

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING – WORK SESSION MINUTES**

**Tuesday, January 16, 2018
3:00 p.m.**

**Town Hall - Community Room
157 NW Columbia Ave, Chapin**

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

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Zoning Administrator Chris Clauson, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: John Thomason, JJ Casey, Liesha Huffstetler, and Jeff Shacker

Call to Order: Mayor Knight called the meeting to order at 3:10 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Reports

Financial Report: Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,755,577 with GF YTD Expenditures at \$1,587,871 with a balance of \$187,706. YTD Revenues are over budget by \$83,027 and YTD Expenses are under budget by \$104,679 with 100% of the year elapsed.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$4,702,784 with UF Expenditures at \$2,525,576 with a balance of \$2,177,208. YTD Revenue is over budget by \$1,406,634 and YTD Expenses are under budget by \$770,574 with 100% of the year elapsed.

2017 Business License Revenue at \$685,294 was up by \$77,400 compared to 2016 Business License Revenue at \$607,894.

Police Report: Chief Ziegler presented the 2017 End of Year Report with calls for service at 3,738 as compared to 2016 at 3,378. The increase was attributed to an increase in traffic as well as officer coverage.

On January 26, 2018, a Department of Health & Environmental Control (DHEC) Representative will meet with the Chapin Police Department to accept Narcan training provided through Train the Trainer. Upon training passage each officer will receive 2 Narcan canisters. Narcan is a medication used to block the effects of opioids, especially in overdose situations. Chief Ziegler indicated that administering the drug has no ill effects and opioid usage in Chapin is minimal.

Utility Report: Damage caused to a fence at the Bush River Plantation sewer pump station by a vehicle failing to stop was repaired. Payment for the repairs was received from the driver's insurance company.

Director Metts reported on weather related damages to customer's water meters and their service lines due to freezing temperatures. The Utilities Department staff are replacing the meters as identified but any service lines are the responsibility of the property owner.

Utility rate changes that were approved in the 2018 Utility Operating Budget will become effective February 1, 2018 and notice will be included in the January billing.

A pre-construction meeting with the State Revolving Fund (SRF) for the Wastewater Treatment Plant (WWTP) Expansion Project will be held on Thursday, January 18, 2018 at 10:00 a.m.

Zoning Report: Zoning Administrator Clauson reported on the status of current zoning and sign permits. He noted new signage at the Exxon Station had been done without prior approval from the Architectural Review Board (ARB). The construction crew had completed it without the required zoning permit. The ARB was approached and allowed it but did not want to see this happen in the future.

Special Projects included: Outparcels at Chapin Crossing with anticipated review by the ARB in March; Federal Emergency Management Agency (FEMA) reimbursement for utilities time and labor for cleanup during Hurricane IRMA; Fairhaven Subdivision to receive final order in 20 working days (February 13, 2018) in regards to husband and wife's joint accounts; Bike and Pedestrian Master Plan Review Committee to meet January 17, 2018 to review proposals and interview consultants; and the 2020 Census should be received in February and diverted directly to the County for address verification.

Other items discussed were as follows: Proposed bill giving municipalities relief for relocation of utilities for Department of Transportation road work; Update on pending pre-trial of Pelican's Snoballs; and tax sale properties, in particular the common area/parking lot of 7 parcels next to J. Peters on Lexington Ave.

Old Business

Historic Preservation Ordinance Discussion: The Historic Preservation Ordinance "Exhibit A" 2nd Reading was deferred at the January 2, 2018 Town Council Meeting for further review. John Thomason and JJ Casey presented the history and current status of the Chapin Historical Association. They felt the Historic Preservation Ordinance would help their cause in capturing a Chapin Historical Commercial District. Although the ordinance would allow for local designation of historic properties, it would not be required to receive the special tax assessment "Bailey Bill" for rehabilitated historic properties. Historic designation for a special tax assessment can be achieved by a National Register of Historic Places, South Carolina Department of Archives and History, a contributing property in a National Register Historic District, or listed in the Town of Chapin's Comprehensive Plan as a historic property.

