CHAPIN BOARD OF TRUSTEES MEETING

October 12, 2016

The Board of Trustees of the Village of Chapin met at 7:01 PM at the Chapin Village Hall. The meeting was called to order by the Village President, Max Brockhouse. The Pledge of Allegiance to the Flag of the United States of America was led by President Brockhouse. Roll Call was answered by Trustees Rex Brockhouse present, Leslie Forsman present, Loren Hamilton present, Robert Luttrell present, Mike Newell present and Brian Surratt present. Also attending were Treasurer Wendy Bridgewater, Village Clerk Mary Rae Brockhouse, Fire Chief Scott Pahlmann, Police Chief Jacob Beard, Village resident Anita Knox, several other Chapin residents and Adina Rivas with Energy Efficiency Programs. President Brockhouse welcomed all present and explained that he would deviate from the usual agenda to allow those present an opportunity to speak to the Board after some of the basic agenda was completed.

**Minutes**

The minutes of the September 21, 2016 meeting were read. Trustee Luttrell moved to accept the minutes, seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

The minutes of the September 21, 2016 Executive Session meeting were read silently. Trustee Brockhouse moved to accept the minutes, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

**Bills and Transfers and Financial Reports**

Treasurer Wendy Bridgewater reported that the basketball court at the park had been repaired and resurfaced and that the check for payment had been out of the General Fund, because the Virginia White Fund was not a checking account, but that money from the Virginia White Fund was transferred to the General Fund. The basketball court will need to be coated in the spring. There was a bill from Doyle for work done in May 2016 at Ash and Morgan streets that they had just billed. We received Property Tax money of $18,916.19. The General Fund received $15,561.59. The Police Fund and the Fire Department Fund each received $1,677.30. Trustee Luttrell moved to accept the report and the bills and transfers, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

The Utility Billing Aging Report was then discussed. Treasurer Wendy Bridgewater reported that a letter had been sent to account 003-617-001 who currently has an outstanding balance of $154.19 due to a NSF check. Account 260-619-002 has been shut off and the $75.00 deposit has been applied to the balance which was $144.72. The final bill is $52.95. This will be billed November 1. A Certified letter will be sent. President Brockhouse stated that Wes Vaughn had approached him to allow a construction company to purchase water at $4.00 per thousand, rather than having to put quarters in the meter at the water tower. He had given his permission to do this. It was discussed that a formal contract may be in order and that the construction company should not take large amounts at one time by Trustee Luttrell. President Brockhouse will follow up on this issue.

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**Police Report**

Chief Jacob Beard was present to present his report. The Police Department provided 44.5 hours of coverage for Chapin in the last month. He reported that his department is closely working with the Morgan County Sheriff’s Department in regards to the recent attempted break-ins in Chapin. He stated that they had good leads and that he hoped the issue would be resolved. He commented that several residents had formed a Neighborhood Watch and that they were in the process of organizing. He was coordinating an October 30th meeting with Neighborhood Watch. A Facebook page has been established and there was a good flow of information through Facebook. He then stated that he was there to address concerns from the residents present at the meeting.

President Brockhouse then invited Anita Knox to take the floor. She stated that she was helping to start a Neighborhood Watch, that they had had one meeting to organize and she thanked Trustee Loren Hamilton for speaking at the meeting. She was present at the Board meeting to encourage other Board members to be present at the October 30, 2016 meeting and that they want to work with Police and Crime Stoppers to eliminate criminals who might prey on the community. This has been well received by the residents and several attended the meeting to show their concern.

Attorney Allen Yow entered the meeting at 7:20 PM.

**Water and Sewer Report**.

Wes Vaughn sent the usual written report stating that the mowing, weed eating, water and sewer testing required had been completed. The new sidewalk edges were filled in with the excess cemetery dirt.

**Culture and Recreation and Health and Welfare Report**

Trustee Forsman reported that the new sidewalks were completed, the basketball court had been repaired and resurfaced and that the excess dirt had been removed from the cemetery.

**Personnel and General Committee Report**

Report and discussion will be given during closed session.

**Fire Department Report**

Fire Chief Scott Pahlmann was present to report the Fire Department activity since the last Board meeting. He stated that the members had received training on a new hose load. Members parked cars at the Triopia football games, the gas meter prop was finished and that they participated in a fire drill at Triopia Schools. They also taught fire safety classes in the PreK classes and a homework sheet will be handed out to all students which will open communications with the children and parents about fire safety at home. During October there will be Meth Lab Awareness training, Fire Ground Management for Small Career and Rural Fire Departments training in Jacksonville and a Regular meeting followed by training on 10/27/2016. The Fire Department will participate in Trick or Treating this year.

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**Old Business**

1. Discuss disinfection exemption at the sewer treatment plant and repairs. Tabled.

2. Discuss History House Repairs. Tabled, However President Brockhouse reported that the History House memorabilia has been moved to the Legion building and that the old display cabinet had been put on display along with Military items in the American Legion Building. Chapin residents, Bob Wilson, Elizabeth Morgan, Edward Hardwick, Barb and Ed Mattes had assisted him with the move. The display is now in place for the Spaghetti supper on October 15, 2016. Trustee Forsman volunteered to digitally photograph the HH items and put those pictures on the Chapin web site.

3. Discuss hoses for the pump and diffuser. Trustee Luttrell stated that the pump and diffuser will be delivered very soon.

4. Discuss 718 Superior. Attorney Yow stated that he has been in contact with the family about this property and they are very cooperatively working with him to sign the property over to the Village.

5. Approve an Ordinance renewing and existing gas franchise with Ameren Illinois. Attorney Yow requested that this be tabled until next month so that he may have more time to research the ordinance.

6. Discuss South lift station. Move to new business for November meeting. Trustee Luttrell will contact Benton and Associates about possible grants available in 2017 for an aeration system for the lagoon and grant money for the south lift station.

**Old Business**

1. Approve an Ordinance regulating travel expenses. Tabled for November meeting to allow more time for study.
2. Discuss Autumn Festival. Trustee Luttrell, Wendy Bridgewater and Trustee Forsman will form a committee to start a Facebook page to ask for volunteers. They will then have an idea of what will be needed to proceed.
3. Trick or Treat dates and times. Trustee Newell moved to have Trick or Treating in Chapin on October 30 and 31, 2016 between the hours of 6 and 8:30 PM, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.
4. Discuss purchase of Halloween Treats by the Village. Trustee Luttrell move to purchase treats not to exceed $100.00 total with $50.00 from the Police Fund and $50.00 from the Rescue Fund, seconded by Trustee Brockhouse.
5. Discuss sewer credit for 617 Morgan Street due to leak. The leak has been repaired. Trustee Luttrell moved to credit $98.16 to that account, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

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1. Discuss approving sewer credit for 610 Superior due to filling the swimming pool. After some discussion Trustee Luttrell moved to not approve the $24.43 credit request, seconded by Trustee Surratt. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.
2. Approve and Ordinance authorizing the disposal of personal Property owned by the Village. No action taken.

Treasurer Wendy Bridgewater, Chief Pahlmann, Chief Beard and all guests left the meeting at 8:20 PM.

At 8:23 Trustee Forsman moved to enter closed session, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

**OPEN SESSION RESUMES**

At 9:01 the Board of Trustees returned to Open Session. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Also present were Attorney Allen Yow and Village Clerk, Mary Rae Brockhouse.

Trustee Forsman moved to hire Jeff McIntire for the full time Water Superintendent position at $13.00 per hour starting November 1, 2016 if he is willing to study and take and pass the Class D Water Operators Test shortly after 6 Months employment as the full time Water Superintendent. This was seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

It was then decided to advertise for 2 part-time positions for the Public Works Department in THE SOURCE paper and the Chapin web site. It should include that the positon requires a CDL. Heavy equipment, mechanical aptitude as well as computer skills, are preferred. Applications should be received by November 8, 2016.

At 9:17 PM, Trustee Newell moved to adjourn, seconded by Trustee Surratt. Roll Call: Trustee Brockhouse, yea, Trustee Forsman yea, Trustee Hamilton yea, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt yea. Motion was unanimous with 6 yeas.

Meeting was adjourned at 9:17 PM.

Respectfully Submitted,

Mary Rae Brockhouse

Village Clerk of Chapin