October 9, 2019

Village of Chapin Board of Trustees Meeting

The Village of Chapin Board of Trustees met at 7:00 p.m. on October 9, 2019. The meeting was called to order by Village President, Robert Luttrell. This was followed by the Pledge of Allegiance which was led by President Luttrell. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. 6 present.

Guests Present: Ron Boris, Gary Bland, Steve Edwards, Ron Upchurch, Village employee, Allen Yow, Village attorney, Rosanne Hamilton, Village Clerk.

Village President asked Mr. Bland if he would like to speak. Mr. Gary Bland addressed the Board. He states that he wondered if there was anything, he needed to know other than what was in the Village ordinance regarding putting a home on a lot he purchased. Attorney Yow and Village President Luttrell responded to his questions. They advised that he needed to bring back to the Board the type of home he was wanting to put on the lot, dimensions, and layout, as a variance could be needed. He was advised if a variance is needed there would be other procedures which would need to be followed. Nothing further and Mr. Bland left the meeting.

The minutes from the previous meeting, September 11, 2019 were reviewed as presented. Trustee R Brockhouse made a motion to accept and approve the September meeting minutes. A second was made by Trustee M Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. Motion Carries 6 Yeas.

Bills and Transfers: These were reviewed by the Trustees. Treasurer Bridgewater left the information for the Trustees that IML Foreign Fire Insurance Tax has been deposited into the Fire Protection Fund in the amount of $1,754.74. The second installment of the property taxes have been received in the amount of $23,697.35, of this $19,426.88 has been deposited into the General Fund, $2,181.65 has been deposited into the Police Fund, and $2,088.82 has been deposited into the Fire Fund. President Luttrell states that CARS member Ryan Arnold did not seek prior approval from the Board to attending training and hotel therefore the Village is requesting reimbursement for hotel in the amount of $123.17. The cost of the hotel could be reimbursed from the Passavant Foundation. Trustee L Forsman made the motion to accept and approve the bills and transfers as well as reimbursement for the hotel for Ryan Arnold. A second was made by Trustee L Hamilton. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.

Financial Reports: These were reviewed by the Trustees. It is noted that account #040-713-001 has a lien filed. Trustee L Forsman made a motion to accept and approve the Financial reports. A second was made by Trustee Knox. Roll Call: L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

Committee Reports:

Chapin Water/Sewer Department: The report is given by Ron UpChurch. Ron reports that there has been 5 water leaks and 4 repairs made this month, one turned out to be a false alarm. Hydrant flushing and maintenance were completed on September 26 and 27, 2019. It has become necessary to start restocking repair and replacement materials for both the distribution system and the Water Treatment Plant. He also states that the Village’s Ford pickup truck has dropped an ignition coil and needs to be repaired. He also states that the dump truck is down. The scale is not working. Will be getting prices on hoses.

Chapin Police Department: Nothing to report.

Chapin Fire Department: The written report from Fire Chief, Scott Pahmann. Chief Pahlmann reports that on September 26, 2019 members ran all vehicles, checked and ran small motors and checked gear and equipment. Members also went on Facebook Live to announce the name of the hose dummy. After several “technical difficulties”, the name Mr. Lederhosen was picked out of the names submitted. On October 9th, the members participated in the fire drill at Triopia schools. Members visited classrooms afterwards to talk about fire prevention, what to do if there is a fire and staying safe in an emergency. Upcoming is Meeting with training on October 10, Porktoberfest October 12, Training on October 24, Football parking on October 25, and Halloween October 30th and 31st, 2019.

Chief Pahlmann has a request to spend no more than $450.00 for a Fire Department appreciation dinner & recognition ceremony in October, to be held during Fire Prevention Week.

Chapin Area Rescue Squad: The written report from Bryce McCormick. Bryce reports that CARS is hosting their second Porktoberfest this coming weekend. Under training, he notes that in availability hours, the availability of members has been on a decline for the past several months. For members who do have weekly availability, it can be taxing and stressful, himself included. He would like to send out notifications for an EMR course to all the addresses in the response area in an attempt to gain additional members. An additional recruiting method may be to look at development of the squad into assisting with specialized rescue services, such as aerial assistance searches. Bryce may have a lead on a grant funding for such a program and would have the requirement of being an EMR at a minimum to join and assist in this venture. He will have additional information available at the next meeting.

IDPH inspections were provisionally passed as so back-ordered expired items had not been replaced. Those items have now come in and both ambulances are fully licensed. The batteries for the stretcher are in, and on the ambulance. He would like to declare the 4 batteries and vehicle charger (Dewalt) surplus and sell or give them to another department within the Village if they can be used or see what they are worth.

He will be replacing AED and Cardiac Monitor pads in the coming weeks. The Police department AED have pediatric AED pads replaced this month.

Update regarding Federal Grants. As of 10/09/2019 CARS has not been awarded an FY2018 AFG, although FEMA made notification that all rejection letters and awards will be made by end September beginning of October. We have not heard any news.

Chapin Emergency Management: The written report from Bryce McCormick states no new course completions have been turned in this month. Nothing further at this time.

President Luttrell states that Bryce is also working on grants for $25,000.00

Trustee M Brockhouse made a motion to accept and approve the Chapin Department reports. 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, yea. Motion Carries, 6 Yeas.

Old Business:

1. Accept resignation of Part-time Police Officer: Rob Headen sent a letter of resignation to the Village as Part time Police Officer as of October 4, 2019. He is retiring from law enforcement. Trustee R Brockhouse made a motion to accept and approve the resignation of part time Police Officer Rob Headen. A second was made by Trustee Scott. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 6 Yeas.
2. Discussion & Possible Approval of an Ordinance Authorizing Credits for Sewer Charges Related to Filling Swimming Pools: The Ordinance was presented to the Board Members to review. Trustee Forsman made a motion to accept and approve An Ordinance Authorizing Credits for Sewer Charges Related to Filling Swimming Pools. A second was made by Trustee Hamilton. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.

New Business:

1. Swear in New Part-Time Police Officer: Village Clerk, Rosanne Hamilton administered the Oath of Office to Ron Boris.
2. WWTP Improvements Project Update: President Luttrell advised the Board of Trustees of a brief update including that the sand filters pumps are down. He states Cameron Jones from Benton & Associates is out of town until the following Monday.
3. Discussion & Possible Approval of Pay Request to Prairie State Plumbing: Trustee Knox made a motion to approve Pay Prairie State Plumbing $14, 527.08. A second was made by Trustee Scott.  Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 6 Yeas.
4. Discussion & Approval of the Purchase of Halloween Treats: Per information from the Village Treasurer Wendy Bridgewater, last year we allowed up to $100.00. Trustee Knox made motion to Approve the Purchase of Halloween Treats not to exceed $100.00. A second was made by Trustee M Brockhouse. Roll Call: L Forsman, yea. Hamilton, yea. A Knox, yea M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. Motion Carries 6 Yeas.
5. Discussion & Approval of an Ordinance Amending Ordinance No. 2011-3 Entitled an Ordinance Establishing Rules for the Operation of Non-Highway Vehicles: Moved to Old Business, November 2019 meeting.
6. Discussion of a Mass Mailer: The Board Members had in their packets of information a mock letter of what the mass mailer would be regarding the railroad cars blocking the crossings at Congress and Poplar streets. President Luttrell explained to the Trustees how the meeting went between Village representatives and Norfolk Southern Railroad. The Mass mailing is to let the residents of the Village know that the Village is aware of the situation and have been in communication with the railroad in regards to a solution and to also advise the safety issues involved with people trying to cross between the resting rail cars. The Trustees discussed the contents of the letter. Trustee Forsman made a motion to accept and approve the mass mailing to the residents of the Village of Chapin regarding the issue with the Railroad. A second was made by Trustee Knox. Roll Call: L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, yea. K Scott, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
7. Discussion & Possible Approval of Sewer Credit Due to Filling Pool- 316 Poplar: Trustee Forsman made a motion to accept and approve of Sewer Credit Due to Filling Pool- 316 Poplar for $34.83. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 6 Yeas.
8. Discussion & Possible Approval of Sewer Credit Due to a Leak- 218 Cedar: It is noted from Treasurer Bridgewater, this leak carried over two months. Trustee Knox made a motion to approve the Sewer Credit Due to a Leak- 218 Cedar at $85.54 total (August-$62.19, September 23.35). Trustee R Brockhouse made a second. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. K Scott, yea. M Brockhouse, yea. L Hamilton, yea. Motion Carries, 6 Yeas.
9. Discussion & Possible Approval of an Ordinance Prohibiting Cannabis Business Establishments: Tabled to November meeting.
10. Discussion & Possible Approval of an Ordinance Imposing a Municipal Cannabis Retailers Occupation Tax: Tabled to November meeting. The Board Members did discuss this topic and Trustee Forsman made a motion that a survey be sent out to the Village residents in regards of their opinion of allowing or not allowing Cannabis businesses in the Village. Trustee Knox seconded that a mass mailing survey be sent to the residents of the Village. Roll Call: M Brockhouse, yea. K Scott, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 6 Yeas.

Trustee Forsman made a motion to adjourn the meeting. A second was made by Trustee Knox. Roll Call: K Scott, yea. M Brockhouse, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion Carries, 6 Yeas.

Meeting adjourned at 8: 45 p.m.

Respectfully submitted,

Rosanne Hamilton, Village Clerk