CHAPIN BOARD OF TRUSTEES MEETING

NOVEMBER 9, 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 present, Robert Luttrell present, Mike Newell present, and Brian Surratt present. Also attending were Treasurer Wendy Bridgewater, Village Clerk Mary Rae Brockhouse, Fire Chief Scott Pahlmann, Attorney Allen Yow, Rescue Squad Chief Bryce McCormick, Rescue Squad members Dereck Huseman, Tarrah DeGroot, and Village resident, Anita Knox.

**Minutes**

The minutes of the October 12, 2016 Board meeting were read. Trustee Brockhouse, seconded by Trustee Hamilton, moved to approve the minutes. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

The minutes of the October 12, 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 yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

**Bills and Transfers**

Treasurer Wendy Bridgewater reported that the air compressor at the water tower is broken. They are currently in the process of getting repairs. There will be an invoice for it next month. Check # 11027 for $15.00 was voided as the cost was included in the attorney fee related to the property at 612 Congress Street. The long distance block from the phone line at the water tower alarm has been removed so that Jeff McIntire could be paged for alarms. Mr. Vaughn’s credit card was canceled as he is no longer employed by the Village. Mr. Vaughn was paid for his 147 hours of Comp time in his final check. Application for a credit card has been made for Jeff McIntire. Treasurer Bridgewater also stated that there have been multiple issues with the power outage last month. She mentioned the backup generator, air compressor, computer at the tower and the pumps at the lagoon and the 911 computer had all been adversely affected. President Brockhouse suggested that Ameren be notified to see if they had insurance to cover damage caused by the outages which was caused by contracted labor. Treasurer Bridgewater will contact both Ameren and the contracted company which is J&F. There is a bill from Indelco for the new Chlorine sensor and we were over charged. That check was voided and a new check was issued for $ 858.58. Trustee Newell moved to accept the bills and transfers, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

The Utility Billing and Aging report was then discussed. Treasurer Bridgewater reported that a lien letter had been sent to account # 260-619-002. The $75.00 reconnect fee was credited back as they will not be reconnecting. She also reported that 2 CD’s are mature. Trustee Luttrell moved to send the lien

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letter, and renew the CD’s for 18 months for .35%. One CD is with the water fund and the 2nd on is for the Martha Allen Fund. This was seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

**Committee and Department Reports**

Chapin Area Rescue Squad and Emergency Management Report

Chief Bryce McCormick reported 20 calls in the last month and 58 for the year. CARS plans an Open House on December 13 for the community to show what they do, how to join and the new rescue vehicle. They will also inform the residents that CARS will be hosting EMT and EMR courses after the first of the year.

We then went outside to tour the new Rescue truck recently purchased. It is very impressive and will help the rescue squad deliver excellent care in emergencies.

Chief McCormick also reported that PAH transferred dispatching to the West Central Joint Dispatch Center and this will improve response time.

Trustee Luttrell moved to accept the report and send out a mailer to notify area residents that CARS will be offering EMT and EMR courses next year. The cost of the mailer is not to exceed $600.00. This was seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Fire Department Report

Fire Chief Scott Pahlmann reported that the department, including the Police Department and Rescue Squad attended a Meth Lab Awareness Training. Members of the fire department participated in the Spaghetti dinner and parked cars at the Triopia football game. Homework from the firefighters at Triopia Grade School was very successful. Chief Pahlmann attended the Fire Ground Management for small career and rural fire departments in October. There were 2 calls for the month. There were 3 meetings and training sessions. He requested 2 new interior doors plus instillation and a lock for the office door. He also asked to investigate the possibility of starting a Junior Fire Fighters Program. Trustee Hamilton moved to accept the report and give permission to investigate starting a Junior Fire Fighter’s Program for participants age 14 with a startup cost not to exceed $500.00. This was seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Culture and Recreation Committee

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Trustee Forsman reported that the No Parking signs will be up soon. They will be placed around the blacktop. We still need dirt on North Street, where the sidewalk was removed.

Personnel Committee

They have received 3 applications and they will be reviewed during Executive Session

Water Superintendent Report

Jeff McIntire reported that regular testing of water samples and Maintenance of water and sewer plants was done. Monthly water readings for billing and EPA water samples were sent for testing. Monthly paperwork for EPA was completed. A” clean in place”, on water tower skids was done. Water valves were exercised. Dirt was put around new sidewalks and at the basketball court. City wide clean up used 4 dumpsters and 1 dumpster of iron. New lights in the shop were installed. One almost caused a fire. Hydrants were flushed. Electricity went out at the tower and the generator would not turn on. It was repaired by Cummins. The Chlorine Scale malfunctioned, a spare one was used and a new one was ordered.

Police Report

Chief Beard sent a written report this month. The department worked 65.5 hours this month. $261.66 was collected in fines. They continue to work with the Neighborhood Watch. Chief Beard is conducting checkout rides with Officer Helmich.

Trustee Forsman moved to accept the Department and Committee Reports, seconded by Trustee Hamilton. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

**Old Business**

Discuss disinfection exemption and the sewer treatment plant. Tabled, no new information

Discuss History House repairs. Tabled

Discuss 718 Superior. Attorney Yow stated that he has received several of the signed deeds. Approximately 8 family members need to sign deeds for the property to be signed over to the Village.

Approve and Ordinence renewing and existing gas franchise with Ameren Illinois. This is a long term Ordinance for 20 years. Attorney Yow sees no issues at this time. Trustee Forsman moved to pass Ordinance 2016-11, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Approve an Ordinance regulating travel expenses. Tabled until December

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**New Business**

Approve the Annual tax levy Ordinance. After discussion, Trustee Hamilton moved to pass the annual tax levy ordinance 2016-12, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Appoint deputy clerk to accept petitions. After discussion, it was noted that the Village Clerk is the only one who can accept these petitions.

Discuss Liquor License Renewal. President Brockhouse, who is the Liquor Commissioner, reported that a short form would be used for the FS gas station renewal and that the form and fee would be delivered to the Village Hall later in the week.

Open sealed bids for 714 Superior. One bid was received for this property from Robert Surratt, Lehigh Acres, FL 33936, for $1500.

No bid was received for 517 Chapin Street. One bid was received from Arenzville Rentals for 612 Congress Street for $12,016. Trustees voiced concerns that the property would be needed again since there are plans for an annual Fall Festival. Trustee Forsman moved to sell the 714 Superior property to Robert Surratt for his bid of $1500 and reject the bid for 612 Congress Street property at this time. This was seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse nay, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt nay. Motion carried with 4 yeas, 2 nays.

Discussion and possible approval of a metal detector and probe for the cemetery. After discussion, Trustee Luttrell wants to discuss the metal detector with Mr. McIntire and Benton and Associates. We had previously approved $3000.00 for a metal detector and it has not been purchased. Trustee Brockhouse moved to purchase a metal detector probe from Ditch Witch not to exceed $150.00, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Discuss grant for South lift station. Nothing available at this time.

Discuss possible purchase of 4 Neighborhood Watch signs. Myers signs will sell them for $25.00 each. Trustee Forsman moved to purchase the 4 signs for a total cost of $100.00, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Discuss and possible approval of Aeration System for the lagoon. Cameron Jones at Benton and Associates is writing the bid specifications and we will have it at the next meeting.

Discuss and possible purchase of 2 doors with installation and keypad entry at the Firehouse. Trustee Forsman moved to purchase 2 interior doors with installation and keypad entry on the office door not to exceed a cost of $1000.00, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee

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Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Discuss the purchase of a SMA Altair 4 Gas Meter for Fire Department. Table for December meeting.

Discuss Jr. Fire Fighter Program Discussed and passed earlier in the meeting.

Accept resignation. Trustee Luttrell moved to accept with regret, Orville Wheatly’s resignation, effective December 29, 2016, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

At 9:25 PM, Trustee Forsman moved to go to Executive Session, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

**OPEN SESSION RESUMES**

At 9:54 the Board of Trustees returned to Open Session. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Also present were President Brockhouse, Attorney Yow and Village Clerk Mary Rae Brockhouse.

Trustee Brockhouse moved to rerun the ad in the SOURCE the end of November for a part-time maintenance position, if the Personnel Committee finds it necessary, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Trustee Luttrell moved to adjourn, seconded by Trustee Hamilton. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Meeting adjourned at 9:59

Respectfully Submitted,

Mary Rae Brockhouse

Village Clerk of Chapin