Chapin Board of Trustees Meeting

November 14,2018

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 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, absent. M Brockhouse, present. L Hamilton, present. A Knox, present. L Forsman, present. 5 Present. 1 Absent.

 Also present: Wendy Bridgewater, Village Treasurer, Allen Yow, Village Attorney, Fire Chief, Scott Pahlmann, Police Chief, Shawn Barber, Village employees: Ron Upchurch and Bryce McCormick, Steve Edwards and Village Clerk, Rosanne Hamilton.

**Minutes and Monthly Bills:**

Minutes of Previous Meeting: October 10, 2018 meeting minutes were available for review by the Trustees. Trustee R Brockhouse made a motion to accept and approve the October Chapin Board of Trustees Meeting Minutes. A second was made by Trustee M Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, absent. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

Bills and Transfers: President Luttrell has questions regarding the cost of the Accountability tags which is coming out of the Fire Protection Fund. Robert asked Chief Pahlmann if Rural Fire was paying half of the tag costs. Chief Pahlmann will check into that. There is a notation however that Rural will being paying half the cost of the pizza for the work day which they had. Cost for half is $46.24. Wendy added that there was an additional bill for Dalton Surratt for mileage reimbursement, $6.54 to be taken from the General Fund and $10.90 to be taken from the Water Fund for a total of: $17.44. A motion was made by Trustee L Forsman to accept and approve the Bills and Transfers including the additional bill for Dalton Surratt. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, absent. M Brockhouse, yea. Hamilton, yea. Motion Carries, 5 Yeas. 1 Absent.

 **Financial Reports:** Treasurer Bridgewater advised the Board that check # 4574 is uncleared in the water fund for $5.99 and it has been applied to account #058-218-002. Treasurer Bridgewater also advised the Board that per the grant requirements for the aeration system at the Lagoon, two checking accounts will need to be opened for the Sewer Fund at the Chapin State Bank. The opening balance will be $100.00 for each new account. Treasurer Bridgewater also advised the Board that the Police Fund received $3800.00 from the Illinois Law Enforcement for reimbursement of officers attending the Police Academy. Funds received for the metal collected from Fall clean up days brought in $229.00. The Village received the insurance check for the damaged radio tower in the amount of $5926.73 from IML Risk Management Association. and the foreign fire insurance tax income was received in the amount of $1362.20. Trustee, M Brockhouse made motion to accept and approved the Financial Reports in additional information that Treasurer Bridgewater shared with the Board. A second was made by Trustee L Forsman. Roll Call: R Brockhouse, yea. M Newell, absent. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

***Committee and Department Reports:***

**Chapin Water/Sewer Department:**

Report was presented by Ron Upchurch. Ron reports that their Clean in Place on both skids A and B took place on 11/8/2018 & 11/9/2018. A service yolk, a service shut off valve and a service corp were found to be leaking over the last month, all 3 were repaired capturing 3 more leaks, there was also 1 service meter replaced. Fire hydrants were flushed and serviced the week of October 23, 2018. A new water payment drop box was installed and marked with a reflective sign. Ron also reports that chemical treatment at the Lagoon was shut down and flushed October 23, 2018. Remaining chlorine is being transferred to the Treatment Plant. The last Bacterial treatment took place on October 31, 2018, and the last sludge measurements and samples for testing will take place on November 14-15, 2018. Progress continues on the new road sign installation and posts. They are hoping to get them all installed before the ground freezes. The plow and spreader were installed on the dump truck, the little trailer spreader was made ready and salt and cinders were hauled in for the snow season. And the hard hats were purchased for the Village employees.

**Chapin Police Department Report:** Report was presented by Chief Barber. With the new squad car up and running, hours of coverage has increased. Nothing further at this time.

**Chapin Area Rescue Squad:** Report was presented by Bryce McCormick. Bryce reports that Porktober Fest was a grand success. $2725.58 was raised after expenses. He states that this would not have been possible without the time and generosity of Robert Luttrell and his family, in addition to everyone else that worked over the course of the weekend. The holiday party has been set for December 14 @ 6:30 pm, all Board developed by CPD and VCFD on rules of the road of emergency responders. Both ambulances will have their 6-month PM and safety inspections done in December. Bryce would like to request a Lucas Device. This device is a chest compression system which is used for CPR. Additional information and request is listed under New Business, item 20. CARS has submitted 3 FEMA Assistance for Firefighters Grant requests. These grant requests are as follows: Equipment Grant: $37,500. Stryker auto-load device and Lucas CPR device for 3H11, CARS portion-$1,785.00. Vehicle Grant: $115,000 Remount of 3H11 onto 4x4 truck chassis, CARS portion-$5,476.00 and Regional Grant: $1,167,204 Radio system upgrade with Jacksonville and South Jacksonville Fire for P25 digital radios. Region portion of $167,204. CARS, JFD and SJFD, along with West Central 911 will split cost based on number of radios included in the grant.

**Chapin Emergency Management:** Report was given by Bryce McCormick. Bryce reports that no new NIMS certificates were turned in this month, so an updated sheet for each department has been sent out. The goal is 90% compliance by the end of the year. NO declared incidents this month has occurred or been reported. The 4” pump is on backorder from Sun Belt Rentals   Storm Ready designation for the National Weather Service has been renewed. Items discussed were the need for generator hookup for the Village Hall and renewing agreements with the bank and American Legion for the use of their buildings in the event of a power outage/severe weather event. Trustee Hamilton made a motion to accept and approve the Chapin Committee/Department Reports, a second was made by Trustee Knox. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, absent. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Chapin Fire Department Report:** Report was presented by Fire visibility-Department Chief Scott Pahlmann. Chief Pahlmann reports that October 25, 2018, the department held a meeting. At the meeting he handed out the National Institute for Occupational Safety and Health (NIOSH) Report F2016-16, *Firefighter Struck and Killed by Tanker Backing into the Bay of the Fire Station-Pennsylvania* and a to training matrix. The report and questions in the matrix will be reviewed at the November 8, 2018 meeting. After the meeting training was held on different types of ventilation. November 8, 2018, a meeting and training was held. The members reviewed the NIOSH Report F2016-16. The incident and factors that may have caused the firefighters death were discussed. The factors from the incident were compared to his department. After discussion, members will take additional precautions when an apparatus is backing into the station. The precautions include, but are not limited to, having at least 1 spotter, the spotter donning a high-visibility vest, and ensuring everyone is trained to be a spotter. An SOG will be developed to reflect this change. Chief Pahlmann reports that he has started a free 2-month trial of I Am Responding software for the department scheduling. Calls: October, assisted CARS with a vehicle accident west of Chapin. November 1720 Harts Gravel Rd., Bluffs, IL., paged for structure fire, but it was burn pile on fire. Upcoming on December 8th, 2018, Breakfast with Santa Fundraiser.

Requests from Chief Pahlmann: In view of the IML insurance check received in the amount of $5926.73, the GTSI bid for 35’ tower replacement is $6,176.73 plus $250.00 for roof repair, minus $500.00 deductible, would like to go ahead with the GTSI bid. Pending a favorable background check and drug test, he would like to place Mark Lovekamp as a probationary firefighter. He would like to also request the purchase the “Art of Reading Smoke” 3 DVD set-$227.20 as well as The Art of Reading Smoke: Instructor Curriculum for $64.35 from Penwell Publishing. The total cost of $291.55 plus shipping to be split 50/50 with the Village and Chapin Rural Fire Association. The training will be used in the fire department. He also requests the registration fee of $100.00 per person and one-night hotel room, approximately $90.00 for 2 members to attend Fully Involved Lecture in Amboy, Illinois on Saturday, December 1, 2018. Total cost is approximately $290.00 to be split 50/50 with the Village and Chapin Rural Fire Association. Chief Pahlmann states the flat screen TV that is part of the Fire Text Response System hung in the engine bays has stopped working. Instead of taking a chance with a new flat screen TV being exposed to some temperature extremes and vehicle exhaust, the flat screen that was in the meeting room was moved to the engine bays to replace the TV that died. He would like to request replacing the one he moved from the meeting room, a flat screen not to exceed $350.00 and the total cost is to be split 50/50 with the Village and Chapin Rural Fire Association. He also requests to purchase 4 pairs of 5.11 pants not to exceed $50.00 a pair for members that were not on the department when the first pants were ordered or did not order pants. The total cost to be split 50/50 between the Village and Chapin Rural Fire Assoc. He would also like to request 10 firefighter work shirts at $30.00 each from Hero247.com and total cost also to be split between Village and Rural. The work shirt will be embroidered with the Chapin Volunteer Fire Department Logo. He states that he has ordered from this company in the past and love their products. And his last request is that he would like to purchase 100 department patches from the Emblem Authority Total cost is $280. And, again to be split equally between the Village and Chapin Rural Fire Association.

