CHAPIN BOARD OF TRUSTEES MEETING

JANUARY 11, 2017

The Board of Trustees of the Village of Chapin met at 7:00 PM at the Chapin Village Hall. The meeting was called to order by the Village President, Max Brockhouse. The Pledge of Allegiance to the Flag of the United States of America was led by President Brockhouse. Roll Call was answered ty Trustees Rex Brockhouse present, Leslie Forsman present, Loren Hamilton present, Robert Luttrell present, Mike Newell absent, Brian Surratt absent. Also attending were Cameron Jones from Benton and Associates and Cody Luttrell. Attorney Allen Yow and Village Clerk Mary Rae Brockhouse were also in attendance.

**Minutes**

The minutes of the December 14, 2016 meeting were read. Trustee Brockhouse moved to accept the minutes, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

**Bills and Transfers**

Bills and Transfers were reviewed. It was noted that a CD for the Rescue Squad was due to be renewed in February. Chief McCormick will be asked his opinion, based on Rescue Squad needs, before it is renewed or the investment changed. Trustee Luttrell, seconded by Trustee Forsman moved to accept the bills and transfers. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Fire Chief Scott Pahlmann entered the meeting at 7:05 PM.

The Utility Billing and Aging Report was read. Treasurer Bridgewater reported that account 212-518 was credited back a $75.00 reconnect fee and a $10.00 administration fee. Trustee Luttrell moved to accept the report, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

**Committee and Department Reports**

Trustee Forsman reported that the NO PARKING signs were placed at the park, President Brockhouse reported that the Flag Poles were ready to be placed and would be put up in the spring. Trustee Forsman reported 3 recent burials at the Cemetery.

Chapin Water and Sewer Report. Superintendent Jeff McIntire sent a written report outlining jobs accomplished and requests for purchase of needed items. Daily and monthly testing of water treatment, inspections and monthly meter readings, EPA sample collection of water and sewer fluids were done. This month’s major purchases included Air Release Valve Rebuild kits, Chemical Pump rebuild kits, Load Cell for Chlorine Tank. He requested to purchase a different Metal Detector/Locator Kit, sending a bid for $3249.99. He reported that there are 6 valves at the Lagoon that are not operational and need to be replaced. Greg Hoots and Bryce McCormick were trained in daily operations and water treatment testing.

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Trustee Luttrell moved to accept the reports, seconded by Trustee Hamilton. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Village Police Chief Jacob Beard was unable to attend the meeting tonight but sent his written report. He reported that the department had provided 75 hours of coverage for the past month. The Squad car was serviced and the brakes were replaced at a cost of $1400.00. Hand Held and Vehicle Mounted Radars were recertified on 1/3/17. New hire, potential officers have completed applications and passed background checks. After passing the Power test they will be granted a seat at the academy. He is working to obtain a bullet proof vest for each officer.

Chief Beard requests to formally establish that all new police officers begin at $14.50/hr. and after obtaining their certification, for those that are not already certified, and continuing to work for 6 months with an acceptable evaluation, they receive a pay increase to $15.00 /hr. Trustee Luttrell moved to accept the report and to formally establish starting Police Officer’s pay at $14.50/hr. and after obtaining their certification,(for those that are not already certified), and continuing to work for 6 months with an acceptable evaluation, they receive a pay increase to $15.00/hr. This was seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Fire Chief Scott Palhmann presented his report. He reported that the Fire House was cleaned and looked great. A meeting was held on January 5, 2017 to discuss the proposed Arenzville Fire Protection District. There will be a meeting January 12, 2017. This is the annual planning meeting. John Nelson of the Abraham Lincoln Council of the Boy Scouts will attend to discuss the Explorer Program. January 14 is the Rapid Intervention Team Training. A training session will also be held on January 26, 2017. Trustee Luttrell moved to accept the report, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

**Old Business**

Discuss disinfection exemption at the sewer treatment plant and repairs. President Brockhouse then offered the floor to Cameron Jones of Benton and Associates. He reported that the work at the lagoon was 94% done. Three Phase electrical wiring needs to be added to accommodate 3 new pumps. Prairie State requested two change orders. One for the 3 hours lost time when sludge needed to be removed from the man holes, and an electrical upgrade for $3090.00. The total is now $46,908.90. Trustee Luttrell moved to approve the 2 change orders and the request for payment of $46,908.90, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Rescue Squad Chief Bryce McCormick entered the meeting at 7:25 PM.

Mr. Jones also asked that the Board authorize payment of the Engineering Invoice for $6919.89 and for the Grant Administration for $563.22. Trustee Forsman moved to pay the Engineering and Grant

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Administration fees to Benton’s, seconded by Trustee Hamilton. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Mr. Jones also told the Board there might be enough grant money left from the project to pay for the valves that need to be replaced at the lagoon. That will be discussed at the February meeting.

Discuss History House Repairs. Tabled

Rescue Squad Chief Bryce McCormick then gave his monthly report. He recommended Robert Luttrell, Ryan Arnold, Logan Bridgewater (provisional) and Kaleb Brogdon for appointment to the squad. All are IDPH license pending. He also requested to purchase Kenwood Radios and Pagers for the new members at the total cost of $4,880.00. He advised the Board that MMC has assumed the PAH medical system. He will be purchasing updated instructor materials for Pediatric Life Support. He requested that the Board look at an Ordinance to allow disposal of items that can no longer be used in the Rescue Squad inventory. Trustee Forsman moved to accept the report, purchase the radios and pagers at a cost of $4,880.00 and to approve the appointment of Robert Luttrell, Ryan Arnold, Logan Bridgewater, (provisional) and Kaleb Brogdon to the Squad pending the receipt of their State Licenses. This was seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Attorney Yow will prepare an Ordinance authorizing disposal of unneeded items from the Rescue Squad inventory for the February meeting.

Discuss 718 Superior. Attorney Yow reported that the deed was signed and the Village now owns the property. President Brockhouse signed the papers to exempt the property from taxes and gave them to Attorney Yow. After discussion it was decided to look into selling both 718 Superior as is and also 517 Chapin Street. Attorney Yow will prepare documents for the sale for the February meeting.

Discuss Aeration system for Lagoon. Tabled for February meeting.

**New Business**

Scott Pahlmann, Bryce McCormick and Cameron Jones left the meeting at 7:55 PM

President Brockhouse reported that he had received a call from the Pittsfield Work Camp offering prisoners to do manual labor jobs for the Village. After discussion, President Brockhouse was asked to call them and express our desire to use this help. He will ask Jeff McIntire to make of list of jobs that need to be done.

Discuss replacing valves at the lagoon. Tabled for February meeting.

Approve New Rescue Squad members and Equipment. Already approved earlier in the meeting.

Approve Probationary Firefighter. Tabled for February per Chief Pahlmann

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Discuss Pittsfield Work Camp. Previously discussed.

Approve an Ordinance amending Ordinance 2009-3, establishing an incentive compensation policy. After reading and discussing this, Trustee Hamilton moved to approve Ordinance 2017-1, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Discuss and possible approval of a locator and metal detector. Trustee Forsman moved to purchase the locator/ metal detector kit at a cost of $3249.99 and to rescind the prior approval of a metal detector, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Discuss and approve starting pay for new Police Officers. Done earlier in the meeting.

Discuss tree at 720 Superior. Trustee Luttrell explained that he had been contacted by a neighbor who stated that Ameren felt the tree was in bad shape and was in danger of falling. It is on Village property. Trustee Luttrell will get bids for removal and present them at the February meeting.

President Brockhouse stated that he was contacted today by Kent Aufdenkamp who told him there was a sewer stoppage at his property on Cooper Street. He has had a plumber out to check and it is believed the stoppage is on Village property. He requested that the Village pay half of the camera fee to see what and where the blockage is. Trustee Luttrell moved to pay ½ the camera fee to investigate the plugged sewer up to $500.00, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent. President Brockhouse will call the owner and ask him to call Doyle Plumbing to schedule the investigation.

Trustee Luttrell moved to go to closed session at 8:19 PM, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent. Cody Luttrell left the meeting.

At 8:36 PM, the Board returned to Open Session. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. 4 yeas, 2 absent. Also present were Attorney Yow, Village Clerk Brockhouse and President Brockhouse.

Trustee Forsman moved to approve payment of additional compensation to employee Orville Wheatley of $825.00, seconded by Trustee Hamilton. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell abstaining, Trustee Newell absent, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 2 absent, 1 abstaining.

Trustee Brockhouse reported that the Musch Family was interested in bringing a bulldozer in to clean up brush at the fence line between their property and the Lagoon. This would remove part of the fence

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around the lagoon property. This will be added to the February agenda and President Brockhouse will get more details.

At 8:50 Trustee Luttrell moved to adjourn, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell absent, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Meeting adjourned at 8: 50 PM

Respectfully Submitted,

Mary Rae Brockhouse, Village Clerk of Chapin