December 11, 2019

Village of Chapin Board of Trustees Meeting

The Village of Chapin Board of Trustees met at 7:00 pm on Wednesday, December 11, 2019. The meeting was called to order by President Robert Luttrell, who then led everyone in the saying of the Pledge of Allegiance. Roll Call: R Brockhouse, present. K Scott, present. M Brockhouse, present. L Forsman, present. A Knox, present. L Hamilton, absent. Also, present: Cameron Jones from Benton and Associates, Wendy Bridgewater, Village Treasurer, Part-time Police Chief, Jordan Post, Ron Upchurch, Village employee, Alan Yow, Village Attorney, and Rosanne Hamilton, Village Clerk.

The minutes from the November 13, 2019 Village Board Meeting were reviewed. Motion to approve made by Trustee Knox, second by Trustee R Brockhouse.  Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, absent. Motion carries, 5 Yeas. 1 Absent.

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

Financial Reports were reviewed. Treasurer Bridgewater noted to everyone that account 196-515-002 has been sent a certified letter in regard to their account and high balance. Treasurer Bridgewater also states that the final payment from the property taxes has been received. The money was divided and placed into these accounts, $2050.75 into the general fund, $258.88 into the police fund and $247.86 into the fire fund. She also advised the Board that former Police Chief, Shawn Barber was to bring in the credit card and one would then be issued to Part Time Police Chief, Jordan Post.

President Luttrell then moved to New Business #2 & #4 asking Cameron Jones to speak.
New Business, 2: WWTP Improvements Project Update: Cameron states that Prairie State has completed their contract with the Village and are asking for the remaining of their retainer, $46,665.30. New Business, 4: Discussion and Possible Approval of Change Order for WWTP Improvements Project: Cameron states that there is $16,947.00. Cameron states to change it to, $17,000.00 to cover these 7 items that the Village still wanted to get accomplished. 1) Repair/Replace the broken ¼ turn valve at the main lagoon influent. 2) Repair/Replace the weir box at the main lagoon effluent. 3) Remove sludge from chemical feed system and manhole. Simple cleanout of the CT basins and the pits around the chem feed system. 4) Construct floating box baffles from composite materials and PVC floats for each overflow (1 in the main lagoon and 2 for the sand filers, [one each]). 5) Construct a cover for the round tank at the end of the chemical feed system. 6) Update the exterior lighting to LED wall pack lights. 7) Gravel the area 10’ to the east of the header pipe/chemical cleaning access (the new ADS system) to 5’ west of the dock between the main lagoon and north sand filter 12’ wide. This will cut down on the chance of damage from mowing operations. This item to include Geotextile Fabric under rock.

Trustee L Forsman made a motion to accept and approve the final payment to Prairie State Plumbing in the amount of $46,665.30 for the WWTP Improvements Project. Trustee M Brockhouse made a second. This becomes pay authorization #7. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

 Trustee L Forsman made a motion to accept and approve the Change Order for WWTP Improvements Projects from $16, 947.00 to $17,000.00 in order to accomplish and complete the 7 items listed above. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

Cameron also addressed the Board of Trustees on New Business Items 5 & 6.

New Business 5: Discussion & Possible Approval of 2020 MFT General Maintenance Program & Maintenance Engineering: The information provided by Benton and Assoc. was reviewed by the Board members. Trustee Forsman made a motion to Accept and Approve the 2020 MFT General Maintenance Program & Maintenance Engineering. Trustee M Brockhouse made a second to the motion. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

New Business 6: Discussion & Possible Approval of a Resolution for Maintenance Program & Maintenance Engineering: A copy of the Estimate of Costs from IDOT was reviewed by the Trustees. Trustee Forsman made a motion to accept and approve a Resolution for Maintenance Program & Maintenance Engineering for $8,272.00. A second was made by Trustee Knox. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas.  1 Absent. This is #2019-6.

New Business 18: Accept Village Presidents Resignation. President Luttrell advised the Board of Trustees that he was resigning due to a recent health matter. Trustee Knox made a motion to accept and approve the resignation by Robert Luttrell as Village President. Second was made by Trustee Forsman. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent. Upon this Robert left the meeting.

Attorney Yow explained what options the Board of Trustees has as far as filling the Village President position. He advised one of the current Board members could fill in as Temporary Chairman and still retain their voting rights. Trustee R Brockhouse volunteered to fill in as Temporary Chairman. Trustee Forsman made a motion to elect Trustee Rex Brockhouse as Temporary Chairman retaining his right to vote as a Trustee. A second was made by Trustee M Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

Committee Meetings:

Chapin Water/Sewer Department: Report presented by Ron UpChurch: Ron reports that at the Water Filtration Plant there have been no issues this month in the distribution system. A quarterly Clean in Place for the membrane filtration systems at the Water Treatment plant is scheduled for this month. At the Wastewater Treatment and Sewer Plant, the stems for the two frozen valves in the sand filters have been installed and the valves have been exercised and are working as they should. The department started filling the sand filters on Monday, December 9th. Ron states that the dump truck and spreader are still in Springfield at Drake and Scruggs. Ron has some purchase requests. He is requesting the purchase of a few hand tools and a small tool bag to keep at the pump house. He states that he can get the hand tools at Home Freight for $45.96. He is also wanting to purchase air filters for the dehumidifiers at the Water Treatment Plant as well as some for the new ventilation system at the lagoon. Ron states that the cost for the air filters for the Water Treatment plan would cost $51.30 and the air filters for the Lagoon would cost $69.00 A motion was made by Trustee M Brockhouse to accept and approve the Chapin Water/Sewer Dept. report. A second was made by Trustee Scott. Roll Call: L Forsman, yea. Hamilton, absent. A Knox, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. Motion Carries 5 Yeas. 1 Absent.

 Chapin Police Department Report: Report was presented by Chief Post. Chief Post states that the department is going to change all the officers Id’s using their Badge number on the new ID’s. He has a request for a new computer system as the current system is not working correctly and he is not able to complete his job correctly with the way the system is working. Included to the report is an quote for a new computer system from Vortman Computer Services for $1,750.00. He also states to the Board that he has a request for a new hire. The new hire is Andrew Smith. He would also like to send him through the part time police academy if hired. The total cost would be $2000.00. Upon completion of the academy the money would be reimbursed. He also states that he took photographs of a residence at the request of the Village Attorney. Trustee Scott made a motion to accept and approve the Chapin Police Department Report. A second was made by Trustee M Brockhouse. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, absent. Motion carries, 5 Yeas. 1 Absent.

Chapin Area Rescue Squad Report: Report was presented by Trustee Forsman due to the absence of Bryce McCormick. Trustee Forsman reports that an updated roster will be available in January 2020 as MMC (Memorial Medical Center) will update providers who are active and are allowed to participate in the system. There is a request to not spend over $600.00 on the CARS Christmas party to be held on 12/13/2019 at the Fire Station unless the heat is not fixed, then would move it to the Legion Bldg. CARS is awaiting IDPH approval of the EMR course which is slated to be held on 1/17, 1/18, 1/19, 1/31, 2/1 and 2/2/2020. Along with the request to host the training, CARS is also requesting on an attached amount for training and supplies from their grant from the Passavant Hospital Foundation. Typically, the equipment is purchased through the Foundation and donated to the CARS. The cost for instruction will be paid to the Village for disbursement. The cost for Ryan Arnold to attend the Lead Instructor Program was also submitted and awaiting reimbursement from PAH Foundation to the CARS for the cost of the training. The report also advised that all federal grants for the federal FY were denied. CARS is waiting for the Office of the State Fire Marshall Small Equipment grant cycle to open.

Chapin Emergency Management Report: Report presented by Trustee Forsman in the absence of Bryce McCormick. The report includes a list for each Village Department and courses that remain to be completed for NIMS training. The RPP, Respiratory Protection Program, a copy of the RPP has been sent to the Fire Chief and Water Superintendent for review and changes. These changes will be noted, and an updated plan will be available for January 2020. Asking for approval to send employees deemed covered by RPP is requested. Testing of the outdoor warning siren batteries will be conducted later in the month. Trustee M Brockhouse made a motion to accept and approve the CARS department report and the Chapin Emergency Management report. A second was made by Trustee Scott. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

 Old Business:

1. Discussion & Possible Approval of EMR Course, Equipment, Instructor Fee & Advertisement: Trustee Forsman made a motion to Approve the EMR Course, Equipment, Instructor Fee and Advertisement not to exceed $3,545.00 per request in CARS department report, with instructor being Bryce McCormick and assistant Ryan Arnold for the dates stated in January and February 2020. A second was made by Trustee Knox. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, absent. Motion carries, 5 Yeas. 1 Absent.

Discussion & Possible Approval of CARS Holiday/Appreciation Meal/Yearly Training: Trustee M Brockhouse made a motion to accept and approve the CARS Holiday/Appreciation Meal/Yearly Training on December 13th, 2019 not to exceed $600.00 to be held at the Fire Station if heat is repaired or at the Chapin Legion if it is not. A second was made by Trustee Scott. Roll Call: L Forsman, yea. Hamilton, absent. A Knox, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. Motion Carries 5 Yeas. 1 Absent.

New Business:

1. Establish 2020 Meeting Dates: The Board of Trustees were presented a listing of meeting dates for 2020. All 2020 meetings will continue to be held on Wednesdays on these dates:
January 8, 2020

February 12, 202

March 11, 2020

April 8, 2020

May 13, 2020

June 10, 2020

July 8, 2020

August 12, 2020

September 9, 2020

October 14, 2020

November 11, 2020- Veterans Day

December 9, 2020

Trustee Forsman made a motion to accept the dates scheduled for 2020 Village of Chapin Board Members Meetings. A second was made by Trustee Knox. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

7. Discussion & Possible Approval of the Purchase of a Used 1999 6000 psi Eagle Breathing Air Compressor with a Two Bottle Fill Station: Chief Pahlmann was texted by Trustee Forsman and he responded stating he would be at the meeting in a few minutes.

8. Swear in Fire Department Member: No show, tabled.

9. Discuss Re-Keying Legion Buildings: It was decided to get estimate and bring to January 2020 meeting.

10. Discussion & Possible Approval of Sending One New Police Officer to the Part-Time Police Academy: Chief Post advised that the academy is starting very soon, and the power test is on 12-21-2019. He would be attending the academy every weekend for 9 months. After discussion amongst the Board of Trustees, Trustee M Brockhouse made a motion that the Village of Chapin to sponsor Andy Smith to attend the Part time Police Academy and provide ammunition needed not to exceed $300.00. Trustee Knox made a second to the motion. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

11. Discussion & Possible Approval of the Purchase of a Computer, Printer and Accessories for the Police Department. Trustee Forsman made a motion to accept and approve the purchase of a Computer, Printer and Accessories for the Police Department from Lloyd Vortman Computer Services for the cost of $1,750.00. Trustee Scott made a second to the motion. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

12. Discuss the Removal of Lost/Damaged/Obsolete Equipment from CARS Inventory: A list of 8 items was given to the Board of Trustees to review. It was an agreement without a vote to allow the items to be removed from CARS inventory.

13. Discussion & Possible Approval of Fit Test/Medical Evaluations for 2020 Respiratory Protection Program: Waiting on Chief Pahlmann to arrive at the meeting.

14. Discussion & Possible Approval of the Purchase of Hand Tools for the Pump House at the Lagoon. Ron Upchurch advised that these could be purchase for $45.96 from Home Freight. Trustee Forsman made a motion to accept and approve the purchase of hand tools for the Pump House at the Lagoon for the cost of $45.96. A second was made by Trustee M Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

15. Discussion & Possible Approval of the Purchase of Service Materials for Air Compressors at Water Tower: Tabled.

16. Discussion & Possible Approval of the Purchase of Air Filters for Dehumidifier at Water Tower: Trustee Forsman made a motion to accept and approve the Purchase of Air Filters for Dehumidifier at Water Tower for $51.30 which is to come out of the Water Fund. A second was made by Trustee Scott. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. Forsman, yea. R Brockhouse, yea. L Hamilton, absent. Motion carries, 5 Yeas. 1 Absent.

 17. Discussion & Possible Approval of the Purchase of Air Filters at Lagoon: Trustee Forsman made a motion to accept and approve the purchase of air filters for $69.00 which is to come out of the Sewer Fund. A second was made by Trustee M Brockhouse. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, absent. Motion carries, 5 Yeas. 1 Absent.

Fire Chief Pahlmann arrived at 8:21 pm

7. Discussion & Possible Approval of the Purchase of a Used 1999 6000 psi Eagle Breathing Air Compressor with a Two Bottle Fill Station: Chief Pahlmann proceeded to give his Chapin Fire Department Report: His report states that the Fire Department held their Breakfast with Santa on December 7th, 2019 and it was the best year yet with great success. He then explained to the Board his request for the Eagle Breathing Air Compressor with Two Bottle Fill Station for $2000.00, as to the need and how the item would benefit the Fire Department. He did state that their would-be additional cost which he does not have a total for at this time in getting the compressor set up and running. He also requests that the Annual Maintenance and Testing Costs would be approximately $700.00. He states that the cost of the machine along with annual maintenance and testing costs would be split evenly with Rural.

13. Discussion & Possible Approval of Fit Test/Medical Evaluations for 2020 Respiratory Protection Program: Trustee Forsman made a motion to accept and approve the Fit Test/Medical Evaluations for 2020 Respiratory Protection Program. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

A motion was made by Trustee Forsman to close the Open Meeting and go into Executive Session. A second was made by Trustee Knox. Open session closed at 8:41 pm

Executive Session began at 8:42pm.

Trustee Forsman made a motion to go back into Open Session. A second was made by Trustee M Brockhouse. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, absent. Motion carries, 5 Yeas. 1 Absent. Open session began at 9:03 p.m.

Attorney Yow advised that he draft a letter to Part Time Officer Josh Burton in regard of his resignation from the Chapin Police Department and the Acting Village President would sign the letter. Trustee Forsman made a motion to accept that Part Time Police Officer Josh Burton accepting resigned his position. A Second was made by Trustee Scott. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

Employee Incentive Pay/Bonus: Two employees, Wendy Bridgewater and Ron UpChurch. Each employee is eligible to receive $500.00 each. Trustee M Brockhouse made a motion to accept and approve the Bonus payment of $ 500.00 to Wendy Bridgewater and $500.00 to Ron Upchurch. A second was made by Trustee Knox. Roll Call: L Forsman, yea. Hamilton, absent. A Knox, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. Motion Carries 5 Yeas. 1 Absent.

Trustee Knox made a motion to adjourn the December 11, 2019 Chapin Board of Trustees Meeting. A second was made by Trustee Forsman. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, absent. Motion carries, 5 Yeas. 1 Absent.

Meeting adjourned at 9:14 p.m.

Respectfully Submitted,

Rosanne Hamilton, Village Clerk