**CHAPIN BOARD OF TRUSTEES MEETING**

**APRIL 12, 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 the Village President, Max Brockhouse. The Pledge of Allegiance to the Flag of the United States of America was led by President Brockhouse. Roll Call was answered by Trustees Rex Brockhouse present, Leslie Forsman present, Loren Hamilton present, Robert Luttrell present, Mike Newell present, Brian Surratt present. Also attending were Treasurer Wendy Bridgewater, Attorney Allen Yow, Village Clerk Mary Rae Brockhouse, Police Chief Jacob Beard, Cameron Jones from Benton and Associates, residents Hershel Surratt, Anita and Larry Knox, and Fire Chief Scott Pahlmann.

President Brockhouse welcomed all in attendance and offered the floor to Hershel Surratt. Mr. Surratt was concerned that the Village may have a sewer stoppage that could be effecting his sewer drainage at 615 Railroad. He recently had to have a plumber open the line from his home to the Village line. It was filled with roots and he is concerned that the Village line is also becoming root bound. After a discussion, the Board told him his concern would be discussed later in the meeting.

**MINUTES**

The minutes of the March 8, 2017 meeting were read. Trustee Brockhouse moved to approve the minutes, seconded by Trustee Hamilton. Roll Call: Brockhouse yea, Forsman yea, Hamilton Yea, Luttrell abstain, Newell yea, Surratt yea. Motion carried with 5 Yeas, 1 abstaining.

**BILLS AND TRANSFERS**

There was one additional bill from Lomelino Sign for 10 stickers to be used on non-highway transportation for $60.00. This will be paid from the Police Fund. Treasurer Bridgewater stated that the Rescue Squad paid $2500.00 to the Fire Department for Bay rent. The Rural Fire Department will be paying Bay rent this month. Lights in the warm shop were replaced and that the repair bill for the ambulance was paid. Trustee Forsman moved to accept the report and to pay the additional bill to Lomelino Signs for $60.00, seconded by Trustee Luttrell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

**UTILITY BILL AGING**

Rental Property 183-416-002 has had a lien filled. Property 260-619-002 lien has been released as the bill has been paid in full. There is still a $118.25 fee owed on account 290-420-001. Trustee Newell moved to accept the report and the actions taken, seconded by Trustee Hamilton. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

2

Treasurer Bridgewater reported that at last month’s meeting she was directed to invest a CD for 18 months at .35% and when it was due she found she could renew it for 17 months at 1.01%. Trustee Hamilton moved to confirm the action taken by the Treasurer, seconded by Trustee Luttrell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

President Brockhouse then recognized Cameron Jones, from Benton and Associates. Mr. Jones told the Board that the recent lagoon project was completed, and it was time to make the final payments and close the grant. The disinfection and chemicals have been started at the lagoon and are working. One valve was also purchased with grant money. The final payment is $9,729.16 using grant funds, and $1,509.34 of local funds. The project was $389.01 under budget. Trustee Brockhouse moved to make the final payments and close the grant, seconded by Trustee Luttrell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

**COMMITTEE AND DEPARTMENT REPORTS**

Culture and Recreation No action taken.

Health and Welfare Cost of burial plots at the Chapin Cemetery. It was noted that the cost is below other area Cemeteries. No action taken. Will add to the May agenda after the new Board is seated.

Water and Sewer Department Superintendent McIntire reported that he had completed the daily and monthly tests and inspections. He requested a peristaltic chlorine pump for use at the water tower due to fluctuation issues, a portable generator to be hauled to power an electric water pump and hand tools in the field. Trustee Brockhouse moved to purchase the generator for smaller uses and replace the Chlorine pump with a peristaltic pump, seconded by Trustee Newell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

Police Department Report Police Chief Jacob Beard presented his monthly report. The Officers provided 66.5 hours of coverage for the month. He reported that discussions were had with the red truck driver whose reckless driving had concerned many residents, the parents of a child who was unsafe received a final warning and that 41 of 64 actions documented by the officers took place with in the Village, not on the highway. He also presented a report of daily police coverage for the Village.

Cameron Jones left the meeting at 7:20 PM.

Treasurer Bridgewater reported that a resident felt the street lights on her street were not adequate. The Public Safety Committee was asked to look into the issue and report at the next meeting.

Rescue Squad Chief Bryce McCormick sent his written report. CARS just celebrated their 10th Anniversary. He reports that the EMT course is in progress and doing well. Ambulance 3-H-11 is back in service and both ambulances will have safety inspections in April. We will be switching to MMC EMS system. He is submitting a proposal to MMC to allow CARS to upgrade to ALS when a paramedic or PHRN is available.

3

Fire Department Chief Scott Pahlmann reported trainings on March 9, 13, 18, and 23. March 9 the department was called to a grass fire on 67/104 ½ mile east of Chapin Cemetery. He is checking into the purchase of training books for members. May 6 &7 is the Peoria Fire School.

