Chapin Board of Trustees Meeting

December 12, 2018

The Board of Trustees of the Village of Chapin met at 7:00 p.m. at the Chapin Village Hall. The meeting was called to order by President Robert Luttrell. The Pledge of Allegiance of the United States of America was led by President Luttrell. Roll Call: R Brockhouse, present. M Newell, present. M Brockhouse, absent. L Hamilton, present. A Knox, present. L Forsman, present. 5 present, 1 absent.

Also present: Shawn Barber, Chief of Police, Scott Pahlmann, Fire Dept. Chief, Mike McEvers, Benton & Assoc., Allen Yow, Village Attorney, and Rosanne Hamilton, Village Clerk.

**Minutes and Monthly Bills:**

Minutes of the Previous Meeting, November 14, 2018 were made available for review by the Trustees. Trustee R Brockhouse made a motion to accept and approve the minutes from the November 14, 2018 Chapin Board Meeting. A second was made by Trustee L Forsman. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, absent. R Brockhouse, yea. Motion Carries, 5 Yeas, 1 Absent.

**Bill and Transfers:**

 It is noted that prior to the next scheduled monthly meeting for the Chapin Board, the certificate of deposit for the Virginia White Park Fund will mature on December 25, 2018, in addition to the Martha Allen Fund, which will mature on January 3,2019. The Chapin State Bank is currently offering a new CD for 13 months at the rate of 2.58% APY. Trustee L Forsman made a motion to have both maturing certificates of deposit put into the new certificate of deposit at 2.58% for 13 months and to accept and approve the Bills and Transfers. A second was made by Trustee Newell. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, absent. Hamilton, yea. Motion Carries, 5 Yeas. 1 Absent.

Due to guest Mike McEvers, the Board then moved to **New Business, item # 1: Discussion & Possible Approval of the 2019 MFT General Maintenance Program & Maintenance Engineering, and item #2: Discussion & Possible Approval of a Resolution for Maintenance Under the Illinois Highway Code:** Mike McEvers of Benton and Associates presented the Municipal Estimate of Maintenance Costs, at $14,880.00. Mr. McEvers answered questions that Trustees asked of him. Trustee L Hamilton made a motion to approve $15,000.00 for the 2019 MFT General Maintenance Program and Maintenance Engineering, and Approval of the Resolution of Maintenance Under the Illinois Highway Code. A second was made by Trustee A Knox. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent. The Resolution becomes # 2018-3.

**Financial Reports:**

Village Treasurer Wendy Bridgewater left information for the Trustees. The property taxes have been received and placed into 3 of the Fund accounts. $1,288.67 into the General Fund, $162.04 into the Fire Fund and $154.64 into the Police Fund. Due to the changes at the Chapin State Bank, it is also noted that the Police Fund does not need to have the account number changed as previously thought. And the Cemetery Fund Bank account number has already been changed. Nothing further in regards of Financial reports. Trustee L Forsman made a motion to approve and accept the Financial reports. A second was made by Trustee A Knox. Roll Call: M Newell, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

**Committee and Department Reports:**

**Chapin Water/Sewer Department Report:** President Luttrellpresented the report. At the Water Filtration Plant, bulk water sales have had an ongoing leak in the automatic shut off valve causing it to freeze up overnight. The rebuild kit was delayed in being receiving and in that time, Ronnie was able to get the leak stopped. The kit is here and on hand if needed. At the Waste Water Treatment Plant, they received a sewer snake camera from Illinois Meter Co. and were able to scope the plumbing in the sand filter, it appears that the valve in question is stuck open which is good news. Ronnie states he is very thankful to Jon Evans at the Illinois Meter Co., for the use of the camera free of charge. Christmas décor was hung in the Village of 11/21/2018. New sign installation has been a bit delayed due to the weather and other minor projects, but they are hoping to get Ash Street done the week of 12/17/2018. The new trash pump and hoses were picked up on November 20, 2018 and set up and made ready for service the following day. The shop truck was taken to Northrop’s Garage on 12/10/2018 for spark plug replacement and returned the following day.

**Chapin Police Department Report:** Report was presented by Chief of Police Shawn Barber: Chief Barber advised that now that we have the new squad car the hours for coverage in the Village has increased. He states that fines in October collected were: $130.73. Nothing further currently.

**Chapin Fire Department Report:** Report was presented by Fire Chief Scott Pahlmann: Chief Pahlmann reports that the Department did not meet is regular 4th Thursday of the month due to it being Thanksgiving. They held a meeting on November 29th to discuss the Breakfast with Santa. The Chief reports that he was not able to attend the Fully Involved Lecture on December 1, 2018. The Breakfast with Santa was held on Saturday, December 8, 2018. Santa handed out 83 gift bags and 165 people were served, and Santa even made a special trip to see a boy who could not attend due to recent medical treatment. Chief Pahlmann and Village President Luttrell just completed an Illinois Department of Natural Resources, Division of Forest Resources, Department of Defense- Firefighter Property Cooperative Agreement; an Illinois Department of Natural Resources Federal Excess Equipment Cooperative Agreement and an Illinois Department of Natural Resources Federal Excess Property Contract Information sheet. The agreements are needed for the fire department to be able to request excess Federal property. Recently IDNR had 300 Panasonic Toughbook laptops from Wisconsin available to Illinois Fire Departments with signed Memorandum of Understanding. He is not sure if any of the laptops are still available, but he will try to get some for the department. And he notes that with the agreements in place, he can apply for future excess property. Requests and they are to be split 50/50 with the Chapin Rural Fire Association: Bread and Butter Operations: 7 DVD set-$388.99, Fire Dynamics DVD-$61.75 and The Evolving Fireground: Research Based Tactics DVD-$95.00, as they are 40% off, cost would be $327.44.

**Chapin Area Rescue Squad Report:** Report was presented by Trustee Lesley Forsman: Trustee Forsman reports that Kim Bourne recently advised she will be reducing her membership from Active to Support as she is pregnant with twins and will have her hands full first part of 2019. Reminder the Holiday Party is scheduled for December 14th, 2018 at 7:00 p.m. at Mugsy’s in Jacksonville. Please RSVP Bryce McCormick or let Trustee Forsman know. CARS is working with the PAH Foundation to fund some courses at the department that would be open to all area responders. Two members will be attending AHA CPR Instructor courses at Memorial Medical Center, and we are requesting the funding for this class from the PAH Foundation. Both ambulances will have their 6-month PM and safety inspections this month. The LUCAS device has been ordered, delivered, and initial training has been completed. It is in service on 3H99. And CARS received a letter of support for their two CARS specific grants from Congressman LaHood’s office.

**Chapin Emergency Management Report:** Report was presented by President Luttrell: No additional NIMS certificates were turned in this month, and updated sheet for each department has been sent out. The goal is 90% compliance by the end of the calendar year. The 4” pump has been delivered and is ready to go. Updates to our Storm Ready designation have been turned in. In addition to the facility use agreements and generator, it was also requested that we have a rain gauge at the Village Hall. Bryce has requested, that if desired he would like to continue to represent the Chapin area on the West Central Joint ETSB. It is a 4-year term and would require a letter from the Village President.

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

**Old Business:**

Discussion & Possible Approval of Tree Stump Removal at Ash & North Street: Tabled

**New Business:**

1. and 2. Discussed earlier, see above.

3. Establish 2019 Meeting Dates: A sheet with meeting dates for 2019 was presented to each of the Board Members as well as President, Village Attorney and Village Clerk.

Meeting Dates 2019, each a Wednesday:

January 9-2019 July 10-2019

February 13-2019 August 14, 2019

March 13-2019 September 11-2019

April 10-2019 October 9-2019

May 8-2019 November 13-2019

June 12-2019 December 11-2019

A motion was made by Trustee L Forsman to accept and approve the dates listed for the 2019 Chapin Village Board of Trustee Meetings. A second was made by Trustee Newell. Roll Call: M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 5 Yeas. 1 Absent.

4. Discussion & Possible Approval of Life Station Alarm Monitoring System Upgrade: Tabled.

5. Discuss Video Gaming Tax: After discussion of the Video Gaming Tax which includes the deposit and revenue from the Video gaming Trustee L Forsman made a motion that the Video Gaming Tax beginning January 1, 2019 through December 31, 2019 be placed in the Water Fund. A second was made by Trustee L Hamilton. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

6. Discussion & Possible Approval of the Purchase of Training Materials for the Fire Dept.: Trustee L Forsman made a motion to accept and approve the purchase of Bread and Butter Operations: 7 DVD set-$388.99, Fire Dynamics DVD-$61.75 and The Evolving Fireground: Research Based Tactics DVD-$95.00, at 40 % off and to allow up to $350.00 which is to split 50/50 with the Chapin Rural Fire Association. A second was made by Trustee L Hamilton. Roll Call: M Newell, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

7. Discussion & Possible Action Regarding Employee Compensation: To be discussed in Closed Session. Trustee L Forsman made a motion to go into Closed Session, a second was made by Trustee A Knox. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, absent. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent. Closed Session began at 7:41 p.m. Trustee L Forsman made a motion to go back into Open Session and a second was made by Trustee A Knox. Roll Call: M Newell, yea. M Brockhouse, absent. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent. Open Session began at 7:50 p.m. Trustee L Forsman made a motion to give Village of Chapin Employees, Ron Upchurch and Wendy Bridgewater each a bonus on their next pay in December 2018 of $ 550.00 to each person and then in 2019 a split amount to be given to each May and in December. A second was made by Trustee A Knox. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, absent. Hamilton, yea. Motion Carries, 5 Yeas. 1 Absent.

Trustee Knox made a motion to adjourn, second by Trustee Forsman. Roll Call: Hamilton, yea. A Knox, yea. L Forsman, yea. M Newell, yea. M Brockhouse, yea. R Brockhouse, yea. Motion Carries, 6 Yea

Meeting adjourned 8:01p.m.

Respectfully submitted,

Rosanne Hamilton,Village Clerk.