**Chapin Board of Trustees Meeting**

**Wednesday, December 13, 2017**

The Board of Trustees of the Village of Chapin met at 7:00 pm at Chapin Village Hall. The meeting was called to order by President, Robert Luttrell. The Pledge Allegiance of the United States of America was led by President Luttrell. Roll Call: Max Brockhouse, present. Mike Newell, present. Rex Brockhouse, absent. Leslie Forsman, present. Anita Knox, present. Loren Hamilton, present. Also in attendance was: Robert Luttrell- Village President, Allen Yow- Village Attorney, Rosanne Hamilton-Village Clerk.

The minutes from the previous month’s meeting, November 8, 2017, was available for the Trustees to review. Village Clerk stated that upon saving the minutes in Microsoft last month it created a format issue on the last page, but that she would fix this and resend them to the Village Treasurer, Wendy Bridgewater. Trustee Hamilton made a motion to accept November Board meeting minutes with corrections that would be sent. Second was made by Trustee Forsman. Roll call: R Brockhouse, absent. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 5 Yeas, 1 Absent.

The minutes from the previous months Special Meeting, which was held November 29, 2017 was available for the Trustees to review. A motion was made by Trustee Knox to accept and approve the Special Meeting minutes. A second was made by Trustee Forsman. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, absent. L Forsman, yea. A Knox, yea. Motion carries, 5 Yeas, 1 Absent.

NOTE: Trustee, Rex Brockhouse arrived at 7:15 pm to the Board Meeting

 **Bills and Transfers**: The Bills and Transfers were reviewed by the Board. Trustee A Knox made a motion to accept the Bills and Transfers. A second was made by Trustee Newell. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

**Financial Reports & Utility Bill Aging**: Under financials, the Village received a percentage of the property tax funds. $1488.36 was deposited in the General Fund, and $200.07 into the Police Fund, and $200.07 into the Fire Fund.

 It was brought to the attention of the Board Members that in the Utility Billing Aging report, Account 018-819-005 will be having lien filled against it, as well as Account 198-710. Trustee R Brockhouse made a motion to accept and approve the Financial Reports. A second was made by Trustee M Newell. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.

**Committee and Department Reports:**

Chapin Water Department Report: Report was presented to the Board by President Luttrell. At the Water Filtration Plant there has been some routine maintenance performed. President Luttrell states that once of the pumps has gone out, and is running off the main pump. He states the starter has gone out. And a blower locked up at the lagoon, and it is in the best interest to get this replaced and the Department will be checking into that. And the new Flag poles have been installed, one at the Ball diamond north of and in line with the score board. The other one has been placed on the west end of the Park east of the drive behind the old corner stone. Solar lights have been purchased and will be installed this week as they need a few days to charge before being installed. Once the lights are ready the flags will be placed and raised. Trustee L Forsman made a motion to accept and approve the Chapin Water /Sewer Department Report. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

 Chapin Police Department Report: The report was also presented by President Luttrell. It was noted that the safe that Chief Beard was interested in obtaining has been purchased and is scheduled to be delivered on December 15, 2017. The safe was purchased with in budgeted amount of up to $1500.00, and purchase was made using the Police Fund account. All officers are now off FTO and working on their own. Review of the application of prior ex-Virginia Police Chief is still being reviewed at this time. A motion was made by Trustee a Knox to accept and approve the Chapin Police Department Report. A second was made by Trustee L Hamilton. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.

Chapin Fire Department Report: No report due to illness of Chief Pahlmann.

Chapin Rescue Squad Report: The report was presented by President Luttrell. There will be a new roster available after the first of the year with Active/ Support and additional categories. The members are nearing completion in new protocol training, and has submitted an application to MMC for EMS transport. CARS was required by IDPH to submit a request for a radio license for the MERCI channel. This has been submitted, and they are awaiting to see if it was submitted correctly. The cost paid by SJFD to have a company complete was approximately $1800. If CARS is accepted it was free. Both ambulances have been serviced, safety inspected and have their 2018 registrations complete. Bryce is requesting the initial purchase of ALS equipment for the Spring 2018 upgrade. MMC wants all members to be trained in assisting ALS members prior the ability to upgrade. The request is for the cost of both training equipment for the ALS bag. Cost of supplies is $1819.89. Also requesting, although not required by MMC, the King View visual intubation device. Cost is $2065.18, cost for replacement blades are approximately $15.00 for pediatric and $25.00 for adult. The majority of the cost is the video screen, $1200.00 and pediatric adapter, $600.00. Bryce would also like to purchase 15 sets of blue EMS extrication jump suites that were not needed by another department. The cost to CARS would be $75.00 each, and total cost would be $1125.00. Extrication gloves, even though CARS have their original purchase of gloves at a list price of $58.00 per pair, they are now being discontinued. He would like to purchase an additional 15 pairs to go with the jump suits. They are available for $25.00 a pair, total cost would be $375.00. Trustee R Brockhouse made a motion to accept and approve the Chapin Rescue Squad Department report with the purchase of the items requested by Bryce McCormick, the supplies for ALS bag @ $1819.89, 15 Blue Extrication jump suits @ $1125.00 and 15 additional pairs of extrication gloves @ $375.00, for a total of $3,319.89. The motion was seconded by Trustee Newell. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

 **Old Business:**

1. Approve the Villages Respiratory Protection Program: A copy of the Ordinance was available to each of the Board members to review. A motion was made by Trustee R Brockhouse to Approve the Villages Respiratory Protection Program, this motion was seconded by Trustee a Knox. The ordinance is #2017-19. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.
2. Discuss Fitness Program for Fire Department: Tabled

**New Business**

1. Establish 2018 Meeting Dates: Each of the Board members was presented with a list of Board Meeting Dates for 2018.

Dates are as follows: Wednesday, January 10, 2018

 Wednesday, February 14, 2018

 Wednesday, March 14, 2018

 Wednesday, April, 2018

 Wednesday, May 9, 2018

 Wednesday, July 11, 2018

 Wednesday, August 8, 2018

 Wednesday, September 12, 2018

 Wednesday, October 10, 2018

 Wednesday, November 14, 2018

 Wednesday, December 12, 2018

After a brief discussion of the list of dates, Trustee L Forsman made a motion to accept and approve the 2018 list of meeting dates. A second was made by Trustee M Newell. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

2. Discussion & Possible Approval of an Ordinance Adopting a Policy Prohibiting Sexual Harassment: Tabled.

3. Approve a Safe for the Police Department: The cost and specs of the safe was listed in the Chapin Police Department Report, which each Trustee received a copy of. Trustee M Newell made a motion to accept the purchase of the safe for the Police Department for guns and evidence. Trustee M Brockhouse seconded the motion. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.

4. Discussion & Possible Approval of 2018 MFT General Maintenance Program & Maintenance Engineering: Each Board member received a copy of the Municipal Estimate of Maintenance Costs from, Benton & Associates. A motion was made by L Hamilton to accept and approve the Approval of 2018 MFT General Main Maintenance Program & Maintenance Engineering. A second was made by Trustee A Knox. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

 5. Discussion & Possible Approval of a Resolution of Maintenance Under the Illinois Highway Code: The costs are $7800.00 from the MFT for the purpose of maintaining streets and highways und the applicable provisions of the Illinois Highway Code from 1/1/2018-12/31/2018. A motion was made by Trustee L Forsman to accept and approve the Resolution of Maintenance Under the Illinois Highway Code. A second was made by Trustee R Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

 6. Discuss Bus Stops: Tabled.

 7. Discuss Holiday Items: The Village is considering purchasing some additional Holiday items after Christmas at reduced costs to use during the 2018 Holiday Season. Trustee M Brockhouse made a motion to approve the purchase of Holiday items for use in the 2018 Season and not to exceed $200.00. A second was made by Trustee L Hamilton. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.

 A motion was made to adjourn the meeting by Trustee A Knox, and second by Trustee M Newell. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.

Meeting adjourned at 8:40 pm

Chapin Board Member Meeting Minutes respectfully submitted by,

Rosanne Hamilton, Village Clerk.