

**Village of Chapin**  
**Minutes of Board of Trustees' Meeting**  
**June 11, 2025**

The meeting was called to order at 7:00 p.m. by Village President Rex Brockhouse. The following trustees were present for the roll call after the Pledge of Allegiance: Trustee Diane Barber, Trustee Mary Rae Brockhouse, and Trustee Erin Morrow. Also present were Police Chief Steve Helmich, Christina Courier, Office Manager, Dr. Bryce McCormick, and Village Clerk Bailey Walters.

**Comments for the Floor-** None.

**Minutes-**

The minutes of the May 14, 2025, regular Board of Trustees meeting were reviewed. Trustee M. Brockhouse moved to approve the minutes as presented, and Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

**Bills and Transfers-**

Office Manager Courier provided the report. Everything is looking good for this month. A transfer was made from the Virginia White Park Fund to the General Fund, as soft mulch was installed at the park and Virginia White does not have checks. There was an additional bill from Nelson Oil for \$630.55 for chlorine and fluoride, which was paid from the Water Fund. Trustee M. Brockhouse moved to approve the bills and transfers as presented, along with the additional bill from Nelson Oil. Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

**Financial Report-**

Office Manager Courier provided the financial report. Account # 259-617-002 has a past due balance of \$18.07 and has been refusing to pay this charge which was a past due amount from several months ago. Account #291-701-004 has a past-due balance of \$170.56. Certified lien letters have been sent out. Overall, the audit went well. The pork chop fundraiser was a great success, raising \$1,038 before expenses. Trustee Barber moved to approve the presented financial report. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

## **Committee Reports**

### **Water and Street Superintendent's Report-**

Office Manager Christina Courier presented the written report from Public Works. The big truck is still in the shop. Benton's is working on a permit for the new ortho-phosphate. Trying to find someone who will come and look at Blower 2 at the water treatment since it went out recently. Trustee Morrow moved to approve the presented Water and Street report. Trustee M. Brockhouse seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

### **Police Report-**

Police Chief Steve Helmich provided a written oral report. Chief Helmich wants to give a presentation to the elderly on how to prevent scams. Has not been able to meet with Trevor Cawthon to set up a date for when they can start the cleanup on 611 Railroad St, but hopes to get a date soon and have it cleaned up. Trustee M. Brockhouse stated that she wants to see this cleaned up this month. Trustee M. Brockhouse moved to approve the presented Police Report, and Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

### **Chapin Rescue Squad Report and Chapin Emergency Management Report-**

Bryce McCormick submitted a written and oral report; they are struggling with daytime staffing. There is a quote from Dinges Fire for an extrication tool. The tool can change tips and gain more spreading depth from the tips. Haven't had a lot of interest in the 3H99 ambulance since the AC is out. Going to reach out to the company that has serviced the units in the past and inquire if they would be willing to move the power load, fix some of the issues on 3H11, and use 3H99 as a trade for their services. Trustee M. Brockhouse moved to approve the presented Rescue Squad and Emergency Management reports and accept the quote from Dinges for \$14,600. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

### **Old Business**

DCEO Grants- No update.

Painting the Water Tower: No update.

611 Railroad—Tabled; with police report.

Discussion of Summer Bash—Things are going well, with some finalizations being made. It has been suggested to lower the entry fee for the Bags Tournament. VP R. Brockhouse noted that since the entry fee is higher that the payout will just be more. The kids pedal pull did not bring in enough to cover expenses last year and would like to see an entry fee. Previously thoughts

were maybe a \$10 entry fee, but Trustees agreed that a \$5 entry fee would be best. Christina noted that if we do ice cream certificates again this year, they will be \$2.50 each at Dandy Mandy's.

Discussion of Painting Fire Hydrants- No update.

Discussion of Extraction Equipment for Rescue with OSFM Small Equipment Grant- With the Rescue report.

Discussion of Selling Rescue Squad Ambulance and Equipment- Tabled; with Rescue Squad report.

### **New Business**

Approval of Special Event Liquor License for Chapin Summer Bash- To obtain a state liquor license the Village must first approve a local one. Once approved we are able to apply for that state license which will have a \$25 fee. Trustee Morrow motioned to approve the Special Event Liquor License for Chapin Summer Bash and the \$25 fee for the state Liquor License. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

Approval of Sewer Credit Due to Pool - Account # 125-610-001— Homeowners wrote a letter requesting credit on their sewer bill for filling their pool on April 26<sup>th</sup>. Trustee Morrow motioned to approve the sewer credit of \$20.23 to Account # 125-610-001. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

Approval of Agreement with Benton's for the Water Treatment Plant- Due to the recent lead and copper results, the EPA is requiring the Village Water Treatment plant to change the strength of sulfate fed during water treatment. Since this is a change in process in water treatment, the EPA requires a permit for any changes made and this agreement will be to have Benton's complete that permit. Trustee Morrow motioned to accept the agreement with Benton's for the Water Treatment Plant NTE \$1,500. M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

Approval of Hourly Rate of Pay for Security at Summer Bash- Last year the Village paid as contractors a security to assist PD with any issues that may have occurred. This year we would like to have them again just in case. Last year they were paid \$25 per hour. Trustee M. Brockhouse motioned to approve the hourly rate of \$25 an hour for security at the Summer Bash. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

Trustee M. Brockhouse motioned to adjourn the meeting at 7:42 p.m., and Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: President R. Brockhouse, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 4-0.

The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk