

**CHAPIN TOWN COUNCIL  
REGULAR MEETING  
CHAPIN TOWN HALL  
157 NW COLUMBIA AVENUE  
CHAPIN, SOUTH CAROLINA**

**March 18, 2025  
6:00 P.M.**

**AGENDA**

**Call to Order and Determine Quorum**

**Statement of Freedom of Information Act Compliance Invocation and**

**Pledge of Allegiance**

**Mayor's Announcements**

**Proclamations**

1. Bleeding Disorders Awareness Month

**Review and Acceptance of Minutes**

2. February 18, 2025 Public Hearing Minutes
3. February 18, 2025 Regular Meeting Minutes

**Public Comments Related to Agenda Items Reports**

4. Administrator's Report
5. Financial Report
6. Police Report
7. Utility Report

**Ordinances**

8. **1<sup>st</sup> Reading** – Amending the impact fee ordinance for water and wastewater utilities

**Resolutions**

9. **Resolution 001-03-2025:** ARP Fund Request
10. **Resolution 002-03-2025:** Adopting Strategic Priorities 2025-2026

**Executive Session**

11. Personnel Matters: Discussion of employment, pursuant to SC Code Section 30-4-70 (a)(1)

***Note: Upon returning to open session, Council may take action on matters discussed in executive session***

**Adjourn**

**CHAPIN TOWN COUNCIL MEETING**  
**PUBLIC COMMENT POLICY**  
**PROCEDURE:**

Persons wishing to make public comments concerning items related to the current meeting agenda, except for personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to three (3) minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

**DEFINITIONS:**

**Chapin Resident:** Reside in Town limits.

**Chapin Water/Sewer Customer:** Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

**Reside in Chapin Water/Sewer District:** Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

**APPEARANCE OF CITIZENS**

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, except for personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

**CHAPIN TOWN COUNCIL  
PUBLIC HEARINGS MEETING MINUTES**

**Tuesday, February 18, 2025  
5:45 p.m.**

**Council Chambers**

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**Members Present:** Mayor Al Koon, Mayor Pro Tem Gregg White, Council Member Mike Clonts

**Members Absent:** Council Member Vicky Shealy, Council Member Leland Teal

**Staff Present:** Town Administrator Nicholle Burroughs, Director of Public Works and Utilities Rick Bryan, Police Captain Ryan Galinski, Director of Finance Camber Moore, and Town Clerk Shannon Bowers

**Call to Order:** Mayor Koon called the meeting to order at 5:46 p.m. Mayor Koon then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Public Hearings**

**Presentation:** Ordinance of the Town Council of the Town of Chapin to impose and collect an impact fee for water and wastewater utilities.

**Public Comments:**  
There were no public comments.

**Comments by Town Council:**  
Council commented that this was a good step forward in managing the growth in the Chapin community.

**Adjournment:** Public Hearings were adjourned at 5:47 p.m.

COUNCIL APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Albert R. Koon, Jr., Mayor

ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk

**CHAPIN TOWN COUNCIL  
REGULAR MEETING MINUTES**

**Tuesday, February 18, 2025  
6:00 p.m.**

**Council Chambers**

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**Members Present:** Mayor Al Koon, Council Member Gregg White, Mayor Pro Tem Mike Clonts

**Members Absent:** Council Member Vicky Shealy, Council Member Leland Teal

**Staff Present:** Finance Director Camber Moore, Utilities Director Rick Bryan, Town Administrator Nicholle Burroughs, Police Captain Ryan Galinski, and Municipal Clerk Shannon Bowers

**Guests:** David Gayle – American Legion Post 193, Traude Sandor – Keep the Midlands Beautiful

**Call to Order:** Mayor Koon called the meeting to order at 6:02 p.m. Mayor Koon then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Invocation and Pledge**

David Gayle with American Legion Post 193 led the Pledge of Allegiance and Mayor Koon asked that Council Member Clonts provide the invocation.

**Mayor’s Announcements**

There were no announcements.

**Presentations**

Traude Sander with Keep the Midlands Beautiful gave a presentation about the organization and their mission in the Midlands. They sponsor programs in Lexington and Richland Counties through initiatives such as adopt-a-highway, Lake Sweep, and crime prevention through landscaping.

