

Chapin Board of Trustees Meeting

March 10, 2021

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 present, Trustee Rex. Brockhouse present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Dalton Surratt – Public Works Superintendent, Scott Pahlmann – Chapin Fire Chief and Jordan Post – Police Chief. Ken Drake and Nick Musch were also present.

Minutes of February 10, 2021

Trustees reviewed the minutes of the previous meeting. A motion to approve the minutes of the February 10, 2021 meeting 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.

New Business #1 – Discussion & Approval of Pay Rate for Snowplow Employees – Previously discussed during last month’s executive session and was not brought back to Open Session for approval. Daniel Mattes at \$16.50 per hour and Todd Clayton at \$16.50 per hour. A motion to retroactively approve Daniel Mattes and Todd Clayton at \$16.50 per hour as a Snowplow employee 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.

Bills & Transfers

Trustees reviewed Bills and Transfers. Acting Village President & Trustee L. Forsman made note of the bill from Littleton Storm & Timber for \$2,000 that to remove the trees in the alley on Superior. Trustee R. Brockhouse noted to make sure it was treated with Tordon so the tree didn’t spread or regrow. Also noted was a bill for Security Lock Co. to change the locks at Village Hall, the Water Tower and Lagoon. There are keys available for pickup for those that want one. An additional bill was requested to be added to the Bills and Transfers. Nelson Oil Company came earlier in the day to deliver Chlorine for the Water Treatment Plant. This will be paid from the Water fund totaling \$105.35. A motion to approve the Bills & Transfers with the addition of the Nelson Oil invoice of \$105.35 from the Water fund 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.

Financial Reports

Trustees reviewed the Utility Billing & Aging report. Acct # 024-816-005 was noted as coming back NSF. Treasurer Bridgewater was going to be getting in contact with the resident to get this resolved. Acct # 057-310-002 was noted as being shut off since December. The property owner has been contacted and was not aware the tenant was not living at the residence. The owner is going to make one more attempt to obtain the past due balance from the tenant, but would pay the bill himself if necessary.

There are currently no CD's due but multiple CD's up for renewal in June and interest rates are not great.

A motion to approve the financial reports was made 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.

Committee & Department Reports

Chapin Water/Sewer

Dalton Surratt – Public Works Superintendent reported Regular & Recurring Duties completed include: Daily Water Testing and Water Treatment Inspection, Daily Lift Station Inspections, Daily Wastewater Treatment Inspection, Monthly Water Meter Readings that were estimated this month due to weather conditions, Monthly EPA Water Sample Collection and Delivery and Monthly EPA Sewer Sample Collection and Delivery. He found out earlier in the day that there were low levels of bacteria in the distribution side, not at the plant. More samples were obtained from the same location, upstream and downstream of that location also. This could be anything from touching the sample bottle or from ground contact. Results will come back in the next few days for those.

New Business #9 – Dalton is requesting the purchase of a UPS (Uninterruptible Power Supply) for the SCADA computer downstairs that controls the skids. The upstairs one was just replaced and not long after the downstairs one started having issues. Gano came in and diagnosed this issue. A quote from Gano has been provided.

Dalton reports that Skid A is faulting out. They switch out at night, but when it switched it faulted out. Right now Skid B is running solely which is fine temporarily. He is hoping to go look at this in the coming day and potentially contacting Steve Edwards for help.

Dalton reports that two air relief valves were repaired on Cooper Street and a forced main to the lagoon. There was sewer spraying into the air out at the forced main that Doyle came in and plugged. For the Cooper street location, he is unsure if it is even in use and if it was even needed but will check with Benton & Associates about this. What is thought to be a leak has also been detected out at the lagoon property. Dye has been placed in the North and South lift stations but never able to see it out of the North and has not showed up in the ground water. Advised not to have this dug until for sure what is happening.

Road & Facility Maintenance continues as needed. The hole on Morgan street still needs filled will be filling this with gravel in the coming days.

Dalton reports that he has been out to locate a couple cemetery plots. He was able to get with

Orville before his resignation date and was able to get some training on how to do that. Dalton reports that the white truck is having the same issues it has had before, where it runs rough and the check engine light stays on all the time. It has been taken to Northrops multiple times but unsure of what the issue is because it is still acting up.

New Business #4 – the cell tower project that is taking place on the South East side of town behind Musch's house. There are sewer lines that are near the project. Dalton contacted Benton's and they said they can cross that area; they are not allowed to put up new structures over sewer lines. Dalton thanked Trustee R. Brockhouse for coming out and helping during that situation. Dalton indicated that there are green flags along railroad tracks maybe indicating a sewer line but not sure if it is the old sewer line.

Trustee R. Brockhouse asked that an ordinance be looked at or an ordinance changed that would require insurance certificates be available if asked for contractors working inside the Village.

Trustees appreciated the hard work Dalton has been doing.

A motion to approve the Chapin Water/Sewer Report as presented 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 yea, Trustee R. Brockhouse yea. Motion carried. 6 yea, 0 nay.

Chapin Police

Chief Jordan Post reports there were 17.5 hours total worked during the month of February with 3 calls for service and 1 traffic stop. A total of 5 days were covered during February.

There were \$99 and \$20 collected in Fines, \$20 in Police Vehicles fines, and \$4 in Electronic Citation fines.

New Business #8 – Jordan reports that the internet for the squad car computer has been down. This is a county wide issue due to the county changing the digital PSIMS program. This is requiring all agencies to have to switch to a different mobile provider. He has provided quotes for FirstNet through AT&T to switch to. He would need Matt Martin Consulting to come down and complete the transition. Various communities in the local area have already completed this transition, but the County Police has not. This makes everything difficult when calling in citations/tickets. The estimated cost for FirstNet through AT&T is quoted at \$40 per month but not sure if there is any other small fees with that.

Trustee M. Lovekamp wondered if this could turn into a group plan at a later date for Fire and Rescue.

Jordan wanted the Board to be aware that body cameras are going to become a requirement. He is awaiting a grant to assist with the purchase of these. This is due to a recent law that has changed within the State of Illinois.

Jordan and Acting Village President L. Forsman pointed out with the weather getting nicer this is causing complaints about various disruptions. If anyone sees or hears anything to please report it so that it can be stopped.

A motion to approve the Chapin Police report 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.

Chapin Fire

Old Business #1 - Chief Scott Pahlmann reports that Bigelow Electric worked on and serviced the generator. The battery was dead, he did get it running but it still is “finicky.” Any changes in the weather/temperature/humidity and the gas flow needs to be adjusted in order for it to run. Scott reports on February 11th a meeting was held where members reviewed the foam system installed on 1712. Members continued cleaning and organizing from February 6th. On February 17th members visited the Murrayville Fire Department to look at their brush truck. On February 25th members had a short meeting and reviewed recent calls. The majority of the time was spent reviewing the hog barn fire from February 21st. After the meeting, hose was washed, air packs washed and equipment check. On March 6th members trained on the initial aspect of a call, communication 360^O assessment, response and more. After the training members rolled hose, worked on few projects and Mark Lovekamp worked on the computers purchased from the MacMurray Auction.

Scott reports the following calls:

February 16th – Vehicle Fire on US 67 East of Marnico

February 20th – Structure Fire in Merritt

February 21st – Structure Fire (hog barn) at 958 Brockhouse Rd.

February 24th – Vehicle Fire at US67/Concord Arenzville Rd.

February 27th – Grass Fire at 1702 Mt. Zion Rd.

March 6th – Chimney Fire at 1241 Merritt Rd.

March 7th – Standby for a Brush Fire on Ore Rd.

March 7th – Smoke Alarm sounding at 413 French St.

March 8th – Brush Fire/Mutual Aid at 1936 US 67, Meredosia

Scott reports the March and Upcoming Activities:

March 11th for a Meeting followed by Training

March 25th for Training

April 3rd for a Work Day/Training Day

New Business 10 & 11 – Scott is requesting the spend \$2,276 to install a 60amp feed and wall disconnect for breathing air compressor and to install six electrical cords/drops with relief cords & lighted outlets. The six electrical lines/drops will bring the firehouse in compliance with IDOL/OSHA by removing the electrical cords/drops from the floor.

