**Chapin Board of Trustees Meeting**

**June 14, 2017**

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 the Village President, Robert Luttrell. The Pledge of Allegiance to the Flag of the United States of America was led by President Luttrell. Roll Call was answered by Trustees: Leslie Forsman, present. Anita Knox, present. Loren Hamilton, present. Max Brockhouse, present. Mike Newell, present. Rex Brockhouse, present. Also were attending: Allen Yow, Chapin Village Attorney, Village Clerk, Rosanne Hamilton, Larry Knox, spouse of Trustee Knox, Robert Surratt of Lehigh Acres, Florida, and Jennifer Wankel, Citizen of Chapin.

First recognized on the floor, was guest Robert Surratt. Mr. Surratt has ties to the local community and is seeking approval for a variance at 714 Superior Street. Mr. Surratt plans to build at that location and spend time at that address at different times of the year. President Luttrell advised Mr. Surratt that he will need to bring back to the Village a drawing and measurements. He was also advised that we have to follow the protocol of having it listed in the paper and allow 15 days. Mr. Surratt will bring the requested information back to the Village Hall in the morning. President Luttrell will meet with him then.

Next recognized was Jennifer Wankel. She presented a poster showing what she would like to do. She is interested in renting property space from the Village in order to establish a Triple Dip Snack Shack, near the current baseball fields. She presented 3 different locations within that location. She would like to put a moveable, food type truck, approximately 15x 15’ space, where she would sell ice cream, and food snacks, sandwiches, etc. She would like to operate yearly and closure would be mid-November- February. She states her ideal hours would be 10 am to 10 pm, daily. States she would need to be near lighting and water. President Luttrell advised that the Village Board would take this under consideration and get back with her.

The minutes of the Special Village Board Meeting, held May 25th, 2017, were available for each Trustee to read and review. Trustee Rex Brockhouse, made a motion to accept and approve meetings minutes. Second by Trustee Newell. Roll Call: Forsman yea, Knox yea, Hamilton yea, R Brockhouse yea, Newell yea, M Brockhouse, yea. Motion carried with 6 Yeas.

**Bills and Transfers**

Report from Village Treasurer, Wendy Bridgewater. She has voided a check to Morgan County Abstract in the amount of $125. This was paid by Rammelkamp and was on their invoice to the Village. The Village has received a check from Jacksonville Iron & Metal for $342.00 from the Village Clean Up Days. She also states that she has not received an invoice from Busters Sanitation yet, and Jeff told her that we went through 5 dumpsters, and 4 will be free. A motion was made by Trustee Newell to accept the Bills and Transfers. Second made by Trustee Knox. Roll Call: R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carried, 6 Yeas.

**Utility Bill Aging**

Treasurer, Bridgewater was absent from the meeting. No discussion was held in regards to the Utility Bill Aging Report. Each Trustee had a copy to review. Trustee Forsman, made motion to accept the Utility Bill Aging Report and Financial Report. Second was made by Trustee Knox. Roll Call: M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carried, 6 Yeas.

**Committee and Department Reports**

Culture/ Recreation Committee: No action taken.

Public Works: No action taken.

Health/Welfare Committee: No action taken.

Personnel/General Control Committee: No action taken,

Public Safety Committee: No action taken.

**Chapin Water/Sewer Department Report:**

Ronald Upchurch presented his report to the Board. One point of interest that brought about discussion is the current compressors are not suited for intermittent run time. The Village is waiting on Doyle for a bid for replacement of the air compressions at the WTP. President Luttrell stated that he will be meeting Doyle on June 15, 2017, in regards to getting the valves repaired. A special meeting will be held at a later date to discuss them. There was discussion of what the Village needs in order to be approved for a $450,000 DECO grant and that it has to be leveraged with an IEPA or USDA RD loan. Trustee R Brockhouse made a motion to accept the Water/Sewer Department Report and to approve for President Luttrell to speak with Steve Edwards. Second was made by Hamilton. Roll Call: R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. Motion carried, 6 Yeas

**Chapin Police Department Report:**

Report was given by Police Chief Beard. Chief Beard states that the Village has had parole 9 days out of the last 14. The Chief presented information regarding protective vests that the officers wear. He states that due to warranties, fit, wear and tear he would like for the officers to be issued new vests. He stated that for the complete Police Department to be outfitted would be $4000. Two officers currently already own their own vest. The costs for the vests would come out of the Police Department budget. He also stated that Patrol Officer, Steve Helmich is now back in the Country and has completed his required training, and requests that his pay scale now be bumped up to $15.00 per hour. Trustee R Brockhouse made a motion to accept and approve the Chapin Police Department Report, approve the new vests out of the Police Department Budget. A second was made by Trustee Forsman. Roll Call: Forsman yea. Knox ,yea. Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Motion carried, 6 Yeas.

