May 8, 2019

Village of Chapin Board Meeting

The Trustees of the Village of Chapin met at 7:00 pm at the Chapin Village Hall. The Pledge of the Allegiance of the United States of America was led by President Luttrell. Roll Call: L Forsman, present. L Hamilton, present. A Knox, present. R Brockhouse, present. K Scott, present. M Brockhouse, absent.

Also present: Ronnie Upchurch, Village Employee. Shawn Barber, Village Chief of Police, Allen Yow, Village Attorney, Rosanne Hamilton, Village Clerk, Cameron Jones from Benton & Associates, Steve Edwards, Jean Klingler and son, Joe Buchanan, Bob Wilson.

**Minutes of the Previous Month Meeting April 2019 and Special Meeting April 24, 2019:** Trustee R Brockhouse to accept and approve the minutes from the two April meetings. A second was made by Trustee A Knox. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea M Brockhouse, absent. K Scott, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

First, President Luttrell asked Jean Klingler to speak. Ms. Klinger states that she received the letter regarding her property at 711 Railroad. She requested from the Board an additional 30 days in which to get something done with the property. States that she has someone interested in purchasing the property and it that does not work out she wonders about having a structured burn done with the Chapin Fire Department and Chief Pahlmann. President Luttrell states that she will be given the additional 30 days and that she will receive a letter which states that she has additional 30 days from the date of May 9, 2019.

Second, President Luttrell asked for Bob Wilson and Joe Buchanan to speak. Bob Wilson asked if the Village was able to get insurance on the American Legion Building and property along with getting the water bill transferred over the Village. President Luttrell advised that the building and property are insured under the Village as well as the water bill transferred. Bob Wilson advised they will continue to insure the items in which they are holding in storage at the building. Joe asked if the Village had someone in charge of scheduling events at the Legion. Trustee Knox advised that she oversaw the scheduling and that a copy of the calendar would be available at the Village Hall.

President Luttrell advised that he proceed with New Business item 1 and 2 at this time.

**New Business**

#1: **Election Results**: President Luttrell read aloud the Election results.

#2: **Seat New Board**: Village Clerk, Rosanne Hamilton swore in the newly elected Board Members, Leslie Forsman, Kevin Scott and Rex Brockhouse.

**Bills and Transfers**: Trustee L Forsman made a motion to accept and approve the Bills and Transfers. A second was made by Trustee A Knox. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

Financial Reports: President Luttrell states that in the utility billing aging report, Account #217-510 and a couple of others pay their utility bill on a yearly basis instead of monthly. He states that he would like to see these customers on a monthly basis. After discussion, it was decided in a general agreement that these customers will be sent notification in the billing change and the Village can adjust their monthly due date based upon their business payment schedule. Trustee Knox made a motion to accept and approve the Financial Reports along with the notification to the yearly utility billing customers and change in their billing from yearly to monthly. A second was made by Trustee Forsman. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. K Scott, yea. M Brockhouse, absent. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

New Business:

#9: **Discussion and Possible Approval of an Agreement to Compensate Landowner for Soil Compaction Caused by Wastewater Treatment Project**: Cameron Jones spoke to the Board stating that they did have the agreement drawn up with Becker Farms. He also stated that the contractor should be on site next week.

#10**: Approval of a Resolution for Payment Authorization Related to the Wastewater Treatment Improvements**: Trustee Knox made a motion to Approve the Agreement to Compensate Landowner, Kristanne Joy Becker Hoffman and Elizabeth French Becker Bryant for Soil Compaction Caused by Wastewater Treatment Project and agreeing to pay the Owners up to $1,800.00 paid by the Village, if soil compaction occurs on the real estate requiring Owners to take steps to alleviate the compaction and to Authorize Payment Related to the Wastewater Treatment Improvements at $42,867.13 to Prairie State Plumbing and Heating. A second was made by Trustee Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, absent. Hamilton, yea. Motion Carries, 5 Yeas. 1 Absent.

**Committee Reports:**

**Chapin Water/Sewer Department Report**: Report presented by Ron UpChurch. Ron reports that Gano Electric was called and was able to diagnose a low service pump which started acting up on May 3, 2019.   
CIP on both Skid A and B were done in the 1st and 2nd weeks of May. Due to all the excessive rain the wastewater system was flooded leading us to have to drain the lagoon as well as pumping the north lift station. All the new signs and posts received from Morgan County have been finished, a couple new and replacement signs they did not provide were ordered and will be put up as soon as they arrive. New playground equipment for the park has arrived and paint for the ball court has been purchased, as soon as the weather cooperates it will be finished.

**Chapin Police Department Report:** Report presented by Chief Barber. Chief Barber reports that Officer Helmic and Post did attend Field Training Officer course April 22-24, 2019. He is also sending Officer Post will be attending a Firearm Instructor Course May 5-10th, 2019.

