

**CHAPIN TOWN COUNCIL
RESCHEDULED REGULAR MEETING MINUTES**

**Thursday, January 3, 2019
7:00 p.m.**

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

Members Present: Mayor David W. Knight, Mayor Pro Tempore Mike Clonts, Council Member Kay Hollis, and Council Member Al Koon

Members Absent: Council Member Leland Teal

Staff Present: Utilities Director Andy Metts, Finance Director Laura Culler, Sanitary Engineer Dan Lambert, Planning & Zoning Director Nathan Powell, Director of Public Affairs Nicholle Burroughs, Police Chief Seth Zeigler, Utilities Coordinator Susan Wright, and Town Clerk Julie Hammond

Guests: Dave Schimsa and Lisa Lee Smith.

Call to Order: Mayor Knight called the meeting to order at 7:00 p.m. and determined there was a quorum. Mayor Pro Tem Clonts offered the prayer and Dave Schimsa, American Legion Post #193 led with the Pledge of Allegiance. The appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Minutes: Council reviewed the December 4, 2018 Regular Town Council Meeting Minutes. Council Member Koon moved to accept the minutes as presented. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

Public Comment Related to Municipal Matters: None

State of the Town Address: Mayor Knight gave the State of the Town Address “Exhibit A.” During his 1st year in office he became familiar with Town government, staff, and conducting business with Town Council. Regular meetings were moved to the 1st Tuesday of the month and work sessions occurred on a consistent basis.

Town Code was updated to reflect actual practices/responsibilities within the Town and made available on-line. Town Attorney Lisa Lee Smith was retained. Surcharge rates for high strength waste were established, as well as, amendments to utility extension policies to areas not served, and electric franchise agreements with South Carolina Electric & Gas and Mid-Carolina Electric Co-op were updated/renewed.

Two new employees were hired to fill vacancies in Planning & Zoning and Communications. Mayor Knight appreciates the qualified staff, who lead efforts of the Town that provide positive impacts on the community - from the Police Department providing positive community engagement while keeping residents safe to the Utility Department directing the Town’s largest project, the Waste Water Treatment Plant Expansion Project, which has remained on schedule and within budget.

2019 will bring continued efforts on major projects. The Town has been communicating with project managers on the proposed I-26 Road Widening Project and the S-48 Corridor Improvement Project for possible enhancements and exploring funding options.

With the formation of the Community Engagement Council, citizens will be involved in the decision-making process by creating solutions for current and future development of Chapin.

Building business community relationships, developing a walkable Town Center, improving the Chapin Comprehensive Plan, identifying possible annexation opportunities, and updating 2020 census information are planned for 2019.

Mayor Knight closed by thanking community members, Town Council, and staff.

Reports

Communications/Events Report: Director Burroughs reported on a combined ribbon cutting for Lisa Lee Smith Law Firm, LLC and The Venue of Chapin. The Christmas Tree Lighting Ceremony was held on December 9, 2018.

Upcoming events included the Chapin Hall of Fame Ceremony on January 13, 2019 beginning at 3:00 p.m. with inductees Bill Zeigler and James Mills, as well as, ribbon cuttings for Chadwick's Barber Shop and Lake Murray Drug Company.

Director Burroughs was invited to sit on the Park Improvement Committee for the Chapin Recreation Commission and named Board Liaison for the Chapin Young Professionals Group. She will attend a South Carolina Department of Public Safety (SCDPS) Grant Solicitation workshop on January 16, 2019 and has coordinated with SC Department of Transportation and contractor to provide cost estimates on potential enhancements for the S-48 Project.

The Community Engagement Council is tentatively scheduled for the following dates: January 29, 2019; April 30, 2019; July 30, 2019; and October 29, 2019.

Financial Report: Director Culler reported on the November General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,728,536 with GF YTD Expenditures at \$1,372,626 with a balance of \$355,910.

Director Culler reported on the November Utilities Fund (UF) YTD Actual Revenues at \$3,653,642 with UF Expenditures at \$2,083,195 with a balance of \$1,570,447.

The following items were noted: The SCE&G Franchise Fee increase from 3% to 5% netted 2% of the 2017 revenues equaling \$99,663 which was received on November 30, 2018; A state contract is being established for two copiers with substantial savings from the previous 60-month lease of \$420 per month to a 60-month lease of \$320 per month; Cell phone service is being converted to a Public Safety Plan allowing a significant cost savings (\$138 per month), as well as, priority coverage in times of high volume; and Business License renewals were sent out the middle of December to be returned/filed by April 15, 2019, documentation of verification of gross receipts is required and provided for in state statute.

Police Report: Calls for service were unavailable due to Lexington Counties program being down.

Chief Zeigler reported on positive community engagement with a successful toy drive at Boland's Ace Hardware for the Boy's Home in Newberry on December 1, 2019, participation in the Police Department calendars netting \$1,370, and No-Shave November raised \$296.

A check point was conducted on December 21, 2019 with assistance of the SC Law Enforcement Network which obtained: 1 DUI; 1 Open Container; 1 Meth Amphetamine; and 1 Marijuana arrest resulting in a large cash seizure of \$18,000.

Utility Report: Director Metts reported on the accident at Sewer Pump Station #24 located at Lake Point Center on Amick's Ferry Rd. A drunk driver hit the pump station taking out electrical service and the control panel. Service was temporarily reconnected and will be permanently repaired soon. It appears the driver doesn't have insurance so the Town will submit a claim for repairs estimated between \$7,000-\$10,000. SCE&G will likely submit a claim to their insurance carrier for roughly the same amount for their repairs.

The Wastewater Treatment Plant (WWTP) Construction Project remains on schedule and within budget. The project is continuing to add concrete including: placement of a vertical wall on the aeration basins; chlorine contact chamber; and the effluent structure. Leak testing has been provided on the effluent pump station and both clarifiers.

The East Chapin Force Main Project surveying is complete on the alternate route and easement plats are being prepared. Contact with property owners has begun and will continue with final plans to be submitted in approximately 30 days.

Murray Lindler Rd Round-a-bout continues due to weather delays. The project site clean-up should be complete within the next couple of weeks.

The S-48 Utility Relocation Study is underway and the utility line conflict identification phase of the project is complete and cost estimates are being finalized. A preliminary plan should be complete by the end of the month and a presentation provided.

Director Metts gave an update on chlorine level residuals along Amick's Ferry Rd indicating they are very good and under control.

Zoning Report: Director Powell reported one sign permit with five pending. Special Projects included: Potential annexation of 105 Ellett Rd; Brighton Hills Subdivision Plan still several months off; Zoning Ordinance updates pertaining to Architectural Review Board purview; and review of Chapters 6 - 8 of the Chapin Comprehensive Plan being evaluated.

Old Business

Ordinance – Setoff Debt Collection Act Agreement: Mayor Knight explained that the Setoff Debt program was implemented in the Utilities Department a few years ago and is now available to the Municipal Court. An updated agreement was signed on November 15, 2018 with the Setoff Debt Resolution being ratified on December 4, 2018. Re-enactment of the 2006 Setoff Debt Ordinance is provided tonight on its 1st Reading and will have its 2nd/Final Reading at a Special Called Meeting on January 17, 2019 to meet the requirements of the Department of Revenue.

Council Member Koon moved to approve the Setoff Debt Collection Ordinance relating to the recovery of collection costs as a part of delinquent debts collected pursuant to the Setoff Debt

Collection Ordinance. Mayor Pro Tem Clonts seconded the motion. The Setoff Debt Collection Act Agreement Ordinance “Exhibit B” was approved by unanimous vote on its 1st Reading:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes

New Business

Proclamation – “National School Choice Week:” Mayor Knight acknowledged and proclaimed January 20-26, 2019 as “Town of Chapin School Choice Week” “Exhibit C.”

2019 Town Council Regular Meeting Calendar: Mayor Pro Tem Clonts moved to approve the 2019 Town Council Regular Meeting Calendar “Exhibit D” as presented. Council Member Hollis seconded the motion. All were in favor, motion carried.

Request for Action – Appointment of Annual Auditor: Council Member Koon moved to appoint Mauldin and Jenkins, LLC to provide the annual audit services for the Town of Chapin for the period ending December 31, 2018 (CY 2018). Council Member Hollis seconded the motion, all were in favor.

Request for Action – Appointment of Two Architectural Review Board Members: Mayor Knight moved to appoint Dan Smith and Dan Douglas to the Architectural Review Board. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

Executive Session: Mayor Pro Tem Clonts moved to enter into Executive Session to discuss the proposed sale of Town Owned Property under Section 30-4-70 (a) (2) of South Carolina. Council Member Koon seconded the motion. The motion to enter into Executive Session was approved by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes

Executive Session was entered into at 7:48 p.m. Council re-entered the Regular Town Council Meeting at 8:05 p.m.

Adjournment: Mayor Knight moved to adjourn Town Council. Council Member Hollis seconded the motion. The meeting was adjourned at 8:08 p.m.

COUNCIL APPROVED: February 5, 2019