



CHAPIN TOWN COUNCIL REGULAR MEETING MINUTES

Tuesday, January 7, 2020
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, Council Member Leland Teal, and Council Member Al Koon

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, Police Chief Seth Zeigler, and Town Clerk Shannon Bowers

Guests: American Legion Post #193 member James Schafer, Lee Tant, students from Chapin High School.

Call to Order: Mayor Knight called the meeting to order at 7:03 p.m. and determined there was a quorum. The appropriate notifications in compliance with the SC Freedom of Information Act had been met. Mayor Pro Tempore Mike Clonts offered the prayer and James Schafer with American Legion Post #193 led with the Pledge of Allegiance.

Review and Acceptance of Minutes

Council reviewed the December 3, 2019 Regular Town Council Meeting Minutes and December 12, 2019 Special Called Meeting – Work Session Minutes. Council Member Koon moved to accept the minutes. Member Hollis seconded the motion. All were in favor, motion carried.

Public Comments Related to Municipal Matters

None

Presentation

Mr. Lee Tant is the Public Affairs Coordinator with Cooperative Health. He along with Jennifer Glover Hawkins, Director of Public Relations and Darain Ginyard, Brand and Digital Coordinator gave a presentation to Council. Cooperative Health was founded in 1981 in the Eau Claire neighborhood in Columbia, South Carolina as a pediatric practice. They serve more than 62,000 patients over Lexington, Richland, Newberry, and Fairfield Counties. They have 28 locations, four pharmacies, and a mobile unit. They just opened their newest location in Little Mountain, South Carolina in partnership with Newberry County Memorial Hospital. They will specialize in accessible high-quality health care from toddlers to seniors. Mayor and Council welcomed them to the area.

Oath of Office

Michael W. Clonts, Chapin Town Council: Judge Gary Reinhart administered the Oath of Office for Council Member Michael W. Clonts.

Kay G. Hollis, Chapin Town Council: Judge Gary Reinhart administered the Oath of Office for Council Member Kay G. Hollis.

State of the Town Address

Mayor Knight highlighted important events that happened in 2019. Starting in January 2019, the Town of Chapin awarded a \$19,000 contract to study enhancement to I-26 and I-48 corridor project to look into improvements for the Chapin area. Zack Haney, an engineer with Mead and Hunt was consulted to see what would be needed. Mr. Haney has been a long-time resident of Chapin, graduating from Chapin High School.

A strategic planning session was held at Timberlake Country Club in March of 2019 to help with future planning for the Town. This session was facilitated by Jeff Shacker with the Municipal Association of South Carolina. In this session, town staff came up with about 40 goals to meet in a 10-year plan. They then prioritized those goals into 10 attainable goals and assigned individuals to each one to achieve. Some of those projects will get started this year.

Chapin was recognized by the South Carolina Department of Archives and History for the Chapin Commercial Historical District to include Clark Street, Lexington Street, and included buildings on Beaufort Street. All were also added to the National Registry for Historic Places.

The largest construction project in Chapin was the construction of the Waste Water Treatment Plant. The project was estimated at \$14 million dollars and is near completion. A permit to operate has been filed and the plant should be operational in February of 2020. This plant will relieve pressure on the current system which is 30 years old. 13-million-dollar project was funded by a loan from the State Revolving fund, over time with a low 2% interest rate. One-million dollars will come out of the Utility Department Operating Fund.

Finance Director Laura Culler was recognized with the Award for Financial Reporting Achievement from the Government Finance Officers Association and received special recognition by the South Carolina House of Representatives courtesy of Chip Huggins.

The Arts Sail into Chapin project was a big highlight of the year. This project was sponsored by the South Carolina Arts Commission, the Crooked Creek Art League, and the Town of Chapin. There were 13 sailboats painted by local artists and auctioned off. One of these sailboats is displayed outside of Town Hall.

The Comet Commuter system between Newberry and Columbia was re-established with more opportunities to travel. One of those opportunities is a park-and-ride stop donated by and located at Mt. Horeb Lutheran Church in Chapin. Member Al Koon has agreed to be on the board for the Comet Commuter system.

Mayor Knight highlighted the establishment of the bluebird trail by the Chapin Garden Club on July 11, 2019 as well as the re-establishment of the walking trails by the Town Public Works department. Both of these trails are located on and around Town Hall.

Director Burroughs was complimented on her work with the Farmer's Market that ran from May through November which brought a lot of vendors and live music to the Chapin Area. Mayor Knight also complimented Director Burroughs on her work with the Chapin Labor Day festival. It brought around 130 vendors, over 100 parade entries, and a classic car show featuring around 120 classic cars to the Chapin area.

Another new item Mayor Knight mentioned was the new trash service by Capital Waste Service to collect the trash and recyclables for the Town of Chapin. The mayor complimented Director Culler on her work in bidding out different companies to find the most reasonable option for the Town.

The East Chapin Sewer project will provide an alternative route to the new waste water treatment plant to help relieve the current old system.

Mayor Knight noted that he attended the Midlands Mayors Forum on December 12, 2019. The keynote speaker for that event was Christy Hall with the South Carolina Department of Transportation. Ms. Hall gave an overlay on the highway re-surfacing projects and her diligent efforts to improve South Carolina roads.

A low point in the year was the closing of Ellet Brothers. The company had been in business in the Chapin area for over 85 years and with that closing came a big economic impact to the Chapin community as many of the employees there were residents of the Town and surrounding areas. Another company, named Davidson's, opened on Clark Street and had hired many former Ellet Brothers employees.

Mayor Knight also reported that O'Reilly's Auto Parts Store and Zaxby's will begin hiring soon and the Ellet Road project which will feature 9 units will open soon. Muv Fitness will be the largest business in that area, with more businesses planned for the future.

Mayor Knight also reported that the Hospitality Tax which was passed on December 3, 2019 will begin collections on February 1, 2020. Mayor Knight noted that the Hospitality Tax was implemented as a result of the I-26 improvement project as well as the Town's strategic plan improvements. Different options were looked at for ways to fund these projects and ultimately the Hospitality Tax was settled on by Council.

There were also staff changes that started in 2018 with the retention of Town Attorney Lisa Lee Smith, the addition of the new Town Clerk, Shannon Bowers, Nanette White as the town's part-time receptionist and business license coordinator, and Ian Ashford, the town's new Zoning Administrator.

Mayor Knight closed his report by complimenting the Council on their work this year and congratulating the Member Hollis and Member Teal for their re-election and he looks forward to working with them in the coming year.

Member Koon noted that while they meet every month, sometimes they forget all the good things that had been accomplished and Member Koon thanked the mayor for summarizing the works done over the past year.

Reports

Communications/Events Report: Director Burroughs highlighted the following events and communication activities:

1. Light Up Chapin was brought back this year and all the entries received were residential. The Feely Family won the \$250 cash prize. Director Burroughs noted that this event will continue next year and hopes that it will get bigger.
2. The Town participated in the Arbor Day celebration at Chapin Middle School with a tree planting as well as participation in the Boland's Ace Hardware National Commercial. Director Burroughs was very grateful to the Ace Hardware team for keeping the community informed about the activities of the day. They had many school groups from the area making the toy run a success.

Upcoming events:

1. Director Burroughs will be attending the State Farmer's Market Conference on January 14, 2020. Stated that this year they hope to add SNAP benefits for patrons of the Farmer's Market to be more inclusive and engage more with the community.
2. A benefit for Aleigh, Gracen, and Sophia will be held on January 17, 2020 at Town Hall. The concert will feature national recording artist Baxter Teal, of the band Deep Field. Baxter Teal is a Chapin native and Emma Carter will open the show. All proceeds will go towards helping these families.
3. January 21, 2020 the Lazy Creek Tap House will hold their ribbon cutting.

4. The Greater Chapin Community Foundation will hold their annual Groundhog Day Ball on February 1, 2020 at Town Hall. This group supports and highlights local non-profit organizations.

Financial Report: Director Culler reported that the General Fund Revenue YTD as of the end of November is \$1,524,770 and Expenses YTD as of the end of November are \$1,456,039. Revenues exceed the expenses by \$68,731.

As of the end of November Business License Revenue is \$368,747. The revenue is down \$184,882 from the same period in 2018. There were 24 more licenses issued by the end of November 2019 than were issued in November of 2018. The business license renewals have already gone out and the Town is already receiving some of those renewals.

The 2% Hospitality Tax goes into effect on February 1, 2020. The first month's remittance is due by March 20. Materials were mailed to affected businesses December 4, 2019. Follow-up calls will be made this week to ensure that all businesses are aware and a smooth transition will take place.

The Utility Fund Revenue YTD as of the end of November is \$3,918,660 and Expenses YTD as of the end of November are \$2,726,212. Revenue exceeded the expenses by \$1,192,448.

Police Report: Chief Zeigler reported on events from November 22, 2019 through December 3, 2019. He noted that a full year report will be available to present to council in February.

A robbery that occurred on December 3, 2019 caused the Chapin Police to expand their search to the surrounding areas for the individual which resulted in the individual turning himself in on December 16, 2019.

Prior to the December 14, 2019 event, the Chapin Police along with Boland's Ace Hardware hosted a stuff-a-patrol car toy drive that featured Santa and Mrs. Claus. Those toys were then escorted on December 14, 2019 by the Chapin Police and around 300 motorcycles and cars to the Boys Farm in Newberry. Departments from Lexington County, Chapin Police, Newberry County, and the City of Newberry were involved to make this trip and toy drive a success. Chief Zeigler complimented Leann with Boland's for putting this event together.

The No-shave November to benefit St. Jude's Children's Hospital was also a success. The Chapin Police Department set a goal to raise \$1,000 and they ended up raising \$1,550.

