

Village of Chapin
Minutes of Board of Trustees' Meeting
April 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, and Trustee Kara Graham. Also present were Chris Dawdy, Chapin Police, H. Allen Yow, Village Attorney, Trevor Cawthon, Public Works Superintendent, Christina Courier, Office Manager, and Village Clerk Bailey Walters.

Comments for the Floor- None.

Minutes-

The March 12, 2025, regular Board of Trustees meeting minutes were reviewed. Trustee M. Brockhouse moved to approve the minutes as presented, and Trustee D. Luttrell 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Bills and Transfers-

Office Manager Courier provided the report. Have not received the bill for AT&T yet for Internet for the Squad Car Computer or Emergency Phone for Public Works. The public works phone bill will be split between water and sewer. These will be paid and reflected in in next month's bills and transfers. Other than that, everything has been paid. Trustee Luttrell moved to approve the Bills & Transfers as presented. Trustee A. 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Financial Report-

Office Manager Courier provided the financial report. Account # 069-119-002 has been shut off since 3/3/2025 and will send a letter to collect the debt. No CD's due until August. The pay sheet for Village Trustees, Village Clerk was included as well. Trustee A. Brockhouse moved to approve the presented financial report and the pay sheet. 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.

Committee Reports

Water and Street Superintendent's Report-

Water and Street Superintendent Cawthon provided a written and oral report, which the Trustees reviewed. Received the seal kit for the lift station pump and will be putting it in soon. A plumber will be out to check out a severe leak in Concord. It was noted about the need to spread weekends out between the Public Works employees. Trustee M. Brockhouse moved to approve the presented Water and Street 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; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Police Report-

Chris Dawdy provided both a written and oral report to the Trustees. Unfortunately, Wesley McKinney has accepted a full-time position in South Jacksonville. He will still be working for Chapin but looking for 4–5-hour shifts. Chief Helmich had surgery on 4/4 and anticipates returning to full duty by the end of May. Annual weapons training and qualification were completed on 3/21, and everyone passed. A FOIA has been sent requesting the 2022 OIS video and report; video/audio redaction software is needed since there are some 3rd party individuals license plates in the video. There are a couple of programs that could redact the video, but looking for something a little more cost efficient. Potentially reach out to the State Police to see if they have the video and if it is redacted already. Trustee A. Brockhouse moved to approve the presented Police Report. Trustee 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.

Trevor Cawthon leaves the meeting at 7:35.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

Bryce McCormick submitted a written report, and Christina Courier presented the reports. Stryker sent a quote of \$5,500 for maintenance of medical equipment. Unfortunately, the Rescue fund does not have this funding available and still owes \$6,000 to General. Currently, we have two paramedics and two EMTs, and the rest of the crew are EMRs. To go on a call and transfer a patient, we must have at least an EMT, but with their availability, there are calls that the squad cannot go on to be able to bill for a transfer. It was brought up about where the money was going to come from to help pay for everything. Suggestion was brought up about the potential of selling a rig due to low staffing and high cost for upkeep. On May's agenda, there will be the possibility of approval to sell the extra rig since there is not enough use in the rig to justify having two. Will be keeping the extra drugs for backstock but will be selling some of the other supplies along with the rig. Trustee M. Brockhouse moved to approve the

presented Rescue Squad and Emergency Management reports. 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.

Old Business

American Rescue Plan Funds- No update.

DCEO Grants- No update.

Painting the Water Tower: No update.

611 Railroad- No update

Approval of Summer Bash—The Sponsor letter will go out later this month. Question was raised by Christina as to what vendors would be allowed. Trustee A. Brockhouse noted he did not want to see vendors that sold similar items as the restaurant as to not take away business from them. VP R. Brockhouse echoed that response. Discussion about what to charge for vendor spaces as there was feedback last year about the cost. Consensus was to keep it the same as last year which will be \$50 per spot and \$75 per spot with electricity. With that, the Village would only be looking for vendors with specialty items such as cotton candy, kettle corn, snow cones, etc. The apparel and Logo designs are almost finished.

Selling Water to Exeter Merit- No update.

New Business

Approval to Extend Municipal Tax Split- The Police department is still doing well financially. The Fire department is doing better but the Rescue department is struggling. The Municipal tax has helped Fire and Rescue immensely. Trustee Luttrell moved to approve the Municipal Tax Split for the Rescue Squad, Police Department, and Fire Department. Trustee 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 to Amend Appropriations Ordinance for Fiscal Year 2024-2025- The new amended ordinance for Fiscal Year 2024-2025 with several changes will be Ordinance 2025-3. There were items added to reflect salaries, Queen of Hearts and increases in salaries. Trustee Luttrell motioned to approve Ordinance 2025-3 An Ordinance Amending Annual Appropriations for Corporate Purposes for the Village of Chapin. Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval to Extend Loan for Rescue from General—With that status of Rescue, they are not able to pay off the loan from General. Availability has been down; transports are down and there are only a few claims for payment pending which will not be near the amount owed to

General. Trustee Luttrell moved to extend the \$6000 loan from General to Rescue for another year. 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 to Waive Bay Rent for Rescue and General for Fiscal Year 2024-2025—Due to the account balances of both Rescue and General funds it is being recommended that bay rent to Fire be waived for the fiscal year. Trustee M. Brockhouse moved to approve a waiver for Bay Rent to Fire for fiscal year 2024-2025. Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Approval of Pork Chop Fundraiser for Chapin Summer Bash—Discussion was had about if anyone wanted to have a pork chop fundraiser in May during City Wide Yard Sales to help raise money for Bash. Christina noted that her Wendy cannot take time to be helping with shopping as much due to increased workloads and if the Board wanted to do this, they would have to help more than normal. The meal will include a pork chop, cookies, baked beans, and a drink. Trustee A. Brockhouse moved to approve the Pork Chop Fundraiser for May 31st. 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 First Amendment to Waste Collection Agreement- As presented last month by Eric and Scott from GFL, this is the first amendment to the existing agreement set to expire December 2025. Trustee A. Brockhouse moved to approve the First Amendment to Waste Collection Agreement. 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 Video Redaction Software for Police Department- Tabled. Discussed with Police report.

Approval of Maintenance of Equipment through Stryker Medical- Tabled. Discussed with Rescue report.

Christina Courier and Chris Dawdy leave the meeting at 8:16.

At 8:17 p.m., Trustee D. Luttrell motioned to enter the Executive Session. Trustee 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.

Roll call back into open session at 9:06 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.

Accept Village Trustee's Resignation—Trustee M. Brockhouse moved to approve Kara Graham's resignation with regret. 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.

Action Regarding Employee Compensation—Wendy Bridgewater's new wage will be \$25.25/hour, with a bonus of \$750. Hayden Helton's new wage will be \$24.75/hour with a \$150 bonus. Alan Boehs' new wage will be \$22.25/hour with a \$300 bonus. Jerry Carriger's new wage will be \$17.25/hour with a \$300 bonus. Christina Courier's new wage will be \$22.00/hour with a bonus of \$300. Trevor Cawthon's new wage will be \$32.75/hour with a \$150 bonus. There are no changes to Steve Helmich, Chris Dawdy, Wesley McKinney, or Bryce McCormick's wages. Trustee M. Brockhouse motioned to approve the employees' compensation. Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; Graham, yes; and M. Brockhouse, yes. The motion passed 6-0.

Trustee M. Brockhouse motioned to adjourn the meeting at 9:10 p.m., and Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees: 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 9:10 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk