Village of Chapin

Minutes of Board of Trustees’ Meeting

February 12, 2020

The meeting was called to order at 7:00 p.m. by Acting President Leslie Forsman, followed by the Pledge of Allegiance. Trustees present: Roll Call: M Brockhouse, present. K Scott, absent. A Knox, present. R Brockhouse, present. L Hamilton, present. Acting Mayor and Trustee L Forsman, present. Wendy Bridgewater-Village Treasurer, present. Rosanne Hamilton-Village Clerk, present. 5 Trustees present, 1 absent. Also, present Christina Courier, Mark Lovekamp, Colton Rodems, Ryan Arnold- Assistant CARS Chief, Ronnie UpChurch- Village employee, Jordan Post- Village Police Chief, and Village Fire Chief- Scott Pahlmann.

**Minutes:** The minutes of the January 8,2020 meeting were reviewed. Trustee R Brockhouse made a motion to accept and approve the meeting minutes. A second was made by Trustee M Brockhouse. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, absent. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

**Special Meeting Minutes:** The minutes of the Special Board Meeting of January 13, 2020 were reviewed. Trustee M Brockhouse made a motion to accept and approve the minutes. A second was made by Trustee R Brockhouse. Roll Call: Hamilton, yea. A Knox, yea. M Brockhouse, yea. K Scott, absent. R Brockhouse, yea. L Forsman, yea. Motion Carries 5 Yeas. 1 Absent.

**Bills and Transfers:** A copy of the Bills and Transfers were available for review. Treasurer Bridgewater noted to the Trustees that the Village has received monies from Passavant Foundation, $3545.00 for EMR and $395.00 for reimbursement for Ryan Arnold’s training. She also states that check #2121, for $437.75 for CARS for the T-shirts has been voided since that cost was included in the credit card charges. Trustee Knox made a motion accept and approve the bills and transfers along with the additions provided by Treasurer Bridgewater. A second was made by Trustee Hamilton. Roll Call: L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, yea. K Scott, absent. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

**Financial Reports:** Trustees review the financial reports. Treasurer Bridgewater brought to the attention that the CD for the cemetery fund was coming due on March 10, 2020 which is prior to the next Board meeting. Provided with the financial reports was the most recent listing from CNB certificate of deposit interest rates. Trustee R Brockhouse made a motion to renew the Cemetery Fund and place into a CD of 18 months @1.30%. Trustee M Brockhouse made a second to the motion. Roll Call: M Brockhouse, yea. K Scott, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas. 1 Absent.

Trustee Hamilton made a motion to accept and approve the Financial Reports. A second was made by Trustee M Brockhouse. Roll Call: M Brockhouse, yea. K Scott, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas. 1 Absent.

**Committee and Department Reports:**

**Chapin Water/Sewer Department Report:** Report was presented by Ron Upchurch. Ron reports that they had a break in the main six-inch feed line to the water tower. Joe Stephenson was called in to make the emergency repairs. Ron also got prices for oil and air filters for the air compressors at WTP as quoted by Ed Doyle. He states that the Village should able to get the oil filters for about $25.00 a case, and the air filters for about $15.00 case. Ron states that there are some replacement supplies needed for the WTP. 2 six-inch schedule 80 pvc flanges @ 107.84 a piece= $215.68, 1 six-inch x ten-foot schedule 80 pvc pipe @ $25.75 per foot = $257.50, 2 six-inch gaskets @ $14.00 a piece = $28.00, a mixer for the fluoride day tank @ $314.95, a rebuild kit for the bulk water sales shut off valve @ $105.00. Trustee R Brockhouse made a motion to accept and approve the purchase of the replacement supplies for the WTP. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, absent. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

Ron also states that the plow is down and unrepairable. He states that the truck itself is most likely able to be repaired and sold. He states that he found a used street plow online in Springfield, IL for 8,100.00 and has 77,000 miles on it. After discussion, Trustee R Brockhouse suggested Ronnie at least go look at the plow and check out its condition. Ronnie will get in touch with the seller.

**Chapin Police Department Report:** Report was presented by Chief Post. He reports that the Village did get back all the gear from former Officer Burton. He states that the new computer arrived and is installed. He also reported that he sent two the officers to Advanced Roadside Impaired Detection Enforcement (ARIDE) training for drug DUI’s.

**Chapin Fire Department Report:** Report was presented by Fire Chief, Scott Pahlmann. Chief Pahlmann stated in his report that on Jan 23, 2020 the members were trained on pump operations, drafting, tanker fill and hose handling. 6 members attended the EMR class conducted by Chapin Area Rescue Squad. Upcoming on February 12, 2020 the department will have a meeting followed by training and then training again on February 27, 2020. Chief Pahlmann has a couple of requests, first, Mark Lovekamp has successfully completed his one-year probationary period and he would like to recommend Mark to full member. Secondly, pending a successful background check and drug test, he would like to add Todd Clayton as a probationary member.

**Chapin Area Rescue Squad Report:** Report was presented by Assistant Chief, Ryan Arnold. Ryan states that EMR course was successful. They had 18 people complete the course and several are interested in joining CARS. CARS was blessed to be the recipient of memorials in Max Brockhouse and Robert Luttrell’s memory. CARS would like to request that they use the memorial monies to pay off the Lucas CPR device. The payout amount will be attached once it has been received. CARS provided food for the Luttrell Family following services and spent over $700.00 out of their own pockets. CARS would like to request that those who turned in receipts be allowed to be reimbursed out of CARS funds. ICE training will be conducted when the weather is appropriate for that to occur. Ryan reports that both ambulances had front brake rotor issues, but both have been repaired. Cardiac monitor Wi-Fi/modem upgrade quotes will be presented once they are received. Recently, glucometer and blood sugar testing supplies had run out and have been replaced. Office of the State Fire Marshall Small Equipment Grant is open, and CARS will be submitting a request for PPE and a refurbished Lucas Device dependent on confirmation this a high priority grant. And in closing, FEMA’s Assistance for Firefighters Grant is open. CARS will be requesting a remount of 3H11, (same as last year), high priority EMS equipment, and a regional communications grant.

**Chapin Emergency Management Report:** Report was presented by L. Forsman. Regarding NIMS Compliance, with the EMR course, several members of the FD have updates to NIMS compliance. Bryce will have an updated roster for the March meeting for the Department Heads. Respiratory Protection Program: Participants in the RPP have been notified of expiration dates for fit testing and medical evaluations.

A motion to accept and approve the Chapin Committee/Department reports by Trustee M Brockhouse. A second was made by Trustee Hamilton. Roll Call: Hamilton, yea. A Knox, yea. M Brockhouse, yea. K Scott, absent. R Brockhouse, yea. L Forsman, yea. Motion Carries 5 Yeas. 1 Absent.

**Old Business:**

1. Swear in Fire Department Member: Acting President Leslie Forsman swore in Fire Department Member, Colton Rodems.
2. Discuss Re-Keying Legion Buildings: Tabled.
3. Discussion and Possible Approval of the Purchase of Service Materials for Air Compressors at Water Tower: Tabled.
4. Discussion and Possible Approval of Meter Pits on Oak Street: Tabled to March Board Meeting.
5. Discuss Possible Memorials: Tabled
6. Discussion and Possible Approval of CARS Monitor Wi-Fi Upgrade Purchase: Tabled

New Business:

1. Discussion &Possible Approval of Tree/Stump Removal at Fire Station: After discussion amongst the Trustees, Trustee M Brockhouse made a motion to approve the removal of the tree/stump at the Fire Station by Hembrough’s if they will still do it for the quoted $1100.00. A second was made by Trustee Hamilton.  Roll Call: L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, yea. K Scott, absent. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

2. WWTP Improvements Project Update: No Action.

3. Discussion & Possible Approval of Pay Request to Prairie State Plumbing: No Action.

4. Discuss the Use of Legion for March Primary Elections: Trustee R Brockhouse made a motion to allow the Legion Hall to be used for the Primary Election on March 17, 2020. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, absent. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

5. Discussion & Possible Approval of Repair/Replacement of Snowplow: Trustee R Brockhouse made a motion to purchase the 1995 International Street Plow if it meets our expectations for the purchase price of $8100.00. Per Treasurer Bridgewater, it would come out of the general fund. A second was made by Trustee M Brockhouse. Roll Call: L. Hamilton, yea. A Knox, yea. M Brockhouse, yea. K Scott, absent. R Brockhouse, yea. L Forsman, yea. Motion Carries 5 Yeas. 1 Absent.

  6. Discussion & Possible Approval of Water Calibration Contract: Trustee Hamilton made a motion to accept and approve the Water Calibration Contract with Hach for $762.00, effective March 2020 through March 2021. A second was made by Trustee M Brockhouse. Roll Call: R Brockhouse, yea. K Scott, absent. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

1. Discussion & Possible Approval of Probationary Member for Fire Department: Trustee R Brockhouse made a motion to accept and approve Todd Clayton as a Probationary Member of the Fire Department. A second was made by Trustee M Brockhouse. Roll Call: M Brockhouse, yea. K Scott absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas. 1 Absent. Todd was sworn in as a probationary member by Acting President, Leslie Forsman.

1. Discussion & Possible Approval of Placing Probationary Firefighter as Full Member and Swear In: see Chapin Fire Department Notes above.
2. Discuss 711 Railroad: After discussion amongst the Trustees it was decided to have Attorney Yow send a letter to the homeowner.
3. Accept Village Clerk Resignation: Trustee R Brockhouse made a motion to accept Rosanne Hamilton’s resignation as Village Clerk effective no later than April 30, 2020 if a replacement cannot be found sooner. Trustee Knox made a second to the motion. Roll Call: L Hamilton, yea. A Knox, yea. L Forsman, yea. M Brockhouse, yea. K Scott, absent. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.
4. Discussion & Possible Approval of Cemetery Notification in the Source: Trustee M Brockhouse made a motion to approve the Cemetery notification regarding mowing and grave decorations in the Source Newspaper. A second was made by Trustee Knox. Roll Call: R Brockhouse, yea. K Scott, absent. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.
5. Discussion & Possible Approval of Replacement Parts for Stock at the Water Tower: Trustee R Brockhouse made a motion to approve the purchase of these items for the water tower, 2 six-inch schedule 80 pvc flanges @ 107.84 a piece= $215.68, 1 six-inch x ten-foot schedule 80 pvc pipe @ $25.75 per foot = $257.50, 2 six-inch gaskets @ $14.00 a piece = $28.00, a mixer for the fluoride day tank @ $314.95. A second was made by Trustee Hamilton. Roll Call: A Knox, yea. R Brockhouse, yea. K Scott, absent. M Brockhouse, yea. L Hamilton, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.
6. Discussion & Possible Approval of the Purchase of Automatic Readers for Meters: No Action.
7. Discussion & Possible Approval of Changing Sewer Fund Checking Account: Tabled.

 Trustee Knox made a motion to adjourn the meeting. Trustee Hamilton made a second to the motion. Roll Call: M Brockhouse, yea. K Scott absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. L Hamilton, yea. Motion carries, 5 Yeas. 1 Absent.

Meeting adjourned at 8:43 p.m.

Respectfully Submitted,

Rosanne Hamilton, Village Clerk