

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

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

Council Chambers

Members Present: Mayor Al Koon, Mayor Pro Tem Gregg White, Council Member Mike Clonts, Council Member Vicky Shealy, Council Member Leland Teal

Staff Present: Finance Director Camber Moore, Utilities Director Rick Bryan, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, and Municipal Clerk Shannon Bowers

Staff Absent: Finance Director Camber Moore

Guests: George Donnelly – American Legion Post 193, Marilyn Keith – Blood Disorders Association of South Carolina, Dennis Willey – Our Lady of the Lake Catholic Church

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

George Donnelly with American Legion Post 193 led the Pledge of Allegiance and Dennis Willey with Our Lady of the Lake provided the invocation.

Mayor’s Announcements

There were no announcements.

Proclamations

Marilyn Keith with the Bleeding Disorders Association of South Carolina was presented with a proclamation declaring March as Blood Disorders Awareness month. Bleeding disorders include hemophilia, Von Willebrand disease, and other rare bleeding disorders. These bleeding disorders 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.

Review and Acceptance of Minutes

Council reviewed the February 18, 2025 Public Hearing minutes and February 18, 2025 Meeting minutes. Council Member Clonts moved to accept the minutes as presented. Mayor Pro Tem White 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
Council Member Vicky Shealy:	Yes
Council Member Leland Teal:	Yes

Public Comments Related to Agenda Items

There were no public comments.

Reports

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

- Acknowledgement of Chief Griffin's graduation from the FBI Leadership Academy
- Several meetings with the Planning Commission to determine requirements for the planned development in Brighton, but no official application has been submitted.
- Increased interest in development of Publix outparcels
- Lexington County Roads Agreement – Letter received February 24, 2025 to reinstate the original road maintenance agreement. No further action needed at this time, but Administrator Burroughs noted that she would keep council updated on any changes that come up.
- Lexington County Election Commission – held meeting with staff at the election commission to discuss upcoming elections for 2025. Working with them on better community engagement and involvement in elections.
- Edmund's software – budget numbers did not get entered correctly during the conversion, but operations numbers stay the same.
- SCDOT/S48 – underground utilities conversations continue and on track for S48 project, collaboration with property owners on landscaping replacement plans
- Mayor's Prayer breakfast will be held at Town Hall on April 11, 2025.

She concluded the report with updates on ongoing projects, economic development opportunity updates, current construction projects, ribbon cuttings, and administration activities.

Financial Report: Mayor Koon acknowledged that Director Moore has been out sick and there is no financial report provided at this meeting.

Police Report: Chief Griffin 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 February. He then thanked Mayor Koon, Administrator Burroughs, and the Council for their support in his attendance at the FBI Leadership Academy. He thanked Captain Ryan Galinski for ensuring the department ran smoothly in his absence. He acknowledged his graduation from Leadership Lexington County, and ended his report by updating council on department happenings and upcoming trainings.

Utilities Report: Director Bryan provided council with an update on the written report submitted, which included: Amicks Ferry Water Main Breaks – breaks were reported on and repaired quickly with no interruption of services, operations at the wastewater treatment plant, lagoon closeout operations, East Chapin Force Main, Primrose Lane, SCDOT S48, and new development construction updates, monthly statistic reports, and maintenance department activities. He concluded his report with updates on conversations with City of Columbia for water purchases and to staff changes: hiring of Nate Harrell in utility billing and the retirement of Matt Cameron in maintenance.

Ordinances

1st Reading – An Ordinance Amending the impact fee ordinance for water and wastewater utilities:

Administrator Burroughs explained the amendments to the ordinance. Terminology use of ERU was provided by attorneys who wrote the ordinance, however common practice was using REU (Residential Equivalent Unit), changing references to SCDHEC to SCDES, and changing the rate on how the gallons per day are calculated in section 18.412 from 228 to 300 and section 18.413 from 171 to 300 to be consistent with other calculations in the ordinances. She noted that this does not change the fee structure at all, only updating the ordinance to be more in line with standard operating practices.

Mayor Pro Tem White moved to approve 1st reading of the ordinance amending the impact fees ordinance 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
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes

Resolutions

Resolution 001-03-2025: ARP Fund Request: Administrator Burroughs explained this fund expenditure was for \$2800 for insulation of 107 Lexington Avenue. The renters requested this be done to help mitigate electric/utility bills for that location.

Council Member Clonts moved to approve Resolution 001-03-2025 for ARP fund expenditure as requested. Council Member Shealy seconded the motion. No further discussion, motion to approve resolution passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Gregg White	Yes
Council Member Mike Clonts:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes

Resolution 002-03-2025: Adopting Strategic Priorities 2025: Administrator Burroughs outlined the strategic priorities for 2025 captured in this resolution:

- 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
- Improve communication and strengthen its relationship with Lexington County to enhance collaboration, streamline services, and effectively address the needs of residents
- Evaluate water supply options to ensure a fiscally responsible and competitive approach that meets the current and future needs of residents and businesses
- 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
- 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

Mayor Pro Tem White moved to approve Resolution 002-03-2025 adopting the 2025 Strategic Planning goals as presented. Council Member Shealy seconded the motion. No further discussion, motion to approve passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Gregg White	Yes
Council Member Mike Clonts:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes

Executive Session

Council Member Clonts moved to enter executive session to discuss employment of a person regulated by a public body, pursuant to SC Code 30-4-70 (a)(1). Council Member Shealy seconded the motion. Council entered executive session at 6:54 p.m.

Mayor Pro Tem White moved to return to regular session. Council Member Clonts seconded the motion. Council returned to regular session at 7:28 p.m.

Adjournment: Council Member Clonts made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 7:28 p.m.

COUNCIL APPROVED: _____
Albert R. Koon, Jr., Mayor

ATTEST: _____
Shannon Bowers, Town Clerk