Chapin Board of Trustees Meeting

March 13, 2019

The Board of Trustees of the Village of Chapin met at 7:00 p.m. at the Chapin American Legion Building following the Chapin Board of Trustees Special meeting. The Pledge of the Allegiance of the United States of America was led by Village President Robert Luttrell. Roll Call: M Brockhouse, present. L Hamilton, present. A Knox, present. L Forsman, present. R Brockhouse, present. M Newell, present. All present. Also present, Village Attorney, Allen Yow. Village Treasurer, Wendy Bridgewater. Village Clerk, Rosanne Hamilton. Village of Chapin Police Chief, Shawn Barber. Village of Chapin Fire Chief, Scott Pahlmann. Village employee, Ron Upchurch. Cameron Jones from Benton & Assoc. New Hire, Joshua Burton. Village Member, Tara DeGroot.

President Luttrell asked Chief Barber and new Hire Joshua Burton to come up. Village Clerk swore in new hire for the Chapin Police Department, Joshua Burton. Burton will serve as an officer for the Village at $15.00 per hour. This was item **#10 Swear in New Police Officer** on the New Business agenda. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yea.

President Luttrell asked Cameron Jones to come up and speak. Cameron is here representing Benton & Associates regarding items 8 & 9 in new business.

**#8-Approval of a Resolution to Award Bid for Wastewater Treatment Improvements to Prairie State for $416,439.00:** Motion was made by Trustee Rex Brockhouse to Approve of a Resolution to Award Bid for Wastewater Treatment Improvements to Prairie State for $416,439.00. A second was made by Trustee Max Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas. *This Is Resolution #1-2019.*

**#9-Approval of Resolution to Authorize Village President to Execute Contract Documents Including Notice to Proceed for Wastewater Treatment Improvements Project:** Cameron stated that the sludge would be removed prior to 5-15-19. Trustee Rex Brockhouse made a motion to Approve of Resolution to Authorize Village President to Execute Contract Documents Including Notice to Proceed for Wastewater Treatment Improvements Project. A second was made by Trustee Max Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas. *This is Resolution # 2-2019.*

**#3-Discussion & Possible Approval of an Ordinance Authorizing the Acquisition of the American Legion Building and Grounds:** Trustee Forsman made a motion to Approve an Ordinance Authorizing of the American Legion Building and Grounds. A second was made by Trustee Rex Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas. *This is Ordinance #2019-2*

**Minutes from Previous Meeting:** Trustee Rex Brockhouse made a motion to approve the minutes from the previous monthly meeting, February 13, 2019. A second was made by Trustee Knox. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Bills and Transfers:** Village Treasurer, Wendy Bridgewater states that the Rural Bay rent has been paid in the amount of $2500.00 and it will show on the report in April 2019. Trustee Newell made a motion to accept and approve the Bills and Transfers. A second was made by Trustee Forsman. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas. Village Treasurer Bridgewater reminded the Board that the Village Audit will take place on May 29, 30, 2019. She also reminded Village Clerk, Rosanne Hamilton that meeting information for payroll needs to be turned in to the Treasurer prior to the April 2019 meeting.

**Financial Reports:** Treasurer Bridgewater advises that account #006-611-001, the Chapin Police Department tried to serve a lien letter but was never able to, therefore the lien was sent by certified mail. The account holder will owe $500.00. No other accounts have any issues. A motion was made by Trustee Forsman to accept and approve the Financial reports as well as the information regarding account #006-611-001. A second was made by Trustee Knox. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yea

