

**CHAPIN TOWN COUNCIL
PUBLIC HEARING & REGULAR MEETING MINUTES**

**Tuesday, January 12, 2021
7:00 p.m.**

Electronic Meeting

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

Members Absent: Council Member Leland Teal

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

Staff Absent: Police Chief Seth Zeigler

Guests:

Call to Order: Mayor Knight called the meeting to order at 7:01 p.m. Town Clerk Bowers then called a roll to determine attendance. Mayor Knight then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Public Hearings

Mayor Knight opened the public hearings portion of the meeting at 7:03 p.m.

Presentation: Propose to adopt annexation of 64.42 acres near Firebridge subdivision located near Old Lexington Highway and Murray Lindler Road into the Town of Chapin.

The six owners of the properties that make up the 64.42-acre tract have requested a proposed annexation and zoning for these properties in preparation for future development. Zoning for this larger parcel will be designated RS-2/Medium density residential.

Mayor Knight opened up Public Comment. There were no public comments.

Mayor Knight opened up Council Comment. There were no comments from Council.

Presentation: Propose to authorize the Mayor to extend the agreement for the lease of building and grounds at 102 Lexington Ave.

Mayor Knight stated that the American Legion, post 193 currently leases 102 Lexington Avenue from the Town of Chapin. The lease expires in September 2021. Mayor Knight noted that the terms of the lease agreement would stay the same except to note that the Legion may, with written notice and vacating with no damage to the building, terminate the lease before the 4-year term is complete. The contract would be effective beginning 9/1/2021.

Mayor Knight opened up Public Comment. There were no public comments.

Mayor Knight opened up Council Comment. There were no comments from Council.

Mayor Knight closed the public hearings at 7:08 p.m.

Review and Acceptance of Minutes

Council reviewed the December 1, 2020 Regular Meeting Minutes. Member Clonts moved to accept the minutes as presented. Member Hollis seconded the motion. There was no further discussion on the minutes. All in favor, motion carried.

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

Proclamations

School Choice Week - Mayor Knight recognized January 24 through January 30, 2021 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.

Lexington Medical Center 50th Anniversary Celebration – Mayor Knight recognized January 6, 2021 as Lexington Medical Center’s 50th Anniversary Celebration. Lexington Medical Center has provided services to Lexington and surrounding communities since 1971. They are the only locally owned, independent hospital in the Midlands and strive to offer the most outstanding care to families, friends, and neighbors.

Public Comments Related to Municipal Matters

There were no public comments.

Reports

The staff prepared their monthly reports in writing. It was noted that they were a part of the agenda packets for Council to review. Reports can be requested from the Municipal Clerk for review. Mayor Knight called for a motion to accept the staff reports. Mayor Pro Tem Koon made the motion to accept the staff reports as submitted. Member Clonts seconded the motion. All in favor, motion carried.

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

Old Business

Ordinance – Approving the lease extension of 102 Lexington Avenue for the American Legion – 2nd reading

Member Clonts made the motion to approve the 2nd reading of the ordinance for the lease extension of 102 Lexington Avenue. Member Hollis seconded the motion. No further discussion. All in favor, motion carried.

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

New Business

Ordinance – Adopting the annexation of 64.42 acres near Firebridge Subdivision located near Old Lexington Highway and Murray Lindler Road into the Town of Chapin – 1st reading.

Mayor Pro Tem Koon made the motion to approve the 1st reading of the annexation and zoning of 64.42 acres near Firebridge subdivision located near Old Lexington Highway and Murray Lindler Road into the Town of Chapin as presented. Member Clonts seconded the motion. No further discussion. All in favor, motion carried.

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

Requests for Action

Appointment of Architectural Review Board Members

Zoning Administrator (ZA) Ashford noted that two spots had become available on the Architectural Review Board. Per the Zoning Ordinances, one of the seats on the board must be occupied by a real estate professional, which was occupied by Terri Scheper. ZA Ashford noted applications had been received and he recommended Alison Allen with Hometown Realty for this spot. Gerald Meetze's term expired in December and he has re-applied. ZA Ashford noted that he is a good fit for the board, and recommended Council to re-appoint him to the fifth seat.

Mayor Pro Tem Koon made the motion to accept ZA Ashford's recommendations for Alison Allen and Gerald Meetze to serve on the Architectural Review Board. Member Clonts seconded the motion. No further discussion. All in favor, motion carried.

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

Appointment of Planning Commission Member

ZA Ashford stated Jeff Grover, who was appointed to the Planning Commission (PC) earlier in 2020, was filling a vacancy from past member Joe Dever. That term expired in December. ZA Ashford stated that Mr. Grover has been a strong candidate for the PC and has opted to reapply. ZA Ashford recommended Council to re-appoint Jeff Grover to the Planning Commission.

Mayor Pro Tem Koon made the motion to accept ZA Ashford's recommendation for Jeff Grover to serve on the Planning Commission. Member Clonts seconded the motion. No further discussion. All in favor, motion carried.

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

Appointment of the Annual Auditor

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, 2020. The cost did go up from \$15,000, which was budgeted for this year, to \$18,000. Director Culler stated that the budget can cover that increase. She also stated the increase was needed due to the addition of the hospitality tax and will have additional schedules related to those finances that will need to be audited. Director Culler stated that she has a great working relationship with Mauldin and Jenkins, LLC and they perform their work in a professional and timely manner.

Member Clonts made a motion to approve Mauldin and Jenkins, LLC to provide the yearly audit services for the period ending December 31, 2020. Member Hollis seconded. No further discussion was had. All in favor, motion carried.

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

Authorize the Mayor to sign contract for services for the required update for the Town of Chapin Comprehensive Plan

Benchmark, LLC was the company approved to provide the Town's comprehensive plan update that is due in November 2021. Mayor Knight asked Director Burroughs to explain the process once the contract for these services is signed. Director Burroughs stated that an ad hoc committee made up of Planning Commission members, Architectural Review Board members, Town Council members, and staff had been created to start the groundwork for this update. The same committee will be coordinating with Benchmark, LLC to provide the necessary information needed and ZA Ashford will be the main point of contact coordinating with Benchmark, LLC. They will also schedule several community engagement opportunities to facilitate this update that will involve businesses, non-profits and faith-based community organizations, and citizens.

Mayor Pro Tem Koon made the motion to authorize the Mayor to sign the contract for services provided by Benchmark, LLC for the required update for the Town of Chapin Comprehensive Plan. Member Clonts seconded the motion. No further discussion. All in favor, motion carried.

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

Adjournment: Member Clonts made a motion to adjourn the meeting. Member Hollis seconded the motion. Meeting was adjourned at 7:29 p.m.

COUNCIL APPROVED: February 2, 2021