CHAPIN BOARD OF TRUSTEES MEETING

September 21, 2016

The Board of Trustees of the Village of Chapin met at 7:02 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 absent, Robert Luttrell present, Mike Newell present and Brian Surratt absent. Also attending were Treasurer Wendy Bridgewater, Village Clerk Mary Rae Brockhouse, Police Chief Jacob Beard, Fire Chief Scott Pahlmann, Jamie Headen from Benton and Associates, Steven Helmich, potential new police officer. Also present were Cooper Pahlmann and his mother, Amy Pahlmann.

President Brockhouse welcomed all in attendance. He noted that we would deviate from the usual agenda and ask Cooper Pahlmann to address the Board. Mr. Pahlmann presented his request and ideas for a Chapin Autumn Festival. He presented many great ideas for activities, food and how this Festival might be accomplished. The Board voiced complimentary comments and will discuss the suggestion with the hope that it could occur in the Fall of 2017. They thanked Cooper for his input and for coming to help make Chapin more visible, and show how proud we are of our home town. This will be placed on the October agenda for further discussion.

**Minutes**

The minutes of the August 10, 2016 meeting were read. Trustee Newell moved to accept the minutes, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

There was no Executive Session on August 10, 2016.

**Bills and Transfers and Financial Reports**

Treasurer Wendy Bridgewater noted that she would need to transfer $1000.00 from the Martha Allen MMS account to the Martha Allen cash account to pay for sidewalk replacement. She stated that the Audit Bill from Zumbahlen office would be divided in thirds and paid from the general account, water account and sewer accounts. $3000 was transferred from the general account to the Fire account for the annual fire truck loan payment. $57,112.32 bill to the IEPA bill for the loan payment for the water department was due. We also received 3 bills from Benton and Associates for payment in the amount of $10,620.19 total, for the Grant Administration Services, Construction Engineering Services and assistance with the community-wide income survey necessary to the DCEO grant application. Trustee Brockhouse moved to accept the Bills and Transfers with the addition of the Mike Wankel bill and to transfer $1000. From the Martha Allen MMS account to the Martha Allen cash account to pay that bill of $7,254.00. This was seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

The Utility Billing Aging Report was then discussed. There are no outstanding bills this month. Trustee Newell moved to accept the report, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea,

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Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

**Bids for Wastewater Treatment Plant Disinfection Improvements**

President Brockhouse then asked Jamie Headen from Benton and Assoc. to report on the Wastewater Treatment Plant Disinfection bids. He stated the bids ranged in price from a low of $98,980.00 to $200,190.00. The low bid was submitted by Prairie State Plumbing Co. of Athens, Illinois. Benton and Associates had reviewed all documents for responsiveness and completeness. A clarification of the contract days of 60 consecutive calendar days was made. He stated that Prairie State Plumbing and Heating appears to be properly qualified to carry out the obligations for their contract and complete the required work. Benton and Associates recommends that the construction contract be awarded to Prairie State Plumbing and Heating as the low bidder for the contract. After discussion, Trustee Brockhouse moved to award the contract for the Wastewater Treatment Plant Disinfection Improvements to Prairie State Plumbing and Heating, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent. The grant allows for $94,980.00 $4000.00 will need to paid from the sewer account.

**Committee and Department Reports**

Recreation Committee. Trustee Forsman presented a bid for the repair of the asphalt basketball court at the Community Park at North Poplar Street. It has many cracks and hole that is becoming deeper. These problems are causing decreased enjoyment of the park. The bid is from Vision Infrastructure Construction Corporation or VICC of Jacksonville, Illinois. The bid is for the entire existing asphalt surface of the park and included repairs and old net post removal. The bid is for $15,925.00. After discussion, Trustee Brockhouse moved to accept the bid of $15,925.oo from VICC, seconded by Trustee Luttrell. The Board expressed great appreciation to Virginia White Park Fund for her generosity and vision to beautify and improve the park for Chapin residents. The bill will be paid from the Virginia White Park Fund. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

The Board then discussed the need for the side walk repair in the 500 block of Morgan Street. Trustee Luttrell stated that it is the homeowner’s responsibility to repair any sidewalk damaged by the homeowner. If the Village damages it, it is up to the Village to pay for the repairs. Trustee Forsman moved to replace the sidewalk on the North side of Morgan Street in the 500 block, seconded by Trustee Luttrell for $2600.00 and it will be paid from the Martha Allen Account. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Health and Welfare Committee: The large dirt pile in the cemetery was discussed and it was decided to have the dirt moved to fill the edges of the new sidewalks.

Water and Sewer Report: Wes Vaughn submitted a routine written report stating that EPA samples and routine maintenance was done for water and sewer plants. Mowing and weed eating was accomplished. President Brockhouse noted that a water line was ruptured by a company replacing a

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phone line on September 19, 2016 resulting in a Boil Order until September 22, 2016 and many hours of Emergency Overtime for the Water Department.

Police Department Report: Chief Jacob Beard was present to present his written and verbal report. We had 53 hours of police coverage for the past month. Both Robert Headen and Shawn Barber’s wages will increase to $15.00 per hour, October 1st since they have served 6 months and will receive favorable evaluations. There were 2 calls for service, 11 traffic stops, 6 warnings, 6 citations and 1 animal complaint. He recommended Steve Helmich for hire as a part-time Police Officer. He is already a certified officer, currently working part time in Virginia, IL and could cover some week nights in Chapin. Chief Beard asked for permission to carry officer’s own rifles in the squad cars after rifle training and qualification. He also asked that he be able to set up a Chapin PD Facebook account to better communicate with residents of Chapin. Trustee Luttrell moved to accept the report, set up the Facebook account, allow the Officers to bring their own rifles to be carried in the squad car after training and qualification. This was seconded by Trustee Brockhouse. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Fire Department Report: Chief Scott Pahlmann presented both written and verbal reports. He noted that Engine 2 went to Byers to be serviced and to have the alternator replaced. They assisted with the 5K run held in Chapin on August 25, 2016. Ameren trained members on gas and electrical safety. They also assisted with parking at the Triopia football game. The oiler on one of the new chainsaws was not working. It was returned to Henry’s for repair and now is OK. 2 sets of 30 foot hoses for the equipment through Sentinel will be needed at a cost of $1,124.96. There were 3 calls during August. Meth lab awareness training will occur October 13, 2016. Trustee Luttrell moved to accept the report and purchase 2 sets of 30 feet hose to be used for the new extrication equipment at a cost of approximately $1200.00, seconded by Trustee Forsman. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

**Old Business**

1. Sewer Treatment Plant repairs and improvements. Accepted bid for contract. See above
2. History House Repairs. Tabled, Move HH artifacts to Legion Hall by October 15, 2016. Mary Rae Brockhouse will contact Paul and Penny Lambert about the display cabinets they have offered to display artifacts at the Chapin Legion Hall.
3. Discussion of Village Hall renovations. Neff-Colvin has submitted a bid. No other business has submitted bids as asked. Trustee Newell moved to waive competitive bidding for the Village Hall renovation as no other company has provided a bid. Bids must include Prevailing Wage Pay, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Trustee Newell moved to accept the Neff-Colvin bid for the new entry door and awning for $5,200.00, and the Neff- Colvin bid for the Village Hall Meeting room remodel for $19,600.00, seconded by

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TrusteeLuttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

1. Discuss hoses for the pump and diffuser. Tabled until October meeting.
2. Discuss repairs to the basketball court. Motion has already carried for repairs to be done.
3. Discuss 718 Superior. Attorney Yow advises that the owner needs to be found. There is no lien of record. He will investigate further and report at the October meeting. Tabled for October meeting.
4. Discuss Travel expense of Village officers and employees. Tabled until October.

**New Business**

1. Award Bid for Wastewater Treatment Plant disinfection improvements. See above
2. Discussion and approval of hiring new police officer. After discussion, Trustee Brockhouse moved to hire Steve Helmich as a part time police officer, effective October 1st, 2016 at a pay rate of $14.50. Rate of pay is to increase to $15.00 per hour, after a favorable evaluation after 6 months employment. Officer Helmich was then sworn in as a Police Officer of the Chapin Police Department. He was then welcomed by the Village President and others present.
3. Ordinance authorizing the sale of real estate at 714 Superior, 612 Congress, and 517 Chapin Street. The Board all agreed it was important that Chapin Village real estate be sold. Trustee Brockhouse, seconded by Trustee Luttrell moved to authorize the sale of real estate located at 714 Superior, 612 Congress, and 517 Chapin Street by competitive sealed bidding. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent. This is Ordinance 2016-9. During the discussion, Trustee Luttrell asked that zoning be placed on the October agenda.
4. Approve an Ordinance renewing and existing gas franchise with Ameren Illinois. Tabled until October meeting.
5. Approve an ad for the Triopia Yearbook. Trustee Newell moved to buy a $40.00 ad in the Triopia Yearbook, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.
6. Approve Sewer credit for 519 Chapin Street due to leak. Trustee Luttrell moved to adjust the sewer rate on the October and November bills to $16.27 each month for this residence due to a water leak, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent. This is Ordnance 2016-10.
7. Approve ordinance authorizing the disposal of personal property owned by the Village. President Brockhouse noted that somehow the old recycle trailer has not been remembered during the spring cleanup. He suggested that now was the time for it to be sold. Trustee Brockhouse moved to approve an ordinance for the disposal of personal property to include the old recycle bin, seconded by Trustee

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Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

1. Approve Scanner/printer/copier for Village Hall. Treasurer Bridgewater recommends the combination, not just a scanner. Trustee Brockhouse moved to purchase a new scanner/printer/copy machine that is compatible with the present computer at a cost not to exceed $1,800, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.
2. Discuss North Lift Station. President Brockhouse noted that Superintendent Vaughn had had problems with the pump at the lift station and that it had been pulled. While it was out, President Brockhouse recommended that it be checked and repaired so it is ready for use when needed. The cost to have the pump rebuilt is $6158.75 from Vandevanter Engineering. Trustee Brockhouse moved to rebuild the pump at a cost not to exceed $6,158.75, seconded by Trustee Luttrell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.
3. Discuss South Lift Station. No action taken. Trustee Luttrell will look into a possible grant.
4. Discuss purchase of hose for Fire Department Extrication Equipment. See Above
5. Discuss Side walk replacement in 500 block of Morgan Street. See Above
6. Accept Resignation. Trustee Luttrell moved to accept the resignation of the current Water Superintendent, Wes Vaughn, effective, October 27, 2016, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Trustee Luttrell moved to enter Executive Session, seconded by Trustee Forsman at 9:25 PM. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent.

Open Session resumed at 10:02 PM. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Attorney Allen Yow and Mary Rae Brockhouse were also present.

It was decided that Village Clerk Brockhouse would set up interviews for hiring both a full and part time employees on Monday, September 26, 2016 at 30 minute intervals for the Personnel Committee using the current applications on file. We will also invite current employee, Jeff McIntire to interview. She will post an agenda on Friday, September 23, 2016.

At 10:10 PM, Trustee Luttrell moved to adjourn, seconded by Trustee Newell. Roll Call: Trustee Brockhouse yea, Trustee Forsman yea, Trustee Hamilton absent, Trustee Luttrell yea, Trustee Newell yea, Trustee Surratt absent. Motion carried with 4 yeas, 2 absent. Meeting adjourned at 10:11

Respectfully Submitted,

Mary Rae Brockhouse, Village Clerk