Chapin Board Meeting

April 10, 2019

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 Village President Robert Luttrell. The Pledge of Allegiance of the United States of America was led by President Luttrell. Roll Call: Brockhouse, present. M Newell, present. M Brockhouse, present. L Hamilton, present. A Knox, present. L Forsman, present.

Also, in attendance: Bob Wilson, Bob Miller, Paul Miller and Joe Buchanan representing the Chapin American Legion. Bonnie Mueller, Pam Hopper, Scott & Tara DeGroot and daughters, Cameron Jones from Benton & Assoc., Village Police Chief, Shawn Barber, Village Attorney, Allen Yow, Village Fire Chief, Scott Pahlmann, Village Water/Sewer Employee, Ron UpChurch, CARS, Bryce McCormick, and Village Clerk, Rosanne Hamilton.

President Luttrell acknowledged Board Member Mike Newell for his service to the Village. This is his last meeting.

Minutes of the Previous Meeting & Minutes from the Special Meeting also held March 13, 2019: Trustee Knox made a motion to accept and approve the minutes from the March 13, 2019 meeting and the minutes from the Special meeting held March 13, 2019. Second was made 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

Bills and Transfers: President Luttrell made mention to the Board that there was an additional bill that has been added for $39.00 for the drug and background check on Christina Glick. Trustee Knox made a motion to accept and approve the Bills & Transfers along with the additional bill for $39.00. 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.

Financial Reports: President Luttrell advised the Board to note on the Acct. #006-611-001 there has been a lien placed on that account. And on Acct.#058-218-001 a certified letter has been sent. Trustee L Forsman made a motion to accept and approve the Financial Reports along with notation to the two accounts President Luttrell mentioned. 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 Yeas.

President Luttrell stated that prior to Committee Reports, going to go ahead with New Business Item #1:

**Open Sealed Bids & Possible Acceptance of Bid for 411 Ash**: One bid was received from Chad & Tara DeGroot. The bid was $1400.00. The DeGroot’s state that if there are back taxes owed on the property at 411 Ash then they will draw their bid and contract would be null and void. Per Attorney Yow, the Treasurer at the Morgan County Courthouse is out this week, but past taxes should be paid. Attorney Yow will check further and be in contact with the DeGroot’s. Trustee Forsman made a motion to accept and approve the bid for 411 Ash Street. A second was made by Trustee M Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

New Business #2: **Approval of an Ordinance & Contract Authorizing the Sale of Real Estate-411 Ash Street:** Trustee Hamilton made a motion of the Approval of an Ordinance and Contract Authorizing the Sale of Real Estate-411 Ash Street. 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. This becomes Ordinance No. 2019-3

New Business Item #3: **Discussion & Possible Approval of License Agreement Between the Village & American Legion Home Association:** Trustee Knox made a motion of Approval of License Between the Village and American Legion Home Association. A second was made by Trustee 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.

A separate motion was made by Trustee Knox to have the Legion building and property appraised and then call and add to the Village Insurance Policy. A second was made by Trustee 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.

 New Business # 10: **Wastewater Treatment Improvements Project Update & Discussion:**

President Luttrell asked Cameron Jones to come up and speak, Cameron advised he received back information from the contractor regarding change of sludge application field. The proposal from the contractor is $78, 404.00 with a start of around May 15, ending the first week of June. He states that he did speak with Board Member Max Brockhouse regarding an early June application and it did not seem that it might be a possibility, considering all the rain and planting. The contractor is also concerned about getting a tanker truck over the railroad crossing and has not tried at this time. He stated that if the tanker could not cross the railroad track additional cost would be incurred. The contractor said they may be able to source local trucking to move it up but the timeline, but it is subject to additional costs above the proposed pricing. He also states he does not know if a penalty would apply. He stated that he was able to get the Village a grant from Ameren in which the Village would be able to collect $8,882.19 after the project is completed due to energy savings.

Cameron states that a face value, it looks like may need to move application to the fall after crops are removed if a written agreement can be put in place with Becker’s. The contract can be extended and would only warrant small changes in costs from the Contractor. Cameron states that he and Jamie would like to sit down and discuss options with a potential follow up meeting with Jim Oliver at Farmers State Bank regarding using Becker’s Farm ground to apply the sludge to. Cameron left for the Board Members and President Luttrell a copy of Prairie State Change Order Request for them to review. There was no vote, tabled until special meeting April 15, 2019.

 Robert addressed Bonnie Mueller and asked if there was a question or concern, she had. She asked if the Village had a leash law? President Luttrell advised yes. She states that in and around her home at 319 Ash there seems to be a lot of stray cats, she thinks as many as 23. President Luttrell advised her he would be in contact with Animal Control to have them come out.

**Committee Reports:**

**Chapin Water/Sewer Department Report:** Report was presented by Ron UpChurch. Ron reports that he would like to get permission to junk the old air compressors at the Water Treatment Plant, the old power generators at the Village Hall, along with the old street signs and posts which were replaced. He would also like to request that he be allowed to purchase some lawn and garden tools, such as rakes, shovels and push brooms, as there is currently not enough when the Work Camp comes up. He also states that the Ford truck is need of new tires. Water Treatment plant has run smooth all month with no issues. Joe Stephenson was brought out for a service line repair on French Street on March 25, 19.

The dump truck/plow is back in service. Survey on Oak Street and the alley between Morgan and Superior streets has been done. Spring cleanup has begun at the Cemetery, both Parks, the Legion and Village lots. Mowing will begin the week of April 15, 2019.

**Chapin Police Department Report:** Report presented by Chief Barber. He reports that the new equipment is in except for a vest and it should be in shortly. He states that he needs to order the badges for the new officers. Officer Helmich will be attending a Field Training Course, April 22-24th,2019. Officer Post will be attending a Firearm Instructor Course, May 5-10th, 2019

**Chapin Fire Department Report:** Report presented by Chief Pahlmann. On March 23, 2019, Josh Crews and Daniel Edmonds started construction of a Palmer House or dollhouse to use for training. After the house is finished, Chuck Knapp, salesperson from MES Fire will bring two different thermal imaging cameras to demo when the dollhouse is burned. One is the size of a cellphone and the other is about the size of a regular thermal camera. He states the dollhouse will be used for fire flow, airflow, and the effect of closing the door and comparing our thermal imaging cameras with the two that will be demonstrated. March 23, 2019, the Chapin Volunteer Fire Department announced a donation of $1,750.00 received from 18M&M Foundation, which was started by deceased member Jay Miller. The department also announced the receipt of other donations, 7 Panasonic Toughbook Laptops from the Illinois Department of Natural Resources Fire Division., 37 sections of 2.5” fire hose and 9 sections of 1.5” fire hose from Illiopolis Fire Protection District. A press release was sent to several new outlets. March 28, 2019, members held a meeting. Discussion included hosting a pork chop fry during Chapin Clean Up Weekend, going to training in Peoria same weekend or both. The decision was to host the pork chop fry on May 4, 2019. A request was sent to JBS for a pork loin donation was submitted on March 14, but a response has not yet been received. Members discussed thoughts for the 18M&M Foundation donation and the Triopia Grade School donation. The Fire Department wants to use the funds to purchase something that will be around a long time, ideas were tossed around but more information and prices need to be gathered. Mask fit tests were done. Chief Pahlmann would like to request the purchase of HAZMAT Placards for training at a cost of $60.00, to be split with Rural. He would also like to request to add Brent Deeder as a probationary firefighter pending favorable background check and drug test. He also states that previously he had requested to send two members to an FDIC Exhibit with cost being $50.00 each, to be split with Rural. Due to a family issue, he will not be attending now.

**Chapin Area Rescue Squad:** Report presented by Bryce McCormick. Bryce reports that a written resignation from Derek Huseman and a verbal resignation form Lyndel Huseman was received in late March 2019. MMC has been made aware and they have been removed from the Knox Bay key combination. PAH Foundation monies for CJ Glick’s EMT class have been come in. The Squad was also awarded an additional $5,000.00 for training courses and equipment from the Foundation. He had the stretcher looked at by Stryker rep in this area, and the decreased lifting capability of the stretcher is tied to the battery style. He hoped to have a quote for new batteries and charger, but it has not been received yet. He states that the Squad will be receiving a demo Binder lift, patient lifting device, if the members see a benefit for it compared to how they lift now, they would like to purchase one at that time. The cost will be around $550.00 and would like to use the funds donated from the Triopia Grade School. He states that CARS will be receiving a quote on updating the software in the LifePak 15s to meet updated MMC protocols for how they do CPR and 12 Lead ECG data. The quote has not been received yet. No update on the Federal Grants. With EMS week 2019 approaching in May, Bryce would like to request a small appreciation meal for the squad members and their families. He would like to be allowed to spend no more than $500.00. He was reminded by Trustee Hamilton that the West Central Dispatch had also made their decision for food for Telecommunicator Week, that they request BBW.

**Chapin Emergency Management Report:** Presented by Bryce McCormick. NIMS: Several course completions were turned in this month. Update on the Respiratory Protection Program: The RPP will be updated later in the week, with the members of the Chapin Fire Department that completed both their medical screening and fit testing.

Trustee Hamilton made a motion to accept and approve the Chapin Department Reports, a second was made by Trustee Newell. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.

***Old Business:***

1. Discussion & Possible Action Regarding 711 Railroad: Tabled.

***New Business:***

1. Open Sealed Bids & Possible Acceptance of Bid for 411 Ash Street: See Above
2. Approval of an Ordinance & Contract Authorizing the Sale of Real Estate- 411 Ash Street: See Above.
3. Discussion & Possible Approval of License Agreement Between the Village & American Legion Home Association: See Above.
4. Discussion & Possible Approval of a Telephone for Legion Building Rentals: Will add a mailbox on at Village Hall phone system for voicemail regarding rentals. No vote needed.
5. Discussion & Possible Rental Rates for Legion Building Rentals: Tabled.
6. Discussion & Possible Approval of a Contact for the Legion Building Rentals: Tabled.

7) Discussion & Possible Approval of the Purchase of Equipment Needed at Park: There was discussion amongst the Board Members as to what is needed for the Park. Motion was made by R Brockhouse to purchase, swings, replace chains, paint to mark the basketball court and what ever was needed not to exceed $750.00 which would come from the Virginia White Fund. 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 Yeas.

8) Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village: The personal property is that which is mention in the Chapin Water/Sewer Department Report. Trustee Newell made a motion to accept and approve of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas. This becomes Ordinance # 2019-4.

  9) Discussion & Possible Approval of Amending Ordinance No. 2011-3, An Ordinance Establishing Rules for the Operation of Non-Highway Vehicles on Streets Within the Village: Trustee R Brockhouse made a motion to Approve Amending Ordinance No. 2011-3, An Ordinance Establishing Rules for the Operation of Non-Highway Vehicles on Streets Within the Village. Trustee Newell made a second to the motion. 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 becomes Ordinance # 2019-5

10) Wastewater Treatment Improvements Project Update & Discussion: Tabled.

11) Discussion & Possible Approval of Prairie State’s Change Order Request- WWTP Improvements: Tabled.

12) Discussion & Possible Approval of the Purchase of a Binder Lift: Tabled.

13) Discussion & Possible Approval of the Purchase of a Battery System for Power Stretcher: Tabled.

14) Discussion & Possible Approval of Maintenance for Life Pak 15s: Tabled.

15) Discussion & Possible Approval of Purchasing Snacks for Telecommunicator Week: Trustee Forsman made a motion to accept and approve the purchase of food items for Telecommunicator week. To not exceed $120.00 for West Central Dispatch. A second was made by Trustee Knox. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

16) Discussion & Possible Approval of EMS Week Expenditures: Trustee Forsman made a motion to accept and approve the EMS Week Expenditures not to exceed $500.00. A second was made by Trustee Knox. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

17) Discussion & Possible Approval of the Purchase of HAZMAT Placards for Training, $60.00, (to be split with Rural): Trustee Forsman made a motion to approve the purchase of HAZMAT Placards for $60.00, to be split with Rural. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

18) Discussion & Approval to Add Brent Deeder as Probationary Firefighter pending Favorable Background Check and Drug Screen: Trustee Forsman made a motion to accept and approve adding Brent Deeder as Probationary Firefighter pending Favorable Background Check and Drug Screen. A second was made by Trustee 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.

19) Discussion & Possible Approval of FDIC Exhibit Only Pass for No More than 2 Fire Department Members, @$50.00 Each. No action

20) Discussion & Possible Approval of the Purchase of 4 New Tires for Ford Truck: A motion was made by Trustee Forsman for the approval and purchase of 4 New Tires for Ford Truck at a cost of $782.00. A second was made by Trustee Knox. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

21) Discussion & Possible Approval of the Purchase of Lawn Tools: Trustee Newell made a motion to accept and approve the purchase of Lawn Tools not to exceed $420.00. 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

22) Discuss 517 Chapin Street: Tabled

  23) Approval of Employee Compensation: Will discuss in Executive Session.

Trustee Forsman made a motion to adjourn regular meeting and enter Executive session. Trustee Newell made a second. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

Meeting adjourned at 8:32 p.m.

Motion was made by Trustee Knox to go into Open Session, a second was made by Trustee Hamilton. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas. Open Session starts at 9:02 p.m.

 Trustee Forsman made a motion to accept and approve the Village Employees pay raises as discussed as well as the pay for Board Members as listed on the Village of Chapin Trustee Meeting Attendance sheet. A second was made by Trustee Newell. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas

Employee Per Hourly Rate as discussed and approved:  
Ron UpChurch- $15.50 per hr.

Dalton Surratt-   $11.00 per hr.

Bryce McCormick- No change, stays at $12.00 per hr.

Orville Wheatley- No change, stays at $11.00 per hr.

Wendy Bridgewater- $17.25 per hr.

Chapin Police Department Members, Shawn Barber, no change at $15.75 per hour, Jacob Beard, Robert Headen, Steve Helmich, Paul Kindred, & Jordan Post each stay the same at $15.00 per hr.

Fire Chief Pahlmann: $1,000.00 salary

Village President: $3,000.00 salary

Village Clerk: $1,500.00 salary

Leslie Forsman: 16 Meetings, $960.00 salary

Anita Knox: 16 Meetings, $ 960.00 salary

Loren Hamilton: 13 Meetings, $780.00, salary

Max Brockhouse: 14 Meetings, $840.00, salary

Mike Newell: 13 Meetings, $780.00, salary

Rex Brockhouse: 16 Meetings, $960.00, salary

President Luttrell advised the Board that a Special meeting needs to be set up to continue resolving the WWTP. After discussion, the Special Meeting will be held, Monday, April 15th, 2019 @ 6:30 p.m. @ the Village Hall.

Respectfully Submitted,

Rosanne Hamilton, Village Clerk