September 11, 2019

Village of Chapin Board Meeting

The Trustees of the Village of Chapin met at 7:00pm. The meeting was called to order by President Robert Luttrell, who also led the Pledge of Allegiance. Roll call: Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. Also present were Treasurer Wendy Bridgewater, Police Chief Shawn Barber, Fire Chief Scott Pahlmann, Village employee Ronnie Upchurch, Cameron Jones representing Benton and Associates, and Mary Rae Brockhouse. Rescue Squad Chief Bryce McCormick entered a short time later.

Village Attorney Allen Yow and Village Clerk Rosanne Hamilton were both absent.

In the absence of Rosanne Hamilton, Trustee L. Hamilton moved, Trustee A. Knox seconded to appoint Trustee Leslie Forsman to act as recording secretary for the evening. Roll call: Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 5 yeas.

The minutes from the August 14, 2019 meeting were reviewed as presented. The minutes from the August 14m 2019 special meeting were also reviewed. Trustee Forsman noted that the special meeting minutes needed to be amended to reflect the purpose and action of that meeting. The special meeting was held to present an opportunity for the community to comment on the possibility of a controlled burn of the property at 411 Ash. No one from the community voiced any objections or concerns. There was no action regarding extending the time that the current owners have to demolish the structure and clear the property. A possible extension for clearing the property will be discussed once state permits have been issued to the Village for a controlled burn. With those corrections to the special meeting minutes, Trustee A. Knox moved, Trustee R. Brockhouse seconded to approve both sets of minutes as amended. Roll call: Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 5 yeas.

The Bills and Transfers were then reviewed. Treasurer W. Bridgewater noted that the charge for the annual Village audit has been paid. Trustee L. Hamilton moved, Trustee K. Scott seconded to approved the Bills and Transfers. Roll call: Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 5 yeas.

The Financial Reports were reviewed next. Treasurer W. Bridgewater noted that account 198-710 has been paid in full and the lien has been released. She also noted that account 040-713-001 will have a lien filed this week. Trustee A. Knox moved, Trustee R. Brockhouse seconded, to approve the Financial Reports as presented. Roll call: Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 5 yeas.

President Luttrell then moved to New Business.

1. Seating our new Trustee, May Rae Brockhouse. She will complete the unexpired term of her recently deceased husband Max Brockhouse. Mary Rae recited the oaths of office and officially joined the Village Board.
2. WWTP Improvements Project Update: Cameron Jones (Benton and Associates) explained that the sludge removal sub-contractor has completed their requirements. Cameron also noted that eventually the sand filters in the north pond should be approximately 2/3 sand, 1/3 sludge. He also noted that there is some damage to the south pond and that they will work on getting that repaired. Also, there are broken valves approximately three feet below the sand that are stuck in the open position. These will also need to be repaired/replaced. We will need to purchase sand to refill the lagoon once it is back online. The project grant still has approximately $16,000 left which should cover those expenses. We have an additional $8,000 from Ameren Illinois to help with these costs as needed. Cameron presented a bill from Prairie State Plumbing in the amount of $127,700.18 for payment. This represents 90% of the ADS aeration equipment costs and the cost for the remainder of the sludge removal. Trustee L. Forsman moved, Trustee K. Scott seconded to make the payment. Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.

14. Cameron also mentioned the possibility of purchasing new sludge removal bacteria for the WWTP: Depending on the weather, this might be done in the fall or it might wait until spring, as the bacteria need a water temperature of 50 degrees to colonize, before going dormant for the winter. Trustee R. Brockhouse moved, Trustee K. Scott seconded to approve the purchase of sludge removal bacteria, not to exceed $500.00 and to be determined whether to purchase in the fall or in the spring. Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.

President Luttrell then returned to the Village Committee and Department Reports.

1. Water/Sewer: Ronnie Upchurch reported on a smooth month. He did note that the ph meter at the water tower is not working correctly and will need to be replaced. He had hoped to have estimates to share, but they have not been received yet. He also noted a need for exhaust pipes for the tractor. He estimated a cost of $55.00 for the exhaust pipes. Cameron Jones performed a quick search and provided an estimate of $1500.00 for the ph meter.
2. Village Police Chief: Shawn Barber reported that the new camera has been received and installed and works very well. He stated that he and the rest of the officers are very appreciative of the Village Board for supporting them with this purchase. Chief Barber is expecting a letter of resignation from one of our officers. He also has a former officer (with another area) that would like to join the Chapin Police Department. Chief Barber requested the purchase of police equipment for Ron Boris in an amount not to exceed $1,000.00 once Ron has his paperwork submitted and approved.
3. Village Fire Chief: Scott Pahlmann updated the Board on the activities within the department including trainings, emergency response calls, and parking/release of cars at Triopia’s home football games. Chief Pahlmann requested $450.00 (which the rural firefighters will match) to spent on an appreciation dinner and recognition ceremony to be held in October.
4. Chapin Area Rescue Squad: Chief Bryce McCormick reported that the squad had responded to 56 calls year to date and logged 1,625.25 hours of personnel standby hours in August. Bryce also mentioned that IDPH and MEMS have posted required trainings for all rescue squad members with the MEMS service areas. He would like to offer Chapin Area Rescue Squad Breast Cancer Awareness t-shirts to squad members who complete the training. The cost for these shirts is not to exceed $500.00. Bryce reported that the squad needs to purchase new SMRT batteries and a new charger for the power cot in 3H11. That cost is expected to be $1,023.94. By years’ end, we will also need to replace the current 3G modems in each ambulance as that technology will no longer work to transmit data from our cardiac monitors to the hospital. Bryce will be pricing new modems and will also wait to see f MEMS has specific requirements for the new modems.
5. Chapin Emergency Management: Bryce McCormick reported that no emergencies had been declared in our area in the last month and that the Respiratory Protection Program and NIMS Compliances were both current, with no new additions this month.

With no additional committee reports, Trustees R. Brockhouse moved, Trustee K. Scott seconded to approve the committee reports as presented and to approve the following expenses as described within the reports: purchase of a ph meter, not to exceed $1,500.00 and exhaust pipes, not to exceed $55.00. Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.

President Luttrell then resumed the New Business section of the meeting.

1. History House Fence: Steve Joy has asked about possible future use of the History House fencing around a different history house. He expressed a belief that he (or his family) had donated the fence for use at the history house and since the house has been razed, Steve would like to have the fence back. Treasurer W. Bridgewater noted that Glen Gerde had also expressed an interest in the fence. There was some discussion about ownership and possible uses of the fence. Trustee A. Knox moved, Trustee M. Brockhouse seconded to allow Steve Joy to collect the fence (which is currently in storage at the Village). Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.
2. Accept Resignation of Part-Time Police Officer: The resignation has not been received, no action taken.
3. Discussion and Possible Approval of Hiring a Part-Time Police Officer and Purchasing Equipment: Chief Barber requested that the Board hire Ron Boris as a part-time police officer for the Village of Chapin. Mr. Boris has previously served as a police officer and should be qualified for hire and duty quickly. Trustee L. Hamilton moved, Trustee K. Scott seconded to approve hiring Ron Boris as a part–time police officer with a starting wage of $14.50/hour for the first 6 months and will be under supervision during that time, and also the purchase of equipment and gear, not to exceed $1,000.00. Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.
4. Discussion and Possible Approval of a Fire Department Appreciation/Recognition Dinner: Chief Pahlmann requested that the Village approve $450.00 toward the dinner, with the rural fire to match that amount. Trustee A. Knox moved, Trustee L. Hamilton seconded to approve the payment toward the dinner. Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.
5. Discussion and Possible approval of an Ordinance Authorizing Credits for Sewer Charges Related to Filling Swimming Pools: After some discussion about the dates as listed in the documents and how they related to the water/sewer billing timing, this was postponed until the October meeting.
6. Discussion and Possible Approval of CARS Second Annual Porktoberfest: Chief McCormick noted that he would not be available during the fall clean-up weekend to help with this. President Luttrell said that he would cook the pork chops and have them ready to serve. The Legion was booked for the meal on October 12, 2019. No liquor license will be required for the event this year.
7. Discussion and Possible Approval of a Special Events Liquor License for CARS: This would have been for the Porktoberfest, but it will not be needed now. No action taken, item removed from discussion.
8. Discussion and Possible Approval of Incentive for CARS members to Complete Trainings: It was noted that since these are mandated trainings that it should not be necessary to provide incentives for completing them. No action was taken, the item was removed from discussion.
9. Discussion and Possible Approval of T-shirts for CARS members: Trustee A. Knox moved, Trustee L. Hamilton seconded to approve the purchase of t-shirts for active CARS members, in an amount not to exceed $500.00. Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.
10. Discussion and Possible Approval of the Purchase of SMRT Batteries and Charger for 3H11’s Stretcher: Chief McCormick noted that he had submitted a grant for a power load system and he should know by the October meeting if those funds were approved in the FY 18 grant. Trustee K. Scott moved, Trustee M. Brockhouse seconded to approve the purchase of the SMRT batteries and charger for 3H11’ stretcher in the amount of $1,023.94. Roll call: Mary Rae Brockhouse, yea. Rex Brockhouse, yea. Kevin Scott, yea. Loren Hamilton, yea. Anita Knox, yea. Leslie Forsman, yea. The motion carried with 6 yeas.
11. See above
12. Discuss and Establish Trick or Treat Date(s) and Time(s): After some discussion, it was decided to have two nights of Trick or Treating in the Village. Trick or Treating will be held on Wednesday, October 30 and Thursday, October 31 from 6:30pm until 8:00pm both nights.

With no additional business before the Board, Trustee K. Scott moved, Trustee A. Knox seconded to adjourn the meeting at 8:35pm.

Respectfully submitted,

Leslie Forsman

Acting Secretary