**Review and Acceptance of Minutes**

Council reviewed the December 17, 2024 Public Hearing minutes, December 17, 2024 Meeting minutes, and the January 30, 2025 strategic planning minutes. Mayor Pro Tem White moved to accept the minutes as presented. Council Member Clonts seconded the motion. No discussion, motion to approve the minutes passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Gregg White:	Yes
Council Member Mike Clonts:	Yes

**Public Comments Related to Agenda Items**

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There were no public comments.

## **Reports**

**Town Administrator's Report:** Administrator Burroughs updated Council on several items that included:

- Meetings with CMCOG – attended an administrators lunch hosted by CMCOG and working with CMGOG to set up public engagement meeting to present information to citizens
- Participated in Administrators Forum with Leadership Lexington County
- Lexington County Roads Agreement – passed County Council last month to restore original agreement. To date, have not received the agreement. Council directed Administrator Burroughs to reach out and inquire of status.
- Economic Development – Reported on expansion of the Town sewer line, Mavis Tire began construction, McAlister Deli working through construction process, Calibur Collision now open, and The Shack soon to open in old Zesto's building.
- Planning Board updates – PC met to discuss residential pieces of the Brighton Planned Development, set to discuss the commercial pieces at a future called meeting. ARB met to review and approved application for Wendy's.
- Lexington County Night – Held at the same time as the Town's council meeting, this year was February 18, 2025 at 6:00 p.m. Administrator Burroughs noted that several municipalities have their council meetings at this time and would be missing the event as well.

Administrator Burroughs ended her reports by updating council on organizational changes which included the Edmund's software conversion, Utility Billing supervisor position offer, front desk position offer, and open police position and acknowledgments.

**Financial Report:** Director Moore provided the financial report to Council at the meeting. She noted that this format is what was recommended by the Edmunds software team, and can be updated based on what Council most wanted to see. She noted that this format does show encumbered funds, and will clean up as requisitions are entered and approved. She then explained that the Utility department funds were not previously broken down by department, but that moving forward Council would begin to see the revenues and expenditure broken down by each department. She then noted that reconciling the accounts through Edmunds is in process, and will be matching the bank statements to the information in Edmunds. Council expressed their desire to see balance sheets, more charts and graphs depicting the information of the Town's accounts, and their disappointment this was not provided prior to the meeting. Administrator Burroughs added that the Edmund's system module that the Town purchased does not automatically provide charts and graphs, and that staff would take the data from Edmunds and convert it over. Those reports will be provided for March.

**Police Report:** Captain Galinski updated Council on police department activities. Numbers of offenses and assisting other agencies, ticket counts and citations, arrests, and calls for service were relatively the same for December and January. He then gave Council a trend analysis from 2024, citing the peak hours for accidents and the highest incidents of the past year. Captain Galinski then updated council on the progress of the FBI CEEGA – the application was completed in December, the department is up to date with audit and compliance with SLED and FBI, and all officers of the department are now full time. There is one opening for an officer position. He concluded his report by stating that Chief Griffin will graduate from the FBI Leadership Academy March 13 and the new truck is currently in Greenville getting upfitted for use.

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**Utilities Report:** Director Bryan provided council with an update on the written report submitted, which included updates on the Amicks Ferry water system – connection plans have been reviewed, department has applied for grant funding through Senator Lindsay Graham’s office and are awaiting notice, East Chapin Force Main progress, Primrose Lane progress – RIA Grant application is on target for the March cycle, new construction projects affecting the department, and updates to maintenance, public works, personnel, and general department operations. He concluded his report by stating that Eddie Gable was nominated and selected as the wastewater operator of the year for the Central Midlands District, and the wastewater operator of the year for South Carolina.

**Ordinances**

**2<sup>nd</sup> Reading – An Ordinance of the Town Council for the Town of Chapin to impose and collect an impact fee for water and wastewater utilities:**

Mayor Pro Tem White moved to approve 2<sup>nd</sup> reading of the ordinance to impose and collect impact fees as presented. Council Member Clonts seconded the motion. No further discussion, motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Gregg White	Yes
Council Member Mike Clonts:	Yes

**Discussion Items**

**Strategic Planning Results:** Administrator Burroughs provided council with the results from the strategic planning session. Primary focus of the organization as determined by the council were: operational efficiency, growth and expansion, financial stability/profitability, strengthened community engagement, and managing development. Challenges identified by council were community engagement and public perception, managing growth, and competition and market position with priority set on strengthening customer/community relationships and increasing revenue and financial growth. Top goals identified by council were:

1. Annexation strategies
2. Improve communications with Lexington County
3. Evaluate water supply
4. Targeted economic development
5. Market the master plan & feasibility study

Administrator Burroughs concluded the discussion by stating a list of specific actions would be assembled in a resolution for council to review at the next meeting.

**Adjournment:** Council Member Clonts made a motion to adjourn the meeting. Mayor Pro Tem White seconded the motion. Meeting was adjourned at 7:18 p.m.

COUNCIL APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Albert R. Koon, Jr., Mayor

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ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk

DRAFT





## Mayor's Proclamation

### “Bleeding Disorders Awareness Month”

- Whereas,** the federal designation 39 years ago of March 1986 as “Hemophilia Awareness Month” and in 2016 when the entirety of the bleeding disorders community came together to encompass all bleeding disorders; and
- Whereas,** the federal Department of Health and Human Services designated March 2016 as National Bleeding Disorders Month; and
- Whereas,** these bleeding disorders, which share the inability to form a proper blood clot, are characterized by extended bleeding after injury, surgery, trauma, or menstruation and can lead to significant morbidity and can be fatal if not treated effectively; and
- Whereas,** many individuals with hemophilia became infected with HIV and Hepatitis C in the 1980s due to the contamination of the blood supply and blood products; and
- Whereas,** this Awareness Month in Chapin will generate greater awareness and understanding of not only hemophilia but all inheritable bleeding disorders, including von Willebrand Disease and rare bleeding disorders; which affect millions of individuals around the world; and
- Whereas,** Bleeding Disorders Association of South Carolina will recognize March 1, 2025 as von Willebrand Disease Awareness Education Day, March 15, 2025 as Ultra Rare and Platelet bleeding disorders Awareness Education Day, and March 30, 2025 as Women Who Bleed Awareness Education Day; and
- Whereas,** this Awareness Month will bring light to the great scientific achievements in the treatment of bleeding disorders, for which there is no cure, and the greater pursuit of advanced therapies and cures to these disorders; and
- Whereas,** the bleeding disorders community’s relationships with policymakers have fostered numerous medical and policy advancements beneficial to all those affected by bleeding disorders and their loved ones; and
- Whereas,** this Awareness Month will foster a greater sense of community and shared purpose among individuals with an inheritable bleeding disorder; and



**Whereas,** this Awareness Month will elevate awareness of and engagement in the inheritable bleeding disorders journey beyond our community to the general public, enabling the prevention of illness, unnecessary procedures, and disability; now

**Now, Therefore,** I, Albert R. Koon, Jr., Mayor of the Town of Chapin, do hereby proclaim the month of March 2025, as: **BLEEDING DISORDERS AWARENESS MONTH** in the Town of Chapin.

Given under my signature and the seal of the Town of Chapin, South Carolina, this 18<sup>th</sup> day of March, 2025.

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Albert R. Koon, Jr., Mayor  
Town of Chapin, South Carolina



## **Administrator Report- March 2025**

### **1. Community Initiatives**

- a. Lexington County Night – Columbia Metropolitan Convention Center– Feb. 18 6:00 pm - 8:00 pm
- b. Chapin Chamber Partner Luncheon- Our Lady of the Lake –Feb. 20 11:30 am
- c. Ballentine Business Breakfast Dutch Fork Church 3517 Dreher Shoals Road Irmo – Feb. 28 8:00 am- 9:00 am
- d. Mayor Spoke at Rotary Charter Night February 28 at 6:30 pm
- e. Police Chief Graduation – Washington DC March 13
- f. Business After Hours: Happy Hour Chophouse of Chapin 105 A Ellet Road 4:30 pm Thursday March 13
- g. SIC Committee Meeting Chapin High School March 19 7:30 am
- h. Safety Committee Quarterly Meeting Thursday March 20
- i. Chapin Chamber Partner Luncheon Our Lady of the Lake 11:30 March 20

### **2. Projects/ Grants**

- a. Working on scheduling a Public Involvement Meeting- Discussion to include planning initiatives in our area, working with Planning Manager for CMCOG
- b. Committees-
  - i. PC Meeting
    - a. Planned Development- Special Called Meetings provided comments on Commercial and Residential Components
  - ii. ARB
    - a. Application Review
      - i. Wendys- approved
    - b. Preliminary Review (March)
      - i. Medical Office Building
- c. Lexington County Roads Agreements- Letter received
- d. Coordination meeting with Lexington County Election Commission
- e. Edmunds Project- Fully Implemented, Working through minor adjustments and new budget process
- f. Underground project- Issued payment for Geotechnical work
- g. S-48 Update- Issued letter for confirmation of landscaping replacement policy
- h. East Chapin Force Main- Underway, applied for RIA grant
- i. SCMIT/ SCMIRF Updates
  - i. Compensation Audit End of February
- j. FEMA- Processing paperwork through Grant Portal
  - i. Discussed Standby Generator with outside company, scouted location, obtained pricing

