**Chapin Board of Trustees Meeting**

**October 11, 2017**

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 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: Rex Brockhouse, present. Mike Newell, absent. Max Brockhouse, present. Loren Hamilton, present. Anita Knox, present. Leslie Forsman, present. Also in attendance was: Village Attorney, Allen Yow, Steve Edwards, Bryce McCormick, Scott Pahlmann, Ron Upchurch, Mercy Bishop, and Village Clerk, Rosanne Hamilton.

The minutes from the previous month’s meeting and a Special Meeting which was held September 27th, 2017 were available for review by the Trustees. Trustee Max Brockhouse made a motion to accept the minutes of the September regular meeting. This was seconded by Trustee Forsman. A motion was made by Trustee Forsman to accept the minutes from the Special Mtg, held 9-27-2017 and seconded by Trustee Knox. Roll call for both meetings minutes. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M. Brockhouse, yea. Newell, absent. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

**Bills and Transfers:** Bills and Transfers were reviewed. In the absence of Village Treasurer, Wendy Bridgewater, President Luttrell brought to the attention of the Board there is an additional bill. The bill is to Sentinel Emergency Solutions for annual flow testing for $1255.87 coming from the Fire Protection Fund. Trustee M. Brockhouse made a motion to accept the Bills and Transfers. Second was made by Trustee Knox. Roll Call: R Brockhouse, yea. Newell, absent. M. Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea Motion carries, 5 Yeas, 1 Absent

**Financial Reports:** Financial reports were reviewed. It was noted that $30,000.00 was transferred from the General Fund to a money market account. The second installment of the taxes have been received. Trustee Forsman made a motion to accept the Financial Reports and seconded by Trustee Knox. Roll call: M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea, R Brockhouse, yea. Newell, absent. Motion carries, 5 Yeas, 1 Absent.

**Committee and Department Reports:**

***Chapin Water & Sewer Department***: Report was presented by Ron Upchurch. Ron stated that the Sludge Judge test was performed on October 11, 2017 and all samples have been submitted. Ron had some requests that he had for the Board. He states that he would like to have IRC come back to town with the large street broom to make several passes back and forth across Superior between Cooper and Popular streets in an attempt to improve drainage. He would like to request that the Village approve the pay for two CDL tests, one for himself and the other for Dalton Surratt. And the tests run around $50.00 each. And lastly, he would like to request that the city pay for 5 trees for the park. The Board members discussed the trees and this will be discussed further at a later meeting after types, costs, sizes, etc. are presented to the Board. The CDL request is listed in New Business and will be discussed and voted upon at that time. Trustee Forsman made a motion to accept the Water/Sewer Report. A second was made by Trustee Knox. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

***Chapin Police Department***: The Police Department report was available for the Board Members to review. No one from the Department was there to present the report. The report noted that Officer Headen is acting Chief, now as Chief Beard is out of the country. Trustee M. Brockhouse made a motion to accept the Chapin Police Department Report. A second was made by Trustee Hamilton. Roll Call: Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Knox, yea. Motion carries, 5 Yeas, 1 Absent.

***Chapin Fire Department Report***: The Fire Department report was presented by Fire Chief Pahlmann. The Chief went over the various trainings the department has had and upcoming. No requests at this time. Trustee Hamilton made a motion to accept the Fire Department Report, seconded by Trustee Forsman. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

***Chapin Rescue Squad Report:*** The report was presented by Bryce McCormick. The rescue squad received at $5000.00 training grant from the Passavant Hospital Foundation. This grant will be used to send potential members to PAH for EMT class in January 2018. The cost is $650.00 per student and please let him know if you know of anyone interested in attending. The rescue squad will be reaching out to Triopia High School for potential student members.

Four members of CARS attended training in Springfield from the First Due FOOLS. The training and meals were at no charge, and Bryce would like to request that there be a $25.00 donation per member to FOOLS for that training, a total of $100.00. Also, reminder that this coming Saturday, October, 14, there is Chili Supper being hosted by CARS and Chapin American Legion. Free will donation will be collected, and profits will be split between the two organizations. Trustee Hamilton made a motion to accept the CARS report and approve the donation of $100.00 to FOOLS. Second was made by Trustee R Brockhouse. Roll Call: M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea., R Brockhouse, yea. Newell, absent. Motion carries, 5 Yeas, 1 Absent

***Chapin Emergency Management Report:*** The report was presented by Bryce McCormick. Update on NIMS training. The department of Homeland Security is running a report on what training needs to be done in the Village. Bryce will give forward the information once he receives it. He would also like to have the minimum requirements met by January 2018.

The Jacksonville raw water shutdown was completed last week. We ran approximately 14 hours on the emergency interconnect with Exeter Merritt Water Cooperative and treated nearly 140,000 gallons of water at a consumption rate of 96 GPM. The interconnect could only sustain approximately 70 GPM. Bryce states he will be working with Ron Upchurch on a plan to ensure any deficits in water can be met. And he wants to Village to be considering, what if any limit, does the Village want to place on costs for purchasing and transportation of potable water. Trustee Knox made a motion to accept the Chapin Emergency Management Report, this was seconded by Trustee Forsman. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

***Old Business:***

**Possible Approval to Upgrade Poles for Holiday Decorations**: Tabled.

**Discuss an Ordinance Pertaining to Having Chickens in the Village**: President Luttrell counted the returned surveys which was sent out to the Village residents. The results were that No, chickens should not be allowed within the Village of Chapin.

***New Business:***

**Approve the Purchase of Halloween Treats:** Treats were discussed. Treats are not to exceed $100.00 and costs will be divided equally between the Rescue Squad and Police Department. A motion was made to accept this by Trustee Knox, and seconded by Trustee Forsman. call: Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Newell, absent., M Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

**Approve the Chapin Area Rescue Squad ‘s Operating Policy:** Tabled.

**Approve CDL License Fees**: The information regarding this was presented earlier in the meeting by Ron Upchurch, see Chapin Water & Sewer Department Report. A motion was made by Trustee Knox to approve the cost for two CDL tests, one for Ron Upchurch and Dalton Surratt. At a cost of $50.00 each. A second was made by Trustee M Brockhouse. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

**Discussion & Possible Approval of Sewer credit for 203 Ash Street**: The information was given to the Trustees to review regarding the leak at 203 Ash Street. A sewer credit in the amount of $101.11 per City Treasurer Bridgewater is what would be due to the customer as the leak not only occurred in September but also carried over into October. After discussion, Trustee Knox made a motion to approve the sewer credit of $101.11 which would be reflected on the customers November billing. A second was made by Trustee Forsman.  Roll call: Knox, yea. Forsman, yea. R Brockhouse, yea. Newell, absent., M Brockhouse, yea, Hamilton, yea. Motion carries, 5 Yeas, 1 Absent

**Discussion & Possible Approval of Sewer credit for 211 Superior Street**: Tabled for clarification.

**Approve the Village’s Respiratory Protection Program**: Tabled.

**Discuss the Possible Approval of the Purchase of a Jon Boat for the Lagoon**: Various discussion took place amongst the Village Trustees regarding a Jon boat. After discussion, Trustee Forsman made a motion to the purchase of a Jon Boat for the Lagoon with a max price of $2000.00 to come out of the sewer fund. This motion was seconded by Trustee Knox. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. Forsman, yea. Knox, yea. Motion carries, 5 Yeas, 1 Absent.

**A motion was made to adjourn** by Trustee Knox, seconded by Trustee Hamilton. Motion to adjourn, all in favor, except Trustee Newell, absent. Adjourning time: 8:20 pm

Respectfully submitted,

Rosanne Hamilton, Village Clerk.