

Village of Chapin
Minutes of Board of Trustees' Meeting
January 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 Mary Rae Brockhouse, Trustee David Luttrell, Trustee Adam Brockhouse, and Trustee Kara Graham. Also present were Trevor Cawthon, Public Works Superintendent, Steve Helmich, Police Chief, Wesley McKinney, H. Allen Yow, Village Attorney, Christina Courier, Office Manager, and Village Clerk Bailey Walters. Trustee Leslie Forsman and Trustee Erin Morrow was absent.

Comments from the Floor – None.

Minutes –

Minutes of the December 11, 2024, regular Board of Trustees' meeting and Special Minutes of Board of Trustees' Meeting were reviewed. Trustee M. Brockhouse moved to approve the regular minutes and special minutes as presented. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Bills and Transfers –

Office Manager Courier provided the report. The final round of property taxes was received. A total of \$7,839.87 was received of that \$753.65 was transferred to the Police Fund, \$715.96 transferred to the Fire Protection Fund, and \$6,370.26 was transferred to the General Fund. Waiting a couple of bills from Ameren, which will be paid when they are received and reflected on next month's Bills and Transfers. Trustee Graham moved to approve the Bills & 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: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Financial Report-

Office Manager Courier provided the financial report. She noted that there are no CD's maturing until March. Everything is caught up and all good this month. Trustee Graham moved to approve the financial report as presented. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Committee Reports:

Water and Street Superintendent's Report –

Trevor Cawthon, Public Works Superintendent presented a written and oral report. It was noted that Bryce McCormick is still being paid as wastewater operator and will be helping Trevor out when needed. Still waiting on fire hydrant extension, but it is in transit. Recently replaced the batteries in the snowplow truck. A manway filter has been ordered for one of the sand filters at the WTP. There are some more issues with the Chevy Truck, and they have not been able to find

the correct parts for the rear end rebuild. Trustee Luttrell moved to approve the Water and Street report as presented. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Police Report –

Chief Steven Helmich provided both a written and oral report to the Trustees. The next hearing for 611 Railroad Street will be held on March 3rd. Village Attorney H. Allen Yow states that they have until March 1st to get rid of everything on the property. If they do not comply, the village will be able to remove and dispose the items. Chief Steve Helmich suggested that there should be a police officer on duty once the village starts to clean the property. Steve noted that he has not been able to make much headway on the Sewer checking account fraudulent transactions. Since the transactions were not allowed to post to the account, he is having trouble with the company getting many further details. His recommendation that since the last time fraud has occurred on the account was 2019 and then again last month that to monitor the account and keep it open as it will be a headache to close and reopen a new account. Trustee A. Brockhouse moved to approve the report as presented. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Chapin Fire Department Report-

No one was present to provide an oral report, but Mark Lovekamp provided a written report. Two calls this month, one vehicle and one structure. Rural Fire Department went on the calls. Document gathering has been complete, but document review is ongoing. Currently, a couple of maybes to become the new Fire Chief but no definite answers. Trustee Luttrell moved to approve the report as presented. Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

No reports provided.

Old Business

American Rescue Plan Funds. No update

Hiring Paramedics/EMTs. No update.

DCEO Grants. No update.

Water Tower Painting. No update.

611 Railroad. Tabled. Discussed in Police Report.

PFAS Claims. No update.

Summer Bash Bands. The list for Summer Bash bands has been cut down significantly with their pricing listed of those that returned messages. Trustees reviewed the list and discussed potential hours for the opening band and main band. Initial thoughts were to have Harmony GRITS from 4-

7pm and Deja Voodoo from 8-11pm. Will have to reach out to them to confirm they are still available and to obtain contracts. More information will be provided at the next meeting. A list of details to start considering was provided and it was requested that Trustees start reviewing this so that things can start moving forward in planning this years' Summer Bash. Also, it has been suggested about potentially getting Gracie Holt something as a thank you for doing everything for the Little Miss and Mister for last year's Summer Bash. Thoughts were that \$50 would be nice and potentially in the form of a gift certificate from Dandy Mandy's. M. Brockhouse motioned to approve a \$50 gift certificate to Dandy Mandy's for Gracie Holt. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Sewer Checking Account. Discussed with PD report.

TIF District. No Action. Information was provided last month to Trustees to review. Village Attorney, H. Allen Yow provided more information regarding TIF Districts. There were several points that were made that make it sound like this would not be feasible for the Village and would be an additional tax to the Village residents. Thoughts were to not proceed with this.

New Business

Easter Egg Hunt. Tabled. Discussion was had about when to potentially have this event. Thoughts were to do the Saturday before Easter on April 12th at 2pm. Trustee K. Graham stated that she would do everything for this. More will be revisited next month.

Summer Bash. Tabled. Discussed with Old Business 7.

Queen of Hearts. Tabled. A draft ordinance was provided by Village Attorney H. Allen Yow regarding regulating the licenses of raffles. There is question about if the Village can run a raffle on their own since they are not a 510c3 or other applicable entity. Allen was going to make some inquiries to see what the legality is of this. More information will be brought back next month.

NTE \$100 Safety Jacket for Public Works Employee. Trevor Cawthon is in need of a safety coat to wear during outdoor activities. The Village has purchased one for each new public works new hire in the past. Trustee M. Brockhouse motioned to approve the purchase of a safety jacket for public works employee NTE \$100. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Accept Village Trustee Resignation. Trustee Graham motioned to approve Trustee Forsman's resignation. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion carried 4-0.

Approval to Hire Wesley C. McKinney as a Patrolman to Chapin Police. Tabled. May have to purchase a vest but Morgan County may have one we could get at a discounted price. Will need to order some pants for Wesley as he is 6 foot 7 inches.

At 8:27 p.m., Trustee M. Brockhouse motioned to enter Executive Session. Trustee Graham seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees

as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion passed 4-0.

It was decided not to go into Executive Session. Will be having a Special Meeting on January 16 at 5p.m. to possibly approve Wesley C. McKinney as Patrolman.

Roll call back into open session at 8:51 p.m. of the Trustees as follows: M. Brockhouse, present; Luttrell, present; A. Brockhouse, present; and Graham, present. Also present were Bailey Walters, Village Clerk, H. Allen Yow, Village Attorney, Steve Helmich, Police Chief, and Wesley McKinney.

Christina Courier, Office Manager, entered the meeting at 8:53 p.m.

Trustee Graham made a motion to adjourn the meeting at 8:55 p.m. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees as follows: M. Brockhouse, yes; Luttrell, yes; A. Brockhouse, yes; and Graham, yes. The motion passed 4-0.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk