Chapin Board of Trustees Meeting

February 13, 2019

The Board of Trustees of the Village of Chapin met at 7:00 pm at the Village Hall. The meeting was called to order by Village President, Robert Luttrell. The Pledge of Allegiance of the United States of America was led by President Luttrell. Roll Call: R Brockhouse, present. M Newell, present. M Brockhouse, present. L Hamilton, present. A Knox, present. L Forsman, present. Also, present Kristy Bunch and her father, Cameron Jones from Benton & Associates, Steve Edwards, Fire Chief Pahlmann, Police Chief Barber, Village Attorney Allen Yow, Village Treasurer Wendy Bridgewater, and Village Clerk Rosanne Hamilton.

President Luttrell asked for Kristy Bunch to speak first. She is here to see what she needs to do to have a medium sized shed disposed of on her property due to her insurance company requirements. She is wondering if she can burn it or if the fire department can hold a training session and burn it for her. She was advised by President Luttrell that she would have to apply for a variance and that must be published in the paper 15 days prior to her burning it. She states that she is at the end of her time allowance from her insurance company due to the winter weather.

Next President Luttrell asked Cameron Jones from Benton & Associates to speak. Cameron is speaking regarding new business item #5 which is Discussion & Possible Approval of Benton’s Invoice for the Completion of Design & Plans. Cameron explained the next process and that everything is moving on schedule. Trustee R Brockhouse made a motion to allow up to $20,500.00 for the Design, Sludge Permit Application, Plans Preparation and Specifications Preparation. A second was made by Trustee A Knox. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

Minutes from the Previous Monthly Meeting January 9, 2019, along with the Special Meeting held January 5, 2019 were available for the Trustees to review. Trustee R Brockhouse made a motion to accept and approve the Special meeting minutes and the regular Board Meeting minutes from January 9, 2019. 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, 6 Yeas.

**Bills and Transfers:** The Trustees reviewed the Bills & Transfers. A motion was made by Trustee A Knox made a motion to accept and approve the Bills & Transfers. A second was made by Trustee M Brockhouse. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yea

**Financial Reports:** The Trustees reviewed the current Financial reports. President Luttrell advised that on the Utility Billing Report, account 006-611-001 has been shut off at this time and an ownership search will be done. Trustee Newell made a motion to accept and approve the Financial reports and the ownership search for account 006-611-001. A second was made by Trustee M Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

  **Committee and Department Reports:**

**Chapin Water/Sewer Department Report:** Report was presented by Village President Luttrell. He reports that the dump truck would not run during our major snow emergency and included with the report is quotes for a plow for the white truck. Next month on the report will be quotes for the purchase of new pumps for the lagoon, which will reduce the Villages O&M costs, as well as allow for more consistent dechlorinating. At the Water Filtration Plan, Nelson’s has taken over the delivery of chemicals for the WTP and WWTP in the coming weeks. Clean in Place of MF Skids is ongoing this week. The north lift station has a relay out that will not allow for the automatic switching between pumps. As such, they have been switching the pumps manually each day, but would like to get this fixed if funds allow. Next month will be proving a quote form ADS for more Sludge Reducing Bacteria for the 2019 summer season. They will pretreat and heavily treat the sand filters during the 4-6 weeks the main lagoon is on bypass, and then like to add the SRB as a maintenance of the system from now on. Plow truck was sent to the shop for a second time and it was fuel issues. We are needing to replace the light at the flag pole in the park. Trustee R Brockhouse made a motion to accept and approve the Chapin Water/Sewer Department Report. A second was made by Trustee L Forsman. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.

 **Chapin Police Department Report:** The report was presented by Chief Barber. Chief Barber is bringing on two additional patrolmen, Josh Burton and Jordan Post. Post is fully qualified and works for Morgan County as a Deputy. Burton is also fully qualified and works for Scott County as a Deputy. He would like to request not to exceed $1000.00 per officer for new equipment. He would also like to request no probation periods for either officer, Post or Burton. He also advised that the Rescue Squad Badge order is complete. At this time, the Village Clerk swore in Officer Jordan Post. Officer Burton will be sworn in at the March meeting. Trustee Newell made a motion to accept the Chapin Police Department Report and to approve the purchase of new equipment for the two new officers not to exceed $1000.00 per officer and each officer to be hired at $15.00 hour. A second was made by Trustee M Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

**Chapin Fire Department Report:** Report was given by Chief Pahlmann.  Chief Pahlmann reports that at their January 10, 2019 meeting all the trucks were checked, ran and all small engines were checked and ran. On January 24, 2019, three of the members attended the funeral of South Jacksonville Fire Lieutenant Bill Cummings. That night, the fire department their meeting, annual pizza and planning meeting. After good discussion the documentary Burn of the Detroit Fire Department was watched. February 4, 2019 Chief Pahlmann attended the 100th Day of School at Triopia Grade School. Classes participated in “Penny Wars” with funds donated to the Arenzville Fire & Rescue, Chapin Area Rescue and Chapin Volunteer Fire Department. Total raised was $1050 and each agency received $350.00. Principal Hobrock has asked if the agencies could come back in the spring for the students to tour the vehicles and use some of the equipment. February 13, 2019, Chief Pahlmann attended a meeting in Carrollton conducted by West Central Dispatch and Priority Dispatch. WCD will be going to Emergency Fire Dispatch and Emergency Police Dispatch to dispatch fire and police. This will be like how medical calls are currently dispatched. Fire departments will need to give some input in the beginning to help with the coding of calls. They hope to start this first part of April 2019. Trustee Hamilton made a motion to accept and approve the Chapin Fire Department Report. A second was made by Trustee Newell. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Chapin Area Rescue Squad Report:** Report was presented by President Luttrell: Congratulations goes out to Wendy Bridgewater and April Waters on completing 10 years of service with CARS. CJ Glick of the student EMR’s is taking an EMT class in Pleasant Plains. The PAH Foundation is going to pay for the course, which is $750.00 to the Pleasant Plains Fire Protection District, via a donation to CARS for the cost of the course. Last week CARS received a $350.00 for their 100th day of school. The PAH Foundation purchased the new CPR manikins for CARS, paying full price, so no match will be needed by the squad. CARS is still awaiting the vinyl repairs for 3H99. Over the years, CARS has acquired numerous pieces of equipment that we longer use or need. Some of the equipment is non-serviceable or has no value but would like to donate the entire surplus to the Ashland Volunteer Fire Department as they are just starting EMS as a non-transport agency in Ashland. Requests: CARS is requesting two decontamination kits (one for each ambulance). The total cost per kit is $245.00 plus shipping or just under $510.00 for both. Federal Grant Update: No action has been taken at this time. Trustee Knox made a motion to accept and approve the Chapin Area Rescue Squad Department Report. A second was made by Trustee Forsman. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

 **Crisis and Emergency Management Report:** Report was given by President Luttrell. NIMS courses continue to come in as completed. As we did not meet our 2018 goal, there is hope that we can have 75% compliance as a Village by the end of the 2nd quarter 2019. No incidents have been reported. No training needs at the time. Bryce is looking into resource requirements for IPWMAN. Trustee Knox made a motion to accept and approve the Crisis and Emergency Management Report. A second was made by Trustee Newell. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

**Old Business:**

1. Discussion & Possible Approval of the Purchase of Decontamination Kits for Victims and Responders for Each Ambulance: Trustee Forsman made a motion to approve the purchase of two decontamination kits, one for each ambulance not to exceed $510.00 with shipping and handling. A second was made by Trustee Hamilton. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yea.
2. Discussion & Possible Approval of Tree & Stump Removal at Ash & North Street: Trustee Forsman made a motion to approve the tree and stump removal at Ash & North Street. A second was made by Trustee Newell. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

**New Business:**

1. Discussion & Possible Action Regarding Chapin American Legion Building: Trustee M Brockhouse made a motion that Village Attorney Yow draft an ordinance and any other necessary documents for the acquisition of the Chapin American Legion Building. Attorney Yow advised that there needs to be a Public Hearing. Trustee M Brockhouse added to his motion that a public hearing be held at 6:30 pm on March 13, at the Legion Building with the regular monthly Board Meeting to follow. Trustee Newell made a second. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.
2. Discussion & Possible Action Regarding 411 Ash Street: Attorney Yow will work on paper work regarding 411 Ash. Further action to be taken at March Monthly Meeting.
3. Discussion & Approve Writing Off Water/Sewer Balance for 411 Ash Street: Treasurer Bridgewater advised the balance for the Water/Sewer Balance at 411 Ash is $51.92. Trustee Knox made a motion to Approve writing off the Water/Sewer Balance of $51.92 for 411 Ash Street. A second was made by Trustee Forsman. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
4. Discussion & Possible Approval of Water Tester Calibration Contract: Trustee Newell made a motion to Approve the Water Tester Calibration Contract at the cost of $755.00. A second was made by Trustee Knox. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yea
5. Discussion & Possible Approval of Benton’s Invoice for Completion of Design & Plans: See above, beginning of meeting.
6. Approval of Tuition for CJ Glick to Attend EMT Class (PAH Foundation Reimbursement): Trustee Hamilton made a motion to approve CJ Glick attend EMT Class through PAH Foundation Reimbursement. A second was made by Trustee Knox. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
7. Discussion & Possible Approval of Updating the Respiratory Protection Program to Allow for Medical Evaluations Every 13 Months: Trustee Knox made a motion to Approve Updating the Respiratory Protection Program to Allow for Medical Evaluations Every 13 Months. A second was made by Trustee Hamilton. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
8. Discussion & Possible Approval of the Purchase of a Tool Box & Tools for both the Village Trucks for Equipment Outlined in the IPWMAN: No
9. Discussion & Possible Approval of Hiring 2 New Police Officers & Purchasing Equipment & Uniforms: Discussed and approved above in Police Department Report.
10. Swear in New Police Officer: Discussed and approved above in Police Department Report.
11. Discussion & Possible Approval of Cemetery Notification in the Source: Trustee Knox made a motion to Approve the Cemetery Notification in the Source Newspaper. A second was made by Trustee M Brockhouse. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yea
12. Discussion & Possible Approval of an Ordinance Authorizing the Disposal of Personal Property: Trustee R Brockhouse made a motion for the Approval of an Ordinance Authorizing the Disposal of Personal Property. A second was made by Trustee Forsman. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas. This is Ordinance #2019-1
13. Discussion & Possible Approval of Triopia Prom Donation: Treasurer Bridgewater states that this is taken from the general fund. Trustee R Brockhouse made a motion to give $200.00 for Triopia School Prom. A second was made by Trustee Forsman.
14. Discussion of Shed of K Bunch: After discussion amongst the Board Members, Chief Pahlmann stated that the Fire Department can burn the shed as a training event providing the wind and weather are cooperative. He will contact Ms. Bunch. No vote was taken.

Trustee Knox made a motion to adjourn. This was seconded by Trustee R Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

Meeting adjourned at 8:44 pm

Respectfully Submitted,

Rosanne Hamilton