Chapin Board of Trustees Meeting

September 12, 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 of the United States of America was led by President Luttrell. Roll Call: L Forsman, yea. Hamilton, absent. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. 5 present. 1 absent.

 Also, in attendance: Pam Hopper, guest. Wendy Bridgewater, Village Treasurer, Allan Yow, Village Attorney, Village employees: Ron Upchurch, Water/Sewer Department, Bryce McCormick, CARS/Emergency Management, Shawn Barber, Police Department, Scott Pahlmann, Fire Department Chief and Rosanne Hamilton, Village Clerk.

Guest Pam Hopper was given the floor for discussion. Pam currently lives in Jacksonville and is wanting to relocate her modular home to Chapin. The measurements are 28 x 56’ and she is wanting to purchase a lot from the Village. She was advised by President Luttrell that he would prefer her home to be street facing and that she would need to come back during regular business hours to apply for a variance. He also advised that since the lot is owned by the Village she would also need to be aware that the Village must place an Ad in the local paper accepting bids on the property and she would also need to submit her bid. The bid opening would occur at the November 2018 meeting.

**Minutes and Monthly Bills**

***Minutes from the Previous Meeting, August 2018:*** A motion was made by Trustee, M Newell, to accept and approve the minutes from the August 8, 2018 meeting. A second was made by Trustee, R Brockhouse. Roll call: Hamilton, absent. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries: 5 Yeas. 1 Absent.

***Minutes from Special Meeting, August 21, 2018:*** A motion was made by Trustee, A Knox to accept and approve the minutes from the Special meeting held August 21, 2018. A second was made by Trustee, M Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries: 5 Yeas. 1 Absent.

***Bills and Transfers:*** Treasurer, Wendy Bridgewater stated that the Annual Ameren Payment has been received, in the amount of $2,023.00. Trustee, A Knox made a motion to accept and approve the Bills and Transfers. A second was made by Trustee, L Forsman. Roll Call: M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries: 5 Yeas. 1 Absent.

***Financial Reports:*** Treasurer, Bridgewater states that in the Utility Billing Aging Report, Account #017-515-007 has a leak, which is why their bill is elevated and Account #310-1729-002, Attorney Yow will be doing a title search for the actual owner of the property. Trustee, L Forsman made a motion to accept and approve the Financial Reports. A second was made by Trustee, A Knox. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries: 5 Yeas. 1 Absent.

**Committee and Department Reports**

***Chapin Water/Sewer Department Report:*** Report was given by Ron Upchurch. Ron reports that at the Water Filtration Plant the Clean in Place was performed on both Skid A and Skid B on August 20th and August 21st. A plastic clamp failed on Skid B and ruptured flooding the Water Plant floor. He also states the second Quincy air compressor was delivered and installed on August 15th. The control panel was installed on September 7th and both went into service. The sludge treatment at the lagoon continues and water clarity is improving greatly as well as dissolved oxygen levels. The new stairs have been installed at the lagoon effluent. Due to rains we received on September 7th and the failure of our pump we were forced to rent pumps to manage water levels in the north lift station, we were also able to prevent the need to drain the lagoon, which would have affected all the efforts to treat the lagoon. Ron also states that the Village may need to change out the chemical pumps at the lagoon as they are having issues with dependability and consistency issues.

The new road signs, posts and hardware from Morgan County that were picked up in August, Ron would like to start installing them next week. And he states that he would like to start cleaning out the bottom of several ditches around the Village. Ron states that he would like to request replacing the swings, hardware and chains as the park. The Trustees discussed the cost of this with Ron. Trustee A Knox made a motion to approve the purchase of the swings, hardware and chains to replace those at the park and not to exceed $650.00. A second was made by Trustee Forsman. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

***Chapin Police Department Report:*** The report was given by Officer Barber. Officer Barber reports the new squad has been ordered and he thanks the Village for that. He, Shawn Barber has taken over the role of Chief of Police, replacing Chief Beard. He also reports that Officer Helmich and Officer Kindred will be attending an 8-hour training course on October 12.

***Chapin Emergency Management Report:*** The report was presented by Bryce McCormick. Bryce reports that he is continuing to work with Department heads on ensuing NIMS training.  Hope is to have 90% completion for all departments by the end of 2018. Bryce also reports on September 7, 2018, a local disaster was declared by the Village President. The was in response to heavy rains and the overflow of the NLS and ELS. 4-inch pumps were rented from Sun Belt Rentals and put in place at 1800 hours on the 7th. The NLS was pumped for 2.5 hours, and due to less than expected rains, did not have to be resumed. The local disaster declaration was terminated at noon on September 10th. Bryce states that mechanical PTO pump is not available for use. Gas powered pumps will not turn over for emergency pumping.

Bryce states that his request for the Village is for public works to join the Illinois Public Works Mutual Aid Network, which is like ILEAS for Law enforcement and MABAS for Fire Departments. In the event of a large incident or the need for water hauling, this can be a cost-effective option. He states that the Villages Public Works are not obligated to offer any assistance if they are not capable due to their own incident or disaster. The cost would be approximately $100 a year.

***Chapin Area Rescue Squad Report:*** Report was presented by Bryce McCormick. Bryce reports that Ryan Balthis has accepted a nursing school position in Arizona and has turned in all of his radio equipment late last month. Nicole Menge has moved and will remain as a support member. Josh Jennings, a former South Jacksonville Firefighter/Paramedic moved to a home behind Henry’s Service Center and has expressed interest in joining as a support member. Once his application has been submitted in, Bryce would like to submit him for drug testing and background check and add him a support member.

CARS conducted hands only CPR training at the Concord Fish Fry. They also advised countless others of the capabilities of Text to 911, and CPR refreshers. Both ambulances and equipment supplies will be inspected by Memorial EMS and the Illinois Department of Public Health on Thursday, September 13, 2018.

Bryce has a few requests he would like to present to the Board. First, with the use of IAR in addition for scheduling and response information, CARS would like to purchase a TV and mount to connect to the IAR site. This will allow responders to see where the location of the call is and additional call information when they get to the station. The TV cost would NTE $350.00 and a mount NTE $100.00. The computer and cables are already owned by CARS.

In addition to CPR, bleeding from trauma is an emerging threat and prevention goal for EMS providers. Working with MMC and St John’s Trauma outreach, CARS is hoping to become this areas foundation for Stop the Bleed (STB) training. This program would be taught in a similar fashion as our CPR, free to any individuals or organization in our response district. While this program does not require certification cards be purchased, the simulators for teaching the course, as well as training tourniquets and wound packing are expenses. Several members of CARS attended the STB course at our monthly training meeting are working to gain certification as STB instructors via the STB accreditation. The HydraSim will also be used for our certification courses and adding realism to our trainings.

With winter approaching, the purchase if an IV fluid warmer is being requested. While most ALS agencies have bag style fluid warmers, the fluid have to be used within several weeks.

Also, as discussed in the last few months, CARS was unable to secure grants over the past several years, Bryce was contacted the maker of our defibrillators (Life Pak) about trading in our LP12 on the purchase of a LUCAS CPR device, one of the items we requested in the grants. They are working on a proposal for trade in value and even a 2-year payment plan for over the $20,000.00 piece of equipment.

Included in the budget for retention was T-shirts to show our support for breast cancer awareness and survivors. The costs of these shirts are $9.00 for short and $12.00 for long sleeve. Active members would receive one of each; support would be given the option of one. Cost would be NTE $450.00

CARS was able to purchase uniform shirts (around 8 for $5.00) last year. Bryce would like to purchase any remaining active member that does not have one a shirt, sew on CARS patches to each, and for all members with over one year (and active) he would like to purchase name plates for the uniform shirts ($13.00). On Gall, these shirts range $44.99 to $58.99 depending on the size. If approved, he plans to have a sales person fit the members to ensure they are getting shirts that will fit them. For members with over 5 years, they would receive a generic EMS badge for the uniform ($20.00). For members with over 10 years of service, they would receive a custom badge for their uniform ($100.00).

Trustee M Newell made a motion to accept and approve the Water/Sewer, Police Department, Emergency Management, and CARS. A second was made by Trustee L Forsman. Roll Call: M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 5 Yeas. 1 Absent.

