

**Village of Chapin**  
**Minutes of Board of Trustees' Meeting**  
**July 9, 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 Diane Barber, Trustee Mary Rae Brockhouse, and Trustee Erin Morrow. Also present were Police Chief Steve Helmich, Christina Courier, Office Manager, Village Attorney H. Allen Yow, Village Clerk Bailey Walters and Kristel Little.

**Comments for the Floor-** None.

**Minutes-**

The minutes of the June 11, 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: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

**Bills and Transfers-**

Office Manager Courier provided the report. Everything is looking good for this month. Have not received a bill from Ameren for the Ball Field Lights and Firehouse, but will get paid once it comes in. Received the liquor license for the Summer Bash. There was a leak in Concord that needed to be repaired, so Burnett's Plumbing Co. came out and completed that repair. Complete Asphalt Service completed a crack seal job on a small section of Cylinder Head Road and IRC will be out to oil and chip it soon. The amounts for crack sealing came in under \$25,000 so there wasn't a bid process required. Trustee Morrow moved to approve the bills and transfers as presented. Trustee M. Brockhouse 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-**

Office Manager Courier provided the financial report. Account # 073-219-001 has a past due balance of \$24.99. A letter will be sent to collect the past-due amount. The account that had been noted as delinquent and getting ready to send a lien on, officially paid, so no lien was necessary. Have several CDs coming due in August. The total donation for the Summer Bash is now up to \$8,911. Trustee Luttrell 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: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

**Action to Appoint Trustee to Vacancy-**

Kristel Little graciously sent in a letter with interest in becoming a Trustee. Trustee Barber moved to appoint Kristel Little to fill a 2-year unexpired term. M. Brockhouse 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 blower still needs to be sent in for repair. Still waiting to hear back from the representative regarding pricing. Was able to fix the leak in Concord by running a new line from the main to the curb stop. The big truck is still in the shop. 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: A. Brockhouse, yes; Luttrell, yes; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

**Police Report-**

Police Chief Steve Helmich provided a written oral report. Reached out to L&J's Junk Removal to abate the nuisances at 611 Railroad St. Looking to be two options of \$125/hour for labor and \$325 per load of 20-foot trailer, or \$200/hour in labor and use GFL's 40-foot trailer per load for \$300 plus weight. Going to check out some other companies to see how they compare to this quote. Waiting to hear back from a couple of people about being security for the Summer Bash, will reach out again. There will be a County-wide radio system upgrade this fiscal year for police. A ballpark cost of around \$12,000 for the police department alone. The county has said this needs to be by February at the latest. The current handheld radios that the department utilizes work with the new system, the department will be required to purchase software licenses for the radios. Will have a quote from GTSI by the August meeting. Trustee A. Brockhouse moved to approve the presented Police Report, and 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; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

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

Bryce McCormick submitted a written report. Received the new extrication tool from the OSFM grant and will be working with local car haulers for a vehicle to work on and train on the latest equipment, as well as our existing vehicle rescue tools. Currently, there has been no response or interest in the ambulance sale for the past several weeks. Going to follow up to see if there is a market for some of our old equipment, which will help keep the consolidation portion

moving forward. Hydrants in the Chapin and Concord systems have been flushed and flow tested. Several hydrants in the Concord area are inoperable and have been marked as out of service. Flow testing data will be compiled, and a list of hydrants requiring repair will be provided. Trustee M. Brockhouse 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; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

### **Old Business**

DCEO Grants- No update.

Painting the Water Tower: No update.

611 Railroad—Talked about in police report.

Discussion of Summer Bash—Things are going well, was able to pick up the donated meat for Bash from JBS. There was concern about their being a cost for the kids pedal pull. Thoughts were that we would still need to charge as we lost out on this last year even though donations were accepted.

Discussion of Painting Fire Hydrants- No update.

Discussion of Selling Rescue Squad Ambulance and Equipment- No update.

### **New Business**

Approval of Sewer Credit Due to Pool for Multiple Accounts- Trustee A. Brockhouse motioned to approve the Sewer Credits for Account #094-118-002 for \$34.02, Account #148-209 for \$36.46, Account #065-116 for \$28.78, Account #067-111-001 for \$24.23, Account #127-316 for \$49.86, Account #232-520 for \$49.40, Account #060-214 for \$43.20. 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; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of an Ordinance Adopting Return-to-Work Policy- Ordinance 2025-5 was adopted with the motion made by Trustee M. Brockhouse. 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; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of an Ordinance Adopting the Annual Appropriation- Ordinance 2025-6 was adopted with the motion made by Trustee Luttrell. Trustee A. Brockhouse seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of the MFT Street Work- Complete Asphalt Service crack sealed the frontage a small section of the frontage road and then IRC will be coming in to oil and chip over that. There is also another small section of Ash south of the railroad tracks they are going to look at. IDOT has approved the Village for a NTE of \$60,000 for the year so the amount for both jobs will be under this amount. Trustee M. Brockhouse motioned to approve the MFT Street Work. 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; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

Steve Helmich and Christina Courier leave the meeting at 7:54.

At 7:55 p.m., Trustee Barber motioned to enter the Executive Session. 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; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0

Roll call back into open session at 8:47 p.m. as follows: Village President R. Brockhouse, present; Trustee A. Brockhouse, present; Trustee Barber, present; Trustee M. Brockhouse, present; Trustee Luttrell, present; Trustee Morrow, present; and Trustee Little, present. H. Allen Yow, Village Attorney, and Bailey Walters, Village Clerk, were also present.

Possible Action to Amend Nuisance Ordinance Regarding Animals- Tabled.

Revising Personnel Policy Manual- Tabled.

Accept Resignation of Treasurer- Tabled.

Trustee Morrow motioned to adjourn the meeting at 8:49 p.m., and 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; Little, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 6-0.

The meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk