

Village of Chapin
Minutes of Board of Trustees' Meeting
October 8, 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 Adam Brockhouse, Trustee David Luttrell, Trustee Erin Morrow, Trustee Diane Barber, and Trustee Mary Rae Brockhouse. Also present were Police Chief Steve Helmich, Christina Courier, Treasurer, Village Attorney H. Allen Yow, and Village Clerk Bailey Walters. Trustee Kristel Little was absent.

Comments for the Floor- None.

Minutes-

The minutes of the September 10, 2025, regular Board of Trustees meeting were reviewed. Trustee Morrow moved to approve the minutes as presented, and Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Bills and Transfers-

Treasurer Christina Courier provided the report. There were a couple of transfers from the General Fund to the Police and Fire Funds for property tax purposes. The taxes for the Queen of Hearts, 2025 Audit, Blow Truck Repairs, Illinois EPA, and the Replacement of Blower for the Lagoon were all paid as well. Trustee M. Brockhouse moved to approve the bills and transfers as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Financial Report-

Treasurer Christina Courier provided the report. Account # 015-518 is still in good standing with the agreed payment plan. 418 Superior has been paid in full so no lien will be added. At this time no CD's are due until March 2026. Trustee A. Brockhouse moved to approve the present financial report. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Committee Reports

Water and Street Superintendent's Report-

Water and Street Superintendent Trevor Cawthon was absent, so the trustees looked over his report. The valves and actuators were received and installed to get the skids back up and running. Currently have 1 actuator on standby for emergencies. The blower block has been replaced and is functioning properly. There was a leak in Concord. Two of the lines ran together under the highway and were replaced. Bulk Shed in Concord has been fixed and is operational again. There was an EPA violation for not submitting the OCCT and SOWT along with one of the sampling rounds, which has been resolved. Trustee Barber 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: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Todd Clayton enters the meeting at 7:23 pm.

Police Report-

Police Chief Steve Helmich provided a written and oral report. Received a bid from Stewart's Auto Body for \$232.30 to replace the tail light, installation, and buffing the bumper. This ended up being cheaper than ordering the part ourselves. Have not heard back from the contractor whose bid we accepted last month. Will not return phone calls or text messages so will have to find another contractor in order to clean up 611 Railroad St. Trustee A. Brockhouse moved to approve the presented Police Report, and Trustee Luttrell seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

Bryce McCormick submitted a written report. The suspension in 3-H-11 is needing replaced. Fire hydrants have been painted and are good to go. PSI in Green hydrants are 750-1000, Orange 500-750, and Red are below 500. There could be a possible trade of 3-H-99 but once that is rid of, will need a backup non-transport vehicle so that if 3-H-11 is out of service for any reason, they will not lose their licensure with IDPH as a transport agency. Could be anything from a SUV to a fire engine, but the non-transport vehicle does need to have an IDPH inspection and licensure. One of the ideas is to keep the old ambulance, have the markings removed, then pay out of pocket for the power load to be moved, especially if the sale of surplus items is approved. However, it will be in need of a mobile radio which will be several thousands of dollars. Fire pump test will be on October 10. Trustee Morrow moved to approve the presented Rescue Squad and Emergency Management reports. Trustee Luttrell seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Old Business

DCEO Grants- No update.

Painting the Water Tower: No update.

611 Railroad—Talked about in police report.

Selling Rescue Squad Ambulance and Equipment- Talked about in Rescue Squad Report.

Revising Personnel Policy Manual- No update.

Chapin Park Project by Chapin American Legion Group- No update.

Queen of Hearts- Possibly restarting after the holidays.

Raffle Application of the Village of Chapin- Waiting till after the holidays.

Purchase New Telecommunications Equipment & Licenses for Police- Police Chief Steve Helmich got a bid from GTSI to replace all telecommunication equipment for \$11,429.15. This will keep the Police up to date with the new requirements from Morgan County. Trustee Morrow motioned to accept the bid and NTE \$12,000.00. Trustee M. Brockhouse seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

New Business

Approval of Sewer Credit Due Leak- Account # 139-318-001- Trustee M. Brockhouse motioned to approve the Sewer credit for Account # 139-318-001 for \$136.76. Trustee Barber seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of Breakfast with Santa & Christmas Parade- Christmas in Chapin will be December 13th this year with a breakfast in the morning and a parade with light refreshments in the evening. Trustee M. Brockhouse motioned to approve the Breakfast with Santa and Christmas Parade for a NTE \$1,500.00 for supplies. Trustee Barber seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of an Ordinance Authorizing the Sale & Disposal of Personal Property Owned by the Village of Chapin- Items to be sold or disposed of are listed in Appendix A. Trustee Morrow motioned to approve Ordinance 2025-8 Authorizing the Sale or Disposal of Personal Property Owned by the Village of Chapin. Trustee Barber seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

Contracts for Police Departments- Tabled.

Action Regarding Employee Compensation- Tabled.

Trustee A. Brockhouse motioned to adjourn the meeting at 7:54 p.m., and Trustee Luttrell seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk