

**CHAPIN TOWN COUNCIL  
RESCHEDULED REGULAR MEETING MINUTES**

**Tuesday, January 24, 2023  
6:00 p.m.**

**Council Chambers**

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**Members Present:** Mayor Al Koon, Mayor Pro Tem Mike Clonts, Council Member Gregg White, Council Member Vicky Shealy, Council Member Leland Teal

**Staff Present:** Finance Director Laura Culler, Utilities Director Karalyn Miskie, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, Planning and Zoning Manager Kevin Singletary, and Town Clerk Shannon Bowers

**Guests:** James Schafer - American Legion Post 193, Bill Mitchell – Chapin Fellowship Church

**Call to Order:** Mayor Koon called the meeting to order at 6:03 p.m. Mayor Koon then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Invocation and Pledge**

James Schaefer with American Legion Post 193 led the Pledge of Allegiance and Bill Mitchell with Chapin Fellowship Church gave the invocation.

**Mayor's Announcements**

Mayor Koon gave an update on the things that had been successful in 2022, which included: Labor Day Festival, Farmer's Market, Oyster Roast, Old Timey Christmas, staffing changes and additions, and town projects such as SCDOT project, communications tower, unified zoning and development ordinance, and further involvement with the Central Midlands Council of Governments. He stated that these positive changes will help the Town continue to work towards positive growth for the Chapin community.

**Review and Acceptance of Minutes**

Council reviewed the December 20, 2022 regular meeting minutes. Council Member White moved to accept the December 20, 2022 minutes as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes
Council Member Leland Teal:	Yes

**Public Comments Related to Municipal Matters**

There were no public comments.

**Reports**

**Town Administrator's Report:** Administrator Burroughs updated Council on several items that included:

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- The Greater Chapin Community Foundation held their awards ceremony on January 12, awarding \$21,500 to greater Chapin area non-profits. The foundation will hold their annual Groundhog Ball on Friday February 3, 2023 at the Cotton Press.
  - The annual Chapin Oyster Roast will be held on April 10, 2023 on Beaufort St.
  - The Beaufort Street sidewalk project is moving forward with Public Works working towards funding through Lexington County C-Funds, breaking it into three phases.
  - The BZA will review the Tarpon Towers application for compliance before the 2<sup>nd</sup> reading by Council in February. The BZA also approved plans for the renovation of the Chapin High School stadium and an axe throwing venue, but tabled the discussion about cigar shops. The applicant for the cigar shop has since withdrawn their application at this time.
  - Staff will attend an economic development workshop hosted by Lexington County on February 10, 2023
  - Staff worked closely with Lexington Medical Center to express the importance of the need for an urgent care in our community, which Lexington Medical delayed closing for a period of time to evaluate. The Town looks forward to future communications with them on this issue.
  - The Planning Commission will be discussing road names for the new SCDOT roads at their next meeting.
  - WLTX Featured a story on the Greater Chapin Community Foundation Grant Awards, The Town of Chapin will be featured in the Uptown Magazine produced by the Municipal Association of South Carolina for the work the town did on its comprehensive plan, and the Post and Courier contacted her regarding the memo of understanding with the school district for the old school property. She noted that the Town currently is waiting for formal feedback on that agreement.

**Financial Report:** Director Culler reported the general fund revenue YTD as of the end of December 2022 was \$1,737,450.00 and the expenses YTD were \$1,652,782.00. Revenue exceeded expenses by \$84,668.00. Director Culler reported that she is prepping for the annual audit process for 2022 and the auditors will be in on March 6. The revenue from Business Licenses as of the end of December was \$378,232. She stated the 575 business license renewals have gone out and the online business license renewal portal will go live on February 2. The Hospitality Tax fund YTD was \$1,657,798.00 as of the end of December, which included a payment to SCDOT for mast arm traffic signals and a payment for the purchase of new Christmas decorations. The ARP fund balance is \$723,173.31 as of the end of December, which included payments for a new projector and microphones for the community room and office furniture.

The Utility fund Revenue through the end of December was \$5,209,224.00 and expenses YTD \$4,817,262.00. Revenue exceeded expenses by \$391,962.00. Council asked questions regarding increases in the 2022 budget, which Director Culler reported were due to unanticipated increases in taxes or contracted service usages, as well as grant monies awarded to the police department. She also reported that the search for new accounting software would take place in the 2<sup>nd</sup> quarter.

