**Chapin Board of Trustees Meeting September 13, 2017**

The Board of Trustees of the Village of Chapin met at 7:00 p.m. at the Chapin Village Hall. The meeting was called to order by Village President, Robert Luttrell. The Pledge of Allegiance to the flag of the United States of America was led by President Luttrell. Roll call was answered by Trustees: Leslie Forsman-present, Anita Knox-present, Loren Hamilton-present, Max Brockhouse-present, Mike Newell-present, and Rex Brockhouse-present. Also present was Village President- Robert Luttrell, Village Treasurer, Wendy Bridgewater, Village Clerk- Rosanne Hamilton, Village Attorney- Alan Yow, Chapin Fire Chief, Scott Pahlmann, Ron Upchurch, Anita Mananadar, Cameron Jones, Benton & Associates, Larry Knox- spouse of Trustee Anita Knox, Mercy Bishop, Claire Bishop and CJ Glick.

Trustee Forsman brought to the attention of the Board, that the previous month meeting minutes had a correction, the name is Ryan Arnold, not Ryan Adams. This is noted and will be corrected in the typed minutes for August 2017. Trustee Forsman made a motion to accept the August 2017 meeting minutes with the correction to be made, second by Trustee Knox. Roll call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. Motion carries, 6 Yeas

First recognized from the floor, Cameron Jones representing Benton & Assoc. Cameron presented information on Project Funding Alternatives for the Village for Wastewater Lagoon System Improvements which will require paper work to be completed at a fee of $2500.00 to see what type of funding the Village is eligible for. In order for the aeration system to be installed at the lagoon, the lagoon needs to have Sludge Judge testing. The sludge judge test determines the amount of sludge build up in the lagoon and to have that quote completed it is between $1,200.00 & $1,300.00 and could cost less with Illinois Rural Electric. The board held discussion on the subjects at hand. Trustee Forsman made a motion to approve the quote of $1200.00 for the Sludge Judge test at the Lagoon, second was made by R Brockhouse. Roll call: Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Motion carries, 6 Yeas. Trustee R Brockhouse made a separate motion for the paper work to be completed by Benton & Associates to seek which type of funding the Village would eligible for Wastewater Lagoon System Improvements at the cost of $2500.00. Second was made by Trustee Knox. Roll Call: R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 6 Yeas.

Next up, Anita Mananadar. She is one of the new owners of the Chapin Gas station. It is still an FS company. The station will be named A&A Chapin and they are requesting a Liquor license for the station. They presented their request and the Board advised they will discuss and get back with them.

Next recognized was Mercey & Claire Bishop. They presented information on why they would like to see the Village Board approve chickens in town. They provided the Board with a literature showing the benefits to allowing chickens but not roosters The Board advised that they discuss this and get back with them.

Lastly, CJ Glick represented Triopia FFA. The FFA group would like to ask if they can host a Halloween Trunk or Treat in the Village where it would be manned by the FFA kids. They would dress up and pass out treats to the kids. Again, the Board advised they will take it under consideration and get back with them.

**Bills and Transfers**

The Board was able to review the Bills and Transfers. Notation is made that the EPA payment is due, an invoice was received for the street work recently done, and transfer $3000.00 from the general fund to the fire protection fund for the fire truck loan payment. A notation is also made regarding the Railroad Management Co., that license fees and water pipe have increased from $150.00 to $485.00 annually. An additional bill that was added on for StatPak bag with 3 modules for $150.00 Following brief discussion, Trustee Knox made a motion to accept the Bills and Transfers. A second was made by Trustee Newell. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Forsman, yea. Knox, yea. Motion carries, 6 Yeas.

**Financial Reports & Utility Bill Aging:**

Account # 030-916-001 has made payment arrangements for their balance. Account # 239-614-002 the owner will be paying balance due and on Account # 262-815-008 the Village will be contacting the owner of the property regarding balance due. Trustee Newell made motion to accept the Financial report & Utility Bill Aging. Second was made by Trustee R Brockhouse. Roll call: Knox, yea. Hamilton, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Forsman, yea. Motion carries, Yeas.

