Chapin Board of Trustees Meeting

July 11, 2018

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 President Robert Luttrell. The Pledge of Allegiance to the United States of America was led by President Luttrell. Roll Call: R Brockhouse, yea. M Newell, absent. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. 4 present, 2 absent. Also present in attendance: Cameron Jones- Benton & Associates, Megan Werries- Zumbahlen, Eyth, Surratt, Foote & Flynn, Ltd., Allen Yow-Village Attorney, Wendy Bridgewater-Village Treasurer, Shawn Barber- Police Officer for the Village of Chapin, Scott Pahlmann- Fire Chief for the Village of Chapin, Ron Upchurch and Bryce McCormick- Village of Chapin employees, Rosanne Hamilton- Village Clerk.

Guest: Megan Werries spoke regarding the recent audit the Village underwent. She provided feedback for the Trustees as well as a written report and went over the basics of the results. A motion was made by Trustee Forsman to accept and approve the audit results. A second was made by Trustee R Brockhouse. Roll Call: Newell, absent, M Brockhouse, absent, Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion carries, 4 Yeas. 2 Absent.

Next Guest Cameron Jones spoke regarding Discussion and Possible Approval of Sludge Removal at Lagoon. Cameron states that the most efficient method would be the use of chemicals vs manual which can be very expensive. There are two different plans in which the Village could use. The first would be using a probiotic for 1 package per day for 5 days a week, for 6 months at a cost of $2904.00 or the Village could choose to use 2 packages a day for 5 days a week, for 6 months at a cost of $5808.00. R Brockhouse made a motion to use the 2 packages of probiotic a day for 5 days a week for the 6 months to remove the sludge at the Lagoon and this was second by Trustee Forsman. Roll call: Hamilton, yea. M Brockhouse, absent. Newell, absent. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 4 Yeas. 2 Absent.

**Minutes from the Previous Meeting, June 13, 2018:** A motion was made by Trustee R Brockhouse to accept and approve the minutes from June 13, 2018 meeting. A second was made by Trustee Forsman. Roll call: Newell, absent, M Brockhouse, absent, Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion carries, 4 Yeas. 2 Absent.

**Bills and Transfers:** Village Treasurer, Wendy Bridgewater stated that the first half of the property tax money had been received. The total received was $22,281.65, of which $18,161.00 was put in General Fund, $2037.74 was put in Fire Fund, and $2082.87 was put in Police Fund. A motion was made by Trustee Knox to accept and approve the Bills and Transfers. A second was made by Trustee Hamilton. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, absent. M Brockhouse, absent. R Brockhouse, yea. Motion Carries: 4 Yeas, 2 Absent.

 **Financial Reports:**  Treasurer Bridgewater announced that the new credit cards have arrived for the Village. The employees that each have a card is: Wendy Bridgewater, Ron Upchurch, Scott Pahlmann, and Bryce McCormick. In Utility Bill Aging it is noted that Account 025-917 that a certified letter will be sent to the new owner regarding the past due balance of $55.20. Account 158-205 was sent a letter regarding non-sufficient funds. Account 183-416-004, a certified letter has been sent to the property owner/landlord and has been signed, in addition a certified letter was sent to the occupant but has not been signed as of todays date. This account has a significant amount due from past due bills. Trustee Knox made a motion to accept and approve the Financial Reports. A second was made by Trustee Forsman. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, absent. M Brockhouse, absent. R Brockhouse, yea. Motion Carries: 4 Yeas 2 Absent

NOTE: Trustee M Newell arrived at 7:37 pm

***Committee and Department Reports:***

**Chapin Water/Sewer Department:** Report was presented by Ron Upchurch. Testing that is required continues to be done and there has been no issues. At the Water Plant: There was an issue with the generator and it was returned by Crosspointe. They dug a little deeper and found a broken wire connection to the be problem. The ice maker was picked up and installed. Road repairs and maintenance continues. Orville continues to do the mowing and trimming and is doing a great job. The department would like to request the purchase of 2 new gas driven pumps. Ron also reports that the closest pump shop for repairs is in Quincy.

**Chapin Police Department:** The report was presented by Officer Barber. He reports the squad car was involved in a car/deer accident and due to that the department has been down since June 14, 2018. Chief Beard and Officer Barber have started the changeover of Police Chief duties to Officer Barber. He states he is also checking into getting a new squad car.

