

Village of Chapin

Minutes of Board of Trustees' Meeting

March 11, 2026

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 Kristel Little, Trustee Diane Barber, Trustee Mary Rae Brockhouse, and Trustee Erin Morrow. Also present were Greg Hacker, Christina Courier, Treasurer, Police Officer Chris Dawdy, Timothy Murphy, and Village Clerk Bailey Walters.

Comments for the Floor- None.

Minutes-

The minutes of the February 11, 2026, regular Board of Trustees meeting were reviewed. Trustee Morrow 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; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 5-0.

Bills and Transfers-

Treasurer Christina Courier provided the report. Still waiting on the Mediacom bill for internet at the water tower, but it will be paid once it arrives. Non-Highway Vehicle stickers have arrived. Trustee M. Brockhouse motioned to approve the bills and the transfer report. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 5-0.

Trustee David Luttrell enters the meeting at 7:13 pm.

Financial Report-

Treasurer Christina Courier provided the report. Account #018-819-007 & Account #068-117-004 currently behind. There are three Certificates of Deposit due this month. CD #107 and CD #235 will be renewed at the CNB rate of 3.37% for 12 months. CD #108 does not come due until 3/27/26, and by then, CNB will be transitioned to Heartland Bank and Trust. Unsure of what the rate will be by then, it was discussed later in the that the board will hold a Special Meeting on April 1st at 6 pm to decide how to proceed with Heartland's new rates. Trustee A. Brockhouse moved to approve the present financial report. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Committee Reports

Water and Street Superintendent's Report-

The Water Department had nothing new to report. Trustee Little motioned to approve the Water and Street Report. Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Police Department Report & New Business #9-

Timothy Murphy submitted an employment application. Timothy is a full-time employee at the South Jacksonville Police Department, and all his training is up to date. He would be able to work in Chapin 3-4 days a week. Pending background check, Trustee A. Brockhouse motioned to employ Timothy Murphy at \$17.50 an hour as a part-time police officer to Chapin Police Department. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Village Clerk, Bailey Walters, swore Timothy Murphy in to become a Chapin Police Officer.

Chris Dawdy gave the Police Department Report. Not much to report, radar equipment underwent annual recertification. 611 Railroad is still ongoing and is looking to get a rebid on dumpsters for cleanup, possibly. Policeman Murphy would need shirts and pants to work in Chapin. Trustee A. Brockhouse moved to approve the Police Report. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Chris Dawdy and Timothy Murphy leave the meeting at 7:47 pm.

Chapin Rescue Squad Report-

Bryce McCormick has provided a written report. They have started to work to get equipment and supplies ready for the EMR course. Expired supplies were disposed of, and the station was cleaned up. The EMR course will start this month, and we will also work to get the second ambulance outfitted to be a non-transport vehicle. Trustee A. Brockhouse moved to approve the Rescue Squad report. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Chapin Emergency Management Report-

Bryce McCormick provided a written report. Bryce has an update on the OSFM grant. He is currently awaiting bids from two additional electrical contractors and hopes to receive them soon. Following the Rural Fire Meeting, it was discussed that the Motorola radios purchased and worked

on were compatible with the new county system. GTSi was 90% certain that they would not work, and Wireless USA (our local Motorola dealer) was not sure, but would scan the radios for us. Bryce is awaiting those results. The county plans to switch to the new system at the start of 2027, so there are a couple of additional months to plan. Trustee Little motioned to accept the Emergency Management Report. Trustee M. Brockhouse seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Old Business

DCEO Grants- Paid bills and have been reimbursed by DCEO. Have officially spent the initial \$10,000 for Design/Engineering costs originally allocated in the grant. At this time, any new bills for engineering costs will be paid from the Water account.

Painting the Water Tower- No update from the EPA. Water rates will change in May, and it looks like there will be a 5-6% increase.

611 Railroad- No update

Queen of Hearts- Waiting to get the Liquor License through the State. Looking for some food trucks to come by on Queen of Hearts nights for the community.

Summer Bash- Would like to start getting advertisements and save the dates out and a logo/color scheme has not been created yet. Looking to possibly use the old logo from the first year of Summer Bash, but switch up the colors.

New Business

Approval of Sewer Credit Due to Leak – Acct #243-510-001-

Trustee A. Brockhouse motioned to approve the \$19.44 sewer credit for Acct #243-510-001. Trustee M. Brockhouse seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Approval of Easter Egg Hunt-

On March 28th, at 2 pm, an Easter Egg Hunt will be held at the Legion for kids. Trustee Morrow motioned to approve the Easter Egg Hunt. Trustee A. Brockhouse seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Approval of Mass Mailer to Chapin Residents, City-Wide Clean Up Days, and Yard Waste Pick Up Days-

Christina spoke with GFL and they have agreed to provide 6 dumpsters total with three being on the 29th and three on the 30th. The Mass Mailer will include information about City-Wide Clean Up Days, May 29th and 30th; Yard Waste Pick Up Day, May 19th-May 22nd; a note about Trash Removal Service; Save the Date for Summer Bash and the addition of the Easter Egg Hunt on March 28th; information about Adjustments for Swimming Pools; information about Permits to

Operate a Non-Highway Vehicle; general reminders, and Legion Rentals as similar to previous years. Trustee A. Brockhouse motioned to approve the Mass Mailer, City-Wide Clean Up Days, and Yard Waste Pick Up Day. Trustee M. Brockhouse seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Approval to Increase Fidelity Bond Insurance for NRWA Loan-

With the application with NRWA they have a requirement that fidelity bond coverage be on the at least the Village President and Treasurer. This will cost an additional \$1,200 per person per year with 2026 being prorated. Trustee A. Brockhouse motioned to approve the increase in bond insurance for the NRWA loan. Trustee Luttrell seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Discuss Collateralized Deposit Agreement with Heartland Bank & Trust-

In the past, CNB had additional insurance to cover the public funds in our accounts. With the switch over to Heartland, they are covering the public funds with either Government or Municipal Securities. Trustee A. Brockhouse motioned to approve the public funds covered by Government Securities. Trustee Luttrell seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Approval to Purchase Candy for Fire Department-

Fireman Brock Hoots asked to purchase candy for the St. Patrick's Day parade on March 14 in Jacksonville. The board was glad to hear that they wanted to join the parade. Trustee Morrow motioned to approve the purchase of candy for the Fire Department. Trustee M. Brockhouse seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

Trustee A. Brockhouse motioned to adjourn the meeting at 8:25 pm. Trustee Little seconded the motion. The motion was approved by a unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Little, yes; Morrow, yes; M. Brockhouse, yes; and Barber, yes. The motion passed 6-0.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Bailey Walters, Village Clerk