

**CHAPIN TOWN COUNCIL
REGULAR MEETING
MINUTES**

Tuesday, January 17, 2017

6:00 P.M. or Upon Completion of the Public Hearings

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

Guests: Noah Fultz, David Fultz, and Liesha Huffstetler.

Call to Order: Mayor Wilson noted that the meeting was noticed to begin at 6:00 p.m. or upon completion of the Public Hearings. He called the meeting to order at 5:53 p.m. and determined there was a quorum. Mayor Wilson 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. The Mayor welcomed Boy Scout Noah Fultz and his father, David Fultz. The two had interviewed the Mayor prior to the start of the meeting.

Minutes: Council reviewed the Public Hearing Minutes and Regular Town Council Minutes of December 15, 2016. 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 spoke in regards to the annexation of a 1.04-acre tract. She indicated that the tax map showed 95 acres for Tax Map #000300-04-011 not the 1.04 acre that was presented to be annexed. Administrator Clauson stated that the property is 95 acres and the owner would subdivide the property as soon as the sale goes through.

State of the Town Address: Mayor Wilson thanked Town Council, Town Hall Employees, and thoughtful members of the community who have thanked and encouraged him for the past three years.

He noted the following accomplishments:

1. Implementation of a new financial system with greater accountability and better stewardship of taxpayer dollars;
2. Establishment of an organizational structure that identifies certain responsibilities that are aligned with the employees' expertise and experience with regard to specific Town Hall operations;
3. Improved and increased communication to our citizens, the media, county, and state governments through a number of ways;

4. Saved hundreds of thousands of dollars by bringing the utility operations in-house versus contracting with outside vendors;
5. Focused attention on the appearance of our Town;
6. Fostered more community involvement;
7. Addressed our growing infrastructure needs;
8. Made enhancements to our Police Department to account for growth in our community;
9. Recruited and retained more businesses to provide increased investment and job opportunities for our community.

The Mayor is proud of Chapin and regularly participates in a number of meetings, events, and ceremonies to ensure the Town's best interests are addressed and supported.

Moving forward in 2017, the Mayor has committed to continue to work hard and represent the community with integrity. He will propose a Resolution to Council in February for their commitment as well.

REPORTS

Financial Report: Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,556,545 with GF YTD Expenditures at \$1,534,493 with a balance of \$22,052. YTD Revenue is under budget by \$23,305 and YTD Expenses are under budget by \$45,357 with 100% of the year elapsed.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$3,523,070 with UF Expenditures at \$2,222,277 with a balance of \$1,300,793. YTD Revenue has exceeded the budget by \$600,870 and YTD Expenses remain under budget by \$699,923 with 100% of the year elapsed.

Director Culler also reported on the 2016 Legal Expenses for the Town totaling \$41,542.18.

Mayor Pro Tem Clonts inquired as to Account #7021, Streets & Improvements at \$109,463. This was payment to Meetze Construction for \$104,663 and Power Engineering for \$4,800 for repairs and final plats on Fairhaven and Turkey Pointe Subdivisions.

Mayor Pro Tem Clonts also inquired as to Account #6303, Contract & Temporary Labor at 5,445. This was to Account Temps for \$4,880 during the interim between Finance Director Stephens and the hiring of Director Culler. The remaining \$565 was for a court receptionist.

Police Report: Chief Zeigler stated that December had less traffic but more wrecks. Total offenses for 2016 were up from 2015 by 50, possibly due to an additional officer, and there were fewer traffic tickets in 2016 as compared to 2015.

Chief Zeigler had contacted the South Carolina Department of Transportation (SCDOT) in response to last month's request for lights/turn signals at intersections. The SCDOT response from District 1 looked at Chapin Rd and Lexington Ave and indicated that the left lane was too small for a turn area and would back traffic up blocking Beaufort St. A request for a study on Chapin Rd coming from Ballantine and turning left onto Lexington Ave would take approximately two months. The Mayor asked Chief Zeigler to check with Administrator Clauson to find out if there was a contingency for the street scape regarding a two-car turning lane.

