**Chapin Board of Trustees Meeting**

**July 12, 2017**

The Board of Trustees of the Village of Chapin met at 7:00 p.m. at the Chapin Village Hall. The meeting was called to order by Village President, Robert Luttrell. The Pledge of Allegiance to the Flag of the United States of America was led by President Luttrell. Roll Call was answered by Trustees: Leslie Forsman, present. Anita Knox, present. Rex Brockhouse, present. Max Brockhouse, present. Loren Hamilton, present. Mike Newell, absent. Also in attendance was: Wendy Bridgewater, Chapin Village Treasurer, Rosanne Hamilton, Chapin Village Clerk, Scott Pahlmann, Chapin Fire Chief, Rob Headen, and Chapin Police Officer. Megan Werries, representing Zumbahlen, Eyth, Surratt, Foote & Flynn Accounting Firm. Tanya Crow and Tammy Taylor, representing Prairie Land FS. Mike McEvers representing Benton & Associates. Not attending was Village Atty., Allen Yow.

First recognized on the floor was Megan Werries. Megan passed out to each of the Board Members an Annual Fiscal Report for the Village of Chapin for the year ended April 30, 2017, which was following the audit recently completed. She highlighted several items though out the report with emphasis on increasing the Capital Threshold amount.

Next, up was Mike McEvers. Mike was here to discuss the possibility of a Preliminary Engineering and Construction Guidance Service Agreement for Superior Street Improvements. Mr. McEvers states that the Agreement Proposal would not exceed $25,700.00. And due to the information received it could possibly be at the end of September before construction could begin or it would also be a consideration to not start any construction until February-March 2018. The Board said they would take it under advisement and return their answer at a later date.

Next presentation was from Tonya Crow and Tammy Taylor. They have requested that video gaming be allowed at their service station in Chapin. They presented information on average monthly income being received at other surrounding facilities with gaming. They state No one under the age of 18 is allowed in a gaming area, not even children in baby seats. There would be a 2 drink maximum, and the facility has the right to refuse a patron. The gaming area has to be within the site of the cashier. Machines are set to run according to the City Ordinance. They would not come on until such set time and would end at such set time. They are thinking that there would be 4 gaming units. The Board also agreed to take it under advisement and would respond with an answer at a later date.

The minutes from the previous month’s meeting, June 14th were available for each Trustee to read and review. Village Clerk, Rosanne Hamilton made mention that there was a correction needed regarding the Police report. It states in the minutes that the Village has had “parole” for the past 9 days out of the last 14, and the parole is to be replaced with “patrol”. Rex Brockhouse made a motion to accept the change and the minutes from the June 14, 2017 meeting. Second was made by Trustee Max Brockhouse. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Motion carries, 5 Yeas, 1 absent.

The Board also had before them to read and review, were the minutes from a Special Board Meeting held July 19, 2017. Trustee Knox, made a motion to accept the Special Meeting minutes. Second was made by Trustee Forsman. Roll Call: R Brockhouse, yea. Newell, absent. M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 5 Yeas, 1 absent.

**Bills and Transfers**

The Board reviewed the Bills and Transfers. Village Treasurer, Wendy Bridgewater, added that there was an additional bill in the amount of $33.97 for ink cartridge reimbursement for Village Clerk, Rosanne Hamilton. Trustee Knox, made a motion to accept the Bills and Transfers along with the additional bill. Second was made by Trustee L Hamilton. Roll call: Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Motion carries, 5 Yeas, 1 absent.

**Utility Bill Aging**

Treasurer, Wendy Bridgewater, states that recently a lien was released for 819 Congress and there are two properties, 262-815-008 and, (263-813-005, there has been a lien on this property since 2015), now have liens placed on them. One of the Board members asked what the cost was to place a lien and she responded, $40.00 including all legal fees. Village Treasurer, Bridgewater also stated that the first installation of the property tax will be $20,915.12. $17,039.08 was deposited in the general fund and $1,938.02 was deposited in the Fire Protection Fund and $1,938.02 was deposited in the Police Fund. Treasurer Bridgewater brought to the attention of the Board that a couple of the CD Funds were reaching maturity, the Virginia White Park Fund and the Martha Allen Fund. She suggested that the Virginia White Park Fund be cashed out, (maturity date 7-5-2017), and place $10,000.00 in at money market account at 1.01% interest and the remaining $20,000.00 be used to purchase a CD at 1% for 17 months. She also suggested that the Martha Allen Fund be cashed out (maturity date 8-3-17) when reaches maturity date and purchase a $10,000.00 CD.

Trustee Forsman made a motion to accept cashing in the Martha Allen CD Fund upon maturity date and purchasing a CD of $10,000.00 at 1.01% for 17 months. And to cash in the Virginia White Park Fund, place $10,000.00 in a money market account and with the remaining $20,000.00 to purchase a CD at 1.01% for 17 months. Second was made by Trustee Knox. Roll Call: Forsman, yea. R Brockhouse, yea. Newell, absent. M Brockhouse, yea. Hamilton, yea, Knox, yea. Motion carries, 5 Yeas, 1 absent.

