Chapin Board of Trustees

June 13, 2018

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 President, Robert Luttrell. The Pledge of Allegiance to the United States of America was led by President Luttrell. Roll Call: Leslie Forsman, present. Anita Knox, present. Loren Hamilton, present. Max Brockhouse, present. Mike Newell, absent. Rex Brockhouse, present. Also, in attendance was: Cameron Jones and Mike McEvers from Benton & Associates, Allen Yow, Village Attorney, Scott Pahlmann, Chapin Fire Chief, Shawn Barber, Chapin Police Department, Ron Upchurch, Village employee, and Rosanne Hamilton, Village Clerk.

Cameron Jones from Benton and Associates spoke first. Cameron handed out the Project Schedule to each of the Trustees for the DCEO Grant and to explain the Engineering Services Agreement for the Grant Administration. The schedule will run through October 2019 before the project is complete. Trustee Forsman made a motion to Approve Engineering Services Agreement for Grant Administration. There was a second made by Trustee Knox. Roll Call: Roll call: Hamilton, yea. M Brockhouse, yea. M Newell, Absent. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 5 Yeas. 1 Absent.

 Mike McEvers from Benton and Associates spoke next in regards the Discussion and Possible Approval of Municipal Estimate of Maintenance Costs for MFT. Mike explained to the Trustees the break down of the costs of the maintenance using the Motor Fuel Tax funds for sign and posts as well as seal coat and stone for village roads. The estimated cost is $24,270.00. Trustee Forsman made a motion to Approve the Maintenance costs using the MFT and to allow up to $25,000.00. A second was made by Trustee Hamilton. Roll call: M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, Absent. Motion carries, 5 Yeas. 1 Absent.

 **Minutes from the previous meeting, May 9, 2018 were reviewed**. Trustee Knox made a motion to accept and approve the minutes from the May 9, 2018. A second was made by trustee Forsman. Roll Call: M Brockhouse, yea. M Newell, Absent. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas, 1 absent.

**Bills and Transfers:** Trustee Know made a motion to accept and approve the Bills and Transfers. A second was made by Trustee Forsman. Roll call: Hamilton, yea. M Brockhouse, yea. M Newell, Absent, R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 5 Yeas. 1 Absent.

**Financial Reports:** In the Utility Bill Aging Report, is it noted that Account #025-917 has been shut off. This is a rental property and Attorney Yow will do an ownership search for a name and address to send a certified letter to. Account #183-416-004, has also been shut off. A certified letter has been sent. A lien will be filed next week if unless a payment has been received. Trustee Forsman made a motion to accept the Financial Reports and to approve the ownership search to be performed by Attorney Yow. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. M Newell, Absent. M Brockhouse, yea. A Knox, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

***Committee and Department Reports:***

**Chapin Water & Sewer Department**: The report was presented by Ronnie Upchurch. Ronnie states the power generator at the Water Plant has given them some trouble lately. Crosspoint Sales and Services came out to diagnose the problem. A fuel pressure default code was found to be the problem. While they were on site Ronnie asked them about setting up a preventative maintenance schedule with them and at this time he is till waiting to hear back. Ronnie stated that the generators at both Lift Stations would also be included in the maintenance agreement. A water line cracked on Membrane filter B at the Water Plant. Joe Stephenson came out and made the necessary repairs.

Ronnie states that the road repairs and maintenance will continue in preparation for road resurfacing. The speed bump was installed at the Park and the ramp was finished at the Legion, and new storm drain covers were installed and filled on Cooper Street.

Ronnie would like to request that an icemaker be purchased for the Water Treatment Plant as samples need to be put on ice. Ronnie states that he can purchase an icemaker for $250.00 or under. Trustee R Brockhouse made a motion to accept, approve the Chapin Water & Sewer Department Report, and to approve the purchase of an icemaker to the Water Treatment Plant not to exceed $250.00. A second was made by Trustee L Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, Absent. M Brockhouse, Absent. Hamilton, yea. Motion Carries, 4 Yeas. 2 Absent.

 **Chapin Police Department Report:** The report was presented by Officer Barber. Officer Barber has begun the process of taking over Police Chief Duties from Chief Beard. Hours have picked up as well as calls for service. The Department has conducted several home security and business checks during shifts. Officer Barber will be at Annual Training for the National Guard June 18-29, 2018.

**Chapin Fire Department Report:**  The report was presented by Fire Department Chief Pahlmann. Chief Pahlmann states that Cors Electric has replaced the lighting in the Fire House and it is much better now. He states that Pump testing will be held July 12, in Bluffs, IL. The Chapin Fire Department has been asked by the Concord Fish Fry Committee to bring the Smoke house and maybe another activity for the Concord Fish Fry on August 11, 2018. He also reported that between the evening of May 12, 2018 and the morning of May 13, 2018 the radio antenna collapsed and a paper claim for IMLRMA has been completed.

**Chapin Area Rescue Squad Report:** The report was presented by President Luttrell. He reports that the CARS FY19 budget has been submitted. CARS members will be representing this weekend at the Bragging Rights BBQ fundraiser in Jacksonville and asks that the Board allow a $100.00 reimbursement to Wendy Bridgewater for a portion of the costs associated with the event. CARS will be participating in the Concord Fish Fry by providing standby EMS service and instructing Hands-Only CPR throughout the day. Four of the members attended the Tactical Casualty Care Course hosted by MMC. Both ambulances have had oil changes, PM and IDOT safety inspections. Bryce would like to request that the Board purchase a $100.00 brick from the Triopia Boosters for the new entry gate to the football field. With Chapin Area Rescue Squad Est. 2007 on it.

**Chapin Emergency Management Report:** The report was presented by President Luttrell. He states no declared emergencies this month, Mechanical PTO pump is still not available for use. Updated NIMS training sheets will be sent to department heads this month to identify training needs of members.

Trustee R Brockhouse made a motion to accept and approve the minutes for the Committee Departments, and to approve the reimbursement to Wendy Bridgewater, as well as the purchase of a brick from the Triopia Boosters, @ $200.00 for the 8 x 8 size and include, Police Department, Rescue Squad, Fire Department and the Village of Chapin. A second was made by Trustee Knox. 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.

 Old Business: Nothing

New Business:

1. Discuss Over-Time Pay. There was discuss among the Trustees regarding Over-time pay and at the end of the discussion it was decided to table their decision until the July 2018 Meeting.
2. Accept Wastewater Operator’s Resignation: Allen Nelson, sent his resignation to take effect as of June 30th, 2018. He states in his letter, that Village of Chapin employee, Bryce McCormick, has passed his Class 4 Wastewater examination and will be assuming the duty of a Class 4 Wastewater Operator for the Village, effective July 1, 2018. He also will advise the Illinois Environmental Protection Agency of the change. Trustee R Brockhouse made a motion to accept the resignation of Allen Nelson. A second was made by Trustee Forsman. Note: Trustee Max Brockhouse left the meeting at 8:00 p.m. 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.
3. Approve New Wastewater Operator: Trustee R Brockhouse made a motion to accept Bryce McCormick, as a Class 4 Wastewater for the Village of Chapin effective July 1, 2018. A second was made by Trustee Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, Absent. M Brockhouse, Absent. Hamilton, yea. Motion Carries, 4 Yeas. 2 Absent.
4. Discussion & Possible Approval of Bid to Demolish History House: The Village received two bids for the destruction and clean up for the History House. First bid was from C&R Mowing at $10,000.00 to tear down and haul away debris from the History House. The second bid was received from Shireman Farms Excavating LLC for $6,050.00 for demo, hauling waste and excavation. The trustees discussed the options. Trustee Forsman made a motion to accept and approve the bid received from Shireman Farms for $6,050.00. A second was made by Trustee Knox. Roll call: Newell, Absent, M Brockhouse, Absent, Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion carries, 4 Yeas. 2 Absent.
5. Approve an Ordinance Ascertaining the Prevailing Wage Rate: A motion was made by Trustee Hamilton to Approve an Ordinance Ascertaining the Prevailing Wage Rate. A second was made by Trustee R Brockhouse. 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. This is Ordinance #2018-7.

1. Approve Engineering ­­­Service Agreement for Grant Administration: Approved see page 1.
2. Discussion & Possible Approval of Municipal Estimate of Maintenance Costs for MFT: Approved see page 1.
3. Discussion & Possible Approval of Resolution of Improvement Under the Illinois Highway Code: A motion was made by Trustee Forsman to Approve Resolution of Improvement Under the Illinois Highway Code. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. M Newell, Absent. M Brockhouse, Absent. L Forsman, yea. A Knox, yea. Hamilton, yea. Motion carries, 4 Yeas. 2 Absent.
4. Discussion & Possible Approval of Drop Box for Village Hall: Tabled.
5. Discussion & Possible Action Regarding 411 Ash Street. Approved, see Financial Reports.
6. Discuss Municipal Utility Tax: Tabled.

Trustee Knox made a motion to adjourn, this was seconded by Trustee Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, Absent. M Brockhouse, Absent. Hamilton, yea. Motion Carries, 4 Yeas. 2 Absent. Meeting adjourned at 8:23 pm.

Respectfully submitted,

Rosanne Hamilton, Village Clerk