**Chapin Fire Department:** Report was presented by Fire Chief Pahlmann. Josh Crews and Daniel Mattes spent 5 hours cleaning and polishing rig 1712 for the Jacksonville 4th of July parade and they participated in the parade. On July 6, AEC did the annual inspection on the fire department’s fire extinguishers. The department had 3 calls for mutual aid between the end of June and July 3rd, but one of the calls was cancelled. Upcoming events include, July 10 MABAS Division training and setup of tent shelter system at the Morgan County Fair. July 12, Pump testing at North Scott Fire Protection District. Meeting and training on July 12 and training on July 26, 2018. He states that ISO will be here for a review on October 18, 2018. Request: He would like to request that his budget stay the same for the coming year.

**Chapin Area Rescue Squad:** Report given by Bryce McCormick. Bryce advises that all active members have successfully met the requirements for standby hours for the first 6 months of the year in accordance with the personnel policy. A thank you goes out to President Luttrell, Wendy, Leslie, Ronnie and Joanna for working at the Braggin’ Rights BBQ Tournament in the Emergency Services Division and took home 3rd place. He advises that in the future he will be requesting a potential upgrade of the batteries of the extrication tools. He will obtain additional information and present it to the Board at a later date. He states that CARS did not receive the OSFM small equipment grant and that CARS was not selected to continue in the final rounds for the two federal grants. No reasons were given.

**Chapin Crisis and Emergency Management Report**: Bryce McCormick states nothing to report currently.

Trustee Knox made a motion to accept and approve the Chapin Committee and Department Reports, this was second by Trustee Forsman. Roll call: Newell, yea, M Brockhouse, absent. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion carries, 5 Yeas. 1 Absent.

*Old Business*

1) **Discussion & Possible Approval of Drop Box for Village Hall:** After discussion amongst the Board members, Trustee R Brockhouse made a motion to accept and approve the installation of a drop box at the Village Hall. A second was made by Trustee Knox. Roll call: Hamilton, yea. M Brockhouse, absent. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 5 Yeas. 1 Absent.

2) **Discussion & Possible Action Regarding 411 Ash Street:** Attorney Yow, reports that a lien search was done on the abandoned property. The property comes back to Jeremy James and Angela Joy Horrer, but the lien search reveals that the taxes were bought by Joseph E Meyer and Associates, 141 St. Andrews Avenue, Edwardsville, IL. 62025. The Village would like to see the property torn down. After discussion regarding the property, Trustee Forsman made a motion that the property violates Village Ordinances, declare the property abandoned and nuisance and to have Council proceed with a motion to file a law suit regarding such property. This was seconded by Trustee Newell. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, absent. R Brockhouse, yea. Motion Carries: 5 Yeas 1 Absent.

3) **Discussion Municipal Utility Tax:** This will revert to the way it was prior to the past fiscal year.

***New Business:***

1. Audit: See above, page 1.
2. Approve Appropriation Ordinance: After Trustees reviewed their copies of the ordinance, Trustee Knox made a motion to Approve the Appropriation Ordinance. A second was made by Trustee Hamilton. Roll call: Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion carries, 5 Yeas. 1 Absent. This is Ordinance #2018-18
3. Discussion & Possible Approval of Sludge Removal at Lagoon: See above, page 1.

4)Discussion & Possible Approval of Amending the Personnel Policy Manual Pertaining to Over-Time Pay: Trustee Forsman made a motion to the Approval of Amending the Personal Policy Manual Pertaining to Over-Time Pay. Second was made by Trustee Knox. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, absent. R Brockhouse, yea. Motion Carries: 5 Yeas, 1 Absent.

5) Discuss Curbside Yard Waste Pickup Date: After discussion. It was decided that July 28-29 will be dates to ready the yard waste, with pick up on July 30, 2018.

6) Discuss Sewer Credit due to Filling Pool @ 814 North: The customer is asking for a credit of $32.87.

7) Discuss Sewer Credit due to Filling Pool @ 316 Poplar: The customer is asking for a credit of $58.84 Trustee Hamilton made a motion to approve the sewer credits for both customers at address 814 North and 316 Poplar, a second was made by Trustee Knox. Roll Call: L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, absent. Hamilton, yea. A Knox, yea. Motion Carries: 5 Yeas. 1 Absent.

  8) Discussion & Possible Action Regarding Generator @ Water Tower: Tabled.

 9) Discussion & Approval of Materials Quotation Submitted by IRC: Trustee Newell made a motion to Approve the Materials Quotation Submitted by IRC. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, absent. Hamilton, yea. Motion Carries: 5 Yeas. 1 Absent.