June 12, 2019

Village of Chapin

The Trustees of the Village of Chapin met at 7:00pm. President Luttrell led the Pledge of Allegiance. Roll call showed the following trustees present: Max Brockhouse, Rex Brockhouse, Leslie Forsman, and Anita Knox. Also present were Police Chief Shawn Barber, Cameron Jones (from Benton and Associates), Chapin Fire Chief Scott Pahlmann, Pamela Hopper, and Village employee Ronnie Upchurch.

Trustees Loren Hamilton and Kevin Scott were absent, as were Village Clerk Rosanne Hamilton and Village Attorney Allen Yow.

Rex Brockhouse moved; Anita Knox seconded to appoint Leslie Forsman as acting secretary in the absence Village Clerk Rosanne Hamilton. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

The minutes from the May 2019 meeting were reviewed with minor corrections (the second “h” was omitted from Officer Helmich’s last name; the “20” of 2019 was omitted on dates in the Fire Department notes; Trustee Knox was referred to as “Employee Knox” on the last page). Rex Brockhouse moved; Anita Knox seconded to approve the May 8 2019 minutes.

The Trustees reviewed the Bills and Transfers. Anita Knox moved; Max Brockhouse seconded to approve the Bills and Transfers as presented. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

The Trustees reviewed the Financial Reports. It was noted that the Motor Fuel Tax Fund Certificate of Deposit matured on June 12, 2019. A list of banking rates was included in the board packets. Rex Brockhouse moved; Max Brockhouse seconded to approve the Financial Reports as presented and to renew the Motor Fuel Tax Fund Certificate of Deposit with CNB Bank and Trust for 12 months at a rate of 2.04%, 2.05% APY. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

Village President Luttrell asked to move to New Business items 12 and 13 while Cameron Jones was present. The Board agreed.

**New Business:**

12: Cameron Jones from Benton and Associates updated the Board on the sludge removal project at the lagoon. He indicated that about 2/3 of the water has been pumped and that he expects the pumping and spreading of the sludge to begin June 13, 2019 and should be completed by June 30, 2019. With the water levels down it was discovered that the posts for the catwalks out to the valves are in need of repair or replacement. He presented an estimate of $17,000.00 to replace the posts only, or $22,000.00 to replace the entire catwalk. Village employee stated that he could replace the posts for about $1,000.00. He also mentioned the possibility of building a floating dock for about $500.00. There was also a discussion on the conditions on the lagoon walls. A judgement about the walls will be made as the sludge is removed and the walls can be seen more completely. A divider in the lagoon will be replaced as a part of the existing project. Cameron Jones requested a “pay authorization” in the amount of $70,636.50 to cover the materials/equipment on hand/stored locally, and a percentage of the fees for application of the sludge to the fields. Rex Brockhouse moved; Anita Knox seconded to approve the pay authorization in the amount of $70,636.50. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

13: Cameron Jones requested an additional payment in the amount of $5,000.00 to cover his time to locate and negotiate an additional location for the sludge to spread. Much of this work was done on weekend time. Rex Brockhouse moved; Anita Knox seconded to pay the additional $5,000.00 for “Land Application Site Assistance”. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

Cameron Jones then left the meeting.

1. President Luttrell then opened the single bid received for the property located at 517 Chapin Street, Chapin. The bid received was for the amount of $3,200.00 from Pamela Hopper. Max Brockhouse moved; Aniya Knox seconded to accept the bid of $3,200.00 from Pamela Hopper for the property located at 517 Chapin Street, Chapin. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

2. The Board reviewed the “Findings of fact and decision on petition for variance for 517 Chapin Street, Chapin IL” and an ordinance to authorize the sale of real estate (517 Chapin Street). It was noted that the home will not face the street. There are trees that will need to be removed (by the new property owner) and that she will need to have the property lines surveyed (again at her expense) all prior to moving her home onto the property. Anita Knox moved; Max Brockhouse seconded to approve Ordinance 2019-6: An ordinance authorizing the sale of real estate (517 Chapin Street, Chapin). Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

**Committee and Department reports:**

Chapin Water and Sewer Department:

Ronnie Upchurch reported several items, including receiving and replacing road signs, road patching, installation of swings and painting of basketball courts/games on the blacktop at the park, inspections and testing at the water treatment plant. He did indicate the Village’s 2 weed eaters are not working and will need to be replaced. He would also like to purchase a small leave blower. He also needs hand held grabbers for use at the lagoon (for collecting samples) and some for use in collecting litter along the road side. The pick-up truck needs and oil changes and needs to have the brakes checked. Ronnie brought 3 estimates for the purchases of the trimmers and leaf blowers, and 1 estimate for the grabbers and brake work each.

Chapin Police Department:

Chief Barber reported on the numbers of hours worked and on various incidences around town. He noted that two of our officers had been called to active duty to help with the flooding. The Chapin Police Department will now be the liaison to Ameren if/when street lights need replacing. Please contact the officers if you notice street lights not working. Also Chief Barber placed information on the Police Department’s Facebook page regarding more secure locks in light of recent events around town.

Chapin Fire Department:

Chief Pahlmann reported on various trainings, emergency responses and other activities by the department over the last month. He also mentioned that he is working on the required forms and documentations for two possible “controlled burn” exercises on local properties.

Chapin Emergency Management:

In the absence of Bryce McCormick, President Luttrell reviewed the Emergency Management report. There was a disaster declaration when the north lift station and waste water lagoon overflowed. Chapin also participated in a statewide exercise to test the IPWMAN system.

Chapin Area Rescue Squad:

In the absence on Bryce McCormick, President Luttrell reviewed the Chapin Area Rescue Squad report. Bryce is looking into possible future EMR/EMT and instructor trainings. Ambulance 3H99 was serviced and needed repairs were made.

Culture and Recreation Committee:

Trustee Knox reported that the committee had met twice since the last Board meeting to discuss the rental agreement for the American Legion building and various sidewalk repair/replacement needs. Board members received an amended rental contract in their packets for this meeting. Committee members surveyed the sidewalks around town and reported to the second meeting to create a prioritized list of the sidewalks to be worked on. The list of sidewalks is included in the written committee meeting minutes (May 13, 2019 and May 29, 2019).

Rex Brockhouse moved; Max Brockhouse seconded to approve all of the committee and department reports. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

**Old Business:**

1. The board reviewed the amended “Facility Use Agreement” for the American Legion building. The Board opted to table approval of the agreement until the July meeting when an ordinance regarding these rentals can be drafted. The Board did discuss setting the rental fees at $75.00 for out of town renters, $50.00 for local renters, and $0.00 for local non-for-profits. A deposit in an amount equal to the rental fee will also be required. Fire Chief Pahlmann will provide the maximum occupancy numbers for the building. Trustee Forsman suggested posting the Legion rental rules in the Legion. She also suggested updating the framing on the Chapin Big Country Days memorabilia as several frames are in disrepair. A community member asked one of the Trustees about the possibility of having monthly Bingo nights at the Legion. Any action on the Legion rental contract was tabled until the July 2019 meeting.

2. After some discussion of usage and amounts charged by other are water providers, it was decided to proceed with the automatic water and sewer rate increases of 3% each for water and sewer. Rex Brockhouse moved; Max Brockhouse seconded to approve a 3% increase on the water rate and a 3% increase in the sewer rate. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

3. Since the committee has not received price quotes for sidewalk repairs, this discussion was tabled.

**New Business:**

1. Open bids for 517—see above.

2. Possible approval of a variance ordinance—see above.

3. Discussion and possible approval of changing July’s meeting date: President Luttrell requested that the board consider changing the July 2019 meeting date from Wednesday, July 10 to Monday, July 8. Anita Knox moved; Leslie Forsman seconded. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

4. Discussion and possible approval of Legion building for medical use: One of our residents suffered a severe injury and is now in therapy which includes walking. He has requested being able to walk inside the Legion during inclement weather during his rehabilitation. Rex Brockhouse moved; Anita Knox seconded to approve the use of the Legion building for this individual’s medical use. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

5. Discuss IEPA loans: President Luttrell mentioned that the Village’s IEPA loan agreement will be extended from a 25 year loan to a 30 year loan.

6, 7, 8: Discussion and possible approval of the purchase of (6) a hand held gas powered leaf blower; (7) 2 gas powered weed eaters; (8) 10 hand held grabbers. Anita Knox moved; Leslie Forsman seconded to approve of the purchase of 2 gas powered weed eaters/trimmers, 1 small hand held leaf blower, and 10 hand held grabbers not to exceed $1040.00 total. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

9. Discussion and possible approval of repairing brakes on Ford truck: It was decided that these were standard maintenance of the Village’s vehicles and should be done.

10. Discussion and possible approval of sewer credit at 314 Cooper due to leak: The Board felt that since the water use was due to a toilet running, it would have gone through the sewer system and therefore was not eligible for a credit toward the sewer bill. Anita Knox moved; Rex Brockhouse seconded to DENY the sewer credit. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

11. Discuss and approve insurance for the Legion buildings: The Board received insurance quotes from the IML RMA member services (our insurance provider) in their packets. Replacement Cost Coverage for all three buildings would be $509,347.00 annually. Actual Cost Value for all three buildings would be $209,414.00 annually. After some discussion, Rex Brockhouse moved; Anita Knox seconded to purchase Actual Cost Value coverage for the Legion buildings. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

12. WWTP improvements update—see above.

13. Discuss agreement with Benton & Associates for land application site assistance—see above.

14. Discussion and possible approval of sewer credit at 519 Morgan due to swimming pool: The Board had a request from the land owner for a sewer credit for water to fill their swimming pool. Since this water did not go through the sewer system, it was decided to credit this account. Anita Knox moved; Max Brockhouse seconded to approve a sewer credit of $85.74 to account number 233-519-002. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

15. Discussion and possible approval of sewer credit at 620 Superior due to a leak: The Board had a request from the land owner for a credit due to a large leak. Since this water did not go through the sewer system, it was decided to credit this account. Anita Knox moved; Rex Brockhouse seconded to approve a sewer credit of $31.34 to account number 278-620-001. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

Anita Knox moved; Max Brockhouse seconded to adjourn the meeting at 8:33pm. Roll Call: M. Brockhouse yea, R. Brockhouse yea, L. Forsman yea, A. Knox yea. L. Hamilton absent, K. Scott absent. The motion passed, 4 yeas, 2 absent.

Respectfully submitted,

Leslie Forsman

Acting Secretary