Chapin Board of Trustees Meeting

March 14, 2018

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 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. Max Brockhouse, present. Mike Newell, present. Rex Brockhouse, present. Also present, Larry Knox- resident and spouse of Anita Knox, Steve Edwards- Contract employee for the Village, Scott Pahlmann- Village Fire Chief, Village Attorney- Allen Yow, Village Clerk- Rosanne Hamilton.

The minutes from the previous month’s meeting, February 14, 2018 with notation that Mike Newell had been listed as Mike Newman, and that instead of Village OD cards it should be Village ID cards. These will be corrected. A motion was made by Trustee M Brockhouse to accept the minutes with the changes and this was seconded 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.

**Bills and Transfers**: In addition to the listing of Bills and Transfers it is noted that a check for $677.53 was paid to USTI, which is the Annual Maintenance Renewal, Utility Billing & Handheld from the Water Fund and a check for $677.54 paid to USTI, which Annual Maintenance Renewal, Utility Billing & Handheld from the Sewer Fund. And a $700.00 transfer was made from the Sewer Department to the Sewer Fund. A motion was made by Trustee Forsman to accept and approve the Bills and Transfers along with the additional bills and transfer. 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.

 **Financial Reports**: The Financial reports were reviewed. In the Utility Bill Aging Report, it is noted that Account 018-819-005 and Account 198-710 still have liens on them, and a recent lien was released. Trustee Newell made a motion to accept and approve the Financial Reports. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

***Committee and Department Reports:***

**Chapin Water/Sewer Report**: The report was presented by President Luttrell. He noted that the Illinois Rural Water Association would be here on March 15, to try to help locate any potential water leaks within the distribution system. Hose and fittings have been located and purchased for the PTO trash pump and the intake hose has been fitted to the pump, we can use the pump now but do not have the discharge hoses yet as they are on backorder and should be available for shipment on 3/16/2018. The ramp at the Legion and speed bump on Poplar street at the entrance will be finished soon as well as purchasing and installing corresponding street signs.

**Chapin Police Department**: Report presented by President Luttrell. Officer is qualifying with SJPD on Friday and should be able to work after that. There is no feedback yet, from the policy submitted in January of this year. Rob, Steve and Andrew are working to complete ICS courses. Officer Kindred is working Places of Worship threat, risk, and vulnerability assessment.

**Chapin Area Rescue Squad**: Report presented by President Luttrell. CARS is scheduled to begin their ALS upgrades 4/1/18 and will be the first agency in the MMC EMS system to have this designation. CARS requested to join the MABAS as an associate member and was given documentation to join as a member by the MABAS President. This will require CARS to pay separate fee from the fire department but is still based on population. The cost is minimal at $20.00 per year. CARS is planning on sending several members to Tactical Emergency Casualty Care, a two-day course in Springfield and is paid through the Passavant Foundation. CARS is requesting additional training equipment for BLS providers via the IDPH EMS grant.

A motion was made by Trustee Forsman and seconded by Trustee M Brockhouse to accept and approve the department reports. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

 **Chapin Fire Department:** Report was presented by Fire Chief, Scott Pahlmann. He reports that the mask fit test was redone on February 22, due to not loading the members information right in the software. Chief Pahlmann now has that information saved and will print copies and save the information to a flash drive to keep at the Village Hall. He states a photographer and administrator of Greater Chicago Fire Photography was in the area and asked about recording the fire whistle. He and some friends record fire whistles as a hobby. He also asked about taking pictures of the rigs. Unfortunately, at the time, Scott was not available. He said he would be down in late April to take pictures. He did take pictures of the deuce and the old Engine 2. He also expressed interest in purchasing old Engine 2 if it should ever be sold. New straps for the SCBA masks have been ordered from Sentinel Emergency Solutions. The old straps were worn out. Upcoming events include Quincy Fire School on March 17. Training on March 22. Fully Involved Lecture in Washington, IL on March 24, and Pork Chop Fry on April 28, 2018.

 Requests currently, include approval to participate in the Ameren Illinois upgrade program and spend the cost of $1,920.50 to replace the current light fixtures with LED light fixtures at the Fire House. This program is designed to upgrade lighting and heating systems where Ameren pays a portion of the costs. They use “allies” in the area, which equates to local contractors being used that do these programs for Ameren. Cors Electric is the ally in the area. Total cost for this program is $4,202.15 and Ameren would cover $2.281.65.

 He would also like to request that Daniel Mattes, who is a probationary firefighter, be a full department member. He has completed his year probation, has been a great asset, asks great questions and does not hesitate to assist in anyway possible.

He would like to request to move $2500.00 from checking to savings. The money will be spent to purchase turn out gear when he gets quotes back but that will not be till next fiscal year.

And last request is to be able to spend up to $300.00 (note: total is $600.00, Rural will pay the other half) for wood and supplies to build new gear lockers for the members turn out gear. The Trustees discussed the requests that Chief Pahlmann presented. Trustee Forsman made a motion to accept and approve the Fire Department Report, and to approve Daniel Mattes as full Chapin Fire Department member. 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 & Possible Approval of a Fitness Program for Fire Department: Tabled.

 ***New Business:***

1. Discussion & Possible Approval of Sewer Credit Due to Leak at 517 Ash Street. No Action

 2. Discussion & Possible Approval of Replacing Light Fixtures with Energy Efficient Light Fixtures at the Firehouse. The Board discussed this at great length. The Board advises that they approve the new light fixtures providing a Prevailing Wage Statement be added to the contract with Ameren to ensure that Cors Electric is paid per the Prevailing Wage Agreement in which the Village has. A motion was made by Trustee M Brockhouse that pending the approval of the Prevailing Wage Statement being added to the Ameren contract for the Replacement of Light Fixtures at the Firehouse with Energy Efficient Light Fixtures. A second was made by Trustee Forsman. 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 Wood & Supplies for New Gear Lockers at the Firehouse. Trustee Forsman made to approve the purchase of wood and supplies for new gear lockers at the firehouse up to $300.00. 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 an Ordinance Extending the Authorization to Ameren Illinois Company to Construct, Operate and Maintain an Electric Utility System. After discussion and input from Attorney Yow, Trustee Knox made a motion to Accept and Approve an Ordinance Extending the Authorization to Ameren Illinois Company to Construct, Operate and Maintain an Electric Utility System. A second was made by Trustee Forsman. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.

 5. Discussion & Possible Approval of an Ordinance Authorizing a Mutual Aid Box Alarm System Agreement with Chapin Area Rescue Squad: Tabled

 6. Discussion & Possible Approval of Laptop Computer for Village Hall: Tabled to Closed Session.

Trustee Forsman a motion to adjourn, 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. Meeting adjourned at 8:01 pm

Open Session after Closed Session began at 8:32 pm. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

 6. Discussion and Approval of Laptop Commuter for Village Hall. Trustee Forsman made a motion to approve the purchase of a laptop computer and software for the Village Hall not to exceed $1000.00. 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.0

 A motion to adjourn was made by Trustee Knox and seconded by Trustee Forsman. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas. Meeting adjourned at 8:50 pm.

Respectfully Submitted,

Rosanne Hamilton, Village Clerk