**Chapin Board of Trustees Meeting**

**August 9, 2017**

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 flag of the United States of America was led by President Luttrell. Roll call was answered by Trustees: Leslie Forsmanpresent, Anita Knox- present, Loren Hamilton-present, Max Brockhouse-absent, Rex Brockhouse-present, and Mike Newell- present. Also present was Village Attorney-Allen Yow, Village Clerk-Rosanne Hamilton, Larry Knox-spouse of Board Member Anita Knox, Scott Pahlmann, Ron Upchurch and Steve Edwards.

The minutes from the previous meeting, July 12, 2017 were available for each of the Trustees to read. Trustee Brockhouse made a motion to accept the July 2017 meeting minutes. Please Note a corrected copy of the Bills and Transfers is also present for the Trustees to review. Second was made by Trustee Knox. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, absent, Newell, yea. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

**Bills and Transfers:**

After review of the Bills & Transfers Trustee Know made a motion to accept the Bills & Transfers. A second was made by Trustee Forsman. Roll call: R Brockhouse, yea. Newell, yea. M Brockhouse, absent. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 5 Yeas, 1 Absent

 **Financial Reports:**

***Utility Bill Aging & Financial reports***

 Note: Account 5278, Rescue Squad is now closed. Motion was made by Trustee Knox to accept the

Utility Bill aging report along with the Financial report. A second was made by Trustee Newell. Roll call:

Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, absent. Newell, yea. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

**Committee & Department Reports:**

***Culture & Recreation Committee Report:*** The Committee recently met on July 19, 2017. They discussed several items, including placement of the new flag poles at the park and baseball field. Repairing of the cornerstone, markings at the basketball court, in addition to hopscotch and foursquare. And one of their main concerns was replenishing mulch around the play areas. The mulch that they would use would be the same used a say Daycare Facilities. They have discussed with Ron Upchurch the estimated amount needed and checked with Hembrough’s to check on cost. The Committee has also learned that Ameren wants the poles for the Christmas lights metered and on a solar shut off. They will be continuing to look into this, along with having additional information to present at the next Village Board Meeting. Trustee Forsman made a motion to approve up to $1100.00 for the purchase of mulch from

Hembrough for the park. This was seconded by Trustee Hamilton. Roll call: R

Brockhouse, yea. Newell, yea. M Brockhouse, absent. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 5 Yeas, 1 Absent

***Chapin Police Department Report:***  The report was presented by Patrolman, Rob Headen. Officer Headen reported the amount of Calls for Service, Stops and Citations over the past month along with hours the Village had patrol coverage. The Police Department sees the need for increased patrol once school starts around the bus stop areas. He stated that he and Chief Beard has discussed this and feels that Officer Haas schedule will most likely accommodate those times needed. Trustee Newell asked to have an officer at the 5K and will leave the route directions for the Police Department.

***Chapin Water & Sewer Department Report:*** Report was presented by Ron Upchurch. The

Department is continuing to do the daily and monthly water testing a sampling and getting them to the EPA monthly as required. At the Water Plant the new humidifier installation is complete. Valve repair at the lagoon were completed 8/9/2017. The manholes will be lifted around the Village in preparation of street resurfacing.

***Chapin Rescue Department Report:***  Report was presented by Robert Luttrell. The EMT’s all but one has taken and passed the IDPH EMT exam. The Rescue squad attended the ALS upgrade meeting with MMC leadership. The Rescue Squad will be presenting a request with quote at next month’s meeting for the purchase of a Pulse Oximeter for the EMR bag. They are also purchasing expiring supplies for both ambulances. No rescue equipment is requested now. The IDPH inspection of the station and ambulances will be on August 22, 2017. And payments for services has been received.

***Chapin Fire Department Report:*** Report was presented by Fire Chief, Scott Pahlmann. Recent locations in town were used for additional training. GTSI was out on July 18, to look at a radio which had not been working and discovered a loose power cord. Potential members, Colton Rodems and Daniel

Edmonds have successfully passed their background checks and are probationary reserve members. Brett

Brockhouse submitted his resignation effective as of August 4, 2017 as he will be employed as a Fire

Fighter for Jacksonville Fire. His report also included calls for service. The Fire Chief requested to place Ryan Adams on the fire department as a probationary firefighter. Ryan is currently a member of CARS and due to this the Chief does not feel there is a need for a background check. He has also requested to order 2- 50 foot sections of 1.75” hose in orange for the pre-connected hose bed on 1712. The orange will help color coordinate the hoses and pump panel. Cost per section is $119.00. Motion was made by Trustee Forsman to approve the probationary firefighters and the purchase of the 2 sections of hose @ $119.00 each. A second was made by Trustee Knox. Roll call: R Brockhouse, yea. Newell, yea. M Brockhouse, absent. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 5 Yeas, 1 Absent

Trustee R Brockhouse made a motion to accept the other Department Reports, this was seconded by Trustee Forsman. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, absent. Newell, yea. R Brockhouse, yea. Motion carries, 5 Yeas, 1 Absent.

**Old Business:**

1. Discussion & Possible Approval of Variance for 714 Superior: Party never showed.
2. Discussion & Possible Approval of Consideration of a Preliminary Engineering and Construction Guidance Service Agreement for Superior Street Improvements:
3. Discussion & Possible Approval of a Resolution for Improvement Under the Illinois Highway Code. Both topics 2 & 3 were discussed amongst the Trustees. Both are now void, no action.

**New Business:**

1. Approval of an Ordinance Establishing Curbside Yard Waste Pickup Program. This would-be Ordinance No. 2017-11. After discussion amongst the Trustees, Trustee Knox made a motion for the approval of An Ordinance Establishing Curbside Yard Waste Pickup Program for the Village of Chapin. Second was made by Trustee Forsman. Roll call: Forsman, yea. Knox, yea.

Hamilton, yea. M Brockhouse, absent. Newell, yea. R Brockhouse, yea. Motion carries, 5 Yeas 1 Absent

1. Approval of a Curbside Yard Waste Collection Agreement with Littleton Storm & Timber

Services. After discussion by the Trustees, Trustee Knox made a motion to accept the Curbside

Yard Waste Collection Agreement with Littleton Storm & Timber Services. Second was made by Trustee Newell. Roll call: R Brockhouse, yea. Newell, yea. M Brockhouse, absent. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 5 Yeas, 1 Absent.

1. 3) Approve Sewer & Credit Payment Arrangements for 916 Congress due to a leak. Trustee Forsman made a motion to waive the sewer fees and allow a 3-month payment arrangement due to the leak at 916 Congress. Second was made by Trustee Hamilton. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, absent. Newell, yea. R Brockhouse, yea. Motion carries, 5 Yeas 1 Absent. It was also brought to the attention of the Board, that 619 Elm was asking for a sewer credit of $174.76. Trustee Newell made a motion to allow the sewer credit at 619 Elm, this was seconded by Trustee Forsman. Roll call: R Brockhouse, yea. Newell, yea. M Brockhouse, absent. Hamilton, yea. Knox, yea. Forsman, yea. Motion carries, 5 Yeas, 1 Absent.
2. Possible Approval of the Purchase of a Pulse Oximeter for Rescue Squad: Tabled till September meeting.
3. Discussion & Possible Approval of Replacing Steps at Testing Site at the Lagoon. President

Luttrell and Ron Upchurch both testified to the condition and deterioration of the current steps.

Ron suggested engineered lumber. Trustee R Brockhouse suggested steel with a handrail in

place for additional safety. Ron will seek estimates and get measurements and bring back to the Board later.

1. Discuss Removal of Brush & Fencing from Lagoon, west side: No discussion.
2. Discuss 718 Superior Street. After discussion, Trustee Forsman made a motion to list the property and take sealed bids. This motion was seconded by Trustee Newell. Village Attorney Yow states that he will list the property in the Jacksonville Journal Courier, and will accept sealed bids. Once bids received, the topic will be addressed at that time.
3. Discuss Fall Clean Up Dates. Discussion amongst Board Members took place. Dates were decided to be October 13th & 14th, 2017.
4. Approval of an Ordinance Amending Ordinance No. 2014-1 Entitled an Ordinance Permitting Video Gaming. This will be Ordinance No. 2017-12. This topic had considerable discussion with the Trustees. Trustee Knox made a motion for the Approval of an Ordinance Amending

Ordinance No. 2014-1 Entitled an Ordinance Permitting Video Gaming. This was seconded by Trustee Hamilton. Roll call: Forsman, yea. Knox, yea. Hamilton, yea. M Brockhouse, absent.

Newell, yea. R Brockhouse, yea. Motion carries, 5 Yeas 1 Absent.

1. Possible Approval of the Purchase of Mulch at the Park: This was discussed earlier in the meeting and approved.
2. Possible Approval of Repairing Cornerstone at the Park: Tabled.
3. Possible Approval to Upgrade Poles for Holiday Directions: Tabled to September 2017

 Adjournment: 8:30 pm Motion made by Trustee Newell, seconded by Trustee Knox to adjourn. Roll call: R Brockhouse, yea. Newell, yea. M Brockhouse, absent. Hamilton, yea. Knox, yea. Forsman, yea. Motion. carries, a5 Yeas, 1 Absent

Meeting Minutes Respectfully Submitted by

Rosanne Hamilton, Village Clerk.