Utility Report: Director Metts updated the Council on continuing projects:

1. Construction of the new Waste Water Treatment Plant is nearing completion. A leak was discovered last month. The leak is expected to be corrected and that area of the plant should be operational in the next two weeks. The project is expected to be substantially complete by February 15, 2020. The anticipated project closeout will be March 31, 2020. Director Metts hopes to have a ribbon cutting ceremony shortly after this date.
2. The East Chapin Sewer Force Main easement acquisition continues. Response times have been slow from property owners along the route due to the holiday season, but plans to complete discussions by the end of January. A design engineer was contacted for a cost estimate which was received January 6, 2019. An estimated additional \$130,000 will be required for creating an alternate route. Member Teal asked Director Metts if this price includes the easements on the current route. Director Metts stated that yes it did and they hope to have this for review for council by the next meeting.
3. The Sewer pump station #31 Rehab Project – The Utilities staff is collecting cost estimates to rehab the sewer pump station #31 in the Bush River Plantation Subdivision. This station

has experienced significant deterioration from hydrogen sulfide gases. The best bid received so far is \$9,500 to re-establish the existing structure. A bid of \$60,000 was submitted to replace that system. So far re-establishing the concrete structure and coating the system is the best option and was budgeted for in the current year.

4. Bonds for the Dutchman Shores subdivision was paid off in 2007 and was to be deeded to the Town once paid in full. They are working with the Lexington County Attorney office to finalize that transfer. It is currently under review and hopefully will be available to the Town in a few weeks.
5. Lexington County has opened applications for request for funding for projects in the county. A cost estimate for the Beaufort Street sidewalk replacement project will be submitted to them for consideration for funding.

Zoning Report: Director Ashford reported on the following:

Ordinances:

1. Progress is being made to make amendments to Articles 9-12 of the Town of Chapin Zoning Ordinance. Director Ashford has collaborated with various board and commission individuals as well as the Town Attorney on these amendments with emphasis on articles 10-12. A work session for the Planning Commission is tentatively set for later in January.

Current Projects:

1. S&S Destination has received their official Certificate of Appropriateness and zoning permit.
2. Hardees remodel has been approved by the Architectural Review Board and have received their Certificate of Appropriateness and zoning permit. Sign plans have not been submitted.
3. Five new homes have received zoning permit

GIS

1. Director Ashford has received the ArcGIS program for updating mapping areas for the town to include roads, parcels, newly annexed property, and current sidewalks and other walkable areas of the Town.
2. A new map of the Town of Chapin has been created.

Old Business

ORDINANCE – Amending Chapter 17, Article II: Speed Limits Signs on County Roads in Chapin Town Limits – 2nd Reading

The amendments to this ordinance regard authorizing and enforcing reduced speed limits in residential subdivisions in the Town of Chapin. Chapin Police Department had not previously been enforcing the speed limits in these areas. Referenced were S.C. Code 1976, § 56-5-1520, Chapter 17 article 2, subsections 17.105, 17.106, 17.223 and 17.224 of the Town of Chapin Town Code. Mayor Knight noted the subdivisions of Fairhaven, Firebridge, and Turkey Point as a few subdivisions as well as any other county roads that this ordinance may apply to.

Mayor Pro Tem Clonts made a motion to accept Amending Chapter 17, Article II: Speed Limits Signs on County Roads in Chapin Town Limits. Member Koon seconded. No further discussion was had. Reading approved by unanimous vote.

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

ORDINANCE – Amending Changes to Chapin Smoking Ordinance (Chapter 14). The amendments to this ordinance regard adding vaping to the current town ordinance.

Member Teal made a motion to accept Amending Changes to Chapin Smoking Ordinance (Chapter 14). Member Hollis seconded. No further discussion was had. Reading approved by unanimous vote.

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

New Business

PROCLAMATION - Mayor Knight recognized January 26 through February 1, 2020 as the Town of Chapin School Choice Week. School Choice Week is celebrated across the country by millions of students, parents, educators, schools, and organizations to raise awareness of the need for effective educational options.

REQUEST FOR ACTION - Director Culler submitted request to approve the use of Mauldin and Jenkins, LLC to provide the yearly audit services for the period ending December 31, 2019. Member Teal made a motion to approve Mauldin and Jenkins, LLC to provide the yearly audit services for the period ending December 31, 2019. Member Hollis seconded. No further discussion was had. Request was approved by unanimous vote.

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

RESOLUTION - Town Council is required to nominate and approve a Mayor Pro Tempore from the members of the Council for a term not to exceed two years. Member Clonts appreciated and enjoyed working with Town staff to achieve all of the goals that were set for this year. Member Clonts feels that everyone at Town Hall works together for the good of the town.

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

Member Clonts made a motion to appoint Al Koon as the new Mayor Pro Tempore. Member Teal seconded. No further discussion was had. Appointment was approved by unanimous vote.

Adjournment:

Member Teal made a motion to adjourn the meeting. Member Hollis seconded. Meeting was adjourned at 8:07pm.

COUNCIL APPROVED: February 4, 2020