**Chapin Area Rescue Squad Report:**

The Department report was given by Bryce McCormick. Bryce states that he would like to subscribe to another year of I AM RESPONDING, at a cost of $300.00 per year. He states that the Fire Text System works well but not from a scheduling point of view as I AM RESPONDING does. His report states that he has meet with Village President Luttrell and that he presented an outline for CARS in the next year. He states that he plans on requesting a Public Safety Committee Meeting in the coming months to review some of the policies and procedures of CARS. Trustee Hamilton made a motion to accept the Chapin Area Rescue Squad Report, second was made by Trustee Forsman. Roll Call: Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Motion carried, 6 Yeas.

**Chapin Fire Department Report:**

The report was presented by Fire Chief, Scott Pahlmann. Chief Pahlmann, would like to request that pending favorable background checks, Daniel Edmonds and Colton Rodems, be listed as Reserve members. He states that each would attending training on meeting days and be on the Fire text program, but they would not have a pager or radio. He also advised he is interest purchasing a set of LED Road Flares for not more than $130.00 with S&H. If ordered by June 19, there is a 15% discount. Trustee Forsman made a motion to accept and approve Chief Pahlmann’s report, to purchase the 6 rechargeable LED road flares, and approve the hiring of Daniel Edmonds and Colton Rodems, providing they pass their background checks as probationary members. Roll Call: Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Motion carried, 6 Yeas.

**Chapin Crisis and Emergency Management Report:**

The report was presented by Bryce McCormick. Bryce will be gathering information to see who within the Village, employees and Board members will need to complete NIMS training. It is approximately 2 hours to complete each component. Once he has this information he will send out the links for the online courses and dates for the classroom courses. Bryce is also in the process of putting together the Interconnect report incase Ron or Bryce are not in town in an emergency. Nothing further at this time. Trustee Knox made a motion to accept and approve the Chapin Crisis and Emergency Management Report. Second was made by Forsman. Roll Call: Knox, yea. Forsman, yea. Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Motion carried, 6 Yeas.

**Old Business:**

1: Discuss Drainage Improvements on Superior from Poplar to Congress using MTF Funds:

This was discussed among the Board members, and from the American Legion to the Bank would include new culverts and curb work. Trustee Forsman made a motion to check into a proposal to have drainage improvements done. Second by Knox. Roll Call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, nay. Newell, yea. R Brockhouse, nay. Motion carried 6 Yeas, 2 Nays.

2. Discuss Replacing Windows at Village Hall:

The Board members discussed the proposed cost from Neff-Colvin for replacing the windows at Village Hall which would be paid for out of the General Fund. The total cost to complete not to exceed $5400.00. Trustee Knox made motion to accept the bid from Neff-Colvin for replacement of the windows at Village Hall. Second made by Forsman. Roll Call: Forsman, yea. Knox, yea. Hamilton, nay. M Brockhouse, nay. Newell, nay. R Brockhouse, nay. Motion declined, 4 Nays, 2 Yeas.

3. Discuss Brush Pile:

There was a lot of discussion regarding the brush pile. Trustee Max Brockhouse states that Littleton’s is $110.00 per hour for curb side pickup. President Luttrell states that he will get a bid from Shireman’s and see if Littleton’s or Shireman’s can move to the dump and see if prisoners can do the curbside work. Tabled until July meeting.

**New Business:**

1. Discuss Class A Water Operator:

The Village has received a contract from Steve Edwards, for position of Class A Water Operator. Contract would be effective July 1, 2017 to June 30, 2018 at cost of $1200.00 per month. This was discussed amongst the Village Board Members. Trustee Rex Brockhouse made motion to hire Steve Edwards as Village of Chapin, Class A Water Operator at a fee of $1200.00 per month. A second was made by Trustee Newell. Roll Call: Newell, yea. M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Motion carried, 6 Yeas.

2. Approve an Ordinance Amending Ordinance No. 2006-7 Providing Rules and Regulations for the Chapin Cemetery:

The ordinance contains update fees for the purchase of a cemetery lot at the Chapin Cemetery, residents, $200.00; non-residents, $600.00. The fees for a plot in the Chapin Cemetery shall be as follows: residents, $800.00; non-residents, $2,400.00. It is permissible to sell individual lots. Individuals, entities, or businesses seeking to purchase at any one time 5 or more lots or more than 1 plot must apply for and receive the prior approval of the Corporate Authorities for the purchase. Trustee Newell made a motion to approve the Ordinance Amending Ordinance 2006-7 Providing Rules and Regulations for the Chapin Cemetery. Second was made by M Brockhouse. Roll Call: Newell, yea. M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Motion carried, 6 Yeas. The new Ordinance is No. 2017-8.