 Old Business:

Discussion and Possible Approval of Antenna at Firehouse: After some discussion amongst the Board Members, Trustee Max Brockhouse advised that he would donate a 40-foot tower for the whistle at the Fire House. A motion was made by Trustee Knox to accept and approve the donation by Trustee M Brockhouse. A second was made by Trustee Forsman. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, absent. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yeas. 1 Absent.

New Business

1. Approve Tax Levy Ordinance: A motion was made by Trustee Hamilton to accept and approve the Tax Levy Ordinance. A second was made by Trustee M Brockhouse. This is Ordinance #2018-10.
2. Establish Dates for Curbside Pick Up: After discussion, the date chosen for Curbside pickup is Monday, December 3, 2018.
3. Approve Liquor License Renewal for A&A Chapin: A motion was made by Trustee A Knox to Approve the Liquor License Renewal for A&A Chapin. A second was made by Trustee M Brockhouse. This is Ordinance #2018-11. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 5 Yeas. 1 Absent
4. Open Sealed Bids & Possible Approval of the Sale of 517 Chapin: No bids received.
5. Discussion & Possible Approval of Tree & Stump Removal at Ash & North Street: Tabled to December 2018 meeting.
6. Discussion & Possible Approval of the Purchase of a Time Clock: After some discussion, it was decided that the Time Clock needs to be compatible with the Quick Books Program and not to exceed $700.00. The purchase cost will be divided between Water/Sewer, General and Police Fund. A motion was made by Trustee M Brockhouse to approve the purchase NTE $700.00 and to be divided by the stated funds. A second was made by Trustee R Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, absent. M Brockhouse, yea. Hamilton, yea. Motion Carries, 5 Yeas. 1 Absent.
7. Discussion & Possible Approval of a Sewer Credit for 316 Poplar Due to Winterizing Pool: Per Treasurer the water/sewer credit for 316 Poplar is $25.98. Trustee M Brockhouse made a motion to approve the sewer credit for 316 Poplar in the amount of $25.98. A second was made by Trustee Forsman. Roll Call: R Brockhouse, yea. M Newell, absent. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.
8. Discussion & Possible Approval of Water& Sewer Credits for 620 Ash due to Village’s Leak: Treasurer Bridgewater advised the water credit was in the amount of $15.32, and a sewer credit of $21.40. A motion was made by Trustee Forsman to approve the water credit of $15.32 and the sewer credit of $21.40. 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, absent. Motion Carries, 5 Yeas. 1 Absent
9. Approve Mass Mailer to Water Customers: Treasurer Bridgewater reports that Chapin State Bank will no longer accept water bill payments at their facility effective 12/31/2018. The customers will need to now drop their payments in the drop box at the Village Hall. A motion was made by Trustee Knox to accept and approve the mass mailings to the water customers to advise that payments would no longer be accepted at the Chapin State Bank after December 31, 2018 and the available drop box at the Village Hall. A second was made by Trustee Max Brockhouse. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, absent. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.
10. Possible Approval of Registration Fee & Hotel Room for 2 Members for Fire Dept. Training: Trustee Forsman made a motion to approve to approve the cost for two members to attend the Fully Involved Lecture in Amboy along with the one-night hotel stay at the cost of $290.00 to be split 50/50 between the Village and Chapin Rural Fire Association. A second with made by Trustee Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, absent. M Brockhouse, yea. Hamilton, yea. Motion Carries, 5 Yeas. 1 Absent.
11. Discussion & Possible Approval of the Purchase of The Art of Reading Smoke for Fire Dept.: Trustee Forsman made a motion to approve The Art of Reading Smoke for $291.55 plus shipping to be split between the Village and Chapin Rural Fire Association. A second was made by Trustee Max Brockhouse. Roll Call: R Brockhouse, yea. M Newell, absent. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.
12. Discuss Bank Account Changes for Police and Cemetery Funds: Due to the Chapin State Bank changes, the Police and Cemetery accounts are duplicated, which is creating the need for each of those to need new accounts set up. Information provided by Treasurer Bridgewater.
13. Discussion & Possible Approval of Amending Ordinance No. 2015-5, An Ordinance Repealing Ordinance No. 2007-09 and Establishing Revised Procedures for Collecting Delinquent Sewer and Water Accounts and Disconnecting Service Thereof: Trustee Forsman made a motion to Approve of Amending Ordinance No. 2015-5, An Ordinance Repealing Ordinance No. 2007-09 and Establishing Revised Procedures for Collecting Delinquent Sewer and Water Accounts and Disconnecting Service Thereof, Section K. A second was made by Trustee Knox. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, absent. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.
14. Discussion and Possible Approval of Closing Safe Deposit Box 129: Trustee R Brockhouse made a motion to approve the close of Safe Deposit Box 129. Trustee Hamilton made a second to the motion.  Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, absent. Motion Carries, 5 Yeas. 1 Absent.
15. Discussion & Approval of Quit Claim Deeds for Lots 33 & 34: A motion was made by Trustee Hamilton to approve the Quit Claim Deeds for Lots 33 & 34. A second was made by Trustee Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, absent. M Brockhouse, nay. Hamilton, yea. Motion Carries, 4 Yeas. 1 Nay. 1 Absent.  This becomes Ordinance # 2018-12.
16. Discussion and Possible Approval of the Purchase of Pants and Work Shirts for the Fire Dept.: Trustee R Brockhouse made a motion to accept and approve the purchase of 4 pair of pants, NTE $200.00 and 10 work shirts, NTE $300.00 and to split the total cost between the Village and Chapin Rural Fire Association. A second was made by Trustee Knox. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Newell, absent. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.
17. Discussion & Possible Approval of the Purchase of a TV for FTR for Fire Department: Village President Robert Luttrell states that he has a 55” Flat screen TV that he will donate to the Fire Department.
18. Approve Probationary Member for Fire Department: Trustee R Brockhouse made a motion to accept and approve Probationary Fire Department member, Mark Lovekamp providing he passes his background check and drug test. A second was made by Trustee Forsman.
19. Discussion & Possible Approval of the Purchase of 100 Department Patches for the Fire Dept.: Trustee Knox. A second was made by Trustee Forsman. Roll Call: R Brockhouse, yea. M Newell, absent. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.
20. Discussion and Possible Approval of a No Interest Loan for a Lucas CPR Device for CARS: The Board was informed by Bryce McCormick on why a Lucas CPR Device would be beneficial and how it would work with a patient. Bryce also explained that he would able to trade in the LifePak 12 for a $3000.00 credit to be applied to the cost of the Lucas Device. The cost is $12,150.54 with trade in. Trustee Hamilton made a motion to approve the No Interest Loan for the Lucas CPR Device. 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, absent. Motion Carries, 5 Yeas. 1 Absent.

Trustee Knox made a motion to adjourn the Chapin Board of Trustees Meeting, a second was made by Trustee Hamilton. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, absent. Motion Carries, 5 Yeas. 1 Absent.

 Meeting adjourned at 8:47 pm

Meeting Minutes, Respectfully Submitted

Rosanne Hamilton, Village Clerk.