Chapin Board of Trustees Meeting

April 11, 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 President Robert Luttrell. The Pledge of Allegiance to the United States of America was led by President Luttrell. Roll Call: Rex Brockhouse, present. Mike Newell, present. Max Brockhouse, present. Loren Hamilton, present. Anita Knox, present. Leslie Forsman, present. Also present was: Wendy Bridgewater, Village Treasurer, Allan Yow, Village Attorney, Ron Upchurch, Village employee, Scott Pahlmann, Chapin Fire Department Chief, Jake Beard, Chapin Chief of Police, and Rosanne Hamilton, Village Clerk.

The minutes from the previous month, March 14, 2018 Board Meeting and Closed Session Meeting were available for the Board Members to read and review. It is noted that there is a change in the Financial reports. Account 018-819-005 was paid in full at the time of the last meeting and there was not a lien still placed on it. A motion was made by Trustee Knox to accept the minutes of the previous months meeting as well as closed session minutes, this was seconded by Trustee R Brockhouse. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas

**Bills and Transfers:** In addition to the list of Bills and Transfers, Village Treasurer, Wendy states there is two more bills to be added, $1.64 for Farm Plan, coming out the Sewer Fund, and $1.60 for cat food for the trap, coming out of the General Fund. It was also noted that Chief Pahlmann will be sending a statement to the Rural Fire District for Annual Bay Rent. Trustee Knox made a motion to accept and approve the Bills and Transfers. This was seconded by Trustee Forsman. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas

**Financial Reports:** The Financial reports were reviewed by the Trustees. Trustee Forsman made a motion to accept and approve the Financial Reports. 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.

***Committee and Department Reports:***

**Chapin Water/Sewer Department:** The report was presented by Ron UpChurch. Ron reported that the PTO pump may need to be replaced. The Department met with IRWA (Illinois Rural Water Association), on March 15 and 3 large leaks were found. At that time HP Metz was then called to help the department to address the repairs. HP Metz came out on March 19, 2018, and by the end of the week the leaks as well as 4 others which had been found by Ron UpChurch and Dalton Surratt were repaired. The Village went from a daily consumption of raw water of 140 thousand plus gallons a day to 70 thousand gallons a day. IRWA was back out on April 11, 2018, to finish locating any additional leaks. The Village still has a water leak in or near the Park, but it has not been pinpointed at this time. It was suggested that IRWA come back out and plan a dig where they can listen at the main and service line junction to pin point if it is the main or the service line. At last months meeting it was reported that the PTO pump was ready for service, but the pump has been tried on several occasions and it still has on going issues. They will try again to see if it is usable, if not then it will either need to be replaced or sent out to see if it can be repaired.

**Chapin Police Department:** The report was presented by Chief Beard. The Chief reports that Office Haas has been hired by Jacksonville Police Department and they require that his condition of employment with them is that he must resign all other law enforcement positions. Officer Helmich is a military school for most of the month of April and will not be available to work. Officer Barber is anticipating retirement from his full-time job in or around October 1 and at that point plans on dedicating 3 shifts a week after that. Due to recurring issues with the squad car, the Chief will begin looking at options in which to replace it such as grants.

**Chapin Fire Department:** The report was presented by Chief Pahlmann. Chief Pahlmann reports that Ryan Arnold attended the Quincy Fire School on March 17, 2018. No calls this past month. The department will be participating in the Tabletop Exercise at Triopia school on April 19th. They will be hosting a Pork Chop Fry on April 28th. Not in his report, he states that he has met with Jeff at consultant for Illinois Department Labor, on March 22, 2018. There were 3 recommendations made for the Fire Department. Those recommendations are 1) Develop an Emergency plan for the Fire House, 2) Annual complete/update the OSHA log and 3) Regarding wiring, do not plug an extension cord into another extension cord, and review the wiring. The requests that the Chief has at this time is that he would like to send no more than 4 members to the Central Illinois Fire/Rescue Training School in Washington, IL on May 5 &6, 2018. Registration is $30.00 per person and he would also like to request 1 hotel room for no more than 2 nights, Friday, May 4th and Saturday, May 5th, 2018. Chief Pahlmann states that 2 from Chapin and 2 from Rural would attend and they will reimburse half of the costs.

**Chapin Area Rescue Squad:** Report given by President Luttrell. He reports that CARS has been approve by IDPH an MMC as an ALS agency that can operate both the BLS and ALS level when staffing allows. Updated CARS/MABAS agreements and ordinances have been submitted. CARS have five members attending the Tabletop Exercise next week at Triopia. CARS have four members attending the Tactical Casualty Care Course in May. The Knox Box has been installed in 3H99. Annual pharmaceutical replacements were ordered this month.

**Chapin Emergency Management Report:** The report was presented by presented by President Luttrell. Departments continue to send in completed NIMS training. Ron UpChurch worked on modifications for the PTO pump, but it was discovered that the primer was no longer in operation. He has a plan to add a primer feed from another source, but currently not sure how well that will work. The Respiratory Protection Plan is in effect. Water/Sewer have 3 employees certified for respirator use; Fire has seven employees certified for respiratory use and Rescue currently has two employees certified for respiratory use.

Trustee R Brockhouse made a motion to accept and approve the committee reports, this was seconded 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.

**Old Business:**

1. **Discussion & Possible Approval of a Fitness Program for Fire Department:** Removed
2. **Discussion & Possible Approval of an Ordinance Authorizing a Mutual Aid Box Alarm System Agreement with Chapin Area Rescue Squad**. After a brief discussion, Trustee Hamilton made a motion for Approval of an Ordinance Authorizing a Mutual Aid Box Alarm System Agreement with Chapin Area Rescue Squad. This is Ordinance No. 2018-5. This was seconded by Trustee Forsman. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.

**New Business:**

1. **Discussion and Possible Approval of an Ordinance Amending Ordinance No. 2009-3, as Previously Amended, Entitled an Ordinance Establishing an Incentive Compensation Policy**. A motion was made by Trustee Knox to Approve of an Ordinance Amending Ordinance No. 2009-3, as Previously Amended, Entitled an Ordinance Establishing an Incentive Compensation Policy. A second was made by Trustee Forsman. This is Ordinance No. 2018-6. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.
2. **Accept Resignation**. A resignation was submitted by part time patrol Officer Haas, as he has been hired by Jacksonville Police Department. R Brockhouse made a motion to accept and approve the resignation of Officer Haas. This was seconded by Trustee Newell. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, L
3. **Discuss & Approve Laboratory for Water Testing**: No action
4. **Discussion & Possible Approval of the Purchase of a Foam Nozzle for the Fire Department:** Tabled till May 2018 Meeting.
5. **Discussion and Possible Approval of Increasing Water & Sewer Rates**: After discussion amongst the Board Members of the suggested 3% increase of Water & Sewer, Trustee Newell to increase water and sewer rates 3% and this was seconded by Trustee R Brockhouse. 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 & Possible Approval of Reimbursing Late Fees for 418 Cooper**: The residents check was lost in the mail and due to not arriving on time a late fee was added to the billing. After discussion amongst the Board members, Trustee M Brockhouse made a motion to accept and approve the reimbursement of late fees in the amount of $19.24. A second was made by Trustee Forsman. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
7. **Discussion & Possible Approval of Reimbursing Late Fees for 312 Cooper**: This situation is similar to the above situation and Trustee Knox made a motion to accept and approve the reimbursement of late fees in the amount of $18.43. A second was made by Trustee Hamilton. Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas.
8. **Discuss Rescue Squad Checks**: Treasurer Bridgewater stated that some Rescue Squad members who have never cashed their paychecks. She would like to ask the Board for approval to stop payment on the checks. One Rescue squad member has a total of 5 checks uncashed, while another has 3 outstanding. Wendy states that there is a 25.00 per check stop payment fee. 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.
9. **Discussion and Possible Approval of Training & Hotel Rooms for 4 Fire Department Members**: Trustee Forsman made the motion to approve 4 Fire Fighters, 2 from Chapin and 2 from Rural to attend the Central Illinois Fire/Rescue Training School and hotel room for Friday night, May 4 and for Saturday night, May 5th in Washington Ill. This was seconded 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.
10. **Approval of Employee Compensation:** After discussion among the Village Trustees it was decided that the following Village Employees would receive a pay increase beginning the first pay period in May 2018. Ron Upchurch, Dalton Surratt, Bryce McCormick, Orville Wheatley and Wendy Bridgewater will receive a 50 cent per hour increase. It was also decided to give these employees, Ron Upchurch and Wendy Bridgewater would receive a bonus of $1000.00. It was decided that Fire Chief Pahlmann would receive a salary of $600.00 A motion was made by Trustee Forsman to accept and approve the amounts discussed among the Trustees and President. Second was made by Trustee Knox. Roll Call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas
11. A motion was made to adjourn regular Chapin Board Meeting by Trustee Forsman and seconded by Trustee Newell. Meeting adjourned at 8:00 pm.

Respectfully submitted,

Rosanne Hamilton, Village Clerk