August 14, 2019

Village of Chapin Board Meeting

The Trustees of the Village of Chapin met at 7:00 p.m. Meeting was called to order and Pledge of Allegiance was led by President Luttrell. Roll Call: R Brockhouse, yea. K Scott, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. All Board Members present. Also, present Tarrah DeGroot and children, Tim Sullivan, Mark Lovekamp, all residents of the village. Cameron Jones representing Benton & Associates, Ron UpChurch, Village Employee, Scott Pahlmann, Village Fire Chief, Shawn Barber, Village Police Chief, Allen Yow, Village Attorney, Rosanne Hamilton, Village Clerk.

The minutes from the July 2019 regular meeting was reviewed. Motion was made by Trustee R Brockhouse approve the meeting minutes. A second was made by Trustee Knox. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. K Scott, yea. R Brockhouse, yea. Motion Carries, 5 Yeas.

Bills & Transfers: Bills & Transfers were reviewed by the Trustees. Trustee L Forsman made a motion to accept and approve the Bills & Transfers. A second was made by Trustee A Knox. Roll Call: K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas.

Financial Reports: President Luttrell notes that on Utility Bill Aging Report, Acct. 040-713-001 a letter was delivered by the Police Department on August 11, 2019 regarding their account. If the account is not paid by 8/21/2019 a lien will be filed. Treasurer Bridgewater left a note advising, The Chapin Historical Society closed their account and donated $664.31 to the Village. This was deposited into the General Fund on 7/9/2019. There are 3 accounts that have CD’s maturing, Cemetery Fund, Martha Allen Fund, and Water Fund. After discussion Trustee Forsman made a motion to accept the Financial Reports and once the CD’s have reached their maturity date to put the Martha Allen Fund into a CD for 36 months at 2.21%, the Cemetery Fund into a CD for 36 months at 2.21% and to move the Water Fund to a Money Market Fund at 0.25%. Trustee Knox seconded the motion. Roll Call: L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, absent. K Scott, yea. R Brockhouse, yea. Motion Carries, 5 Yeas.

President Luttrell then asked Cameron Jones from Benton & Associates to speak regarding New Business items 3 and 4.

NB #3: WWTP Improvements Project Update: Cameron reports that they are relying on Prairie State to finish their portion of the project. The sludge pump as left and there is still 24’’ of sludge. He states that Prairie State may need to hire a new subcontractor to complete the project.

NB #4: Discussion & Possible Approval of Pay Request to Prairie State Plumbing: Cameron Jones states that the general contractor has completed their portion of the project. Trustee R Brockhouse made a motion to approve the payment of $21,293.26 to Prairie State Plumbing. A second was made by Trustee K Scott. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. L Hamilton, yea. Motion Carries, 5 Yeas.

**Committee Reports:**

Chapin Water/Sewer Department: Report was presented by Ron UpChurch. Ron reports the Water Plant has its quarterly clean coming up this month. A water service line repair was made on 7/18/2019 and a couple of digs were done on French Street to check for a potential leak, no leaks found. Street maintenance continues with the filling of low corners in the intersections around the Village. Also work will continue to improve flow through ditches and culverts around the Village.

Cameron Jones left the meeting.

Chapin Police Department Report: Report was given by Chief Shawn Barber. Shawn states there is some electrical issues with the squad car and the camera is not working. He explained the need to have the camera. Request for a new one is listed in New Business.

Chapin Fire Department Report: Report was given by Chief Scott Pahlmann. Scott reports that the department has been busy with training and several calls in July and into August. He states that he has a purchase request of one water can/refillable fire extinguisher. This item is listed in the New Business section of the meeting.

No CARS or Emergency Management Report was received due to Bryce being out of the Country and Wendy not being able to get them to come through via email.

Trustee Knox made a motion to accept and approve the Chapin Department Reports. A second was made by Trustee L Forsman. Roll Call: R Brockhouse, yea. K Scott, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas.

 Old Business: Discussion & Possible Approval of Sidewalk at 614 Morgan: Taken off agenda.

New Business:

#1: Discuss Trustee Vacancy: A request to fill the vacancy has been received from Mary Rae Brockhouse, replacing her husband who recently passed. A recommendation was made by President Luttrell in favor of Mary Ray being appointed. Trustee L Forsman made a motion to accept and approve the appointment of Mary Rae Brockhouse to fill the vacancy for the remainder of the term in the passing of Max Brockhouse. A second was made by Trustee A Knox. Roll Call: K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas.

#2: Discussion & Possible Approval of the Purchase of an In-Car Camera for Squad Car: Trustee L Forsman made a motion to accept and approve purchase of In-Car camera for squad car not to exceed $6,000.00 which includes installation. A second was made by Trustee L Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. L Hamilton, yea. Motion Carries, 5 Yeas.

#3 & 4 discussed above.

#5: Discussion & Possible Approval of Amending Personnel Policy Regarding Reimbursement of Expenses: Trustee R Brockhouse made a motion to Approve of Amending Personnel Policy Regarding Reimbursement of Expenses. A second was made by Trustee A Knox. Roll Call: K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas.

#6: Approve Extension for 411 Ash Street: Tabled for September meeting.

#7: Discussion & Possible Approval of the Purchase of a Water Can/Fire Extinguisher for Fire Department: Trustee L Hamilton made a motion to accept and approve the purchase of a Water Can/Fire Extinguisher for Fire Department not to exceed $300.00. A second was made by Trustee L Forsman. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. L Hamilton, yea. Motion Carries, 5 Yeas.

#8: Discussion & Possible Approval of New CARS Member: The information on the new member was sent to President Luttrell via phone due to Bryce McCormick being out of the country. The prospective new member is Nick Gregory. Nick has already had his background check done and is also already on the EMS system. After discussion among the Trustees, Trustee A Knox made a motion that Nick Gregory be allowed to join CARS as a new member, and CARS only, not the Fire Department and that he be placed on a 6-month probation. A second was made by Trustee R Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. K Scott, yea. R Brockhouse, yea. Motion Carries, 5 Yeas.

 #9: Discussion & Possible Approval of Sewer Credit due to Filling Pool- 111 Superior St.: Sewer credit is $43.56.

#10: Discussion & Possible Approval of Sewer Credit due to Filling Pool-418 Cooper St.: Sewer credit is $31.95

#11: Discussion & Possible Approval of Sewer Credit due to Filling Pool-119 Superior St.: Sewer credit is $100.70.

#12: Discussion & Possible Approval of Sewer Credit due to Filling Pool-820 French St.: Sewer Credit is $31.42.

Trustee L Forsman made a motion to accept and approve the sewer credits at all 4 residences due to pool filling. A second was made by Trustee K Scott. Roll Call: L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, absent. K Scott, yea. R Brockhouse, yea. Motion Carries, 5 Yeas.

#13: Discuss Norfolk Southern Railroad: Discussion among Trustees regarding the train blocking tracks when children need to cross to get to school. A call has been made to the railroad and they are aware of the issue and concern. There is a suggestion that they break the cars if they are going to be sitting a long time or possibly moving the cars further west.

#14: Discuss Fall Clean Up Dates: After discussion it was decided Fall Clean Up Dates would be Friday, October 11th - through Sunday, October 13th, 2019. Brush clean up would piggyback on that and be held on Monday, October 14th, 2019.

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

Meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Rosanne Hamilton, Village Clerk.