Utility Report: Director Metts was glad to be back and thanked everyone for their well-wishing and prayers.

He reported the Wastewater Treatment Plant Expansion Project was on schedule at 30% complete for the design phase and the consulting engineer has developed a plant layout for the topography and other site conditions. The next steps include obtaining geotechnical data for location of rock and development of a grading plan. Structural drawings are also being developed and plans for the Department of Health and Environmental Control (DHEC) permitting is on schedule for April 2017 submittal.

Plans for the Murray Lindler Rd/Old Lexington Hwy Roundabout have been provided. Two major sewer force mains crossing the intersection (in the SCDOT right-of-way) may be in conflict with the roundabout construction. Exact locations of the lines were provided by the Town and a determination from SCDOT regarding relocation of the lines will be provided later this week. Any relocation will require action by the Town and unanticipated expenses would have to come out to the Utility Enterprise Fund. These costs could range from \$20,000 to \$200,000. The final determination would be made over the next few weeks and an action plan submitted to Council. A similar situation could develop from the SCDOT S-48 Project.

The development of the Public Works Division has begun. Job descriptions were developed and advertised. Once filled, employees will begin maintaining Town properties, preparing for lawn maintenance, and general maintenance of Town owned buildings. One of the first projects will be to prepare the 401 Lexington Ave property for rental purposes. Council Members were asked to provide a list of specific public works projects that benefit the public. Once a list is compiled, and projects reviewed, a priority list will be created.

Private development projects are under construction and will be connecting to the Town's sewer system over the next few years. These projects include the following subdivisions: Bickley Estates, Lever Creek Subdivision, Woodland Crossing, Wessinger Farms, Park West Subdivision, and Palmetto Shores. The 266 lots will produce 80,000 gallons of flow per day.

Zoning Report: Administrator Clauson reported on the status of current zoning and sign permits. He is working with SCDOT to refine the scope on the Columbia Area Transportation Study (COATS) Transportation Alternatives Program. Work has been completed and final plats recorded on the Fairhaven and Turkey Pointe subdivisions. A deposition has been scheduled for Turkey Pointe on January 24, 2017 and mandatory mediation is forthcoming.

Old Business

Stormwater Management Ordinance – 2nd/Final Reading: Council Member White moved to adopt, by reference, the Stormwater Management Ordinance of Lexington County, South Carolina allowing the County of Lexington, in conjunction with the Town of Chapin, to enforce the Lexington County Stormwater Management Ordinance #16-04 and the Lexington County Land Development Manual within the Corporate Limits of the Town of Chapin. Mayor Pro Tem Clonts seconded the motion. The Stormwater Management Ordinance “Exhibit A” was approved by a unanimous vote on its second and final reading.

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

Business License Ordinance – 2nd/Final Reading: Mayor Pro Tem Clonts moved to accept the Business License Ordinance amending Town Code to clarify construction project closeout procedures as presented. Council Member Frick seconded the motion. The Business License Ordinance “Exhibit B” was approved by a unanimous vote on its second and final reading.

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

Amend Sections 607 & 608 of the Zoning Ordinance – 2nd/Final Reading: Mayor Pro Tem Clonts moved to accept the ordinance amending Sections 607 & 608 of the Zoning Ordinance to regulate mobile vendors. Council Member Frick seconded the motion. Sections 607 & 608 of the Zoning Ordinance “Exhibit C” was approved by a unanimous vote on its second and final reading:

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

Amend Unified Development Fee Schedule Ordinance – 2nd/Final Reading: Council Member White moved to accept the amendment to the Unified Development Fee Schedule to include Mobile Vendor Permits and Demolition Permits. Mayor Pro Tem Clonts seconded the motion. The Unified Development Fee Schedule Ordinance “Exhibit D” was approved by a unanimous vote on its second and final reading:

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

New Business

Adopt and Enact New Code for the Town of Chapin – 1st Reading: An ordinance to adopt and enact new code for the Town of Chapin was presented. The new code was prepared and published by the Municipal Code Corporation (Municode) and distributed to Council in early 2016. A list and copy of ordinances that were passed by Council but have not been supplemented into the Municode published copy were distributed to Council on December 2, 2016.

Mayor Wilson entertained a motion to approve as presented. Mayor Pro Tem Clonts indicated that Chapter 2, Article 6, Appointment of Municipal Attorney was not approved from “the Town shall have an Attorney” to “the Town may have an Attorney.” The Mayor asked if this ordinance was included in the copies sent to the Council. After further research, the ordinance was not passed by Council or sent to them in the packet on December 2, 2016 but it had been updated in Municode’s published copy to meet state standards. Discussion ensued whether or not Town Code could supersede State Code.

Mayor Wilson amended the motion for the New Town Code with review of Chapter 2 Article 6 for further discussion and moved to accept the remaining ordinances as presented. Council Member White seconded the motion.

Mayor Wilson asked if there was any further discussion. Mayor Pro Tem Clonts inquired as to the meaning of Section 2 of the ordinance “All ordinances of a general and permanent nature enacted on or before November 17, 2015, and not included in the Code or recognized and continued in force by reference therein, are repealed.” These ordinances are included in state statutes and are redundant in nature.

Mayor Pro Tem Clonts wanted to know why Section 4 was included in the ordinance referencing penalties and violations included in Code Section 1-7. Administrator Clauson clarified the intent of Section 4 was to remove redundancy. For example, at the end of every chapter it would state any violations would be punished in accordance with Code Section 1-7. Instead of repeating itself in every chapter it would be stated once unless another penalty was expressly provided.

Mayor Wilson asked Council if they preferred tabling at this time so that questions and concerns could be addressed. He amended his motion to adopt and enact the new code for the Town of Chapin as presented and accept tabling at this time. Mayor Pro Tem Clonts moved to table the ordinance. Council Member White seconded the motion. The Ordinance to Adopt and Enact New Code for the Town of Chapin “Exhibit E” was tabled by a unanimous vote on its first reading:

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

Council can take from the table a motion for reconsideration at the next Town Council meeting.

100% Annexation of 1.04-Acre Tract of Land – 1st Reading: An ordinance for 100% annexation of a 1.04-acre tract of land, located at (approximately) 649 Columbia Ave, into the Town of Chapin was presented. Once the sale of the land is final, the 1.04-acre tract will be subdivided from a 95-acre parcel and zoned General Commercial (GC).

Council Member White moved to accept the ordinance for a 100% annexation of a 1.04-acre tract of land into the Town of Chapin as presented. Mayor Pro Tem Clonts seconded the motion. The Annexation of a 1.04-Acre Tract of Land “Exhibit F” was approved by a unanimous vote on its first reading:

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

Resolution to Adopt the Municipal Association 2017 Advocacy Initiatives – 1st/Final Reading: Council Member Frick motioned to approve the Resolution to Adopt the Municipal Association of South Carolina (MASC) 2017 Advocacy Initiatives as presented. Council Member White seconded the motion. The Resolution to Adopt the MASC 2017 Initiatives “Exhibit G” was approved by a unanimous vote on its first and final reading:

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

Proclamation – South Carolina United Teal and White Day: Mayor Wilson read the Proclamation declaring January 18, 2017 as South Carolina United Teal and White Day “Exhibit H.” Mayor Pro Tem Clonts moved to accept the proclamation as presented. Council Member Frick seconded the motion. All were in favor, motion carried.

Adjournment: The Mayor moved to adjourn Town Council. Council Member Frick seconded the motion. The meeting was adjourned at 6:54 p.m.

COUNCIL APPROVED: February 21, 2017