

**CHAPIN TOWN COUNCIL
REGULAR MEETING
MINUTES**

**Tuesday, September 20, 2016
6:00 P.M.**

**Town Council Chambers
157 NW Columbia Ave, Chapin**

Members Present: Mayor Skip Wilson, Mayor Pro Tempore Mike Clonts, Member Robbie Frick, Member Kay Hollis, and Member Gregg White

Members Absent: None

Staff Present: Communications Director Karen Owens, Finance Director Laura Culler, Utilities Director Andy Metts, Sanitary Engineer Dan Lambert, Zoning Administrator Chris Clauson, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Liesha Huffstetler and Kim Murphy

Call to Order: Mayor Wilson called the meeting to order at 6:00 p.m. and determined there was a quorum. The Mayor offered the prayer and led with the Pledge of Allegiance. He acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Minutes: Council reviewed the minutes of August 23, 2016 (Planning Session, Public Hearing, and Town Council). Mayor Pro Tem Clonts moved to approve the minutes as presented. Council Member Hollis seconded the motion. All were in favor, motion carried.

Public Comment: Mayor Wilson opened the floor to public comment relating to agenda items.

Liesha Huffstetler wanted to know if the sewer moves forward how the public is ensured that the wastewater treatment plant system is a 2.4 million gallons per day (mgd) system and not a 5.0 mgd system. She also cautioned the Council on adding a hospitality tax; stating that it is already hard for families to go out to dinner.

Kim Murphy stated that there was a misrepresentation of the urgent need for a wastewater treatment plant. She suggested a three to five-year period. She indicated that not all costs had been given for all alternatives on the proposed project and suggested a growth study.

Mayor's Comments: Mayor Wilson reported that Morgan Grimball of Grimball Cotterill presented a rough draft of a proposed park for the Town at 4:00 p.m. with a few comments from the public. He indicated that the proposal was for a passive park (one person/family experience) not an active park (sporting events). The preliminary plan would be on the Town's website. Mr. Grimball and his team would present at Council next month with the recommendations from the public.

Recognitions: Mayor Wilson recognized and presented plaques to the Labor Day Parade Winners. The winners of the parade were as follows: Best Business Float - La Fogata; Best Church - St Francis of Assisi; Best Non Profit - Freedom & Hope Foundation; Best School - CHS Marching Band; Best Sport Team - Irmo Little League. Honorable mentions were Oscar Meyer Wiener Mobile, Margaret Fisher for Coroner, JROTC Band, Dance Station, Dark Knight Terror Trail and El Poblano.

Mr. Terry Cotney from the Freedom & Hope Foundation thanked Council for their support and reported that they had sponsored an Elk Hunting Trip for a fifteen-year-old struggling with cancer from the Chapin area. Also, Chapin's Wounded Warrior, Sgt. Robert Barber, is now on the Freedom & Hope Board of Directors.

REPORTS

Labor Day Festival: Director Owens was very happy with the turnout at the event. She stated that the Town had made more money than it had spent, which is always a good thing. Mayor Wilson thanked and appreciated Director Owens for doing such a great job. The 2016 Labor Day Festival Recap is listed as "Exhibit A."

Financial Report: Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,447,436 with GF YTD Expenditures at \$906,335 with a balance of \$541,101. There had been a 4% increase in existing business licenses for the first eight months in comparison to 2015 and 160 new licenses. The increase in expenses in comparison to 2015 are mainly due to salaries, benefits, and general business insurance.

Mayor Pro Tem Clonts inquired about \$10,000 in Capital Outlay for land. This was to the Dennis Corporation for the Topography Survey for the Town Hall Complex (for the park). Council Member White was glad to see revenues over expenditures.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$2,438,624 with UF Expenditures at \$1,397,028 with a balance of \$1,041,596. There had been an increase of \$515,000 in sewer tap fees received compared to the same period in 2015. This equates to 132 more taps (not functional taps) thus far in 2016. Mayor Pro Tem Clonts inquired about the Department of Health and Environmental Quality (DHEC) well monitoring. This was for both water well and treatment plant monitoring.

Police Report: Chief Zeigler had resolution on State Funding for body cameras. They had received \$6,700; to outfit all officers and update the server the Town would not have to spend one red cent. He is very proud of the Citizens Academy which met for the first time last Wednesday. A Law Enforcement Attorney went over the legal section and tomorrow they will review patrol/investigation.

There was a pointing and presenting robbery that was drug related and a heroin arrest; both residents of Newberry. The impersonation was financial related.

