

**Regular Town Council Meeting Minutes
May 17, 2016**

Location: Chapin Town Hall

Attending: Mayor Skip Wilson; Council Members Mike Clonts, Kay Hollis, and Gregg White; staff members Chris Clauson, Dan Lambert, Karen Owens, Andy Metts, Carl Stevens, Inga Whelchel, and Chief Seth Zeigler.

Absent: Robbie Frick was not present, as he was not feeling well.

Call to Order: Mayor Wilson called the meeting to order at 6:05 pm, and determined there was a quorum. Mr. Clonts offered the prayer and Pledge of Allegiance. Mayor Wilson acknowledged that the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Minutes: Mr. White made a motion to accept the minutes from the April 19, 2016, Council meeting; 2nd by Mr. Clonts. The motion passed by unanimous vote.

Mayor's Comments: Mayor Wilson recognized the Chapin High School Boys and Girls 3A Soccer teams for becoming State Champions. Chapin High has received four State Championships this year, including Cheerleading and Band.

Mayor Wilson gave special thanks to our Chapin Police Department for their service and all that they do for our Town. He noted this is National Police Week.

Mayor Wilson was busy attending various events this month with ribbon cutting ceremonies for new businesses in Town, including the Coffee Shelf, Merle Norman, and Whoo Needs New; the 3-mile Veteran's Walk, and Jr. ROTC Awards Ceremony. The Town hosted the National Day of Prayer on May 5th with over 100 people attending. He was thankful for those who attended and prayed together, as well as the Town Hall Community Room being able to hold all those who attended.

Reports: Staff gave general reviews of monthly reports provided in Council packets and answered questions.

- 1. Financial report** –Mr. Stevens presented the monthly financial report for April. He stated the General Fund is pretty much on schedule, but there were a few additions of the P & L breakdown by department, a business license review, and an in-depth transaction detail of legal fees paid for the two lawsuits. The General Fund Income is \$60,000 ahead of last year at this time, mainly due to business licenses and tax income. There were 94 new businesses licenses so far this year at the average license of \$405. The General Fund Expenses are approximately \$85,000 higher than last year, due in part to the new positions/salaries and benefits, but all expenses are running as budgeted so far this year. The Utilities Fund Income is \$274,000 higher than last year with \$200,000 received in sewer tap fees. The 8% increase in water billing started last month. The Utilities Fund Expenses are \$16,647 higher than this time last year, due to increase in

new position salaries, which is offset by not using outside contractors. Everything is on track as budgeted this year.

The Transaction Detail for Legal Expenses, which started in June of 2014, has a total of \$79,000 for the two lawsuits. After pending reimbursement from the insurance, the total cost to the Town is \$7,000.

- 2. Police report** – Chief Zeigler stated the Police Department had an average month in April, but recognized two awards they received. The Police Department was presented with a silver plate from Newberry College for participation in their internship program. One of their students who majored in Forensic Chemistry and a minor in Criminal Justice was an intern with the department this year. The Police Department also received a plaque from SLED for their annual DUI Challenge, which included participation in State check points. Chief Zeigler also presented the Council with the first draft of the Emergency Operations Plan for their review.
- 3. Utility report** – Mr. Metts reported that repairs are underway on the Town Hall parking lot, which was damaged during the heavy rains in December 2015 and early 2016. Subsequent to the Council approval last month of the \$19,000 to pay a contractor to complete the repairs, the original contractor accepted full responsibility/liability for the damage and will be performing the repairs, at no cost to the Town. Mr. Metts stated the awarded contract has been suspended with the other contractor, saving the town over \$19,000. Mr. Metts stated that it was learned through the media that the City of Columbia is proposing another water rate increase in their 2016-17 budget. If the increase is approved, the Town will most likely have to consider a rate increase, as well, to accommodate for the proposed increase.
- 4. Zoning report** – Mr. Clauson reported that the architect and developer for the Publix/Chapin Crossing originally agreed to provide screening as required, but as of yet it has not been done. The developer is now seeking a variance in order to not be required to put up the screening. Also, the sign locations for the attached building will need to be uniform and staff will hold out approval for individual tenants until all locations are submitted. Mr. Clauson stated three pre-applications for the Hazard Mitigation Grant Program have been approved and full applications have been opened. The TAP (Transportation Alternative Program) application for the sidewalk extension along Lexington Avenue is still pending review with COATS (Columbia Area Transportation Study) Transportation Committee with no selection being made at this time. Once a selection is made, likely to occur in June, it will go to SC DOT for selection by the DOT for selection and approval which should occur in July. Legal update with the Fairhaven and Turkey Point Subdivision developer. A letter was sent stating a judgement was made against the developer to pay the Town in early April. He signed for the certified letter on April 21st, which gave him 10 days to pay. The 10-day timeframe has expired with no response. The next step is to start the supplemental court proceedings for payment of the judgement. Mayor Wilson asked for an update on the Lexington Avenue Streetscape. Mr. Clauson this project was started in 2011 and is hopeful it will be

completed by the end of August. The additional match cost of \$14,775 will hopefully be met from revenue for Palmetto Bone & Joint contributing to the sidewalk fund.

Old Business:

1. Matt Brown from Brown CPA, LLC performed the 2015 audit for the Town. He thanked the Council members for giving him the opportunity to complete the audits for the Town. He noted a significant reduction in findings compared to the 2014-2015 audit. The findings went from six down to only two. He also noted a continuing trend downward in the number of journal entries, which was a finding in the previous audits. Mr. Brown stated the financial condition of the Town showed no new accounting changes, no past journal entries, and no disagreements with management. Also, the audit over the past few years has been issued/finalized in a more timely fashion. These were all positive aspects of the audit this year. Two areas of concern were the need to identify new revenue sources - possibly looking into reviewing the Town rates - and to consider selling property the Town owns but does not use.

Town Council Comments: Mr. White asked about the segregation of duties amongst Town employees. Mr. Brown explained, using other municipalities he performs audits for, that it is hard to have compartmentalized duties with a smaller government. However, one example of segregation of duties is to have someone else make the bank deposits other than the person preparing the deposit in order to help prevent possible discrepancies.

A motion was made to accept the audit as presented by Mr. White; 2nd by Mayor Wilson. There was no discussion. The motion ended in a tie with Mayor Wilson and Mr. White voting in favor, but Mr. Clonts and Mrs. Hollis opposing.

2. Mr. Clauson reiterated his previous statements regarding the Lexington Avenue Streetscape, and Mayor Wilson apologized for bringing it up during the Zoning report. There were no comments. A motion was made to request \$14,775.00 match funding for the Lexington Avenue Streetscape project by Mr. Clonts; 2nd by Mr. White.

Town Council Comments: Mr. Clonts thought the curb funding from Palmetto Bone & Joint would cover the costs. Mr. White asked where the additional funds would be coming from. Mr. Stevens stated \$15,000 had been budgeted for scanning equipment for the Town to go paperless and this project could be put on hold for a year. There is room to change projects and this would not change the budget.

The motion passed by unanimous vote.

New Business:

1. **First Reading of Rezoning of Parcel (TMS 000700-07-027) Chapin United Methodist Church from RS1 (Single Family Residential) to NC (Neighborhood Commercial) –** A motion was made to accept the rezoning as presented by Mr. White; 2nd by Mrs. Hollis. There was no discussion. The motion passed by unanimous vote.

2. **First Reading of Annexation Petition (TMS 000700-01-022) by Palmetto Bone & Joint** – A motion was made to accept the annexation as presented by Mr. Clonts; 2nd by Mrs. Hollis. There was no discussion. The motion passed by unanimous vote.
3. **First Reading of Rental Registration Ordinance** – Mr. Clauson explained this ordinance is a way to keep up with rental properties in the Town limits. This ordinance would require a permit and also be a way to keep up with current contact information of the homeowner in case of zoning violations. The City of Cayce has a similar ordinance which was used as a model for this ordinance. A motion was made by Mr. White to accept the ordinance as presented; 2nd by Mr. Clonts.

Town Council Comments: Mr. White asked if any fees or fines would be charged if the homeowner did not obtain a permit. Mr. Clauson stated permits would be required by the end of January, but they would have until April 30th before action would be taken. Mr. Clonts noted the ordinance number on the document was a duplicate ordinance number. Mr. Clauson apologized and renamed the ordinance number “06212016-A”.

There was no further discussion. The motion passed by unanimous vote.

4. **First Reading of the Unified Development Fee Schedule** – A motion was made by Mr. Clonts to accept the fee schedule as presented; 2nd by Mr. White. There was no discussion. The motion passed by unanimous vote.
5. **Request for Action to approve the vendor for the Park Master Plan for the Town Hall Complex** – Mayor Wilson asked to skip this item and go to Executive Session to discuss the vendor recommendations for the Park Master Plan. A motion was made by Mr. White to go into executive session; 2nd by Mr. Clonts. The motion passed by unanimous vote.

Executive Session: The Council moved into Executive session at 6:52 pm and the meeting reconvened at 7:10 pm.

New Business, continued:

6. **Request for Action – Approve vendor for the Park Master Plan for the Town Hall Complex** – Mayor Wilson stated a selection was made to accept Grimball Cotterill as the vendor for this project. A motion was made by Mr. White to accept the vendor as submitted; 2nd by Mr. Clonts.

Town Council Comments: Mr. Clonts stated the reluctance to 2nd this motion was caused by the Council’s concern for funding availability. Mr. Stevens noted available funds were already approved in the Capital Funding.

No further discussion was made. The motion passed by unanimous vote.

Public Comments:

1. Kay Gordon asked who the vendor was and the amount agreed upon, as it was hard to hear. Mayor Wilson stated the vendor was Grimball Cotterill and the approved amount was \$13,000.
2. Kim Murphy inquired about requesting correspondence documents, related to the low income housing project. Mayor Wilson stated no comments could be answered on any item not discussed during the Town Council Meeting. Ms. Murphy requested the sewer tap documents regarding subdivisions that were stated to be in the Council packets, however she could not find them on the website. Mayor Wilson stated he would get that document for her by tomorrow.

A motion to adjourn the meeting was made by Mr. White; 2nd by Mrs. Hollis. The motion passed by unanimous vote. The meeting was adjourned at 7:14 pm.