**Financial Reports:** A motion was made by trustee Knox to allow the transfer and to accept the Financial Reports. The motion was seconded by Hamilton. Roll Call: Forsman, yea. Hamilton, yea. Knox, yea. M. Brockhouse, yea. Newell, absent. R Brockhouse, yea. Motion carries, 5 Yeas, 1 absent.

**Committee & Department Reports**

Culture and Recreation Committee: No action taken.

Public Works Committee: No action taken.

Health & Welfare Committee: No action taken.

Personnel & General Control Committee: No action taken.

Chapin Water & Sewer Department Report: Report was presented by Village President, Robert Luttrell. Robert states that there were 2 corrections in the report. Under Water Filtration Plant & Distribution, the HVAC installation began 7-10-17 instead of 6-10-17. And under Waste Water Treatment & Sewer the repairs at the lagoon began 7-10-17 not 6-10-17.

Chapin Emergency Management Report: This report was also presented by Village President, Robert Luttrell. Robert states that once the NIMS needs for the Village are gathered, a link will be sent out for the online courses and dates for classroom courses.

Chapin Area Rescue Squad Report: This report was also presented by Robert Luttrell, Village President. He advised with 70% of the EMT’s having completed and passed the IDPH EMT exam, there are 2 individuals scheduled to complete their exam in the coming week. There are 4 individuals, Kim Bourne, Matt Dixon, Ryan Blathis, and Courtney McCormick that they are asking the Board to approve for addition to the Rescue Squad. They will be turning in their applications once they have their IDPH license in hand. All 4 have passed their background and drug testing. The Rescue Squad is also requesting the purchase of 2 pagers and 2 radios for Kim and Matt pending approval to the Squad.

The Rescue Squad would also like to seek approval of the acceptance of the I AM RESPONDING Contract at a cost of $355.00 per year. The station kitchen remodel is nearly complete. The new billing company for ambulance claims is in place. They have submitted all claims to date and going back and looking at some of the older claims for a possible resubmission. Trustee Rex Brockhouse made a motion to accept the I AM RESPONDING Contract, for $355.00 yearly fee. Second was made by Max Brockhouse. Roll Call: Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Knox, yea. Motion carries, 5 Yeas, 1 absent.

Chapin Fire Department Report: Fire Chief, Scott Pahlmann, presented the Departments report. He wanted to let the Board Members know that the new LED road flares were reviewed and tested. There has been discussion regarding the ICS/NIMS training. Lomelino Signs will be re-lettering the vehicle numbers to be compliant with MABAS numbering soon, along with repair of some numbering and striping. No requests at this time. It was also discussed that Village owned property may be used for additional training.

Chapin Police Department Report: Report was presented by Village Police Officer, Rob Headen. Officer Headen advised that the Village had 19 days of patrol coverage. With 4 calls for service and 5 traffic stops. He states that all the Officers have their own vests now. The ones recently purchased fit much better and are much more comfortable compared to what the Officers had been using. The air conditioning in the squad car had gone out and was repaired along with the battery going bad and having to be replaced again. The Department is exploring the idea of one of their officers becoming certified as a basic firearms instructor so they do not need to rely upon MCSO for weapons qualifications. This most likely will be proposed at the August 2017 Village Board Meeting.

Trustee Anita Knox made a motion to accept the Committee and Department Reports. This was seconded by Trustee Leslie Forsman. Roll Call: Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Motion carries 5 Yeas, 1 absent.

**Old Business:**

1-Discuss Drainage Improvements on Superior from Poplar to Congress using MFT Funds: **Tabled.**

2-Discuss Brush Pile: After much discussion on the subject of the Brush pile, using Littleton Storm & Timber Services, Inc., the Board will get a contract, set up and ordinance and vote on this at the August 2017 Village Hall Meeting.

3-Discussion and Possible Approval of Renting Village Property**: No Show by interested parties**.

4-Discussion and Possible Approval of Variance for 714 Superior Street: **No Show by interested parties.**

5-Discussion and Possible Approval of Purchase & Install of Striker Lock at Village Hall: **Tabled.**

**New Business:**

1- Audit: No further discussion at this time, was covered by guest, Megan Werries earlier in the meeting.

2-Discuss Video Gaming at Chapin Fast Stop: Discussion on this topic was examined in depth as the Board Members weighed the Pros and Cons of allowing Video Gaming at the Fast Stop. Trustee Hamilton made a motion to allow Video gaming at the Fast Stop in agreement with the Village Ordinances. Motion was seconded by Rex Brockhouse. Roll Call: Knox, yea. Forsman, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Hamilton, yea. Motion carries, 5 Yeas, 1 absent.

3-Discuss & Approve a Resolution Increasing Capital Asses Thresholds: After discussion of changing the threshold amount. Trustee Knox made a motion to change the threshold amount from $1,500.00 to $10,000.00 for land, buildings and improvements, equipment, and vehicles; and $100,000.00 for infrastructure. Motion was second by Trustee Forsman. Roll Call: M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 5 Yeas, 1 absent

4-Discuss Municipal Utility Tax for FY 2017-18: The Board was advised by Treasurer Bridgewater that the Municipal Tax Fund and is used for the Police Department. This year President Luttrell would like to see that money be divided in half, with half going to Fire Protection and the other half to the Rescue Squad, just for this fiscal year, becoming effective at the end of July 2017 and which would end June 30, 2018. The average amount of money is usually somewhere between $21,000.00 to 26,000.00. After discussion on the subject, Trustee Max Brockhouse made the motion to accept the Municipal Utility Tax FY2017-18 to be divided between the Fire Protection Fund and the Rescue Squad Fund beginning end of July 2017, ending June 30, 2018. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. Motion carried with 5 Yeas, 1 absent.

5-Approve Departmental Budgets: Each of the Board Members had before them the Departmental Budgets for FY 2017-2018, and were able to review them. Trustee Forsman, made a motion to accept the Department Budgets for FY 2017-18, and a second was made by Trustee Hamilton. Roll Call: Forsman, yea. R Brockhouse, yea. Newell, absent, M Brockhouse, yea. Hamilton, yea. Knox, yea. Motion carried with 5 Yeas, 1 absent.

6-Discussion & Possible Approval of Amending Ordinance No. 2013, Regulating the Sale of Alcoholic Liquors: **No Action Taken. Dismissed.**

7-Discussion & Possible Approval of Purchasing Lunches for Work Camp: It was brought to the attention of the Board members the conditions of the lunches that the State was providing the workers when being brought to Chapin on work days. The lunches were unfit for consumption. Board members and other Community Members took it upon themselves to furnish the workers with a proper lunch. The workers are usually in Chapin around 2 times a month. Trustee Max Brockhouse made a motion that the Village allow up to $100.00 per meal for the workers when they are here and funds to be taken from the General Fund. Motion was seconded by Trustee Forsman. Roll Call: M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carried, 5 Yeas, 1 absent.

8-Discussion & Possible Approval of Direct Deposit for Employees: Treasurer, Wendy Bridgewater explained the problems the Village has had with Employees on the Rescue Squad not cashing paychecks. Discussion was held amongst the Board Members regarding setting up Direct Deposit, the pros and cons. Treasurer Bridgewater stated that the Direct Deposit would be across the board for all employees including the Board Members who only are paid once yearly. Trustee Knox made a motion that the Village of Chapin get all the employees signed up and on Direct Deposit. Second was made by Trustee Forsman. Roll Call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brochkhouse, yea. Motion carried, 5 Yeas, 1 absent. This would become effective with first pay period in August 2017.

9-Approve New Members of the Rescue Squad: The names of the individuals that are being asked for approval to the Rescue Squad again are: Kim Bourne, Matt Dixon, Ryan Blathis, and Courtney McCormick though they are awaiting their IDPH license. A motion was made by Max Brockhouse to accept and approve the 4 new members to the Chapin Rescue Squad. Second was made by Rex Brockhouse. Roll Call: Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Motion carried, 5 Yeas, 1 absent.

10-Approve the Purchase of 2 Radios/Pagers for New Rescue Squad Members: The Board was presented a bid from GTSI (Global Technical Systems. Inc.) For the purchase of 2 Motorola Pagers and 2 Kenwood Digital Radios along with battery, charger and speaker mic for $2,428.40. Trustee Knox made the motion to accept the bid and purchase the 2 Radios/2Pagers from GTSI for the new Rescue Squad Members. Motion was seconded by Trustee Hamilton. Roll Call: M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. Motion carried with 5 Yeas and the 2 Radios/2Pagers from GTSI for the new Rescue Squad Members. Motion was seconded by Trustee Hamilton. Roll Call: M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. Motion carried with 5 Yeas and 1 absent.

11-Discussion & Possible Approval of Consideration of a Preliminary Engineering and Construction Guidance Service Agreement for Superior Street Improvements:  **Tabled till August 2017 meeting.**

12- Discussion & Possible Approval of a Resolution for Improvement under the Illinois Highway Code:  **Tabled**

Trustee Knox made a motion of Adjournment, second by Trustee Hamilton. Roll Call: Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Forsman, yea. Meeting adjourned at 10:16 pm. Motion carried 5 Yeas, 1 absent.

Meeting Minutes are Respectfully Submitted by:

Rosanne Hamilton, Chapin Village Clerk.