CHAPIN BOARD OF TRUSTEES MEETING MINUTES

August 10, 2016

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 by Trustees Rex Brockhouse present, Leslie Forsman present, Loren Hamilton absent, Robert Luttrell absent, Mike Newell present and Brian Surratt absent. With only 3 trustee’s present President Brockhouse will vote. Also attending were Treasurer Wendy Bridgewater and Village Clerk Mary Rae Brockhouse. There were no guests present.

**Minutes**

The minutes of the July 13, 2016 meeting were read. Trustee Forsman moved to accept the minutes, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

The minutes of the July 13, 2016 Executive Session were then read silently. Trustee Brockhouse moved to accept the minutes, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

Fire Chief Scott Pahlman entered the meeting at 7:04 PM.

**Bills and Transfers and Financial Reports**

Treasurer Wendy Bridgewater explained that she had transferred $2450.00 from the Police Fund to the General Fund as the annual Ameren Franchise payment is initially deposited in the Police Fund. The 40% down for the new ambulance was paid, the balance is due when it is delivered. Jarvis Lock has a new bill for 6 padlock keys at $81.00 that had to be replaced. The report was reviewed by the Trustees. Trustee Forsman moved to accept the Bills and Transfer report, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

The Utility Billing Aging Report was then discussed. Treasurer Bridgewater reported that Account # 102-311 and account # 011-815 had been closed and paid in full. However, the computer had just processed reports, just a few minutes before the homeowner came to close the accounts and each property will be charged $52.95 in September. She asked that those accounts be credited to make them correct. She also reported that account 018-819-002 had moved without paying the water bill. Both the owner and the renter were both sent registered letters. Both signed for the letters and received them. If no payment is received Attorney Yow will be instructed file a lien on the property as is customary. Account # 108-413=001 is also delinquent for $131.73. The $75.00 deposit credit remains. A Registered letter has been sent to the owner. Treasurer Bridgewater will report on the circumstances at the next meeting. She also reported that we have received the first installment of property tax which amounted to $16,811.22 deposited into the General Fund and the Police and Fire Funds each received$1945.42. She anticipates a second installment deposit in September. Trustee Forsman moved to accept the

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Financial Reports, Credit back $52.95 to both Account # 102-311 and 011-815, renew the cemetery CD for 3 years at .70%, instruct Attorney Yow to file a lien for payment on account 018-819-002 if it remains delinquent this month, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

**Committee and Department Reports**

President Brockhouse reported that the Personnel Committee, consisting of Trustees Luttrell and Hamilton and he had met. Since both were unable to attend the Board meeting he asked that that discussion be tabled about time and one half for all emergency alarms after hours. There was great concern about the amount of Comp. time accrued by the Public Works employees. The Board felt Comp time should be used the week of or after the overtime was worked and not accrued into many hours. When hired, one was hired to work a maximum of 40 hours and the other a maximum of 20 hours. The part time position was for 20 hours only. The concern was that what previously took one 40 hour employee and two 20 hour employees to accomplish the tasks, now takes an extra 20 hours plus many hours of comp time. There was great concern that the budget will not allow this overage. The Board did understand there had been many alarms to answer recently. However with the Pall intervention, going forward, there should be many less emergency alarms.

Water and Sewer Report.

Water Superintendent Vaughn presented his report in writing. Regular testing of water samples and maintenance for water and sewer plants was done. Pump stations are checked daily. Monthly water meter readings for billing and water samples were sent to the EPA. Monthly paper work for the EPA was done. Regular mowing and weed eating was done for Village properties. He will submit a full report at the September meeting. The Locator has not yet been purchased. He felt it would be beneficial to do more research first.

Police Report

Police Chief Jacob Beard sent his written report. The Department provided 62 hours of coverage for July. There were 2 calls for service, 8 traffic stops, 6 warnings, 5 citations, and 1 arrest for July. Chapin PD now has a Facebook account set up. He also noted that bicycles had be stolen in the Village, but were recovered at the park by MCSO.

Rescue Squad Report

There were 4 calls since last month for a total of 23 for the year. The newer ambulance is now ready to be received. Members will go to Rock River next week to deliver it to Chapin. It will then have radios installed and be inspected by the state. Request: 2 newly designed infant car seats that fold flat and free up space at a cost of $350.00 per ambulance for a total of $700.00.

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Fire Department Report

Fire Chief Scott Pahlman was present to give his report. There was a meeting July 14, and afterwards the culvert at 309 Cooper Street was jetted. Two members attended the CGB Naples Facility Tour, 3 members attended the Dakota Pipeline Training and Awareness meeting.

