

Village of Chapin

Minutes of Board of Trustees' Meeting

March 12, 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, and Trustee Kara Graham. Also present were Police Chief Steve Helmich, H. Allen Yow, Village Attorney, Trevor Cawthon, Scott Rives, Eric Shangraw, Christina Courier, Office Manager, and Village Clerk Bailey Walters.

Comments for the Floor- None.

Minutes-

The February 12, 2025, regular Board of Trustees meeting minutes were reviewed. Trustee Graham 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; Graham, yes. The motion carried 4-0.

Bills and Transfers-

Office Manager Courier provided the report. There was a \$250 transfer from the Fire Department and Rescue Squad to start the pot for the Queen of Hearts. The IEPA loan payment is due which will get that paid by April 1. There was \$60 cash that was withdrawn from Fire and Rescue to be used for change for Queen of Hearts ticket sales at Village Hall and Dandy Mandy's. There was a \$120 invoice from FireMaster for a hose for the fire department, but not sure who ordered it - will have to investigate it and see. Trustee A. Brockhouse moved to approve the Bills & Transfers as presented. Trustee D. 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; Graham, yes. The motion carried 4-0.

Financial Report-

Office Manager Courier provided the financial report. She noted that 3 CDs are due in March and is considering keeping CDs #107, #235, and #108 for 12 months at 3.96%. Queen of Hearts has been going well. 30% of sales will go to the Fire Department and Rescue Squad. The first week from 2/24-3/3, sales were \$661, and \$99.15 will go to each department. In the second week from 3/3-3/10, sales were \$476, and \$70.05 will go to each department. Trustee Luttrell moved to approve the presented financial report and renew CD #107, #235, #108 for 12 months at 3.96%. Trustee Graham 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; Graham, yes. The motion carried 4-0.

Old Business #6

Scott Rives and Eric Shangraw from GFL Environmental discussed the proposal of 2 recycling dumpsters at Village Hall and removing curbside recycling. GFL will pick up the current bins that recycling customers have on April 18th. On or before the next recycling pick up the recycling dumpsters will be available. They also stated that current customers can ask for a second cart for their regular pick-up if they have more that will fit in the one cart. Trustee Graham motioned to approve moving forward with the proposed changes. Trustee A. 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; Graham, yes; and M. Brockhouse, yes. The motion carried 4-0.

Approval of City-Wide Clean-Up Days—Trustee A. Brockhouse motioned to approve May 23 and May 24th City-Wide Clean-Up Days with three dumpsters on Friday and three on Saturday. Trustee Graham 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; Graham, yes; and M. Brockhouse, yes. The motion carried 4-0.

Eric Shangraw and Scott Rives leave the meeting at 7:27.

Committee Reports

Water and Street Superintendent's Report-

Water and Street Superintendent Cawthon provided a written and oral report, and the Trustees reviewed it. The hydrant extension has been received and installed. Still waiting on Benton & Associates to let us know on a few more details the water tower painting so it can be let out for bid. Trevor found a seal kit from Masco Corp for \$550-\$600 instead of the \$4,000 quoted for Vandevanter. We could put the seal kit in ourselves as well. Trustee Luttrell moved to approve the presented Water and Street report and the seal kit purchase. Trustee A. 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; Graham, yes; and M. Brockhouse, yes. The motion carried 4-0.

Trustees Erin Morrow and Mary Rae Brockhouse enter the meeting at 7:32 pm.

Police Report-

Chief Steven Helmich provided both a written and oral report to the Trustees. Chief Helmich said he will have surgery on 4/4, and Officer Christopher Dawdy will take his spot for now. Chief Helmich hopes to return to full duty by the end of May. Officer Wes McKinney has completed training and has been doing great. Wes has been making rounds in the community to introduce himself. 611 Railroad Street's next hearing will be on 4/22. One citation was issued for animals running at large. It seems the resident has been making progress but slowly.

Old Business #7-

The police department needs an external solid-state drive to store body camera footage. Was able to find one on Amazon that is 8TB and costs about \$550.

Trustee Graham moved to approve the report as presented and purchase a Desktop External Solid-State Drive. Trustee Barber 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; Graham, yes; and M. Brockhouse, yes. The motion carried 6-0.

Old Business

American Rescue Plan Funds- No update.

DCEO Grants- No update.

Painting the Water Tower No update. Waiting on Benton and Associates.

611 Railroad- Discussed in Police Report.

Approval of Summer Bash- No update

New Business

Approval of Donation to Triopia Post Prom- Trustee A. Brockhouse motioned to approve a \$200 donation to Triopia Post Prom. 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of purchase an emergency on-call phone for public works- Several options were presented but all the details have not been worked out. Chief Helmich brought up the idea of going through AT&T First Net as the Village already has an account for the internet in the squad car. Trustee A. Brockhouse motions that an emergency on-call phone for public works should not exceed \$55/month to be split with Water and Sewer. 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of Mass Mailer to Village Residents- Trustee A. Brockhouse motioned to approve the mass mailer with the additional GFL changes. 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of Yard Waste Pick-Up Days—Trustee Graham motioned to approve the week of May 19th for Yard Waste Pick-Up. 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of Sewer Credit due to Leak- Acct # 200-512-001- No Action. A letter was not provided from the owner.

Selling Water to Exeter Merrit- Tabled. Still awaiting information from them.

Approval of Contract with Concord Water- Trustee M. Brockhouse motioned to approve the Contract with Concord Water and Ordinance No. 2025-2. Trustee A. 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of Mass Mailer to Concord Water Customers- Trustee M. Brockhouse motioned to approve the mass mailer to Concord Water Customers with revisions and purchase Dropbox and post. Trustee A. 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Discuss Police Department Grant- No action.

Christina Courier, Trevor Cawthon, and Steve Helmich leave the meeting at 8:58.

At 9:02 p.m., Trustee M. Brockhouse motioned to enter the Executive Session. Trustee Graham 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Roll call back into open session at 9:14 p.m. as follows: Village President R. Brockhouse, present; Trustee A. Brockhouse, present; Trustee D. Barber, present; Trustee M. Brockhouse, present; Trustee D. Luttrell, present; Trustee E. Morrow, present; and Trustee K. Graham, present. H. Allen Yow, Village Attorney, and Bailey Walters, Village Clerk, were also present.

Trustee M. Brockhouse motioned to adjourn the meeting at 9:15 p.m. Trustee Graham 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk