**Chapin Board of Trustees Meeting**

**May 10, 2017**

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, Robert Luttrell. The Pledge Allegiance to the Flag of the United States of America was led by President Luttrell. Roll Call was answered by Trustees: Max Brockhouse present, Mike Newell, present, Rex Brockhouse present, Leslie Forsman present, Anita Knox present, and Loren Hamilton present. Also were attending were Treasurer Wendy Bridgewater, Attorney Allen Yow, Village Clerk Rosanne Hamilton, Cameron Jones and Mike McEvers from Benton and Associates, Phil Martin.

The minutes of the April 22, 2017, meeting was read. Trustee M. Newell moved to approve the minutes, seconded by Trustee M. Brockhouse. Roll Call: Forsman yea, Knox yea, Hamilton yea, R. Brockhouse yea, Newell yea, M. Brockhouse yea. Motion carried 6 Yeas. Trustee Newell moved to accept the minutes from Village of Chapin Special Meetings, February 8, 2017 and April 12, 2017. Seconded by M. Brockhouse. Roll Call: R Brockhouse yea, Newell yea, M Brockhouse yea, Hamilton yea, Knox yea, Forsman yea. Motion carried with 6 Yeas.

**Bills and Transfers**

There was one additional bill from Lomelino Sign Co., for $20.00 for two name plates. This will be paid from the General Fund. Motion to approve the report and to pay the additional bill to Lomelino Sign Co., for $20.00 was made by Trustee M. Brockhouse, seconded by Trustee Forsman. Roll Call: Forsman yea, Knox yea, Hamilton yea, R. Brockhouse yea, Newell yea, M. Brockhouse yea. Motion carried 6 Yeas.

**Utility Bill Aging**

Treasurer Bridgewater discussed Account 018-819-003, Account 183-416-002 has had a lien filled, a

Account 290-420-001 that the account balance was paid, and is aware that the deposit of $125.00

still needs to be paid. Wendy did not feel that was going to be an issue. Trustee Knox made a motion to

accept the Utility Aging Report, seconded by Hamilton. Roll Call: Knox yea, Hamilton yea, Forsman yea, M Brockhouse yea, Newell yea, R Brockhouse yea. Motion carries with 6 Yeas.

President Luttrell then recognized Cameron Jones from Benton and Assoc. Mr. Jones stated there will be a public hearing to close the grants for the sewer project. The date for this will be May 31, 2017 at 2:00 PM. The notice regarding this will be published the week of May 14, 2017 in the Jacksonville Journal Courier.

He also stated that there had been a leak inside of a joint due to over tightening and that the contractor will replace the parts at their expense.

 Phil Martin was then recognized by President Luttrell and at this time he chose to sit through the meeting and may wish to address a concern he has later in the evening.

**Committee and Department Reports**

*Culture and Recreation*: No action taken

*Public Works:* Discussion was held amongst the Trustees in regards of not getting the water samples sent in a timely manner. Trustee R Brockhouse made a motion to accept the Committee Report, seconded by Forsman. Roll Call: Forsman yea, Hamilton yea Knox yea, R. Brockhouse yea, Newell yea, M. Brockhouse yea. Motion carried 6 Yeas.

*Police Department Report:*  Chief Beard sent in his written report. Trustee Knox brought up discussion regarding the report that she would like to see on the report, the name of the Officer and date that they worked instead of a general report just showing the amount of hours the Community has coverage. President Luttrell will ask Police Chief Beard to include that information in his reports. A motion was made by Hamilton to accept the Committee report, seconded by R Brockhouse. Roll Call:, Newell yea, R Brockhouse yea, Knox yea, Hamilton yea, Forsman yea, M Brockhouse yea Motion carries with 6 Yeas.

*Rescue Squad:*  Chief Bryce McCormick sent his written report. The Current EMT Class will end this Month, May 2017. The Rescue Squad is participating on a trial basis, 60 days, which is nearing its end, with West Central Joint Dispatch and CARS in IAMRESPONDING. The program is beneficial in additional information and aides in scheduling. If the Rescue Squad wishes to become part of the program on a regular basis, cost is approximately $300.00 per year. Motion to accept the Committee Report was made by M Brockhouse, seconded by Newell. Roll Call: Knox yea, Hamilton yea, Forsman yea, M Brockhouse yea, Newell yea, R Brockhouse yea. Motion carries with 6 Yeas.

*Chapin Fire Department Report:*  Chief Scott Pahlmann sent his written report. Chief Pahlmann has asked the Board to allow two gentleman to come join the Fire Department, as probationary members providing they have favorable background checks. Daniel Edmonds and Colton Rodems. He also is requesting the process to surplus the old Engine #2. Motion was made by Trustee Forsman to accept Edmonds and Rodems proving the background checks are favorable and to accept the Committee Report. Seconded by Knox. No vote was taken at this time, and will revisited at a later time.

*Crisis and Emergency Management Report:*  Chief Bryce McCormick sent his written report. Bryce will be working over the next month to determine what employees and volunteers, along with some elected positions have completed the NIMS courses for Federal Grants opportunities. President Luttrell reinforced the need for those who have not completed will need to do so. Roll call: Forsman yea, Knox yea, Hamilton yea, M Brockhouse yea, Newell yea, R Brockhouse yea.

*Health & Welfare Committee:* No Action*.*

**Old Business**

1. Discuss Disinfection Exemption at the Sewer Treatment Plant and Repairs/Improvements:

Again, He also stated that there had been a leak inside of a joint due to over tightening and that the contractor will replace the parts at their expense. After discussion, Roll Call: Newell yea, M Brockhouse, Hamilton yea, Knox yea, Forsman yea, R Brockhouse yea.

2. Discuss Cemetery Fees: Discussion concerning the price for a cemetery plot for a resident of Chapin vs. non-residents of the City of Chapin . No action taken. Discussion was tabled at this time.

3. Discussion and Possible Approval of a New Billing Company for the Rescue Squad: Treasurer, Wendy Bridgewater presented information to the Board on current billing practices of the provider the Rescue Squad is using at this time. She also presented information on a new company, Med-I-Claims Services. After discussion and cost analysis of the two companies, Trustee Forsman, made a motion: To send a written notice to America terminating the existing contract and approval to pay $500.00 from the Rescue Squad Fund as start up fee, to Med-I-Claims Services. Seconded by Knox. Roll Call: Hamilton yea, Knox, yea, Forsman yea, R Brockhouse yea, Newell yea, M Brockhouse yea. Motion carried. 6 Yeas.

**New Business**

1. Discuss and Approval Supplemental 2017 MFT General Maintenance Program: The cost to seal coat, pavement repair and utility frame adjustment was provided by Mike McEvers with Benton and Associates. The area in which this would cover is on several streets in town, with worse area being on Cooper in front of the Elevator. Streets and/or portion of streets include: Cooper, French, Congress, Poplar, Superior and Railroad. Trustee Forsman asked what the longevity of this was. Mr. McEvers states it will depend on traffic but around 5-6 years. Trustee Forsman made a motion to accept the Supplemental 2017 MFT General Maintenance Program of an estimated cost of $43,703.00, second was made by Newell. Roll Call: R Brockhouse yea, Newell yea, M Brockhouse yea, Hamilton yea, Knox yea, Forsman yea. Motion carried, 6 Yeas.

2. Discuss Drainage Improvements on Superior from Poplar to Congress using MFT Funds:

 Mr. McEvers presented information and approximate costs, time frame and when the actual work could start. After discussion, it was decided that this would be tabled for another time.

3. Appointment of Committee Assignments: Board members reviewed the listing of Committees on which they had been placed. R Brockhouse made a motion to accept the assignments given, second by Forsman. Roll Call: Forsman yea, Knox yea, Hamilton yea, M Brockhouse, abstain, Newell yea, R Brockhouse yea. Motion carried, 5 Yeas, 1 Abstain.

4. Appointment of Department Heads: Treasurer: Wendy Bridgewater, Police Chief: J Beard, Fire Chief: S Pahlmann. Roll Call: R Brockhouse yea, Newell yea, M Brockhouse yea, Forsman yea, Knox nay, Hamilton yea. Motion carried, 5 Yeas, 1 Nay.

5. Approve Class a Water Operator’s Contract: The cost of the contract will increase for contract year July 2017- Jun 2018, up $50.00 from $500.00 to $550.00. After discussion, Trustee M Brockhouse made motion to accept and approved the Class A Water Operator’s Contract, seconded by Trustee Forsman. Roll Call: Hamilton yea, Knox yea, Forsman yea, R Brockhouse yea, Newell yea, M Brockhouse yea. Motion carried, 6 Yeas.

6. Discuss Sewer Operator: Tabled for discussion at a later date.

7. Discuss Summer Sewer Rates: In past years the City has allowed a lower sewer rates for the months of June and July. After discussion, Trustee R Brockhouse made a motion to accept the summer sewer rate for the billing months June 1 – July 1, 2017. Seconded by M Brockhouse. Roll Call: Forsman yea, Knox yea, Hamilton yea, M Brockhouse yea, Newell yea, R Brockhouse yea. Motion carried, 6 Yeas.

8. Discuss Replacing Windows at Village Hall: Tabled for discussion at a later date.

9. Discuss Sewer Credit at 412 French St. Due to Leak and 623 Morgan St.: After discussion of both properties and issues creating their higher than normal usage. Trustee Forsman made a motion that at the 412 French St. location a credit of $ 58.69 be given, seconded by Knox. Trustee Hamilton made a motion that at the 623 Morgan St. location a credit of $18.00 be given, seconded by Forsman. Roll Call: Forsman yea, Knox yea, Hamilton yea, R Brockhouse yea, Newell yea, M Brockhouse yea. Motion carried, 6 Yeas.

10. Discuss Ordinance Numbers 98-3 & 02-5, Providing for the Regulation of Mobile Homes: Tabled for June 2017 meeting.

11. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village: After discussion a motion was made by Trustee Newell, to Accept and Approve Ordinance 2017-6, An Ordinance of the Village of Chapin, Morgan County, Illinois, Authorizing the Disposal of Personal Property Owned by the Village of Chapin, Illinois. Seconded by M Brockhouse. Roll Call: R Brockhouse yea, Newell yea, M Brockhouse yea, Hamilton yea, Knox yea, Forsman, yea. Motion carried, 6 Yeas.

12. Discuss Possible Sale or Disposal of 1975 American Lafrance Fire Truck: Tabled for discussion at a later date.

13. Discuss a Brush Collection Pile: Tabled for discussion at a later date.

14: Discussion & Possible Approval of Basketball Court Seal-coating & Pavement Markings: After discussion, a motion was made by Trustee M Brockhouse to seal-coat, using 2 layers of seal coat on the basketball court for $1320.00 to be paid out of the Park Funds by Freesen’s and pavement markings could be put on at a later date. Seconded by Hamilton. Roll Call: Knox yea, Forsman yea, R Brockhouse, Newell yea, M Brockhouse yea, Hamilton yea. Motion carried, 6 Yeas

15. Discuss Service Contract Proposal with Pall Microfiltration System: Removed from Agenda

16: Discuss Amending Ordinance #2006-4, Ordinance Establishing a Volunteer Rescue Squad: There was discussion regarding Bryce McCormick being paid for his services to the Village, such as teaching and Rescue Squad Calls as well as other Rescue Squad Members except elected officials and appointed Village employees. After discussion, Trustee Knox made a motion to accept and approve Ordinance #2017-07, An Ordinance Amending Ordinance #2006-4 Entitled “An Ordinance Establishing A Volunteer Rescue Squad for the Village of Chapin, Morgan County, Illinois.” As Amended. Seconded by Hamilton. Roll Call Forsman yea, R Brockhouse, Newell yea, M Brockhouse yea, Hamilton yea, Knox yea. Motion carried, 6 Yeas.

Mr. Martin decided that he would like to speak to the Board before they go into Executive Session. He is upset with the Village for billing him for utilities that his tenants did not pay, feels that he should not be held liable, states that he would like to have the bill waived. President Luttrell told him that the Board would discuss his request and advise him of their decision at a later time. Treasurer Bridgewater did warn him she going to have to take further action; which is in accordance with the certified letter that he received from the Village if he continues to come in and yell at her.

 At 9:00 pm Trustee R Brockhouse, made a motion to go into executive session, seconded by Trustee Newell. Roll call: Forsman yea, Knox yea, Hamilton yea, M Brockhouse yea, Newell yea, R Brockhouse yea. Motion carried: 6 yeas.

At 9:37 pm, motion to adjourn closed session and move to open session made by Trustee Newell, seconded by Forsman. Roll Call: R Brockhouse yea, Newell yea, M Brockhouse yea, Hamilton yea, Knox yea, Forsman yea.

At 9:38 pm, motion was made by Trustee Newell, and second by Knox to adjourn the meeting. Roll call: Forsman yea, Knox yea, Hamilton yea, R Brockhouse yea, Newell yea, M Brockhouse yea. Motion carried, 6 Yeas, meeting adjourned.

Respectfully Submitted

Rosanne Hamilton, Chapin Village Clerk