Planning Commission Member Ken King explained that the Planning Commission unanimously recommended to Council the rejection of the Historic Preservation Ordinance because of Section 7.2 Owner Notification. In this section it states "Owners of properties proposed to be designated historic shall be notified in writing thirty days prior to consideration by Town Council" and the property owner's only recourse if designated historic would be to take it to the Court of Appeals.

Liesha Huffstetler had several objections to the Historic Preservation Ordinance; most notably Section 2. Purpose (5) to strengthen the local economy, Section 10. Certificate of Appropriateness,

Section 6. Historic Property Inventory, and Section 7. Designation of Historic Properties. She asked Council to hold off on the ordinance until it could be revised.

Zoning Administrator Clauson indicated that the Chapin Historical Association did not need the ordinance to protect historical properties and the State Historic Preservation Ordinance created this ordinance setting minimum requirements for local designations.

“Bailey Bill” Property Tax Abatement Ordinance Discussion: Zoning Administrator Clauson indicated the costs incurred by the Town would be minimal if the “Bailey Bill” “Exhibit B” was approved by Council but there would be an increase in administrative duties. He explained that it would put the County and School District at more of a disadvantage.

The special tax assessment allows taxes capped for 10 years with a minimum expenditure for rehabilitation of 20% of the fair market value for owner-occupied and 40% fair market value for income-producing or non-owner-occupied properties. The only property in Chapin currently designated by the National Registry is the Robinson Hiller House (Aquarius Spa). As indicated earlier in the discussion, it is not a requirement to pass the Historic Preservation Ordinance to allow the passage of the “Bailey Bill,” however, there would be more properties that could take advantage of the special tax assessment with a local designation

New Business

S-48 Project Discussion: Zoning Administrator Clauson recapped the process Mead & Hunt Engineers used on the Columbia Ave Road Widening Project. He explained the two phases of the project had been separated. The I-26 Interchange (Bo-Jangles to Interstate) is a separate project because it is Federally funded. The Columbia Ave Road Widening is nearing completion of the design phase, next will be acquisition of the right-of-way’s. Because the project is not fully funded it is unknown when construction will begin. The Town is looking at utility relocations, a maintenance agreement for the grass strips along the roadway, and the potential for lighting six miles of lights.

Zoning Administrator Discussion: Zoning Administrator Clauson gave an update on open projects including: Development; Code Enforcement; Plans and Programs; Town Projects; and Special Projects “Exhibit C.”

Jeff Shacker, Field Services Manager of the Municipal Association of South Carolina was introduced. He brings resources to the Midlands and the Up-States. He explained the Town is exploring the creation of a Town Administrator. A Town Administrator’s role is to assist the Mayor and has chief administrative responsibilities. Basically, the Administrator takes on the day to day operations of the Town with the Mayor as the general point of contact.

In larger towns/cities the Administrator is paid to think but in smaller towns/cities, like Chapin, the Administrator has hands-on duties that could include economic development, communications, and possibly planning/zoning functions. The Administrator’s authority is delegated by Council by ordinance. The Municipal Association can help with job descriptions, define responsibilities by ordinance, job advertisements, and the initial vetting of a Town Administrator candidate. A compensation survey can be found on the Municipal Association’s website.

Purchasing Discussion: Establishing purchase limits and implementing an approval structure were discussed. Clear purchasing parameters are important to allow for a seamless workflow of invoices and payments to minimize delays in repairs of critical components of the water and sewer system or expenditures of the Town in general.

Utilities Department – Capital Project List Discussion: The Capital Project List discussion was deferred.

February 6, 2018 Town Council Agenda Items Discussion: The February 6, 2018 Town Council Agenda Items discussion was deferred.

Adjournment: The meeting was adjourned at 5:45 p.m.

COUNCIL APPROVED: February 6, 2018