CHAPIN BOARD OF TRUSTEES MEETING

DECEMBER 14, 2016

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, Max Brockhouse. The Pledge of Allegiance to the Flag of the United States of America was led by President Brockhouse. Roll Call was answered by Trustees Rex Brockhouse present, Leslie Forsman present, Loren Hamilton absent, Robert Luttrell present, Mike Newell present and Brian Surratt present. Also attending were Police Chief Jacob Beard, Village Attorney Allen Yow, and Village Clerk Mary Rae Brockhouse. Cameron Jones from Benton and Associates was also present.

**Minutes**

The minutes of the November 9, 2016 meeting were read. Trustee Brockhouse moved to accept the minutes, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

The minutes of the November 9, 2016 Executive Session were read silently. Trustee Forsman moved to accept the minutes, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

**Old Business**

**#1. Lagoon**

President Brockhouse then invited Cameron Jones of Benton and Associates to update the Board on the Sewer Treatment Plant improvements. Cameron stated that the improvements were moving along on schedule and should be completed by January 3, 2017. He, Prairie State Plumbing representatives, and President Brockhouse met on December 6, 2016 at which time bills in the amount of $36987.75 for construction and $4034.34 from Benton for construction engineering services were presented. Payment from grant funds are to be $33,725.43 and local funds of $3,262.32 to Prairie State Plumbing and Benton and Associates will receive $4034.34 from local funds. Trustee Brockhouse moved to pay the lagoon construction bills as presented, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

**Bills and Transfers**

Bills and Transfers were reviewed. President Brockhouse reported that the office project was done, but blinds for the windows were still needed. An awning has been ordered for the door. Trustee Luttrell moved to accept the bills and transfers and to buy new blinds for the windows, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

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The Utility Billing and Aging Report was read. Treasurer Bridgewater had reported to President Brockhouse that Account # 128 residents had moved away and the bill was not paid. The water was turned off and the balance was finally paid. The reconnect fee was credited back to the account. The water remains off.

Cameron Jones left the meeting at 7:15 PM.

**Police Report**

Police Chief Jacob Beard reported that there has been good dialogue between the neighborhood watch and the PD. Officer Helmich is now working independently. Chief Beard asked to make conditional offers of employment to 2 individuals, put them through the academy based upon passing background check, passing the Power Test. They would be sworn in at the February Board meeting. He also asked to transfer $7000.00 from Payroll fund to Supply fund to pay for training and equipment needed for the new hires. The Police Department covered 74 hours in November. Trustee Forsman moved to accept the report and to transfer $7000.00 from payroll fund to the supply fund to pay for training 2 new officers for conditional hire. This was seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

**Water and Sewer Report**

Superintendent Jeff MacIntire presented a written report. A new compressor was installed in the Water Tower in November after the old one failed. Emergency generators have been checked out. Ingram finished replacing new lights in the shop. Christmas decorations were hung. Two shut off valves on water meters at 617 Morgan and 819 Congress were replaced due to leaking. Snow Plow is on the dump truck. Ed DeGroot asks that the high humidity issue at the water tower be discussed. Village Hall furniture has been moved back to the office. New carburetor was ordered to replace one that would not work properly on the salt spreader. There was a water leak from a yoke at 413 Cooper. Doyle was called to repair this. It was noted that traffic did not slow to pass the working crew while this was done. Cedar Drive and Cooper Streets were under a boil order for several days due to the leak and chlorine issues. Trustee Luttrell volunteered to get bids for a large dehumidifier for the water tower. Trustee Luttrell moved to accept the report, and to purchase a new Chlorine Pump not to exceed $5000.00, to purchase 4 portable folding signs, two with MEN WORKING and two with ROAD CLOSED, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

Bryce McCormick, Rescue Squad Chief entered the meeting at 7:55 PM. For the year, the squad has responded to 64 calls. West Central joint dispatch is up and running. EMT and EMR course paperwork has been submitted. He thanked everyone that came to the open house. He asked to purchase drifit polo shirts for the department with the CARS logo at an estimated cost of $40. Each. Trustee Forsman moved to accept the report and approve the purchase of the Polo shirts at a cost not to exceed $40.00 each, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent. Chief McCormick then left the meeting at 7: 58 PM.

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**Fire Department Report**

Chief Pahlmann sent a written report. A meeting was held on November 10 for training and videos. Firefighters Josh Crews and Steve Ford conducted live burns in a small scale burn house they constructed. A SCBA cascade system was donated. It will need to be painted yellow and will be put into service after a relief valve is researched and it is secured to the floor. The engines have been renumbered to be in compliance with MABAS. Lomelino Sign will give an estimate on renumbering the vehicles. The department prepared and served Breakfast with Santa on December 10, 2016. They had a good turnout and leftovers were donated to New Beginnings Homeless Shelter. He asked permission to purchase pizza and soda for the January 12, 2016 Fire Department Meeting. Chief Pahlmann asked permission to go to visit Task Force Tips in Valparaiso, Indiana. They offer a program where they fly firefighters from the local airport to their headquarters to learn about nozzles. He was concerned whether he could accept this. Attorney Yow stated that he saw no problem with going to learn about nozzles as the Fire Chief. We received a bid from Neff-Colvin to replace two interior doors at the fire house for over $3000. He also asked the Board to consider amending the Fire Department Budget to add $2,450 to supplies and Repairs. Trustee Forsman moved to approve the Fire Department Report and to approve the pizza party expense for the January meeting, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

**Old Business continued**

2. Discuss History House Repairs. Tabled

3. Discuss 718 Superior. Attorney Yow reports that he has received all signatures needed to transfer the property ownership to the Village of Chapin.

4. Approve an Ordinance Regulating Travel Expenses. After discussion, Trustee Brockhouse, seconded by Trustee Forsman, moved to accept the new Travel Ordinance 2016-13. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

5. Discuss Grant for South Lift Station. Trustee Luttrell reports that there is no available grant. It was decided to table this item until the March 2017 meeting.

6. Discussion and Possible approval of Aeration System for the Lagoon. Tabled.

7. Discuss Purchase of a MSA Altair 4 Gas Meter for the Fire Department. After a long discussion, it was decided to purchase the gas meter and not replace the interior doors at the Fire Station at this time. Trustee Luttrell move to purchase the MSA Altair 4 Gas Meter based on the price presented by Chief Pahlmann at the last meeting, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

8. Discuss and Approve New Hires for Part-Time Public Works positions. Moved to Executive Session

9. Discussion and possible approval of 2 Interior Doors at the Firehouse. Tabled, remove from agenda

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**New Business**

1. Establish Board Meeting dates. No one had conflicts with the 2nd Wednesday of every month. The dates are as follows: January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, and December 13, 2017.
2. Discuss amending the Fire Department Budget. Tabled until next month.
3. Discuss hiring part-time office help. Moved to Executive Session

At 8:50 PM, Trustee Forsman moved to go to Executive Session, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

At 9:46 the meeting returned to Open Session. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Attorney Yow and Village Clerk, Mary Brockhouse were also present.

Trustee Brockhouse moved to hire Bryce McCormick for 20 hours a week at $11.00 per hour for Public Works Department effective December 19, 2016, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

Trustee Luttrell moved to hire Greg Hoots for 20 hours a week at $11.00 an hour effective December 19, 2016, for the Public Works Department, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

Trustee Forsman moved to hire Anita Knox for 16 hours a month at minimum wage as part-time office help, effective December 19, 2016 seconded by Trustee Surratt. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

Trustee Luttrell will update the PPE for both the Water Tower and Lagoon.

At 9:55 PM, Trustee Newell moved for adjournment, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion carried with 5 yeas, 1 absent.

Meeting adjourned at 9:56

Respectfully Submitted,

Mary Rae Brockhouse

Village Clerk of Chapin