Chapin Board of Trustees Meeting

May 9, 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 Village President Robert Luttrell. The Pledge of Allegiance to the United States of America was led by President Luttrell. Roll Call: Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea L Forsman, yea. A Knox, yea. All present. Also present was Village Treasurer, Wendy Bridgewater. Village Attorney, Allen Yow, Village Clerk, Rosanne Hamilton. Water Operator, Steve Edwards, Police Chief, Jake Beard, Officer Shawn Barber, and Bryce McCormick.

**Minutes from the Previous Meeting, April 11, 2018**: Trustee Forsman made a motion to accept and approve the meeting minutes from April 11, 2018. A second was made by Trustee R Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

 **Bills and Transfers:** Bills and Transfers were reviewed by the Trustees. Trustee Knox made a motion to accept and approve the Bills and Transfers. A second was made by Trustee Forsman. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.

**Financial Reports**: In the Utility Billing Aging, it is noted that Account #030-916-001 was sent an NSF letter and Account #183-416-004 has been shut off and the landlord has been notified. The Village has 3 CD’s coming due this month. The Police Department CD will mature on May 19, 2018. It was decided upon maturity the CD would be cashed out and the balance of $10,000.00 would be placed in the Police MMS Account. The Water Fund CD will mature on May 22, 2018. Upon maturity, the CD will be cashed out and purchase a new CD for $20,000.00 for 15 months at 1.05%, transfer $6,318.45 plus any interest earned to the Water MMS Account. The Martha Allen CD will mature, he the on May 22, 2018 and will be cashed out and then purchase a new CD for 15 months at 1.05% interested using the balance, $31,623.81 plus any interest accrued. Treasurer Bridgewater reported that the Credit card Max had for Village, which he thought was already closed and he had received a new card. When Max called to cancel the card, it caused the entire account to be shut down. A representative from Jacksonville Savings Bank will be at the Village Hall in the morning, May 10th, to complete a new application and get the account up and running.

***Committee and Department Reports:***

Chapin Water/Sewer Department Report: Report was presented by President Luttrell. The dehumidifier at the water filtration plan had given them a bit of trouble for Brennan’s came out and make necessary repairs. All but 2 of the known water leaks have been repaired and should be taken care of within the next week. The lagoon treatment system has been placed back in service and the daily tests are right where they need to be. Road repairs have begun and will continue throughout the summer.

**Chapin Police Department:** The report was presented by Police Chief Beard. Chief Beard reports that Officer Helmich is now back from military school and is scheduled to work this week. Due to job duties at Morgan County, Officer Headen had not been able to work and now those prior job duties have been relieved, he will be able to work in Chapin again. The battery in the Police car seems to be doing fine currently. Officer Kindred has passed his 6-month probation and will receive a 0.50 cent per hour increase.

**Chapin Fire Department**: Report presented by Village President Robert Luttrell. Since the April Board meeting, the fitness program surveys were reviewed. The results showed 8 out of 14 members want to participate in a fitness program with date and times being the same as meeting nights. The consensus of the membership is to start it on their own until the trainers become available. Chief Pahlmann has requested a new antenna mast and antenna. Chief Pahlmann met with Steve Doolin from GTSI regarding the antenna. Chief Pahlmann states that the current antenna, the rungs on the mast are falling off and it leans when windy. GTSI has provided an estimate of $7,950.00 which includes installation of the new antenna mast, antenna and digging out the old antenna base and digging a 3’ x 3’x 3’ hole. He would also like to request to spend no more than $450.00 to purchase color coded accountability tags based on the firefighter’s status with Respiratory Protection Program compliance. Full members will be issued 2 green tags if they have completed both the Fit test and Medical test. Full members that are not compliant with the Respiratory Protection Program will be issued 2 red accountability tags. A set of red and green will be ordered for each member, but only issued the color tag they are compliant with. The other color will be kept secure. By doing this the Department will not have to order tags when a members’ RPP compliance status changes. Probationary members will be issued with an orange accountability tag with “Probationary Member” and department name printed on the tag. We will add a color-coded label with the probationary members named depending on their RPP compliance status. The option found for tags is from Onscenetags.com and will be a metal tag 3” x 1 ¼” with a swivel clip and key ring.