At the Law Enforcement Network meeting Chapin Police received an award for participation in DUI enforcement; including a \$2,500 handheld Stalker Lidar (laser radar) to assist with traffic enforcement. They also won a \$4,800 Watch Guard In-Car Video System in a drawing from Lexington County.

Utility Report: The Utility Department had applied for two Hazard Mitigation Grants. One for standby generators for five of our largest pump stations; cost \$390,000, grant portion \$292,500, and matching funds of \$97,500. The other for standby emergency pumps for our largest pump stations; cost \$496,000, grant portion \$372,000, and matching funds of \$124,000. He would keep Council informed if the Town was a recipient of either grant.

Director Metts reported on three mechanical/electrical breakdowns on Sewer Pump Station #22 (near Old Lexington Hwy and Jake Meetze Rd). All failures resulted from different components. The station is

scheduled for elimination as part of a system upgrade along Old Lexington Hwy. The upgrade should be complete within the next four months.

Utility Department Staff (Eddie Gable, Selina Sexton, Jeff Smith, and Matt Cameron) attended Utility Operator Training at the annual meeting of the Water Environment Association of South Carolina (WEASC).

The Utility Department has initiated a quarterly work space clean-up program. On designated days, staff members take time to clean, organize, and service their personal work space and assigned equipment. The preventative maintenance program improves employee safety, productivity, and the general appearance of our public facilities.

Zoning Report: Administrator Clauson reported on the status of current zoning and sign permits. The Hazard Mitigation Planning Grants were submitted on September 1, 2016 to South Carolina Emergency Management Division (SCEMD) for review and submittal to Federal Emergency Management Agency (FEMA) on October 10, 2016.

Supplemental proceedings were held on September 13, 2016 for the Fairhaven Subdivision. A notice to proceed was given on both Fairhaven and Turkey Point Subdivisions. The start date is October 1, 2016 and completion is scheduled for January 29, 2017. Mayor Wilson requested an e-mail on the notice to proceed.

Mayor Pro Tem Clonts inquired about issues with Publix. Specifically landscaping that wasn't installed. Lexington Ave outparcels two and three don't have any landscaping because they need to complete the deceleration lane so the landscaping will have to be bonded and done at a later date. The Department of Transportation (DOT) will be addressing the sidewalks and at least three or more power poles will need to be moved to complete the deceleration lane. DOT has granted Publix limited access to the site but they will have to complete several things prior to opening.

Old Business

Wastewater Treatment Plant Expansion Project: Director Metts referenced the initial presentation of Hussey Gay Bell on August 23, 2016 and the follow-up public hearing on September 15, 2016. There were two public comments and questions from Council.

He had recently received an additional letter from the Department of Health and Environmental Control (DHEC) basically approving the project by the State Revolving Fund (SRF) for the Final FY 2016 Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP) as long as the project was ready to proceed in the State Fiscal Year (SFY) 2017. Additionally, Council was provided with the operating and maintenance costs for all the treatment options.

DHEC has reviewed the waste load reduction, dropping from its initial 48% to 35%. It would have an adverse effect on our current system to meet the 35% for all fifteen discharges in the river. Also, current requirements have a minimum dissolved oxygen (mdo) of 2 milligrams per liter (mpl), this will be changing to 5 mpl. It would take significant upgrades on our current system to meet this requirement. It is unknown at this time the cost or type of equipment needed to meet the upgrades required.

Hussey Gay Bell's recommendations on all alternatives were noted as follows:

1. No action – dismissed because of tap overload and decreasing waste load allocation.
2. Regionalization – dismissed because of expense (current taps - cost \$21,000,000), additional line to connect to Richland County, and loss of control of the system.
3. Modification and Expansion – requires a large additional lagoon that doesn't provide biological nutrient removal, creating the need to provide chemicals and additional basins. With all three of the above alternatives, an upgrade of the current effluent line would need to be done to handle peak flow times.
4. New Plant – technology converts to an activated sludge process.
 - a. Conventional Activated Sludge
 - b. Orbital Ditch (Carrousel) Activated Sludge
 - c. Sequencing Batch Reactor

The consultant has recommended the Orbital Ditch Activated Sludge treatment process because of lower operating and capital costs. Chapin's Utility Staff has operated all suggested systems and agree with the consultant.

Director Metts asked Council to authorize staff to submit the Wastewater Treatment Plant (WWTP) Preliminary Engineering Report (PER), complete the funding application for SRF, and negotiate a contract with Hussey Gay Bell to provide engineering design and construction period services per WWTP Expansion Project Request for Action "Exhibit B." He handed Council a recommended motion.

Mayor Wilson acknowledged that the system was outdated, the Town had exceeded allocated capacity, and needed to meet DHEC requirements. He stated that this was the biggest project the Town has ever undertaken. He understood this to be a qualification based process, not a bid process, and asked Council for their input.

Council Member White reiterated that if we don't move forward we risk contamination and DHEC fines. This is for the long term, not short term, and we need to prepare and plan for smart growth.

Council Member Hollis liked the program but Town Code states that the bidding process must be used. Director Metts interjected professional services did not fall under the bidding process but rather a qualification based process.

Mayor Pro Tem Clonts cited Town Code – all supplies, materials, and equipment over \$5,000 will be bid. Discussion commenced whether Town Code superseded State Law but it remained that professional services did not fall under the bid process. Mayor Pro Tem Clonts wanted to go through the soliciting process for professional services. Mayor Wilson indicated that they had already went through the process when selecting Hussey Gay Bell to do the PER and who better to proceed with the design.

Council Member Frick understood the need for the plant but felt rushed to make a decision.

The soliciting process would delay the timeline and ultimately lose funding through the SRF FY2016. The SRF FY2016 used recycled funds to create additional loans, if the project were delayed federal funds would be used and could cause further delays.

After further discussion, Mayor Wilson moved that Council authorize staff to submit the PER as drafted to the SRF section of DHEC for review and approval. I also move that we authorize staff to complete the funding application to the SRF program for the expansion of the WWTP to 2.4 mgd with the understanding that no financial commitments will be made without Council approval. Finally, I move that we authorize staff to negotiate a contract extension with Hussey Gay Bell to provide an engineering design and construction period services to expand the Town’s WWTP to 2.4 mgd. The proposed contract shall be presented to Council for approval during the October 2016 Council Meeting. Council Member White seconded the motion. The WWTP Expansion PER submittal, funding application, and engineering design and construction period services were approved by majority vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	No
Council Member Frick:	Yes	Council Member Hollis:	No
Council Member White:	Yes		

New Business

Hospitality Tax Discussion: Mayor Wilson proposed a Hospitality Tax “Exhibit C.” It could have the greatest positive impact on the community and the lowest impact on in-town residents. Projects funded are tourism-related programs or projects as defined in Section 6-1-730 of the South Carolina Code of Laws. The tax would need to be adopted by ordinance. He opened Council discussion.

Mayor Pro Tem Clonts had seen neighboring communities adopt a hospitality tax but wanted to make sure we accounted for the taxes received and spent. He agreed with Ms. Huffstetler, taxes are high enough already. Although, projects discussed would be good (sidewalks and parks), there has not been enough discussion to make a decision.

Council Member Hollis thought there were some good aspects of the tax but now was not the time to address it.

Council Member White was not in-favor of the tax but did support economic growth it would provide.

Mayor Wilson evaluated all revenue sources available to any municipality and thought it the best path to take because it is a discretionary tax. Franchise fees would be applied to all citizens, business license fees effect our local business’ (ultimately passes to citizens), but a hospitality tax would come mainly from visitors with roughly 20-25% coming from citizens. The Mayor believes it would benefit everyone from the onset and supports the hospitality tax.

Resolution to Adopt the Hazard Mitigation Plan: Council reviewed the Hazard Mitigation Plan Resolution “Exhibit D.” Mayor Wilson moved to approve Resolution #9202016 Committing the Town of Chapin, SC to adopt the All Natural Hazards Risk Assessment and Mitigation Plan for the Central Midlands Region of South Carolina. Council Member White seconded the motion. The Hazard Mitigation Plan was adopted by unanimous vote.

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Utility Department Budget Amendment – First Reading: Council reviewed a Request for Action “Exhibit E” to approve a budget amendment to the FY 2016 Utility Department Budget to cover the cost of the WWTP Engineering Design and Construction Period Services. Council Member White moved to approve the first reading of the amendment to the 2016 Utility Department Operating Budget as presented. Council Member Frick seconded the motion. The first reading of the Utility Department Budget Amendment was approved by majority vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	No
Council Member Frick:	Yes	Council Member Hollis:	No
Council Member White:	Yes		

Executive Session 30-4-70 (a) (2) Discussion of Proposed Sale of Town Owned Property: The interested party withdrew, therefore there was not a need for Council to address this item.

Adjournment: Council Member White moved to adjourn Town Council. Mayor Pro Tem Clonts seconded the motion. The meeting was adjourned at 7:46 p.m.

COUNCIL APPROVED: October 18, 2016