November 13, 2019

Village of Chapin Board of Trustees meeting

The Village of Chapin Board of Trustees met at 7:00pm on Wednesday, November 13, 2019. The meeting was called to order by Village President Robert Luttrell who then led the Board in the Pledge of Allegiance. Roll call: M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. 5 present, 1 absent.

Guest Present: Shawn Barber, Chapin Police Chief; Wendy Bridgewater, Village Treasurer; Cameron Jones, Benton and Associates; Larry Knox; Scott Pahlmann, Chapin Fire Chief; Jordan Post, Chapin Police Officer; Ron Upchurch, Village employee; and Allen Yow, Village attorney.

In the absence of Village Clerk Rosanne Hamilton, Anita Knox moved, Rex Brockhouse seconded to appoint Leslie Forsman as recording secretary for the evening. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.

The minutes from the October 9, 2019 Village Board meeting were reviewed. Anita Knox moved, Mary Rae Brockhouse seconded to approve the minutes as presented. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absen.t The motion passed.

The Bills and Transfers were then reviewed. Treasurer Bridgewater alerted the board to the $5,000 payment to the Illinois Finance Authority for the annual Fire Truck Loan payment. Treasurer Bridgewater noted that the “first notice” and the “second notice” were sent to the fire department, rather that the Village. She did not receive them until they were “past due”. She also noted that the bill for the Village insurance had been received and paid. The $22,920.00 bill was paid 1/3 from the water fund, 1/3 from the sewer fund, and 1/3 from the general fund. Rex Brockhouse moved, Loren Hamilton seconded to approve the Bills and Transfers. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.

The Financial reports were also reviewed. Treasurer Bridgewater alerted the board to water account #315-955-004 which had been shut off for non-payment. The residents have now moved so the fees have been credited back. Treasurer Bridgewater also noted a potential issue with the sewer account. She noticed a payment for $1.75, then another for $625.70 being taken out of the account. She asked at the bank and they found a mistake in routing numbers and refunded the account for these withdrawals. She also reported that we received a check for $10.75 for the scrap metals that were collected during Village clean up weekend. These funds were deposited into the general funds. Loren Hamilton moved, Anita Knox seconded to approve the Financial reports . M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.

President Luttrell then asked Cameron Jones to come forward to present his reports (listed as New Business 2 and 3). Cameron noted that the work on the Waste Water Treatment Plant was on schedule, once the sludge removal issues were corrected. The start-up went well. He also noted that Bryce McCormick had a list of maintenance works to keep everything working well. He did mention an issue with the sand filters (New Business items 17 and 18). Cameron then requested a payment of $66, 301.46 for Prairie State Plumbing and Heating. This will represent 100% completion and a 10% retainage fees to finish the project. Rex Brockhouse moved, Mary Rae Brockhouse seconded to approve the payment. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.

Committee Reports:

Chapin Water/Sewer Department: Ron Upchurch reported the following issues: additional leaks at the water tower, issues with the spreader, issues with the drive tires on the tractor, and the need for a new cutting blade. These are listed in New Business items 12 and 14).

Chapin Police Department: Chief Shawn Barber reported that on duty hours where down last month since several officers were in trainings with the National Guard. He noted that two officers had patrolled and distributed candy on October 31. Chief Barber reported that he is retiring and thanked the Board for allowing him to work for the Village. He recommended that the Board appoint Officer Jordan Post as the new Chief. (New Business items 7 and 8.)

Chapin Fire Department: Chief Scott Pahlmann reported on the activities on the fire department over the last month. Chief Pahlmann also requested placing Brock Hoots on the department as a probationary member. (New Business item 11.)

Chapin Area Rescue Squad: In the absence of Chief Bryce McCormick, Village President Luttrell read over this report on the squad’s activities in the last month. It was noted that the request to have funds from the Passavant Foundation reimburse the Village for hotel expenses (approximately $123) for Ryan Arnold to attend instructor training were denied. We are still awaiting word on whether the cost for the course will be reimbursed.

Chapin Emergency Management: In the absence of Bryce McCormick, Village President Luttrell read over this report also.

Mary Rae Brockhouse moved, Anita Knox seconded to approve the Committee Reports. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.

Old Business:

1. Discussion and Possible Approval of an Ordinance Amending Ordinance No. 2011-3 entitled an Ordinance Establishing Rules for the Operation of non-Highway Vehicles. This new ordinance reduces the permit application fee to $25.00 per year. Loren Hamilton moved, Anita Knox seconded to approve Ordinance 2019-10. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
2. Discussion and Possible Approval of an Ordinance Prohibiting Cannabis Business Establishments. The Board reviewed the results of a survey that was submitted to the residents of Chapin regarding recreational and sales cannabis use within the Village. 50 (fifty) surveys were returned and they were overwhelmingly “strongly opposed” to retail recreational dispensaries, retail medicinal dispensaries, indoor cultivation centers, manufacturing facilities for extraction/infusion, and cannabis cafes/smoke lounges (on site consumption). Leslie Forsman moved, Anita Knox seconded to approve Ordinance number 2019-11. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
3. Discussion and Possible Approval of an Ordinance Imposing a Municipal Cannabis Retailers Occupation Tax. No action was taken on this matter since Ordinance 2019-11 was approved.

New Business:

1. Approve Tax Levy Ordinance: This is an annual ordinance levying taxes for corporate purposes of the Village. Rex Brockhouse moved, Mary Rae Brockhouse seconded to approve Ordinance number 2019-12. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
2. WWTP Improvements Project Update: see above
3. Discussion and Possible Approval of Pay Request to Prairie State Plumbing: see above
4. Discussion and Possible Approval of Tree Removal at Firehouse: This item was postponed until spring. It will be placed on the April 2020 agenda.
5. Discussion and Possible Approval of Sewer Credit Due to Leak—714 French Street: The resident requested a sewer credit due to a water heater leak at this address. Leslie Forsman moved, Anita Knox seconded to approve a sewer credit of $174.43. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
6. Discuss 711 Railroad: After some discussion, the Board elected to proceed with appropriate actions regarding this property.
7. Accept Resignation of Part-Time Chief of Police: Rex Brockhouse moved, Leslie Forsman seconded to accept Chief Barber’s resignation with thanks and regrets. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
8. Appoint and Swear In New part-Time Chief of Police: President Luttrell asked Jordan Post to come forward and swore him in as the new Chief of Police for the Village of Chapin. Jordan’s salary will be adjusted from $15.00/hour to $15.75/hour.
9. Discussion and Possible Approval of the Hire of Snow Plow Employee: Village resident Larry Knox has applied for part time work as a snow plow driver. Rex Brockhouse moved, Loren Hamilton seconded to approve hiring Larry Knox as a snow plow driver with a salary of $11.00/hour. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, abstained; K. Scott absent. The motion passed.
10. Discussion and Possible Approval of an Ordinance Authorizing Disposal of Personal Property: Ron Upchurch requested permission to dispose of a computer monitor and a sension Ph meter. Anita Knox moved, Loren Hamilton seconded to approve Ordinance 2019-13. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
11. Discussion and Possible Approval of Probationary Member for Fire Department: Chief Pahlmann requested that Brock Hoots be added to the Fire Department roster, pending a background check and drug test results. Chief Pahlmann is responsible for monitoring Brock’s grades as he is still in school. Loren Hamilton moved, Mary Rae Brockhouse seconded to approve adding Brock Hoots to the roster. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
12. Discussion and Possible Approval of the Purchase of New tractor Tires: Ron Upchurch shared 3 bids for tires for the tractor. While all 3 are comparable in price, only one includes coming to the tractor to changes the tires. Mary Rae Brockhouse moved, Rex Brockhouse seconded to approve the bid from BestDrive for $1200.00 for 2 tires, dismount and mount, and service call. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
13. Discussion and Possible Approval of Partition/Protection Wall at Village Hall: Only one bid was received. Treasurer Bridgewater reported that working from home has been working well. No action was taken on this matter.
14. Discussion and Possible Approval of the Purchase of Supplies for Water Tower: Ron Upchurch supplied a list of equipment and supplies that are needed at the water tower. Some of these are needed immediately; others are to have supplies on hand. Rex Brockhouse moved, Anita Knox seconded to approve these purchases with a not to exceed $3,000.00. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
15. Discussion and Possible Approval of EMR Course, Equipment, Instructor Fee and Advertisement: Since only limited information was available at this time, this item was postponed until the December 2019 meeting.
16. Discussion and Possible Approval of CARS Holiday /Appreciation Meal/Yearly Training: Since only limited information was available at this time, this item was postponed until the December 2019 meeting.
17. Discussion and Possible Approval of the Purchase of Perforated pipe for Sand Filters at Lagoon: It was suggested that the sand filters at the lagoon be replaced while the water levels are still down from the updates and repairs. It was noted that the Village still has $8,000.00 available from Ameren that can be used for this purchase and project. It was decided to contact Prairie State Plumbing to work on this project also, since they have done the WWTP work so far. Rex Brockhouse moved, Loren Hamilton seconded to approve the purchases and repairs, not to exceed $8,000.00. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.
18. Discussion and Possible Approval of Rental of Mini-Excavator for Sand Filters at Lagoon: This item was included in the approval for item 17.
19. Discussion and Possible Approval of Liquor License Renewal for A & A Chapin: All of the required paperwork and fees were submitted. Anita Knox moved, Mary Rae Brockhouse seconded to approve this license. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.

Adjournment:

Anita Knox moved, Loren Hamilton seconded to adjourn the meeting at 8:34pm. M. Brockhouse, yea; R. Brockhouse, yea; L. Forsman, yea; L. Hamilton, yea; A. Knox, yea; K. Scott absent. The motion passed.

Respectfully submitted,

Leslie Forsman

Acting Recording Secretary