There was a house fire, caused by an electrical problem at 413 French Street on July 19 and another on July 21 at 932 Old Cylinder Head Road. The Cylinder Head Road fire rekindled again on July 21 and July 26. Due to extreme heat Chapin was assisted by North Scott Fire Protection District, Meredosia Fire Protection District, Arenzville Fire and Rescue, South Jacksonville Fire Department, Morgan County EMA, Chapin Area Rescue Squad and Meredosia Bluffs Rescue Squad. 4 members were overcome by heat exhaustion and one member was transported to Passavant Area Hospital for evaluation, He was released that evening. The Illinois State Fire Marshal was called to investigate.

Insurance coverage was then discussed. Chief Pahlman and Treasurer Bridgewater will research insurance benefits and report to the Board in September.

July 28, a meeting was held to re-check all equipment to be sure it was working and in the correct spot. SCBA tanks were refilled, 2 malfunctioned and will be taken for repair. The alternator in Engine 2 may need repair. It will be taken to Byers on August 11.

Chief Pahlman met with the Chapin American Legion and the Chapin Lions Club to discuss the possibility of holding a joint fundraiser. A spaghetti dinner will be held on October 15, 2016.

Trustee Brockhouse moved to accept the Police, Fire, Water Superintendent, Rescue Squad reports, to purchase 2 infant car seats for the ambulances at cost of $700.00 and turn in the bills for injured fireman to insurance for possible payment as this has become customary. This was seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

**Old Business**

Discuss disinfection exemption at sewer treatment plant and repairs and improvements. No action taken. Sealed bids will be opened at Chapin Village Hall on August 23, 2016 at 2:00 PM for Sewer Plant improvements.

Discuss History House Repairs. Village Clerk will notify the Lamberts that the Village does want the two display cabinets offered and would like to move them to the Legion Hall to display Military memorabilia if possible in early September. No action taken.

Discuss Village Hall renovations. No information has been received from the contractor, Neff-Colvin. We have not received information about the awning at this time. No action taken.

Discuss Hoses for the pump and diffuser. Tabled, Trustee Luttrell has that information.

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Discuss side walk projects. Trustee Forsman presented a list of areas with measurements and costs for each project. Mike Wankel provided the estimate. After discussion Trustee Forsman moved to do the following projects: Morgan Street, East of Ash ½ block, 185 feet, at a cost of $3700.00; French Street, West of Poplar 1/4th block, 127 feet, at a cost of $2540.00; remove old broken sidewalk on North street, west of Ash, with home owner permission to return it to lawn, cost to be approved when available. Seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

Discussion and approval of purchase of flag poles for the park and the ball park. After discussion, it was decided to have the poles made locally to eliminate the freight cost of $300.00 even though the cost of the poles was very close. Trustee Forsman moved to purchase 2 flag poles to be used at the park and ball park, using funds from the Virginia White Fund and 2 small plaques to place on the poles to denote they were provided by Virginia White at a cost of $839.38 each for a total of $1678.76 from CWC in Concord, Illinois. This was seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

Discuss repairs at the basketball court at the park. No estimates available, however options were discussed and it was tabled until next month.

Discuss 718 Superior. Tabled until next month. Need Attorney Yow’s input.

Discuss plans to improve area @ broken tree on Superior and Congress. It was decided ask the public works staff to paint both the benches at the two memorial trees brownish wood stain.

**New Business**

Set date for Village wide Fall clean up. Trustee Forsman suggested October 14 and 15, a Friday and Saturday as the clean-up days. It was felt that the combined Spaghetti Dinner, garage sale, clean up day on October 15 would add more participation in the fundraiser. Trustee Forsman moved to hold the Fall Clean up days on October 14 and 15, 2016 and to close the dumpsters approximately 4:00 PM on Saturday, if possible, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

Approval of an Ordinance amending Ordinance 2009-7, entitled an Ordinance establishing rules and regulation for Chapin community Park. The new ordinance was discussed, and will enable the Village to ban persons who cause damage to the park from using the park again. Trustee Brockhouse moved to accept the new Park Ordinance 2016-8, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

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Discuss possible sale of the Brockhouse lot. Tabled until next month.

Discuss purchases of a 2nd transportation vehicle for Village employees. Tabled.

Discuss travel expenses of Village Officers and employees. Contact Attorney Yow and ask him to draft an Ordinance to meet the guidelines of Public Act 99-6604.

Trustee Forsman noted that she has received complaints about chickens running loose in the yards and street. She suggested that a letter be sent to the residence in question. She also noted that she has seen vehicles parked on the basketball court at the park. Trustee Forsman then moved to purchase 3 No Parking signs to be placed at the park, 2 on the West side and 1 on the South side, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

Trustee Newell noted that the American Legion may want an event liquor license for the Spaghetti supper in October. He suggest they do the paper work required and the Board will consider it. This will be placed on the September agenda.

At 9:45, Trustee Newell moved for adjournment, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell absent, Trustee Newell yea, Trustee Surratt absent, President Brockhouse yea. Motion carried with 4 yeas, 3 absent.

Meeting adjourned at 9:46 PM

Respectfully Submitted,

Mary Rae Brockhouse, Village Clerk of Chapin