***Chapin Fire Department Report:*** Report was presented by Chief Pahlmann. Chief Pahlmann reported that the Department had a busy month in August. On August 11th, members assisted with the Chapin Christian Church 5K, as well as the Concord Fish Fry on the same day. On August 31st and September 7th assisted with parking at Triopia football game. On September 8th and 9th Chief Pahlmann attended the Volunteer and Combination Officer Conference in Peoria. While at the conference on the 9th, he presented “The New Volunteer Fire Chief”. Upcoming, on September 13th will be a meeting followed by training, September 27th, training, September 28th, assisting with parking at Triopia, September 29th, First Due FOOLS School in Springfield. On October 4th the ISO Inspection. October 6th cleanup day at the firehouse. Fire Prevention Week is October 7-13, 2018. Chief Pahlmann is looking into a Social Media Policy for the department, such as cannot take pictures on a call and share on Social Media. He will be working with Attorney Yow on the policy. Chief Pahlmann has a request. He states that Ryan Arnold has completed his one-year probationary period. He has attended outside trainings and brings information back to the department. He has been an active participant in all fire department functions. He would like to add Ryan Arnold as a full member to the department. Trustee M Brockhouse made a motion to accept and approve the Chapin Fire Department Report and to move Ryan Arnold to a full member. A second was made by Trustee L Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

Before moving into Old Business, Treasurer Bridgewater announced that election packets will be ready as of September 18, 2018. You may pick up a packet at the Village Hall. Each person running will need to have a minimum of 5 signatures and no more than 55. They will need to be turned into the Village Clerk on December 10th, 2018 and she will take them to the Morgan County Courthouse.

**Old Business:**

***1-Discussion & Possible Approval of the Purchase of a Television for IAR for CARS:*** After much discussion amongst the Board members it was decided to end the discussion and end the topic. The Board decided additional information needs to be researched. Tabled.

***2-Discussion & Possible Approval of the Purchase of Uniform & T-shirts for CARS:*** A motion was made by Trustee A Knox to allow and not to exceed $1300.00 for the purchase of Uniform shirts, EMS badges, Breast Cancer Awareness/Support T-shirts, which includes $100.00 to pay to have the patches sewn on the uniform shirts. A second was made by Trustee Newell. Roll Call: L Forsman, yea. Hamilton, absent. A Knox, yea. M Newell, yea. M Brockhouse, no. R Brockhouse, yea. Motion Carries, 4 Yeas. 1 Nay. 1 Absent. &

***3-Discussion & Possible Approval of Joining the Illinois Public Works Mutual Aid Network:*** Trustee A Knox made a motion to accept and approve the joining of the Illinois Public Works Mutual Aid Network. A second was made by Trustee L Forsman. Roll Call: Hamilton, absent. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, no. R Brockhouse, yea. Motion Carries, 4 Yeas. 1 Nay. 1 Absent. This becomes Ordinance # 2018-10.

**New Business:**

**1-Discuss 517 Chapin Street:** See 3rd paragraph at the beginning of meeting for discussion. Trustee L Forsman made a motion to accept and place a notice of bids being taken in the local newspaper, and bids to be opened at the November 2018 Chapin Board Meeting. A second was made by Trustee M Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

***2-Discussion & Possible Approval of the Sale of the History House Fence:*** Tabled.

***3-Discuss Vicious Dogs:*** Chief Barber states that he has served the owner with a notice. They were then subsequently ticketed by Morgan County.

***5-Discussion & Possible Approval of Revised Prevailing Wage Prevention Maintenance Contract with Vandevanter Engineering:*** Trustee L Forsman made a motion to Accept and Approve Approval of Revised Prevailing Wage Prevention Maintenance Contract with Vandevanter Engineering. A second was made by Trustee A Knox. Roll Call: M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 5 Yeas. 1 Absent.