**Chapin Area Rescue Squad Report:** Presented by Bryce McCormick. Bryce reports that CARS has operated at the ALS level (when paramedic care is available) for nearly 1 month. CARS will be inquiring to host Stop the Bleed, Train the Trainer course in Chapin. 3 of the CARS members have been approved to attend the Tactical Casualty Care Course at the end of the month. Knox boxes have been installed in both ambulances. 3H11 blew a fuse a possibly needs the siren switch replaced, more information forthcoming. Both ambulances will be in for IDOT inspections, oil changes and other PM activities this month. Requests are for purchase of T-shirts for the squad members in addition to food for a member/ family cookout and for equipment for members personal jump bags. The cost would be $400, for T-shirts, $200 each for food and equipment as EMS week is May 21st- May 25th. Bryce would also like to request the purchase of two new LED helicopter landing zone kits. The current flare alert kit on 3H11 has only three operating lights of the initial 8 it came with. Direct replacement of the kit is $242.00 each, however, an FAA approved kit with brighter LED lights is $300.00

**Chapin Emergency Management Report**: Presented by Bryce McCormick. No emergencies declared this month. Mechanical PTO pump would not make a prime. It is still highly encouraged that the Village have a plan of emergency pumping from the NLS. The table top training exercise was successful, and they are awaiting After Action Report/Improvement Plan for the exercise.

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

Old Business:

1. Discussion & Possible Approval of the Purchase of a Foam Nozzle for the Fire Department: Tabled

New Business:

1. Approve Class A Water Operator’s Contract: A motion was made by Trustee Knox to accept and approve the Class A Water Operator’s Contract. A second was made by Trustee R Brockhouse. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.
2. Accept Resignation: A resignation has been received from Village employee, Tarrah DeGroot. Trustee R Brockhouse made a motion to accept and approve the resignation of Tarrah DeGroot. A second was made by Trustee Newell. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.
3. Discussion & Possible Approval of Replacing the Tower at the Firehouse: Tabled
4. Discuss History House: Tabled
5. Discuss Summer Sewer Rates & Possible Action: The Trustees discussed the summer sewer rates and it was decided to do away with them at this time. A motion was made by Trustee R Brockhouse and seconded by Trustee Newell. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.
6. Discussion & Possible Approval of Donation for Post Prom: No discussion
7. Discussion & Possible Approval of Accountability Tags for Fire Department: Trustee Forsman made a motion to approve the purchase of the Accountability Tags for the Fire Department members not to exceed $450.00. A second was made by Trustee Knox. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.
8. Approve a Resolution for Participation in State of Illinois Federal Surplus Property Program: A motion was made by Trustee R Brockhouse to Approve a Resolution for Participation in State of Illinois Federal Surplus Property Program and was seconded 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.   This becomes Resolution #2018-1.
9. Discuss Payment Arrangements for 515 Ash Due to A Leak: After discussion, Trustee Hamilton states that he knows a Chaplin he can ask about assistance through Salvation Army. In the meantime, Trustee Forsman made a motion to allow the customer to pay the balance off in 12 months’ time due to their financial situation. This was seconded by Trustee Newell. Roll call: Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion carries, 6 Yeas.
10. Discussion & Possible Approval of EMS Week Purchases. A motion was made by Trustee Hamilton to allow and approve the purchases for EMS Week not to exceed $800.00. This was seconded by Trustee Newell. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.
11. Discussion & Possible Approval of the Purchase of Lighting Equipment for Rescue: After discussion and additional questions for Bryce, he states that he would prefer the $300.00 lighting that is FAA approved. Trustee Forsman made a motion to accept and approve the purchase lighting for both ambulances not to exceed $600.00. Second was made by Trustee Knox. Roll call: Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion carries, 6 Yeas.

Trustee M Brockhouse left at 8:15 pm

1. Discuss Alleys & Possible Action: Discussion amongst Board members, no official motion made, no action taken other than discussion.

Trustee Forsman made a motion to adjourn and seconded by Trustee Knox. Meeting adjourned at 8:18 pm Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

 Respectfully Submitted,

Rosanne Hamilton, Village Clerk