3. Approve an Ordinance Ascertaining the Prevailing Wage Rate:

A motion was made by Trustee Forsman to Approve an Ordinance of the Village of Chapin, Morgan County, Illinois, Ascertaining the Prevailing Wage Rate of Wages for Laborers, Workmen and Mechanics Employed on Public Works of Said Village. Second was made by Trustee Knox. Roll Call: Forsman, yea. Knox, yea. Hamilton, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Motion carried, 6 Yeas. The new Ordinance is No. 2017-9.

4. Approve Appropriation Ordinance:

The Board members discussed the contents of the Ordinance. Trustee Forsman made a motion to Approve the Ordinance Making Appropriations for Corporate Purposes. Second by Trustee R Brockhouse. Roll Call: M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. R Brockhouse, yea. Newell, yea. Motion carried, 6 Yeas. The new Ordinance is No. 2017-10.

5. Discuss 718 Superior:

Party never showed to discuss.

6. Discussion & Possible Approval of Increasing Capital Threshold:

Tabled

7. Accept Resignation:

The Village Board was informed that employee, Greg Hoots, has turned in his keys, but has not submitted a written resignation. Trustee Hamilton made a motion to accept the resignation of employee, Greg Hoots. Second was made by Max Brockhouse. Roll Call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Forsman, yea. Knox, yea. Motion carried, 6 Yeas.

8. Discuss Payment Arrangements for 618 French Due to Leak:

The Board members discussed the situation. Trustee Newell made a motion to allow the residents of 618 French to pay their balance over a 3 month time frame due to a leak. Second was made by Trustee Forsman. Roll Call: Newell, yea. M Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. R Brockhouse, yea. Motion carried, 6 Yeas.

9. Discuss & Approve the Purchase of 2 Weed eaters:

The Board was advised that the weed eaters that the Village is wanting to purchase is Stihl Brand from Farm & Home in Jacksonville at a cost of $593.98 for both. Trustee Max Brockhouse made a motion to approve the purchase of 2 weed eaters from Farm & Home for the price of $593.98. Second by Trustee Hamilton. Roll Call: M Brockhouse, yea. Newell, yea. R Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carried, 6 Yeas.

10. Discussion & Possible Approval of Renting Village Property:

There was a lot of discuss amongst the Board members in regards of possible renting Village property to Jennifer Wankel for her to establish her Triple Dip Snack Shack. Attorney Yow, provided the Board with things that they need to consider before allowing the property to be rented, such as a contract, who will pay the property tax, maintenance, food license, and insurance costs to name a few. The Board decided that it would table a decision at this time, the party needs to return with a business proposal, her expectations from the Village and accurate drawing indicating the space she needs and exactly where. The Village will contact to advise this information to her.

11. Discussion & Approval of Variance for 714 Superior:

This was discussed early in the evening with guest Robert Surratt.

12. Discussion & Possible Approval of Purchase of Air Compressors at Water Tower:

Tabled.

13. Discussion & Possible Approval of Purchase & Install of Striker Lock at Village Hall:

Tabled.

14. Discussion & Possible Approval of Installation of Valves at the Lagoon:

Tabled.

15. Discuss Changes to Liquor Ordinance:

The Board Members discussed the various type of Class license for purchase with in the Village. Attorney Yow advised the Board as to the wording. The Board discussed the removal the Class C license from being available for purchase in the Village. Trustee Newell made a motion to convert the language with in the Class C license, with Attorney Yow to re-write the language. Second made by Trustee Forsman. Roll Call: R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Forsman, yea. Knox, yea. Hamilton, yea. Motion carried, 6 Yeas.

16. Seek Approval for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Village:

Discussion was held regarding part time Police Officer, Steve Helmich. He has successfully completed his probationary period and he is now eligible to be raised from $14.50 per hour to $15.00 per hour. Trustee Forsman made a motion to raise Officer Helmich’s pay scale to $15.00 per hour. Second by Trustee Hamilton. Roll Call: Forsman, yea. Knox, yea. Hamilton, yea. R Brockhouse, yea. Newell, yea. M Brockhouse, yea.

Trustee Rex Brockhouse made a motion to adjourn the meeting, second by Trustee Knox. Roll Call: R Brockhouse, yea. Newell, yea. M Brockhouse, yea. Hamilton, yea. Knox, yea. Forsman, yea. Motion carried, 6 Yeas. Meeting adjourned at 9:39 PM