**Committee and Department Reports:**

1. *Chapin Water/Sewer Department Report:* Ron Upchurch presented the report the Board. At the Water Filtration Plant & Distribution: The Water Treatment Plant has run well all month with no issues or in the distribution system. The quarterly Clean in Place was performed on both Skid A & B. The plow/dump truck is out of service again due to rear end differential going out. There is also issues with the hydraulic system. There are replacement parts needed for the plow to be repaired but the manufacturer has said they may not exist. With help from the Work Camp crews they have started cleaning up plow piles and several ditches in attempt to improve drainage and will continue as the weather permits. Trustee Rex Brockhouse made a motion to accept and approve the Chapin Water/Sewer Department Report. 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.
2. *Chapin Fire Department Report:* Report was presented by Fire Chief Pahlmann. Chief Pahlmann reports that the February 14, 2019 meeting was cancelled due to Valentines Day. February 21, 2019, four members attended the first night of a HAZMAT Awareness class hosted by North Scott Fire Protection District. February 24, 2019, Chief Pahlmann attended leadership class at Amboy Fire Protection District called “Step Up and Lead” which was presented by retired New Jersey Fire Chief and Author Frank Viscuso. On February 28, 2019, five members attended the second night of a HAZMAT Awareness class hosted by North Scott Fire Protection District. March 7, 2019, a member and Chief Pahlmann tried to complete SCBA mask fit tests. Several attempts failed. After talking with Jacksonville Fire Department, it was determined the air in the room was “too clean”. March 9th & 10th, 2019, Chief Pahlmann attended a Recruitment and Retention Class hosted by Riverton Fire Protection District. The class was conducted by retired Chief David Weiss of the Illinois Volunteer and Combination Office Committee. Also, on March 9, 2019, the fire department welcomed home the Boys Triopia Basketball Team from State. March 10, 2019, Illiopolis Fire Protection District donated 37 sections of 2.5” fire hose and 9 sections of 1.5” fire hose, this was picked up by Chief Pahlmann. Upcoming Activities: March 14-2019: Meeting/training and SCBA mask fitting. March 28-2019: Training & SCBA mask fit testing. April 8-13, 2019: Fire Department Instructors Conference, Indianapolis, IN. May 4-5, 2019: Central Illinois Fire/Rescue Training School, Washington, IL. Trustee Forsman made a motion to accept and approve the Chapin Fire Department Report. Second was made by Trustee Knox. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.
3. *Chapin Police Department Report:* Report was presented by Chief Barber. He advised the Board that new equipment was ordered for both new hire officers, Jordan Post and Joshua Burton. Nothing else to report currently and he thanks the Village for hiring the two new officers. Trustee Leslie Forsman made a motion to accept and approve the Chapin Police Department Report. A second was made by Trustee Newell. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.
4. *Chapin Area Rescue Squad Report:* Report was available for the Board members but was not presented.
5. *Chapin Crisis and Emergency Management Report:* Report was available for the Board members but was not presented.

**New Business:**

1. Discuss City Wide Clean Up Dates: The Board members discussed different dates and decided that May 3, 4, 5, 2019, would be the dates for Spring Village Wide Clean Up Dates.
2. Discuss Yard & Waste Pick Up Dates: After discussion amongst the Board members, Trustee Newell made a motion that May 6th for pick up of Yard and Waste to follow the Spring Clean Up Days. A second was made by Trustee Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.
3. Discussion & Possible Approval of Surveying of Right of Ways on Oak Street & Alley Way Between Cooper and Congress: Trustee Max Brockhouse made a motion to Approve of Surveying of Right of Ways on Oak Street & Alley Way Between Cooper and Congress. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas. 4-
4. Discussion & Possible Action Regarding Dump Truck: The Board members discussed what their options might be regarding the dump truck. Trustee Max Brockhouse made the motion that the Village needs to contact two different vendors to ask about a rebuild, and to allow up to $5000.00 for that repair. A second was made by Trustee Forsman. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
5. Discussion & Possible Approval of Sewer Credit for 613 Superior Due to Leak: The requested credit is $123.50 sewer credit: Trustee Forsman made a motion to approve the sewer credit of $123.50. Second was made by Trustee Knox. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.
6. Discussion & Possible Approval of an Ordinance Authorizing the Acquisition of the American Legon and Grounds: Discussed and Approved, see above.
7. Discussion & Possible Action Regarding 711 Railroad: After discussion amongst the Board and Attorney Yow, Trustee Forsman made a motion to have Attorney Yow perform a title and lien search, once owner is identified then have the Village forward a letter regarding clean up. Trustee Max Brockhouse seconded the motion. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
8. Approval of a Resolution to Award Bid for Wastewater Treatment Improvements to Prairie State for $416,439.00: Discussed and Approved earlier, see above.
9. Approval of Resolution to Authorize Village President to Execute Contract Documents Including Notice to Proceed for Wastewater Treatment Improvements Project: Discussed and Approved, see above.
10. Swear in New Police Officer: Discussed and Approved earlier, see above.
11. Discussion & Possible Approval of the Purchase of $600.00 for Equipment/Training/Supplies at the Fire Department Instructors Conference in Indianapolis, IN in April: Trustee Forsman made a motion to a Approve the Purchase of $600.00 for Equipment/Training/Supplies at the Fire Department Instructors Conference in Indianapolis, IN in April. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.

President Luttrell addressed Village member Tara DeGroot who had questions and needed clarification on the process of sealed bid for 411 Ash Street. Tara asked several questions which President Luttrell and Attorney Yow answered for her, as she is interested in obtaining the property. Sealed bids will be opened on April 10, 2019.

Respectfully Submitted,

Rosanne Hamilton