A motion to approve the Chapin Fire report 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.

Chapin Rescue

Chief Bryce McCormick reports that there were 6 incidents/responses since last meeting not including the one yesterday the one earlier in the day. There have been 22 incidents/responses year to date. There were 1,597 hours of members on standby this month.

Bryce reports he is working to collect equipment from the members who have left or let their licenses expire.

In person training has returned with the first one occurring on March 9th. This was the first one

since approximately October.

Both ambulances are operational at this time. The 2021 Secretary of State stickers have been updated thanks to Leslie. The ambulances are due for their IDOT inspections next month.

Ice rescue training took place a few weeks ago where members reviewed the various rescue methods and techniques. Multiple members were able to perform self-rescue and victim rescue while in the cold-water suits.

A motion to approve the Chapin Rescue report 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.

Personnel Committee

Acting Village President & Trustee L. Forsman reports that the committee met to interview the Administrative Assistant applicant. The job title has been listed as Assistant Treasurer, however after further discussion and input from Allen Yow it should be listed as Administrative Assistant.

Old Business

1. Discussion Regarding Firehouse Generator – previously discussed during Chapin Fire report. Has been resolved.
2. Discussion Regarding Legion Rentals & Mitigation Levels – There are 3 applications pending. Acting Village President & Trustee L. Forsman wanted to confirm the Board was okay with continuing with rentals before signing off on them. Allen has added the addendum to the application, adding the release of liability due to COVID. Mitigation levels have not changed and can rent as requested. Thoughts were that mitigation levels were not going to change and were actually going to go up from 50 to 150. Not needed to bring back each month for review.
3. Discussion Regarding Legion Updates – Trustee M. Lovekamp presented information on a USDA Community Facilities Direct Loan and Grant Program that Chief Pahlmann had sent him. Would be a partial grant and partial low interest loan. Legion could be used as an emergency shelter or community hub to qualify for program. This would provide 75% of the total cost of the project through program. Of that 75%, 35% could be grant funded up to \$50,000 and the rest a 20-year low interest loan or direct payment. To qualify as emergency shelter everything would have to be handicap accessible and areas for sleeping, eating, etc. The program has no deadline and recurs every year, but the interest rate for the loan part changes. Estimates would need to be obtained first. Also, maybe there would be other grants that could help. Thoughts were to start with the main structure and then work inward. Another thought was maybe look for other avenues of funding through donations. May have to find an architect or engineer to come up with a construction plan and bids made on the plan. This will need to be brought back next month to see how things are progressing.

New Business

1. Discussion & Possible Approval of Pay Rate for Snowplow Employees – previously approved before Bills & Transfers.
2. Discussion of Village Wide Clean Up Days & Yard Waste Pick Up Dates – last year only had a Spring cleanup and not a Fall due to expenses. Contract with Area Disposal we get six free dumpsters. Thoughts were to have all six in the Spring. Friday, May 14th and Saturday May 15th would be the only days available for dumpster. Only three would be available on Friday and three on Saturday. Dalton Surratt commented that last year this worked out well. A metal recycle dumpster would also be available all weekend. For the yard waste/brush clean up the thought was to have it sooner. This would be done by Littleton Storm & Timber. There are already piles accumulating from previous storms. Thoughts were to have April 12th as the yard waste/brush cleanup day. A motion to approve April 12th for yard waste pick up by Littleton Storm & Timber and May 14th and 15th for Village wide cleanup days through Area Disposal with three dumpster on Friday, May 14th and three dumpsters on Saturday, May 15th with a metal dumpster 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.
Trustee R. Brockhouse asked if anyone had a chance to go through the water tower email. Dalton stated he had started going through them and nothing major has come up.
3. Discussion & Possible Approval of Bid for Damaged Door at Village Hall – This happened due to ice buildup and was an accident. A quote from KP Evans has been provided for \$3,830.56 with \$2,250 in labor and \$1,580.56 in materials. An insurance claim has been filed and the check should be arriving very soon minus the \$500 deductible. A motion to approve the proposal from KP Evans of \$3,830.56 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.
4. Discuss Cell Tower Project – previously discussed during Chapin Water/Sewer report.
5. Discussion & Possible Approval of Cemetery Notification in the Source – this is something that is done every year. It notifies families that decorations will be removed by April 1, 2021. Sample attached for review. This will be posted in the Source. As a side note Acting Village President & Trustee L. Forsman inquired about treating the grubs and if that should start soon. There have been various complaints about the conditions of the cemetery. A motion to approve the Cemetery Notification for one week in the Source 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.
6. Discussion & Possible Approval to Hire Part-Time Public Works Assistant – approved after return to Open Session.