**Committee & Department Reports:**

**Chapin Water & Sewer:**  Report was presented by Ron Upchurch. Testing and inspections continue on a daily and monthly basis for water and water treatment. Fire hydrants were recently tested, flushed and serviced. At the lagoon, chemical storage and personal safety placards along with a fire extinguisher have been purchased and installed. Manhole were removed, lifted and replaced where was needed in preparation for street resurfacing which at the time of the meeting has been completed. Also repaired were several potholes and low areas. Parks and cemetery maintenance continues. A request was made by Ron along Bryce McCormick that the Village would cover the cost of 4 online courses, 2 for Water Treatment Plant Operation, and 2 for Operation of Wastewater Treatment Plant. These courses carry a fee of $165.00 each. Trustee Knox made a motion to accept the Chapin Water/Sewer Report and to pay $660.00 for the online courses for Water Treatment Plant Operation and Operation of Wastewater Treatment Plant for both Ron UpChurch and Bryce McCormick. The courses would be paid for out of Water/Sewer Fund. A second was made by Trustee Forsman. Roll call: Newell, yea. R Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Motion carries, 6 Yeas.

**Chapin Fire Department Report:**  Report was given by Fire Chief, Scott Pahlmann. Chief Pahlmann reports that additional training has been conducted. Probationary member, Ryan Arnold was outfitted for gear, except boots which had to be ordered due to size not being available. Chief Pahlmann reminded us September is National Preparedness Month and he has and will continue to share Ready.gov through the Fire Departments Facebook Page. Chief Pahlmann has requested the purchase of 10 pairs of 5.11 Taclite Pro pants from Galls @ $37.50 each, $375.00 for current members. The pants will be their “uniform” to go with the polo shirts which they received last year. The cost of the pants would be split between the Village of Chapin, CRFA and Chapin Firemen at $125.00 each. A motion was made by Trustee Forsman to approve the Chapin Fire Department Report and to approve the purchase of 10 pairs of new pants at a cost of $ 375.00. Discussion took place and it was decided that the items would be paid for by Chapin Rural and Chapin Volunteer Fire Departments at $ 187.50 each. Second was made by Trustee Knox. Roll call: Forsman, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Hamilton, yea. Knox, yea. Motion carries, 6 Yeas.

**Chapin Rescue Squad Report:** Report was presented by Village President, Robert Luttrell. CARS has received provisional approval to begin ALS upgrades to one of the ambulances no earlier than February 23, 2018. Included with the report is the CARS Standard Operating Policy. CARS members are working to compile a list of policies and guidelines at address issues not covered by the hospital protocols. The CARS would like to have a final policy in place by 1-1-2018. There will be training officer meeting with Passavant Area Hospital/Memorial Medical Center the following week to ensure all members have required training on MMC protocol changes. The CARS has requested the purchase of a pulse oximeter for their EMR bag. The cost of the pulse oximeter is $899.99 from Boundtree. Both ambulances passed IDPH inspections and CARS has been relicensed for another year. CARS will be assisting with a Fundraising meal with the American Legion, hosting a chili meal the weekend of City Wide Clean up. Motion was made by Trustee Hamilton to accept the CARS report and the purchase of a pulse oximeter for $899.99 from Boundtree for their EMR bag. Second was made by R Brockhouse. Roll call: Forsman, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Hamilton, yea. Knox, yea. Motion carries, 6 Yeas.

**Chapin Emergency Management Report**: Report was given by Village President, Robert Luttrell. Reminder that *Necessary*  NIMS training has been identified for the Village Board and Board members will receive instructions on how to log in and take courses. Jacksonville has not yet advised when we need to use the emergency interconnect with Exeter/Merritt, but it is forthcoming. And President Luttrell noted that it is scheduled for September 24, 2017. Trustee Forsman made a motion to accept the Chapin Emergency Management report, a second was made by Trustee Knox. Roll call: R Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, yea. Motion carries, 6 Yeas.

**Chapin Police Department Report:** No officer was present in which to provide a report this evening but a typed copy was received by all Board Members. The report was reviewed by the Trustees. Trustee R Brockhouse made a motion to accept the Chapin Police Department Report, second by Hamilton. Roll call: Newell, yea. M Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. R Brockhouse, yea. Motion carries, 6 Yeas.

