Month” or Holiday “Light Fight” could be done. If there would be prizes or if it would just be the ability to keep a personalized sign. Also, if there would be very much interest from residents to participate.

A motion to adjourn at 10:03pm 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 K. Scott absent, Trustee M. Brockhouse yea, Trustee L. Hamilton yea, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 nay, 1 absent.

Respectfully signed,

Christina Courier  
Village Clerk