

Village of Chapin
Minutes of Board of Trustees' Meeting
May 14, 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, H. Allen Yow, Village Attorney, Christina Courier, Office Manager, Brianna Helton, Hayden Helton, Herschel Surratt, Beth Tortorello, Alan Boehs, Todd Clayton, Ty Clayton, and Village Clerk Bailey Walters.

Comments for the Floor- None.

Minutes-

The April 9, 2025, regular Board of Trustees meeting minutes were reviewed. Trustee M. Brockhouse moved to approve the minutes as presented. 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. A 50% deposit was made on the bounce houses for the Summer Bash. Trustee A. Brockhouse 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: 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 # 291-701-004 has been shut off since 5/1/2025 and a letter has also been sent to the owner. There was a bank error made with a deposit that was made into the Water account, which was supposed to go into the Queen of Hearts account for \$207.00. Will get this transferred into the correct account however, since it this was not caught until after the fiscal year end, it makes things for the fiscal year a little off. The audit will be on June 4 and 5. Trustee A. Brockhouse moved to approve the presented 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.

New Business #6: Painting of Fire Hydrants- Ty Clayton asked the board for paint and supplies to paint the fire hydrants around Chapin and Concord after flow testing. This would be for Ty's Eagle Scout project. The 500-gallon-per-minute hydrant would be painted red, and the others would be painted yellow. Without counting, an estimate of around 50 hydrants would need to be painted. The paint will be non-chip and should last a while. Currently, there is no quote on how much it would cost. He and his dad Todd are working with Bryce McCormick on materials and correct color coding. Will hopefully have some more information for the Board next month. The Board responded well to this request.

Brianna and Hayden Helton asked the board if there was anything they could do to stop the online bullying and harassment on Facebook. They have been receiving this due to their neighbors receiving an ordinance violation for a loose dog based on the complaint filed by Bri and Hayden. Village Attorney H. Alan Yow stated that the village has already done its part in explaining, but the neighbors could come to a village meeting if there is an issue.

Committee Reports

Water and Street Superintendent's Report-

Alan Boehs, part-time Public Works employee, gave an oral report. The big truck is broken down currently and is at the shop getting worked on. The axle bearing went out while it was on the highway while hauling mulch for the park. There is no further information on what the cost will be or timeline of completion. The EPA wants us to change the corrosion control chemical to a different blend of the same product we are currently using. If they switch the product, they must bring in an engineer to permit it. This is due to the most recent lead and copper sampling results. The Uline purchase came in, and it was above the approved amount. The final price of the shelving and shipping was \$1001.43. Trustee M. Brockhouse moved to approve the presented Water and Street report. 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; and M. Brockhouse, yes. The motion passed 5-0.

Alan Boehs leaves the meeting at 7:27 pm.

Police Report-

Police Chief Steve Helmich provided a written oral report. Chief Helmich hopes to return to full duty by the end of June. Looking at cybersecurity and social media awareness presentations for students and parents during the Fall 2026 Semester. There will be an ordinance violation written for 217 Oak St for improper burning and 715 Superior St for animals running at large. Still on the search for video/audio redaction software for the FOIA request from last month. Trustee A. Brockhouse moved to approve the presented Police Report. Trustee Luttrell 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; and M. Brockhouse, yes. The motion passed 5-0.

Chapin Rescue Squad Report and Chapin Emergency Management Report-

Bryce McCormick submitted a written report, and Todd Clayton presented it. The air conditioner is out on 3-H-99 again and unfortunately there have been several thousands of dollars put into it already. In terms of if Rescue were to sell a rig thoughts were to have the existing power-cot moved from 3-H-99 to 3-H-11. Stryker came out and did the maintenance on all the Stryker equipment, but they did not provide the Village with estimated cost beforehand. Bryce had been in communication with the Stryker representative and they did say that the battery was roughly \$450 and the stretcher was \$300. Trustee Luttrell moved to approve the presented Rescue Squad and Emergency Management reports and to not exceed \$1,500 on Stryker Maintenance. 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; and M. Brockhouse, yes. The motion passed 5-0.

Todd Clayton, Ty Clayton, Bri Helton, and Hayden Helton leave at 7:37 PM.

Old Business

American Rescue Plan Funds- Christina and Wendy were able to get the final report submitted to ARPA. ARPA was requiring that there be a “project” for the funds to be utilized for. Since the goal was to utilize the funds for the water tower the Village would need to have a contract with a contractor or similar documentation to prove it was being utilized for the water tower. However, since Benton’s has not completed the RFP and it has not been let out for bid, there is nothing the Village has. In the portal it was noted in bold several times about “if the funds are being utilized for lost revenue...” therefore it was the belief the Village could still create a project to use the funds to cover lost revenue. Wendy spoke with the auditors and they agreed that the funding can still be used as revenue replacement. They also noted that since previous reports were submitted noting about utilizing the funds for the water tower project, we could note that due to financial constraints this project is no longer viable. There were also several other municipalities that utilized the funds for revenue replacement. There will be the final closeout report to come, however it is not known when that will be.

DCEO Grants- No update.

Painting the Water Tower: No update.

611 Railroad—At the last hearing, it was decided that the village can start removing junk from the property. Chief Helmich has been in touch with GFL, and they will bring us three of their largest dumpsters. This will cost \$600 plus weight. Currently, there are six chickens, seven goats, three trucks, an old boat, rabbits in a truck bed cover, and more. Chief Helmich provided pictures of the property and presented them to the board. Hoping to start the clean-up within the next 4-6 weeks. Beth and Herschel noted that they are concerned with backlash from the property owner and just wanted a heads up on when the cleanup was going to commence.

Discussion of Summer Bash—Sponsorship checks are starting to come in. One was \$3100 from EDP Renewables and several more that total \$6,850. Trustee Morrow suggested that we reach out to the surrounding schools to see if they would like to be part of the Bash as volunteers or if they had poms/cheer to participate in the talent showcase. It is planned that the Triopia Cheerleading Squad will be performing at the Bash in the talent showcase. Will be reaching out to Golden Eagle about getting a beer supply and other vendors to get those items booked.

Maintenance of Equipment through Stryker Medical- Discussed in the Rescue Squad report.

Beth Tortorello and Herschel Surratt leave at 8:05 PM.

New Business

Election Results- H. Alan Yow announced the election results for the Village of Chapin. For Village President, Rex Brockhouse had 43 votes and was uncontested. Rex will be the Village President. For Village Clerk, Bailey Walters had 46 votes and was uncontested. For Village Trustee, Adam Brockhouse had 26 votes, David Luttrell had 33 votes, Erin Morrow had 36 votes, Mary Rae Brockhouse had 19 votes, and Kara Graham had 19 votes. There was an error on the ballot as Adam and Erin were not supposed to be in this election year. They will continue to serve as Village Trustees. Rex Brockhouse, David Luttrell, and Bailey Walters all took the oath of office for their positions. A. Brockhouse motioned to accept a report from the county. 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.

Declaration of Vacancies in Trustee Positions—Trustee Morrow motioned to fill the two vacancies for Village Trustees. 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; and Morrow, yes. The motion passed 4-0.

Action to Appoint Individual to Fill Vacancies in Trustees Positions- Mary Rae Brockhouse was appointed to a two-year term as Village Trustee and took the oath of office. Trustee Morrow motioned to accept the appointment. 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; and M. Brockhouse, yes. The motion passed 5-0.

Discussion of Extrication Equipment for Rescue with OSFM Small Equipment Grant- Waiting on an amount and quotes from Bryce McCormick.

Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village- Trustee A. Brockhouse motioned to accept Ordinance 2025-04 Authorizing the Disposal of Personal Property Owned by the Village of Chapin. 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; and M. Brockhouse, yes. The motion passed 5-0.

Accept Public Works Employee's Resignation—Hayden Helton did not submit a written resignation letter to the board.

Trustee Luttrell motioned to adjourn the meeting at 8:37 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; and M. Brockhouse, yes. The motion passed 5-0.

The meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk