

Chapin Board of Trustees

September 10, 2025

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:00pm followed by the Pledge of Allegiance. Roll Call: Trustee David Luttrell present, Trustee Mary Rae Brockhouse present, Trustee Kristel Little present, Trustee Adam Brockhouse present, Trustee Erin Morrow present, Trustee Diane Barber present. 6 Trustees present. Also present were Christina Courier – Treasurer and Steve Helmich – Chapin Police Chief.

Due to the absence of the Village Clerk a motion to appoint Christina Courier as the recording secretary was made by Trustee A. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Minutes from August 13, 2025 Regular Meeting

Minutes from the August 13, 2025 meeting were reviewed. A motion to accept the minutes of the August 13, 2025 Regular Meeting was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Bills & Transfers

Christina noted several spots in Bills & Transfers. In the General fund, there are a lot of payments for Summer Bash. The two members from the security team have also been paid. An invoice for the plow truck from Marshall's has been received which is \$2,652.42 for parts and labor. In the Water fund, the Mediacom bill has not been received but will be paid when received. An invoice from Benton's was received for work towards the Water Tower recoating project preparation. In the Fire fund the Annual Fire truck loan payment was received. In General Fund there were bills paid for Wendy's dental and vision; however, she has reimbursed the Village for those expenses. Wendy's health insurance payment will be reimbursed and applied towards Trevor's future insurance payment.

A motion to approve the Bills & Transfers was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Financial Reports

Trustees review Utility Billing report. Christina noted that 117 Superior is now paid in full by a title company after a certified lien letter was sent to the homeowner. Acct # 015-518 is in good

standing at this time after payment arrangements were made last month. Acct # 047-418-003 is past due and was requested to be turned off on 9/2. There will still be another bill to add to this balance. Question was raised about sending a lien letter when appropriate.

Several CDs were renewed for 12-month terms last month. The next CD's due will be in March of 2026.

A motion to accept the Financial Reports was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Committee & Department Reports

Chapin Water/Sewer

Regular & Recurring Duties continue.

There have been a few leaks in Concord that plumbers were called in to repair. Currently the bulk water station in Concord is out of order due to a valve failure. A new valve is being looked for to get it back up and running. IRC was out yesterday to complete oil and chip on a small section of the frontage road and the small section of Ash Street off of Railroad Street.

A motion to approve the Chapin Water/Sewer report was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Chapin Police

Chief Helmich reports 5 calls for service during the month of August with 26.75 on duty hours across 3 days.

Old Business #3 – several quotes were obtained to hire companies to come cleanup the junk on the property. A quote from That One Guy Junk Removal quoted \$2,500 however that was hard to believe. Other quotes obtained were well over that amount. There are ongoing issues with new items being brought in. Steve has not written the citations for any new vehicles brought onto the property waiting to see what action was going to be taken in terms of the junk.

New Business #6 – a quote from GTSI was provided for \$11,429.15. At the end of the year dispatch is upgrading their systems and now every police, fire and rescue department must purchase/upgrade their radios to work with dispatch. This will be what is needed to get the Police department upgraded. The current handheld radios work with the upgraded system, however they need licensing keys. The in-car radio will have to be replaced.

New Business #7 – during a recent patrol shift by Sgt. Dawdy, after his patrol he was pulling back inside the garage and accidentally backed into the door, which resulted in no damage to the door, but a cracked taillight and crack to the dumper. Steve was inquiring if an insurance claim should be filed or just try to fix it by paying out of pocket. An autobody shop in Jacksonville had already quoted over \$700. Thoughts were if the part could be found online, it should be easy to

replace on our own.

A motion to approve the Chapin Police report was made by Trustee L. Forsman. A second was made by Trustee K. Graham. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Chapin Rescue

Bryce reports 6 calls since last report with 25 for the year. Members were available for 641.75 hours in the past 30 days and 3,803 year-to-date.

IDPH/Memorial EMS rig and station inspections were conducted on 9/9. 3H11 was inspected and placed in service as BLS or can be upgraded to ALS. The ESO software in use for reporting calls is currently being used on old iPads and an old laptop computer. Bryce would like to request to purchase, and sell some of the old items, a new iPad with cellular built in. This would give responders the ability to obtain signatures on the touchscreen and not rely on Wi-Fi. Additionally, he is working on a plan to get the power load system moved from 3H99 to 3H11. Bryce noted extensively about concerns with only having one vehicle and how if the one rig was out for more than a week, this would put the squad as no longer an agency in the eyes of IDPH and all licenses would have to be reapplied for. He also noted about selling several items and their potentially value.

Approval with Chapin Emergency Management.

Chapin Emergency Management

Bryce noted continued tracking of NIMS completion.

There has limited participation in RPP. Once yearly fit tests expire that no respiratory protection can be used for response or training until complete.

Received the OSFM Station Rehabilitation grant forms and will begin work on quotes for generator upgrades for the Fire Station.

A motion to accept the Chapin Rescue and Chapin Emergency Management reports was made by Trustee D. Luttrell. A second was made by Trustee D. Barber. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Old Business

1. Discuss DCEO Grants – tabled; no update
2. Discuss & Possible Action Regarding Painting the Water Tower – tabled; no update
3. Discuss Complaints Regarding 611 Railroad – with PD report; there were several quotes that were provided by companies that clean up junk. There is one that is being quoted at \$2,500 however concern with how low that is. Steve was going to try and reach out to them and confirm the pricing. A motion to approve a NTE of \$3,000 for junk cleanup at 611 Railroad was made by Trustee A. Brockhouse. A second was made by Trustee D.

Luttrell. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

4. Discuss Selling Rescue Squad Ambulance & Equipment – Tabled; Bryce noted in his report that he has people interested in some of the equipment. He will need to get any details so that it can be put into an ordinance to be able to be sold.
5. Discuss Revising Personnel Policy Manual – Tabled; no update
6. Discuss Chapin Park Project by Chapin American Legion Group – Tabled; no update
7. Discuss Queen of Hearts – Tabled; discussion was had about different games that could be included to play while waiting for the drawing. Discussion about what day and time to have the drawing and thoughts were that Monday at 7pm was still a good day and time. There is hope that a food truck(s) could come and setup and the Village sell beer. Obviously, the Village would have to apply for a liquor license for the year and come up with a way to secure the supplies.
8. Discussion & Possible Approval of Raffle Application for the Village of Chapin – tabled; will work on having rules and application updated so that it will be ready for next month potentially.

New Business

1. Discussion & Possible Approval to Recommend an Individual for Probationary Status to Fire Department – Thomas Angelo has applied to be a probationary firefighter. A motion to approve Thomas Angelo as a probation firefighter was made by Trustee E. Morrow. A second was made by Trustee K. Little. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.
2. Discuss Chapin Summer Bash 2026 Date – so far everything is looking good from this year's Bash – we are going to come out in the positive. Still awaiting refund checks from unused beer and soda. Looking ahead to next year, the next date for Bash that is being looked at is August 22, 2026. There were no concerns with this. It was noted to be thinking about bands so they could be booked in advance as some tend to book out way in advance.

Bryce McCormick entered the meeting at 8:15pm.

3. Discussion & Possible Approval of Trick or Treat Dates/Times – 30th and 31st from 6-8pm. Approval with NB #4.
4. Discussion & Possible Approval of Halloween Party – Discussion was had about when to have a Halloween party at the Legion. It was noted about other places having their parties on the 31st and if we host ours on the 30th, it would give area kids opportunity to go to both. A motion to have Trick or Treating on October 30th and 31st from 6-8pm and a NTE

of \$700 for a Halloween party on October 30th was made by Trustee E. Morrow. A second was made by Trustee D. Barber. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

5. Discussion & Possible Approval to Purchase Halloween Candy for Police, Rescue & Fire – Normally candy is purchased for Police, Rescue and Fire to hand out during Halloween at \$50 for each department. A motion to approve the purchase of Halloween candy for Police, Rescue and Fire was made by Trustee D. Luttrell. A second was made by Trustee M. Brockhouse. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.
6. Discussion & Possible Approval to Purchase New Telecommunications Equipment & Licenses for Police – Tabled; Due to the upgrades that the County is doing area departments will be required to upgrade their radios to work with the new County systems. If a department does not have the upgraded radios, they will not be able to function as a department. There were concerns with how little the Police department is actually working and putting in patrol hours.
7. Discuss Squad Car – with PD report; will look into purchasing online and replacing ourselves.

A motion to enter into executive session at 8:32pm was made by Trustee M. Brockhouse. A second was made Trustee D. Luttrell. Roll Call: Trustee D. Luttrell yea, Trustee K. Little yea, Trustee A. Brockhouse yea, Trustee E. Morrow yea, Trustee M. Brockhouse yea, Trustee D. Barber yea. Motion Carried. 6 yea, 0 nay.

Bryce McCormick and Steve Helmich left the meeting at 8:31pm.

Trustees returned to Open Session at 8:51pm. Roll Call: Trustee David Luttrell present, Trustee Mary Rae Brockhouse present, Trustee Kristel Little present, Trustee Adam Brockhouse present, Trustee Erin Morrow present, Trustee Diane Barber present. 6 Trustees present. Also present were Christina Courier – Treasurer.

A motion to adjourn at 8:51pm was made by Trustee A. Brockhouse. A second was made by Trustee D. Barber. Roll Call: All in favor. Motion Carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier
Recording Secretary