7. Discussion & Possible Approval to Hire Part-Time Assistant Treasurer – approved after return to Open Session.
8. Discussion & Possible Approval of Mobile Data Plan for Computer in Squad Car – previously discussed during Chapin Police report. As far as quote that was presented it will be \$40 per month. There may be setup fees but unsure of what that cost is. A motion to approve the \$40 per month for FirstNet coverage through AT&T 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.
9. Discussion & Possible Approval for UPS Backup for Water Tower – previously discussed during Chapin Water/Sewer. Quote from Gano Electric attached for \$1,062. This is for labor and materials. Replacing one Allen Bradley 1606-XLS24-UPSC Power supply in the skid panel to a new Allen Bradley 1606-XLS24-UPSC Power supply. A motion to approve the quote from Gano Electric for \$1,062 for labor and materials 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.
10. Discussion & Possible Approval to Install Wiring and Breakers for Breathing Air Compressor – compressor has found its permanent home at the firehouse. This is going to require high power electrical and is something Chief Pahlmann is not comfortable with. Also, when IDOL was around last year the electrical drops that go to the vehicles are strung across the floor was a finding for them as a trip hazard. Quote attached for New Business 10 and New Business 11. A motion to approve the quote from Cors Electric for \$2,276 to install six strain relief cords & lighted outlets and run 60-amp wall disconnect for air compressor 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.
11. Discussion & Possible Approval to Install Electrical Drops from Ceiling in Bays – included in motion during New Business #10
12. Discussion & Possible Approval of Anti-Fraud and Waste Policy – This is to review only. This policy needs to be reviewed every 12 months. There is a signature page at the end that will need everyone's signature and turned into the Village. If anyone had any questions, they could contact Allen directly.

Acting Village President & Trustee L. Forsman noted a letter was received from the United States Department of Commerce thanking the Village of Chapin for their participation in the 2020 Census. She also noted she is going to be getting in touch with Mike McEvers about roads so that we could get on the schedule sooner.

Trustee R. Brockhouse inquired when the last time the water tower was inspected or cleaned. Dalton thought the last time it was done was probably 4 or 5 years ago. This should be looked

into and get bids for next meeting. Also, look at potential for security cameras for Village Hall, Water tower and Sewer plant.

Ken Drake, Jordan Post, Dalton Surratt, Nick Musch, Scott Pahlmann left the meeting at 8:42pm.

A motion to enter executive session at 8:42pm 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 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.

Trustees returned to Open Session at 9:04pm. 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 was Christina Courier – Village Clerk.

New Business #6 – approve Gary Surratt as a temporary part-time Public Works Assistant at \$12 per hour and 20 hours per week. A motion to approve Gary Surratt at \$12 per hour and 20 hours per week 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.

New Business #7 – approve Frances Barber as part-time Administrative Assistant at \$12 per hour and 32 hours per week. A motion to approve Frances Barber at \$12 per hour and 32 hours per week 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.

A motion to run the ad for the part-time public works assistant in the Source for another 4 weeks 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.

Trustee R. Brockhouse stated that a replacement truck for the white truck should start to be looked for. The white truck has continued to have issues and is getting worse on issues. A new truck would be in addition to what the Village has now.

A motion to adjourn the meeting 9:08pm 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.

Respectfully Submitted,
Christina Courier