***7-Discussion &Possible Approval of Sewer Credit Due to Filling a Swimming Pool @ 418 Cooper:*** The resident of 418 Cooper has asked the Village of Chapin to grant her a sewer credit due to filling a swimming pool. The Treasurer, Wendy states that the credit would be $28.31. Trustee L Forsman made a motion to accept and allow a sewer credit in the amount of $ 28.31 for 418 Cooper. A second was made by Trustee A Knox. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

***8-Discussion & Possible Approval of Writing Off Water/Sewer Charges for Vacant Account @ 416 Elm:*** Per Treasurer Bridgewater the valve did not shut off at the residence. 4160 gallons was used. Trustee M Brockhouse made a motion to accept and approve the Writing Off Water/Sewer Charges for Vacant Account @ 416 Elm. A second was made by Trustee L Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

***9-Discuss & Establish Trick or Treat Date(s) & Time(s):*** After discussion from the Board. L Forsman suggested to set the Trick or Treat Dates for both the 30th and 31st of October from 6:30 pm to 8:00 pm. Dates and times set, no vote needed.

***10-Discussion & Possible Approval of an Ad in the Triopia Yearbook:*** Trustee L Forsman made a motion to allow and accept placing an ad in the Triopia Yearbook at the cost of $40.00. A second was made by Trustee A Knox. Roll Call: M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 5 Yeas. 1 Absent.

***11-Discussion & Possible Approval of Fire Department Garage Door Claim Deductible:*** The Board was informed that there was an incident which involved the door coming down on one of the ambulances at which CARS was at fault. Trustee A Knox made a motion that CARS would cover the $500.00 cost of the claim deductible. A second was made by Trustee M Newell. Roll Call: L Forsman, yea. Hamilton, absent. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

***12-Approve Membership Changes for CARS Roster:*** Trustee L Forsman made a motion to accept and approve removing Ryan Balthis from the CARS roster and to accept and approve moving Nicole Menge as a support member. A second was made by Trustee A Knox. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

***13-Discussion & Possible Approval of Stop the Bleed Program:*** Bryce clarified to the Board before voting that CARS is asking for supplies to teach the Stop the Bleed Program to the public at no cost to them. Training tourniquets and pump is the supplies needed. Trustee L Forsman made a motion to accept and approve the purchase of supplies needed to teach the Stop the Bleed Program not to exceed $3700.00. A second was made by Trustee A Knox. Roll Call: M Newell, yea. M Brockhouse, no. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, no. Motion Carries, 3 Yeas. 2 Nays. 1 Absent.

***14-Discussion & Possible Approval of the Purchase of Inline Fluid Warmers for CARS:*** A motion was made by Trustee M Newell to accept and approve the purchase of Inline Fluid Warmers for CARS at a cost of $1019.99. A second was made by Trustee L Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, abstain. Hamilton, absent. Motion Carries, 4 Yeas. 1 Abstain. 1 Absent.

***15-Discussion & Possible Approval of New Members for the Fire Department:*** See Fire Department Report.

***16- Discuss Ditches & Alleys:*** Tabled

***17- Discussion & Possible Approval of the Purchase of a 4 Inch Pump***: After discussion amongst the Board members, Trustee L Forsman made a motion to accept and approve the purchase of PTS4V 4-inch-High Flow Trash Water Pump not to exceed $4000.00 to be split between sewer and general fund. A second was made by Trustee A Knox. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

***4-Discuss 2019 Fall Festival:*** Village Clerk, R Hamilton explained to the Board that she would like to see the Village host a Fall Festival in 2019 to appeal to children and families. A one-day event, which would include craft and food vendors, games for children to play such as children’s bingo, hopefully and pancake and sausage breakfast that would include pumpkin pancakes. No vote needed.

***6-Discussion & Possible Approval of Special Events Liquor License for CARS:*** Cars would like to host on October 13th a “Porktober”Fest that would include the sale of cooked pork chops and beer. The beer would be kept within a contained area. The cost of the license would be $ 35.00. Trustee A Knox made a motion to accept and approve the Special Events Liquor License for Cars Porktober Fest and the cost of the license at $35.00. A second was made by Trustee M Newell. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 5 Yeas. 1 Absent.

Trustee A Knox made a motion to adjourn meeting. A second was made by Trustee L Forsman. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent. Meeting adjourned at 9:15 pm

Respectfully Submitted,

Rosanne Hamilton Village Clerk.