### **3. Economic Development and Speaking Engagements**

- a. Held economic development meetings with key stakeholders
- b. Mavis Tire began construction activities
- c. McCalister's waiting on land disturbance permit
- d. The Shack to replace Zestos



- e. Ribbon Cutting: Ruby Red Pet Care Lazy Creek Taphouse St. Peters Church Road 4:00 pm
  - f. Ribbon Cutting: Topsy Toad Tavern 103 Beaufort Street March 20 4:00 pm
4. **Organizational Changes**
- a. Open Police Officer Position
  - b. 2 Openings in Utilities
5. **Acknowledgments**
- a. **Staff Luncheon- Thanks to the Utilities Staff**
  - b. **Chief Griffin Graduation from the FBI Academy**
  - c. **Flyers win at Family Feud (Reid, Susan, Dave, Anthony and Kevin)**
  - d. **Chapin History Documentary**
  - e. **Mayor's Prayer Breakfast Fri, Apr 11, 2025 and Community Service Week**



# Chapin Police Department

157 NW Columbia Ave  
Chapin, S.C. 29036  
803-345-6443

Thomas W Griffin  
Chief of Police

## Town Council Report-February 2025

<b>Offenses Reported</b>	<b>26 (27)</b>
<b>Assisting Other Agency Reports</b>	<b>4 (4)</b>
<b>Ticket Count</b>	<b>16 (18)</b>
<b>Warning Citations</b>	<b>72 (42)</b>
<b>Arrest</b>	<b>0 (1)</b>
<b>Motor Vehicle Collisions</b>	<b>12 (12)</b>
<b>Officer Initiated Contact</b>	<b>334 (341)</b>
<b>Calls for Service</b>	<b>104 (135)</b>



## Utilities and Public Works Monthly Report

for month of FEBRUARY 2025

1. **Amick's Ferry Water System** – Repaired two water main leaks. Small diameter pipes, minor interruption of service in that immediate area.
2. **WWTP** – Replaced dissolved oxygen probe in effluent due to erratic readings. Ramping up sludge dewatering to prepare for summer loadings. Performance Test ordered & received for annual lab certification again.
3. **Lagoon** – Scheduled meeting on site with DES Assistant Chief-Bureau of Water to resolve Permit to Operate hold up.
4. **East Chapin Force Main** –Construction starting week of March 10<sup>th</sup>.
5. **Primrose Ln Force Main** – Preparing resubmittal of RIA Grant for this project as previously discussed with RIA Staff.
6. **New Development** –Under review: Westlake estates (80), Chapin Place North (184), Pebble Branch Ph2 (97), Green Garden (5W). Two additional single units.
7. **S-48 New Road Proj**- April 16<sup>th</sup> is deadline for relocation plans to DOT. Project letting by SCDOT in September 2025.
8. **Maintenance**- Several sewer force main breaks, mostly due to contractors breaking our pipes. Two SSOs, both small volumes but flow did reach the lake. SSO reporting procedures were followed.
9. **Public Works**- John Walston back to regular duty after recovery from medical procedure. Focused on effluent force main right-of-way clearing from hurricane debris. Majority completed, still a few large trees that need to be removed.
10. **Personnel**- Hired Nate Harrell (bachelors in accounting) as Billing Supervisor. Matt Cameron submitted resignation effective March 21. Actively looking for a replacement. Contractors are lined up to cover our needs in the interim.
11. **General**- Edmund software conversion slowing down. Still have the occasional settings issue but able to operate somewhat normally again.



**AN ORDINANCE OF THE TOWN COUNCIL FOR THE TOWN OF CHAPIN TO IMPOSE AND COLLECT AN IMPACT FEE FOR WATER AND WASTEWATER UTILITIES PURSUANT TO TITLE 6, CHAPTER 1, ARTICLE 3 OF THE SOUTH CAROLINA CODE OF LAWS, 1976, AS AMENDED.**

**WHEREAS**, the Town of Chapin (Town) has experienced and expects to continue to experience population growth and development and seeks to support that growth into the future; and

**WHEREAS**, the Town has experienced impacts on public facilities resulting from this growth and development; and

**WHEREAS**, growth and development estimates for the Town over the next 10 years indicate there will be a need for system improvements to provide water and sewer services due to the growth and development; and

**WHEREAS**, the Town has defined a level of service standard for water and sewer services; and

**WHEREAS**, this defined level of service standard and the projected population growth results in an identified need for water and sewer services as set forth in the capital improvement plan (CIP) attached to this Ordinance and recommended by the Planning Commission; and

**WHEREAS**, the cost of these facility system improvement needs as identified in the CIP is significant and expensive and directly attributable to new growth and development such that the payment of an impact fee would assign these costs to those who will most directly benefit from these facility system improvements;

**WHEREAS**, the Town has received a report including an explanation of the basis, use, method of collection, and calculation of a maximum supportable impact fee, which is attached to this Ordinance; and

**WHEREAS**, pursuant to Title 6, Chapter 1, Article 3 of the S.C. Code, specifically Sections 6-1-300 and 330 of the S.C. Code, Town Council is authorized to charge and collect service or user fees, including uniform service charges. Section 6-1-300(6) of the S.C. Code, defines a “service or user fee” as a “charge required to be paid in return for a particular government service or program” and further requires that the revenue generated from the service or user fee must: (i) be used to benefit the payers, even if the general public also benefits; (ii) only be used for the specific improvement contemplated; (iii) not exceed the cost of the improvement; and (iv) be uniformly imposed on all payers.” Pursuant to Section 6-1-330 of the S.C. Code, Town Council is authorized to charge and collect service or user fees, including uniform service charges, subject to the following requirements: (i) the service or user fee must be imposed by adoption of an ordinance approved by a positive majority of Town Council; (ii) Town Council must provide public notice of the service or user fee being considered and hold a public hearing on the proposed service or user fee prior to final adoption; (iii) revenue derived from the service or user fee to finance the provision

of public services must be used to pay costs related to the provision of the service or program for which the service or user fee is paid; and (iv) a local governing body that imposes a user or service fee pursuant to S.C. Code § 6-1-300(6) must publish the amount of dollars annually collected on each fee on the County’s website.

**WHEREAS**, pursuant to Section 6-1-1080 of the S.C. Code, a town may impose a development impact fee for water or wastewater utilities under Title 6, Chapter 1, Article 3 of the S.C. Code rather than pursuant the South Carolina Development Impact Fee Act if the following conditions are met (1) the Town has a CIP; (2) a report be made before imposition of the development impact fee including an explanation of the basis, use, calculation, and method of collection; and (3) that the fee be enacted in accordance with Title 6, Chapter 1, Article 3 of the S.C. Code.

**WHEREAS**, the revenue generated by the proposed fee will be used to provide facility system improvements to provide additional capacity to support the projected growth and will therefore be used to benefit the fee payers, even if the general public also benefits, as further set forth below and in the attached *Capital Improvement Plan and Development Impact Fee Study*.

**NOW, THEREFORE**, pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF CHAPIN:

SECTION I. Town Council hereby adopts and incorporates the *Capital Improvement Plan and Development Impact Fee Study* dated November 12, 2024 as prepared by Town of Chapin Staff and approved by the Planning Commission (“Study”).

SECTION II. The Code of Ordinances for the Town of Chapin is hereby amended to read as follows:

**18.401: 2025 Schedule of Rates and Fees “Exhibit 1” as amended to include:  
Proposed Development Impact Fee**

Meter Size and Type	Water <sup>1</sup>	Wastewater <sup>2</sup>	Total
0.75 Displacement	\$1,500	\$1,500	\$3,000
1.00 Displacement	\$2,506	\$2,504	\$5,010
1.50 Displacement	\$4,996	\$4,994	\$9,990
2.00 Displacement	\$7,997	\$7,994	\$15,991
3.00 Singlejet	\$16,010	\$16,002	\$32,012
3.00 Compound	\$16,010	\$16,002	\$32,012
3.00 Turbine	\$17,510	\$17,502	\$35,011
4.00 Singlejet	\$25,012	\$25,000	\$50,013
4.00 Compound	\$25,012	\$25,000	\$50,013