**Chapin Fire Department Report:** Report was presented by President Luttrell. President Luttrell states that the department held their meeting April 11, 19 and after the meeting the trucks and small engines were ran. April 25, 2019 members flushed, and flow tested 6 hydrants. May 2, 19, members cleaned the firehouse which included washing windows and power washed the bottoms of walls and floors. Pork Chop Fry which was held May 4, 2019 had a great turn out and was one of the best in years. Chief Pahlmann was recently interviewed by the Jacksonville Journal Courier regarding the need of volunteers. The article ran May 6, 19 and it contained some mistakes, Chief Pahlmann reached out the reported asking for a correction. 15 surplus sleeping bags were requested and received from the Illinois Department of Natural Resources Fire Division. The sleeping bags were put in plastic totes with storage fresheners and taken to the Legion. Chief Pahlmann left a request of items they would like to purchase at this time. 1 Force Plate Kit for forcible entry training- $388.00, to be split with Rural 50/50. 1 Fire Hooks Pro Bar-$225.00, 1 Fire Maul-$285.00, 2 Grip Kits-$70.00, 1 8’ All Purpose Hook- $117.00. 2 8’poles with ash core (to replace broken poles)-$110.00, 1 Fire Extinguisher Harness-$47.00, total: $1,242.00 with $194.00 to be reimbursed from Chapin Rural.

**Chapin Area Rescue Squad**: Report presented by President Luttrell. President Luttrell states that Bryce has attached with the report for the Board Members a copy of the report being sent to Memorial Medical Center outlining the first year of Field Upgradeable ALS. CARS will be working with local departments and the community to solicit interest for EMT/EMR courses for the remainder of 2019. The Binder Lift is in and will be trained on it at the May Meeting. Trustee Forsman made a motion to accept and approve the Department Reports. A second was made by Trustee Hamilton. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

**Old Business:**

1. **Discussion & Possible Approval of a Contract for Legion Building Rentals:** Being Referred to Culture/Recreation Committee, Trustee M Brockhouse is currently hospitalized in St. Louis, therefore Trustee Forsman will sit in on that Committee in his place.
2. **Discussion & Possible Approval of the Purchase of a Binder Lift**: Removed from Agenda
3. **Discussion & Possible Approval of the Purchase of a Battery System for Power Stretcher**: Removed from Agenda
4. **Discussion & Possible Approval of Maintenance for LifePak 15s**: Removed from Agenda.

**New Business:**

3. ***Appoint Committee Assignments:*** Village President assigned.

4. ***Discuss Summer Sewer Rates***: President Luttrell states that Customers requesting a sewer adjustment for swimming pools must submit a letter to the Board of Trustees between May and September of each year, requests made before or after such said months will not be considered. Trustee R Brockhouse made a motion to accept and approve the sewer adjustment time frame for swimming pool fills between May and September each year and that adjustment requests must be sent with in that time frame. A second was made by Trustee Scott. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea M Brockhouse, absent. K Scott, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

5. ***Discussion & Possible Action Regarding Increasing Water & Sewer Rates***: Tabled.

6***. Discussion & Possible Action Regarding the Automatic Increase in Water and Sewer Rates:*** A motion was made by Trustee Forsman to postpone the implementation of the automatic 3% increase in water and sewer rates pending further discussion and action of the Board of Trustees. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

7. ***Discussion and Possible Approval of the Purchase of Supplies for the Fire Department:*** Trustee Forsman made a motion to accept and approve the purchase the list of supplies listed in Chief Pahlmann’s report not to exceed $1400.00. A second was made by Trustee Knox. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. K Scott, yea. M Brockhouse, absent. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

8. ***Discussion & Possible Approval of Sidewalk at 614 Morgan Street:*** Per Trustee Forsman there has been no response from Mike Wankel regarding the sidewalk. Tabled, will be referred to the Culture/Recreation Committee to discuss and report back to the Board at the July 2019 Meeting.

9 & 10: Discussed earlier in the meeting, see above.

Meeting adjourned at 8:17p.m.

Motion was made by Trustee Hamilton to go into Open Session, a second was made by Trustee Forsman. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. K Scott, yea. M Brockhouse, absent. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent. Executive Session starts at 8: 21 p.m.

Roll Call to go back into Open Session: R Brockhouse, yea. K Scott, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent. Open Session began at 8:26 pm.

Employee Knox made a motion to accept and approve Employee Compensation Bonuses to Employees, Ron UpChurch for $500.00 and for Employee Wendy Bridgewater for $500.00. A second was made by Trustee K Scott. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea M Brockhouse, absent. K Scott, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

Trustee Knox made a motion to adjourn the meeting, a second was made by Trustee Scott. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas.

Meeting adjourned at 8:29 p.m.

Respectfully Submitted,

Rosanne Hamilton, Village Clerk

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