Chapin Board of Trustees Meeting

February 14, 2018

The Board of Trustees of the Village of Chapin met at 7:00 p.m. 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: Leslie Forsman, present. Anita Knox, present. Loren Hamilton, present. Rex Brockhouse, present. Mike Newell, present. Max Brockhouse, present. Also, in attendance: Larry Knox, Village resident. Ron UpChurch, Village employee, Steve Edwards, Contract employee for the Village, Jake Beard-Chapin Police Chief, Scott Pahlmann-Chapin Fire Chief, Bryce McCormick-Chapin CARS Chief, Robert Luttrell-Village President, and Rosanne Hamilton-Village Clerk.

The minutes from the previous month’s meeting, January 10, 2017, were available for the Board members to read and review. Trustee Forsman made a motion to accept and approve the January 2018 Board Meeting Minutes. A second was given by Trustee R Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Bills and Transfers**: President Luttrell made mention to Village Trustees to take note of the additional bill, of $376.89 to USA Blue Book which came out of the Water Fund. Trustee Forsman made a motion to accept and approve the Bills and Transfers, this was seconded by Trustee Knox. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.

**Financial Reports**: The Financial reports were reviewed. In the Utility Bill Aging Report, it was noted that Account 018-819-005 and Account 198-710 both have liens placed on them. Trustee Newell made a motion to accept and approve the Financial Reports, this was seconded 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.

 **Committee and Department Reports**

**Chapin Police Department Report:** Report was presented by Chief Beard. Chief Beard reports that Officer Barber has been released from his doctor and should be back to work in February. There has been no feedback yet on the review of the police policy manual, which was submitted in January. The battery has been replaced in the squad car, as well as taking it in to GTSI to see about a kill switch being installed. Upon monitoring of the car, GTSI could find nothing drawing on the battery and felt that it was probably just a bad battery. There is hesitation about installing the kill switch due to the complications it causes for the officers in respect to entering information and would have to re-enter if car shut down with kill switch. But if this battery dies, then the kill switch will be installed, no question. And a reminder if there are employees that require new/updated Village ID cards, please email their full name, position and a picture of them from the shoulders up in front of a solid colored background to Chapinpolice@gmail.com

**Chapin Water/Sewer Department Report:** Report was presented by Ron Upchurch. Ron met with the EPA on January 17, 2018, for tour and inspection of the water plant. Some suggestions were given for changes and improvements followed with a letter. One of the suggestions was to bring Pall In for training on the membrane filters, as there is currently no one here with any training, and that was a concern. The DR3900 multiparameter tester is due for service and calibration at a cost of $729.00. The Village cannot be without a way to test water, so we would need to rent a tester from Hach, and that fee is about $800.00, and the rental unit also has a waiting list, with the purchase of a DR900, we would have our own backup unit. There are some issues with the float system in the raw water tank at the plant. Ron talked to Vandaventer engineering. They suggested that the floats be replaced. Ron believes that this issue may be causing some of the issues with the chlorination. A very large water loss has been realized within the Village distribution system and needs to be assessed and repairs/replacements as well as installation of meters needs to be addressed. Vandaventer was here on January 29th to replace the probe in the north station and it went back into service the same day. They came back out on February 7th, to service the north lift station. They reported that the pumps were in great shape but the contacts on the starter relays are burnt up and these will be replaced this month. The water heater at Village Hall was replace and a replacement compressor was purchased. There are some street signs and placement that needs to be done once the ground has thawed. Some repairs need to be done to the flag pole at the cemetery. They continue to keep up with snow removal as needed. Some major purchases and requests were made. The first request is a 1-ton dump truck with a plow and sell the 2-ton spreader and big plow. The next request was to bring the Pall Corporation to the Water Plant for Operation and Maintenance training on the membrane filters. And lastly, would like to purchase a DR900 Multiparameter portable colorimeter for the plant.

A motion was made by Trustee R Brockhouse to accept the Chapin Police Department and the Water/Sewer Department report. 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.

**Chapin Fire Department Report**: Report was presented by Chief Pahlmann. Six members of the Fire Department underwent CPR training on January 25th which was taught by Bryce McCormick and Ryan Arnold. On February 8th, 9 members did the quantitative SCBA mask fit test using a machine borrowed from Jacksonville Fire Department. 8 of those members passed. The member who did not pass was laughing during the test and that member will be retested on February 22nd, 2018, along with the other members who have not been tested yet. On February 8th, Chief Pahlmann had to purchase a new pager from GTSI for the on that went bad. One of the members pagers was not receiving pages for Chapin, GTSI told them that the pager was too old to be switched to narrow band and reprogrammed. Chief Pahlmann gave the member his pager and he is currently using the new pager, a Unication G1. Cost was $395.00, and it uses rechargeable AAA batteries instead of a battery pack like the Minitor pagers. The department had 3 calls in February to date. Chief Pahlmann askes that the Fitness Program be tabled until March as he has not had a chance to talk to Fitness World regarding the revised agreement. He would like to request to send no more than 4 members to Quincy Fire School, registration fee is not to exceed $50.00 per person. Cost will be split 50/50 between the Village and Rural. He also requests the pay $50.00 registration fee for no more than 4 members to attend the Fully involved class in Washington, IL. Cost will also be split 50/50 between the Village and Rural. Trustee Hamilton made a motion to accept and approve the Chapin Fire Department Meeting Report and to approve the registration fees to be split 50/50 between the Village and Rural for both training at Quincy and Washington. A second was made by Trustee M Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Chapin Area Rescue Squad Report**: Report was given by Bryce McCormick. CARS along with America and LifeStar Ambulance, Beardstown and Jacksonville Fire Departments transitioned into the Memorial EMS system earlier this month. Implementation of the Active/Support/Student/Honorary membership status is complete. Adam Hageman has resigned due to relocation and Tony McCormick will be retiring later in the month when his license expires, and as he is one of the original members, he asks that Tony be considered and Honorary member. He states that 3H 11 has a leak in the air ride suspension and that will be getting fixed in the coming week. There are some medical equipment requests that he has which is part of the ALS upgrade. The EZ-IO Drill and supplies, at $1339.00 plus shipping, ALS Supplies from Boundtree medical at $808.67 plus shipping. Knox Box Key Security system at $1759.00 plus shipping. Bryce went into further detail with the Board members regarding these items. He noted that the inventory has been done and is up to date. He states that CARS requested 3 grants with year, two federal and one state. The grants are for specialty equipment that would be nice to have but not necessarily required. The AFG (Assistance for Firefighters Grant is for mechanical CPR devices, power load system for the stretcher and for a new ambulance cable of transporting patients up to 1600 lbs. The OSFM Small Equipment Grant is for equipment necessary to out CARS members to respond as part of a Rescue Task Force, (RTF) for Active Shooter incidents. Memorial will be hosting training for departments this spring as the new protocol outlines for RTF responses. A motion was made by Trustee Forsman to accept and approve the Chapin Rescue Squad Department Report, as 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.

**Chapin Emergency Management Report:** The report was presented by Bryce McCormick. Bryce reports that DHS/FEMA has supplied transcript information for all supplied SSN in the Village. Each Trustee, as well as President and Clerk received an updated report on what individual have completed in NIMS training and what training they need to complete. Bryce was in hopes that the department heads and assistants will have the ICS300/ICS400 or Command and General Staff courses done this year. Ron Upchurch as some ideas for modifications to the PTO pump, however it is still not operational currently. Morgan County will be hosting several different training courses in the coming months. Topics includes: Hazardous Materials Operations, Incident Command/Safety, and Rescue Task Force Response. Water/ Sewer Department- all employees have been fit tested and physicals complete. CARS is working to determine who will attend HazMat training and be required to participate. Chapin Fire- 5 members have physicals complete, 8 fit test passed. Trustee Forsman made a motion to accept and approve the Chapin Emergency Management Report. A second was made by Trustee Knox. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Old Business:**

1. Discussion and Possible Approval of a Fitness Program for the Fire Department: Tabled

**New Business:**

1. Discussion & Possible Approval of Speed Bump for Poplar Street. The area where this is needed is near the park. After discussion amongst the Board members whether to purchase an actual speed bump it was decided that they would have Ron Upchurch do a cold patch one at this time to see if that will deter speeding in that area. No vote was taken on this as it will be handled within the city and no purchase was needed.
2. Discussion & Possible Approval of Sewer Credit Due to Leak at 1715 Ore Road. The business developed a pipe that froze and burst due to the frigid temps. The sewer credit would be $129.99. Trustee Hamilton made a motion to allow the sewer credit of $129.99 at 1715 Ore Rd. A second was made by Trustee Knox 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 Sewer Credit Due to Leak at 511 Elm. The resident also had a water leak and sewer credit would be $310.55. Trustee Forsman made a motion to allow the sewer credit of $310.55 at 511 Elm. A second was made by Trustee Knox. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
4. Discussion & Possible Approval of Sewer Credit Due to Leak at 813 North Street. The owner of the property has asked for a sewer credit due to a water leak. The sewer credit would be $702.48 and would leave a balance of $562.02 which they have agreed to pay within 3 months at $189.67 a month plus their current monthly bill. Trustee Forsman made a motion to allow the sewer credit of $702.48 and the 3 monthly payments of $189.67 plus their current monthly bill. A second was made by Trustee M Brockhouse. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.
5. Discussion & Possible Approval of Reimbursing Late Fees for 1026 Schumacher Road. The resident has requested that the fee of $36.72 & $16.45 be credited to his account. Trustee M Brockhouse made a motion to accept the amounts be removed from the resident’s bill, a second was made by M Newell. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.
6. Discuss & Possible Approval of Equipment for New CARS Members. The Board members were presented with a quote from GTSI for new radio equipment for the new members. One radio and new pager charging stations. The two pager chargers are for existing members. The quote is for a fee of $997.00. Trustee Forsman made a motion to approve the purchase of the new radio equipment at a fee of $997.00. A second was made by Trustee Hamilton. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, no. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Nay
7. Discussion & Possible Approval of Remainder of Equipment for ALS Upgrade: The description of the equipment needed was discussed earlier during the report given by Bryce McCormick for CARS. Trustee Newell made a motion to approve the purchase of the remainder of the ALS Equipment, The EZ-IO Drill and supplies, at $1339.00 plus shipping, ALS Supplies from Boundtree medical at $808.67 plus shipping. Knox Box Key Security system at $1759.00 plus shipping. For a total of $3906.67 plus S&H. Trustee Forsman made a second. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.
8. Discuss Spring Clean Up Dates & Curbside Yard Waste Pick Up Dates: There was discussion amongst the Board members and they decided that Spring Clean Up Dates and Curbside Yard Waste Pick Up Dates would run concurrent of each other. The dates are April 27-28, 2018, a Friday & Saturday. No vote needed.
9. Discussion & Possible Approval of a Fraud, Waste & Abuse Policy. A motion was made by Trustee Knox and second by Trustee Forsman to accept and approve The Village of Chapin Fraud, Waste & Abuse Policy. Roll Call: A Knox, yea. L Forsman, yea. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.
10. Discussion & Possible Approval of an Air Compressor at the Water Plant: A quote was received from Doyle Plumbing and Heating for providing and installing a second Quincy compressor at the Water Plant. It would be a 5 hp. 230 volt/3 phase with an 80-gallon tank and a premium efficiency motor. Cost for installation would be $7,635.00. The Board members held discussion over this and Trustee M Brockhouse made a motion to accept and approve the quote and bid from Doyle Plumbing and Heating for the purchase and installation of an air compressor at the Water Plant. A second was made by Trustee R Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
11. Discussion & Possible Approval of Cemetery Notification in the Source. This notification is to remind people that mowing season starts and that items such as grave blankets need to be removed. There was a bit of discussion over if there was a need to place the ad. A motion was made by M Brockhouse to place the ad in the Source beginning 3-15-2018. A second was made by Trustee Newell. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, no. L Forsman, no. Motion carries, 4 Yeas. 2 Nays.
12. Discuss Remodeling Back Room at Village Hall: Tabled will seek bids before any other discussion.
13. Discuss Plow/Dump Truck: Research needed, tabled for now

A motion was made by Trustee Forsman to adjourn, seconded by Trustee Knox Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas. Meeting adjourned at 8:45 pm

Respectfully Submitted,

Rosanne Hamilton, Village Clerk.