4.00 Turbine	\$31,509	\$31,494	\$63,003
6.00 Singlejet	\$50,009	\$49,985	\$99,994
6.00 Compound	\$50,009	\$49,985	\$99,994
6.00 Turbine	\$65,013	\$64,983	\$129,996
8.00 Compound	\$80,017	\$79,980	\$159,997
8.00 Turbine	\$140,035	\$139,969	\$280,004
10.00 Turbine	\$210,060	\$209,962	\$420,021
12.00 Turbine	\$265,080	\$264,956	\$530,036

<sup>1</sup> 90.2% of the Maximum Supportable Development Impact Fee for Water - Rounded to the nearest dollar

<sup>2</sup> 76.4% of the Maximum Supportable Development Impact Fee for Wastewater - Rounded to the nearest dollar

#### 18.411 Connections. Impact Fees Required.

- a. The Town shall impose a uniform impact fee upon all development which shall include any residential property, real estate development, commercial, industrial, or institutional complex which shall be connected to the water and/or sewerage system.
- b. Impact fees collected under this article are to be specifically used for the upgrading and/or expansion or improvement of the transmission system and treatment facilities, to supply additional capacity to serve development of vacant property or redevelopment of properties served by the system. Revenues generated from the fee may only be used for these purposes and may not exceed the cost of upgrading and/or expansion or improvement of the transmission system and treatment facilities, to supply additional capacity to serve development of vacant property or redevelopment of properties served by the system.
- c. The revenues from the impact fee shall be kept in a separate and segregated fund from the general fund.
- d. The Town shall publish the amount of dollars annually collected on each fee on the Town's website.
- e. Impact fees shall be paid prior to the issuance of a permit to operate. Any fees due will be paid to the Town of Chapin Utility Department before any services are rendered.

#### 18.412 Rate of water impact fee assessment; when charged.

- a. The impact fee shall be charged at the rate specified in the Schedule of Rates and Fees. The rate is uniformly assessed per ~~REU-REU~~ (equivalent-residential equivalent unit).
  1. A single-family residential unit shall be one ~~ERUREU~~. Non-residential users shall be based on the expected flow but will not be less than one ~~ERUREU~~. One ~~ERUREU~~ for non-residential users throughout the Town shall be equal to ~~228-300~~ gallons per day.
  2. Requests for a reduced flow calculation may be reviewed upon petition with accompanying flow determinations acceptable to the control authority and ~~SCDHECSCDES~~.

- b. An impact fee will be charged when a parcel has a change in use that will result in additional water usage and/or additional wastewater entering the department's water and/or sewerage system.
  1. The fee will be based on the new use's additional ~~ERUs-REUs~~ beyond the previous use's ~~ERUsREUs~~, and will be assessed at the impact fee rate in effect at the time of application for the new use.
  2. No credits will be issued for a reduction in ~~ERUs-REUs~~ for an existing development or a new development which has passed final inspection, except in a case where the impact fee can be applied to further development within the parcel or subdivision.

#### **18.413 Rate of sewer impact fee assessment; when charged.**

- a. The impact fee shall be charged at the rate specified in the Schedule of Rates and Fees. The rate is uniformly assessed per ~~ERU-REU~~ (~~equivalent~~ residential ~~equivalent~~ unit).
  1. A single-family residential unit shall be one ~~ERUREU~~. Non-residential users shall be based on the expected flow. One ~~ERU-REU~~ for non-residential users throughout the Town shall be equal to ~~171-300~~ gallons per day.
  2. Requests for a reduced flow calculation may be reviewed upon petition with accompanying flow determinations acceptable to the control authority and ~~SCDHECSCDES~~.
- b. An impact fee will be charged when a parcel has a change in use that will result in additional water usage and/or additional wastewater entering the department's water and/or sewerage system.
  1. The fee will be based on the new use's additional ~~ERUs-REUs~~ beyond the previous use's ~~ERUsREUs~~, and will be assessed at the impact fee rate in effect at the time of application for the new use.
  2. No credits will be issued for a reduction in ~~ERUs-REUs~~ for an existing development or a new development which has passed final inspection, except in a case where the impact fee can be applied to further development within the parcel or subdivision.

**SECTION III. Severability.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court, such section, subsection, sentence, clause, phrase or portion of this ordinance shall be deemed to be a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining provisions of this ordinance nor impair or nullify the remainder of these provisions which shall continue in full force and effect.

If the application of any provision of this ordinance to any new development is declared to be invalid by a decision of any court, the intent of Town Council is that such decision shall be limited only to the specific new development expressly involved in the controversy, action, or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this ordinance as a whole or the application of any provision of this ordinance to any other new development.

SECTION IV. Conflicting Ordinances. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION V. Effective Date. This ordinance shall be effective from and after February 18, 2025.

ATTEST:

\_\_\_\_\_  
Albert R Koon, Jr., Mayor  
Town of Chapin, South Carolina

\_\_\_\_\_  
Shannon Bowers, Town Clerk

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

DRAFT





**RESOLUTION NO. 001-03-2025**

**A RESOLUTION FOR FUND EXPEDITURES  
UNDER THE AMERICAN RESCUE PLAN**

**WHEREAS**, the American Rescue Plan Act of 2021 (ARPA) was signed into law on March 31, 2021 and appropriates \$19.53 billion to States for distribution to non-entitlement units of local government (NEUs), which are local governments typically serving a population under 50,000; and

**WHEREAS**, the Town of Chapin South Carolina (the Municipality) is a NEU for purposes of ARPA, received the first allotment of funding in the amount of \$406,489.59 in November 2021 and the second allotment of funding in the amount of \$406,489.59 in October of 2022; and

**WHEREAS**, on February 21, 2023, Town Council approved the Amended 2023 Municipal Budget, which included the balance of the unallocated ARPA funds in the amount of \$514,826.78 to be allocated as needed by Resolution; and

**WHEREAS**, \$2800 is needed for the insulation of Ity Hall at 107 Lexington Avenue; and

**WHEREAS**, approval of this resolution authorizes the Town Administrator to approve the above purchase; and

**WHEREAS**, with this expenditure, a total of \$280,774 remains of the funds received and immediately available to the Town and for future expenditures.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of the Town of Chapin, South Carolina, in a meeting duly assembled this 18<sup>th</sup> day of March, 2025 that:

1. The Town will follow its adopted procurement ordinance as it relates to expenditure of ARPA funds for future purchases as appropriate.
2. The Town Administrator will continue to bring any future expenditure requests before the Town Council in the form of a resolution

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Albert Koon, Jr., Mayor  
Town of Chapin, South Carolina

ATTEST:

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Shannon Bowers, Town Clerk  
Town of Chapin, South Carolina



**RESOLUTION NO. 002-03-2025**

**A RESOLUTION ESTABLISHING THE STRATEGIC GOALS FOR THE TOWN  
FOR THE YEAR 2025**

**WHEREAS**, the Mayor and Council of the Town of Chapin, South Carolina recognize the value of prioritizing its strategic goals and objectives to articulate a shared vision for future actions to be taken by Council, and to ensure the most efficient and effective use of limited public resources; and

**WHEREAS**, on January 30, 2025 the Mayor and Town Council held a strategic planning workshop facilitated by town staff to identify and rank the town's strategic priorities for 2025; and

**WHEREAS**, the Mayor and Council of the Town of Chapin think it is fitting and proper to formalize the results of this workshop by adopting its strategic priorities for 2025 as outlined in this resolution; and

**WHEREAS**, the Town will develop a comprehensive annexation strategy that promotes orderly growth, enhances the Town's ability to provide essential services, and increases citizen participation in local government and community affairs; and

**WHEREAS**, the Town will improve communication and strengthen its relationship with Lexington County to enhance collaboration, streamline services, and effectively address the needs of residents; and

**WHEREAS**, the Town will evaluate water supply options to ensure a fiscally responsible and competitive approach that meets the current and future needs of residents and businesses; and

**WHEREAS**, the Town will promote targeted economic development activities, including the attraction of a hotel, restaurants, and diverse commercial options, to enhance local amenities, drive economic growth, and improve the quality of life for residents and visitors; and

**WHEREAS**, the Town will collaborate with the school district to market the master plan, attract investment opportunities, and transform the vision into a tangible reality that benefits the community.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Town of Chapin, that the strategic goals outlined in this resolution are adopted as guiding principles for the Town’s growth and development in 2025.

**BE IT FURTHER RESOLVED**, that Town officials and staff are directed to take appropriate actions to implement these strategic goals and ensure their successful achievement.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of March, 2025.

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Albert R. Koon, Jr., Mayor  
Town of Chapin, South Carolina

ATTEST:

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Shannon Bowers, Town Clerk  
Town of Chapin, South Carolina