Trustee Luttrell moved to accept all the department and committee reports, seconded by Trustee Forsman. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

**OLD BUSINESS**

1. Discuss Disinfection Exemption at the Sewer treatment plant. Grant closed. Remove from agenda.
2. Discuss replacing valves at the lagoon. After discussion, Trustee Forsman moved to order and replace 5 valves at the lagoon area, seconded by Trustee Brockhouse. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.
3. Discussion & approval of purchase of a dehumidifier at the water tower. After discussion, Trustee Forsman moved to waive competitive biding if there is a 2/3 majority of the board, due to the urgency of the need to preserve the equipment at the water tower as other measures are not working. Purchase the dehumidifier at a cost of $55,019.00, using the water depreciation fund, seconded by Trustee Surratt. Roll Call: Brockhouse nay, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 5 yeas, 1 nay.
4. Discuss invoice regarding leak at 516 French Street. No action taken, remove from agenda. Bryce McCormick entered the meeting at 8:22 pm.
5. Discuss cemetery fees. No action taken. Continue on May agenda.
6. Discuss Fall Festival. No action taken. Discuss again in May.

**NEW BUSINESS**

1. Approve final payment to Prairie State Plumbing for Sewer Treatment Plant improvements. Payment already authorized earlier in the meeting.
2. Open sealed bids for sale of 517 Chapin Street and 718 Superior Street. No bids received. Remove from agenda.
3. Discuss temporary placement of Village Café advertising sign. The sign is lighted and will remain in place for 30 days only on Village property near the new Welcome to Chapin Sign. Trustee Brockhouse moved to allow placement of the Village Café lighted sign near the Welcome to Chapin sign for 30 days, seconded by Trustee Luttrell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.
4. Discussion and possible approval of new billing company for Rescue Squad. No action taken.
5. Discuss adding special penalty software for utility billing, to remedy the appearance of hidden fees. Trustee Forsman moved to purchase the Special Penalty software for billing, seconded by Trustee Newell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

3

1. Discussion and approval of upgrading QuickBooks and Utility Billing Software. Treasurer Bridgewater told the Board this is a necessary update that must be done every 3 years. The Billing software cost is $295.00,1/2 paid with the Water account, ½ paid by the Sewer account The total cost will be $784.95 and will be paid from the general account. Trustee Brockhouse moved to purchase the upgrade for a total cost of $784.95, seconded by Trustee Luttrell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.
2. Discuss increasing water and sewer rates. Discussion centered on aging of the system and repair costs increasing. It was felt the annual increase was needed. Trustee Luttrell moved to increase water and sewer rates by 3% each, seconded by Trustee Hamilton. Water Rates for 0-2000 gallons now $44.24, 2,001 – 3000 gallons and additional charge of 4.85. Over 3,000 gallons additional charge of 4.43 per 1,000 gallons. Sewer Rate now 0-1000 gallons, $10.00, 2001 to 3,000 gallons additional charge of 6.18, over 3,000 gallons per 1,000 gallons $6.18. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.
3. Discuss and approve Ordinance approving waste collection agreement with Area Disposal. Trustee Brockhouse moved to approve Ordinance 2017-4 seconded by Trustee Forsman. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.
4. The Village will follow up on the sewer issue on Railroad Street and Superintendent McIntire will be asked to have a plumber use a camera to identify possible problems with the sewer from the corner of Poplar Street down Railroad Street.

At 9:02, Trustee Forsman, seconded by Trustee Luttrell moved to go into EXECUTIVE SESSION to discuss evaluations and raises. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

At 9:51, the Board returned to OPEN SESSION. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. President Brockhouse, Attorney Yow and Clerk Mary Rae Brockhouse present.

Trustee Forsman moved to increase compensation for the following employees, effective May 1, 2017, Treasurer Bridgewater will receive $15.65 per hour, Jeff McIntire $13.35 per hour, Bryce McCormick 11.50 per hour, Greg Hoots, no change, and to offer Orville Wheatly a part-time position mowing for $10.00 per hour. This was seconded by Trustee Luttrell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

Trustee Forsman moved to pay Fire Chief Scott Pahlmann $600.00 for his service this past year, May 2016-April 2017, seconded by Trustee Hamilton. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

4

Trustee Forsman moved to approve the Board compensation for 4/1/2016-4/30/2017 as presented, seconded by Trustee Newell. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

At 10:00 PM, Trustee Forsman moved to adjourn, seconded by Trustee Hamilton. Roll Call: Brockhouse yea, Forsman yea, Hamilton yea, Luttrell yea, Newell yea, Surratt yea. Motion passed with 6 yeas.

Respectfully Submitted

Mary Rae Brockhouse

Village Clerk of Chapin