**Old Business:**

1. Possible Approval of the purchase of a Pulse Oximeter for Rescue Squad: This was discussed approved and voted up at time of Chapin Rescue Squad report, see above.
2. Possible Approval to Upgrade Poles for Holiday Decorations: Tabled

**New Business: 718**

1. Open Sealed Bids & Possible Approval of the Sale of 718 Superior: The Village received one bid in regards to the property at 718 Superior Street. The sealed bid was received from Lori DeOrnellas for $2000.00. After discussion amongst the Trustees it was decided to accept the bid and sell the property for $2000.00. A motion was made by M Brockhouse to accept the bid and sell the property at the bid price of $2000.00. Second was made by Trustee Knox. Roll call: Hamilton, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Forsman, yea. Knox, yea. Motion carries, 6 Yeas. Attorney Yow will get all necessary paper work together to complete the sale of the property to Ms. DeOrnellas.
2. Discussion & Possible Approval of the Purchase of Pants for the Fire Department:

This was discussed, approved and voted upon during the Chapin Fire Department Report, see above.

1. Discuss & Approve an Intergovernmental Cooperation Contract with the Municipal League:

After discussion, Trustee Knox made a motion to Accept and Approve the Intergovernmental Cooperation Contract with the Municipal League. This was second by Trustee Forsman. This -becomes Ordinance # 2017-13. Roll call: Knox, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Hamilton, yea. Forsman, yea. Motion carries, 6 Yeas.

1. Discussion & Possible Approval of Liquor License for A& A Chapin: Tabled.
2. Discuss & Approve Sludge Testing at the Lagoon.
3. Discussion & Possible Approval of Aeration System Repairs at the Lagoon: Both items 5 & 6 were discussed, voted on and approved when Cameron Jones presented his information, see above.
4. Establish Dates for Curbside Pickup: Boards members discussed various dates for curbside pickup. It was decided that tree limbs, yard desbris needed to be put out on the 29th, 30th of September for pick up on October 2nd, 2017. Village Treasurer, Wendy Bridgewater has asked for approval of a mass mailing with a copy of the ordinance for guidelines of yard waste prior to pick up. Trustee Hamilton made a motion to accept the curbside pickup dates for placement and pick up, and a mass mailing to go out ahead of the curbside pickup. Second was made by Trustee R Brockhouse. Roll call: M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 6 Yeas.
5. Discuss & Establish Trick or Treat Date(s) & Time (s): After discussion. Trustee Newell made a motion that Trick or Treating in the Village should be both October 30th and October 31st, from 6 to 8 pm each night, and Triopia FFA may participate in Trunk or Treat at the same dates and times. Second was made by Trustee Forsman. Roll Call: Forsman, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Hamilton, yea. Knox, yea. Motion carries, 6 Yeas.
6. Discuss & Approve an Ad in the Triopia Yearbook: The Board members asked Treasurer Bridgewater what was spent on the Ad in last years yearbook, $40.00 A motion was made by Trustee Forsman to place again a $40.00 Ad in the Triopia Yearbook. Second was made by Trustee Knox. Roll call: Knox, yea. Forsman, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Hamilton, yea. Motion carries, 6 Yeas.
7. Discussion & Possible Approval of an Ordinance Increasing Sewer Rates: The trustees weighed the pro’s and cons of increasing the sewer rates. A motion was made by Trustee R Brockhouse to increase the sewer rates effective October 1, 2017. 0-2,000 gallons: Minimum charge of $20.80, over 2000 gallons an additional charge of $ 6.18 per 1000 gallons. Commencing on May 1, 2018 and on every May 1st thereafter, the sewer charges shall be increased 3% unless said annual increases are waived by the Corporate Authorities of the Village of Chapin. This was second by Trustee Newell. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Knox, yea. Forsman, yea. Motion carries, 6 Yeas. This becomes Ordinance # 2017-14.
8. Discuss and Ordinance Pertaining to Having Chickens in the Village: Much discussion occurred on this subject. It was decided the Village would send out a survey to the members of the Village via mass mailing and upon the survey results the topic would then be discussed further.
9. Discussion & Adoption Amending Ordinance 2013-11, an Ordinance Regulating the Sale of Alcoholic Liquors: After discussion, Trustee Forsman made a motion to Adopt An Ordinance Amending Ordinance # 2013-11, an Ordinance Regulating the Sale of Alcoholic Liquors. This was second by Trustee Knox. Roll call: Newell, yea. M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Motion carries, 6 Yeas.

 Adournment: 8:56 pm