Village of Chapin

Minutes of Board of Trustees Meeting

October 8, 2014

Village President Drake called the meeting to order at 7:00 p.m. Village President Drake lead the Pledge of Allegiance to the Flag of the United State of America. The following trustees were present for roll call: Brockhouse, Newell, Surratt, French, Luttrell, and Hamilton. Also present were Village Treasurer Wendy Bridgewater, Village Clerk Rhea Drake, Village Attorney Allen Yow, Fire Chief Scott Pahlmann, Police Officers Martin Coad & Mackenzie Chism, Police Chief Tyler Aring, Casey Hummer, Leslie Forsman, Rescue Squad Chief Bryce McCormick, Water Superintendent Richard Albers, Jamie Headen of Benton and Associates and Philip Martin.

**Previous Minutes –**

Minutes of the September 10, 2014 meeting were reviewed and Trustee Luttrell made a motion to approve the minutes and Trustee Brockhouse second. The motion was approved by a unanimous vote of all trustees present. The motion carried 6-0.

**Executive Meeting Minutes-**

Trustee Luttrell made a motion at 9:00 pm to enter executive session to discuss Leander Construction liquidation damages for water treatment plant, Trustee French second. Those in attendance were Trustee French, Trustee Luttrel1, Trustee Hamilton, Trustee Brockhouse, Trustee Newell, Trustee Surratt, Village President Drake, Village Clerk Rhea Drake, Water Superintendent Richard Albers, Village Attorney Allen Yow, and Jamie Headen of Benton and Associates. On roll call vote, the following votes were cast; Hamilton, yes, Brockhouse, yes; Newell, yes; Surratt, yes; French, yes; Luttrell, yes. The motion carried 6-0.

Trustee Brockhouse made a motion at 9:30 pm to exit executive session and Trustee Luttrell second the motion. On roll call vote, the following votes were cast; Brockhouse, yes; Newell, yes; Surratt, yes; French, yes; Luttrell, yes, Hamilton, yes. The motion carried 6-0.

**Special Meeting Minutes-**

President Drake, Village Clerk Rhea Drake and Village Treasurer Wendy Bridgewater met with Philip Martin to discuss past water bills from a tenant of his property. Mr. Martin was told he needed to pay the past due bill of the tenant and if not agreed to, he will need to seek counsel in the matters.

**Transfers –**

President Drake presented the bills and transfers totaling $96,906.06. Trustee Luttrell made a motion to approve the bills and transfers and Trustee Newell second. On roll call vote, the following votes were cast; Hamilton, yes, Brockhouse, yes; Newell, yes; Surratt, yes; French, yes; Luttrell, yes. The motion carried 6-0.

**Financial Report-**

President Drake presented the financial report. Trustee Luttrell made a motion for the Cemetery Fund to purchase a CD in the amount of $10,000.00, at .60% for 30 months and approve the financial report and Trustee Hamilton second motion. On roll call, the following votes were cast: Brockhouse, yes; Newell, yes; Surratt, yes; French, yes; Luttrell, yes; Hamilton, yes. The motion carried 6-0.

**Water Superintendent’s Report**-

A report was turned in by Richard Albers and presented by Village President Drake. Richard did regular maintenance for water and sewer plant, also regular monthly water meter readings for billing. Routinely checking water samples and sending EPA water samples for testing and checking water pump stations, daily rounds of testing water. Pumped water out of pit at 817 Congress and changed meter. Filled hole at 718 Congress, cleaned truck and tools, mowed ball park, north lift station and east side of Cooper. A new mower was discussed by Trustees. Casey Hummer of E&D Repairs presented information about a mower. Trustee Luttrell made a motion to approve the report and Trustee Brockhouse second. On roll call, the following votes were cast; Hamilton, yes; Brockhouse, yes; Newell, yes; Surratt, yes; French, yes, and Luttrell, yes. The motion carried 6-0.

**Rescue Squad Report**-

Bryce McCormick submitted a report for the Chapin Area Rescue Squad. There have been 56 calls for service this year with 8 coming in since the August report. The 3-H-11 is in Columbia, MO for repair. New batteries have been ordered; also the IDPH required safety net over the storage. BLS instructor course is over and we would like to have a CPR course for all village employees and elected officials in the near future. A meeting was scheduled to meet with Meredosia Rescue Squad on October 15, 2014 before the Fire District meeting. Trustee Luttrell made a motion to approve the report and Trustee French second. On roll call, the following votes were cast; Surratt, yes; French, yes; Luttrell, yes; Hamilton, yes; and Brockhouse, yes, and Newell, yes. The motion carried 6-0.

**Fire Department Report**-

Fire Chief Scott Pahlmann submitted a report for the fire department. A meeting was held on September 11, 2014. Fire Department members participated in Fill the Boot for MDA, $741.00 was collected.

Trustee Brockhouse made a motion to approve the report and Trustee Luttrell second. On roll call; the following votes were cast; Newell, yes; Surratt, yes; French, yes; Luttrell, yes; Hamilton, yes; and Brockhouse, yes. The motion carried 6-0.

**Police Report-**

Police Chief Tyler Aring submitted a police report; hours worked by Tyler, 39, Ryan, 6 and Alex, 4, Martin 14.5 and Mackenzie 8.25 hours. A total of 10 traffic stops, 4 citation, 6 warnings and 1 arrest. Fines collected $106.39, E-Citation $0.00 and Police vehicle $11.00. Chapin Police Department will purchase a police car for 18,250.00.00, plus $1200.00 for materials of changeover of radio, computer, camera, cage and radar and $400.00 for lettering. Trustee Newell made a motion to approve the report and purchase the police car, Trustee Luttrell second. On roll call, the following votes were cast; Luttrell, yes; Hamilton, yes; Brockhouse, yes; Newell, yes; French, yes and Surratt, yes. The motion carried 6-0.

**Public Safety Committee Report-**

No report submitted.

**Crisis Emergency Management Report** –

**Old Business**

**Water Upgrade/Utility project-**

Trustee Luttrell made a motion to pay to Leander Construction Company $3,031.17 per Leander Change order request #15 and Trustee French second the motion. On roll call, the following votes were cast; Luttrell, yes; Hamilton, yes; Brockhouse, yes; Newell, yes; Surratt, yes; and French, yes. The motion carried 6-0.

Fire house roof bid is tabled. Trustee Luttrell made a motion to approve the Consulting Services Agreement Extension with SIMEC and Trustee Brockhouse second. On roll call, the following votes were cast; Hamilton, yes; Brockhouse, yes; Newell, yes; Surratt, yes; French, yes and Luttrell yes. The motion carried 6-0.

Trustee Luttrell made a motion to approve Resolution 2014-7, Authorizing Execution of a Service Agreement with the Lowest Responsible Bidder for the Supply of Electricity for Residential and small Commercial Retail Customers who do not opt out of such a program. Trustee French second the motion. On roll call, the following votes were cast; Hamilton, yes; Brockhouse, yes; Newell, yes; Surratt, yes; French, yes and Luttrell, yes. The motion carried 6-0.

**New** **Business**

Village Clerk Rhea Drake swears in new police officers Mackenzie Chism and Martin Coad. Trustee Newell made a motion to have Trick or Treating dates of October 30-31, 2014 from 6:00 pm to 8:30pm each night, Trustee Surratt second. On roll call, the following votes were cast; Hamilton, yes; Brockhouse, yes; Newell, yes; Surratt, yes; French, yes and Luttrell, yes. The motion carried 6-0.

Trustee Brockhouse made a motion to purchase Halloween candy for the police officers and the rescue squad to pass out not to exceed $100.00. Trustee Newell made a motion for the rescue squad and police department to split the cost of candy and Trustee Luttrell second. On roll call, the following votes were cast; Brockhouse, yes; Newell, yes; Surratt, yes; French, yes Luttrell, yes and Hamilton, yes. The motion carried 6-0.

Trustee Luttrell made a motion to approve Class A water operator’s contract with Ed DeGroot for time period of January 1, 2015 thru June 30, 2015 and Trustee Newell second. On roll call, the following votes were cast; Newell, yes; Surratt, yes; French, yes Luttrell, yes; Hamilton, yes and Brockhouse, yes. The motion carried 6-0

**Adjournment-**

Trustee Newell made a motion to adjourn the meeting at 9:50 pm and Trustee Luttrell second. The motion was unanimously approved by all trustees.

Respectively submitted,

Village Clerk

Rhea Drake