**Police Report:** Chief Griffin updated Council on police department activities. There were 37 offenses, 20 tickets, 66 warning citations, 5 arrests, 13 motor vehicle collisions, 128 officer-initiated contacts, and 168 calls for service from Lexington County reported. Chief Griffin commended Officer Williams on his work, who responded to an incident outside of the town limits and was the first to arrive on the scene, providing lifesaving support until back-up could arrive. Chief Griffin also reported:

- The department has received their body cameras, the new vehicles are currently being upfitted for use, the in-car computers are on the way
- The department will extend an offer for a new patrol officer by the end of the month
- The Chapin Officer Foundation has been established and is moving forward
- Annual Officer banquet will be held in March

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- New partnership with the Greater Chapin Chamber of Commerce to report quarterly at the Chamber Meetings to connect with the business community.

**Utilities Report:** Director Miskie provided council with an update on the written report submitted, which included:

- Rate adjustment notice will be on the January billing and customers will see the increase on the February bill
- Utility department submitted the National Pollutant Discharge Elimination System permit renewal to SCDHEC, renewal will be good for 5 years. Staff has provided additional information requested by SCDHEC and awaits final approval.
- Indian Cove Sewer Force Main construction continues with minor delays, but all services are installed and final permitting is complete, with the tie-in at Old Lexington is completed. Remaining is the force main connection along Indian Cove Road.
- White Water subdivision with 125 lots is ready for the water main installation, both Johns Creek has 40 lots and Lake Tide Summit has 240 lot subdivision under preliminary review. The Lake Tide Drive water main is on the utility capital improvement project list, and staff will discuss with the developer on this project.

### **Discussion Items**

**2023 Town Calendars:** Administrator Burroughs presented the 2023 Town calendars for the Town Council for review and the Architectural Review Board, Planning Commission, and Board of Zoning Appeals to the Town Council for information.

Mayor Pro Tem Clonts moved to approve the 2023 Town Council calendar with the amendment to move the November council meeting to November 28, 2023. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes
Council Member Leland Teal:	Yes

**Discussion of sale of property:** Administrator Burroughs explained that staff has received several inquiries into the sale of properties owned by the Town. She stated that the Town has taken no stance on these inquiries, and asked Council for direction on how to proceed going forward. Generally, Council was not in favor of the outright sale of property unless it was an appropriate sale for the Town and for fair market value. Council generally agreed that this item should be discussed as a part of their strategic planning session to discuss the path moving forward.

### **Action Items**

#### **Consideration of appointments to the Town's volunteer boards:**

Administrator Burroughs explained there were a few open positions on the Town's Planning Commission and several member terms expire. Staff has made recommendations for these appointments and reappointments for Council's consideration.

Council Member White moved to enter executive session to discuss the individuals recommended for board appointments, pursuant to SC Code Section 30-4-70 (a)(1). Mayor Pro Tem Clonts seconded the motion. Council entered executive session at 7:27 p.m.

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Council Member Teal moved to return to regular session. Council Member White seconded the motion. Council returned to regular session at 7:40 p.m.

Mayor Koon acknowledged that discussion in executive session was for information only and no decisions were made in executive session.

Council Member White moved to approve staff recommendations for appointments to the Town's volunteer boards. Council Member Shealy seconded the motion. Motion passed unanimously.

Mayor Al Koon: Yes  
Mayor Pro Tem Mike Clonts: Yes  
Council Member Gregg White: Yes  
Council Member Vicky Shealy: Yes  
Council Member Leland Teal: Yes

**Consideration of approving additional ARP Funds for Police Computer upgrades:**

Administrator Burroughs explained the request for action approving the use of additional ARP Funds for police computer upgrades. Chief Griffin also provided information regarding the research for appropriate computer equipment and software to allow the police department to function properly. The total for expenditure is \$42,000, with \$33,655.87 for the hardware to be purchased with ARP funds, and staff is requesting \$36,000 to cover this cost. Additional costs of \$3,160 plus \$395 per unit of previously awarded ARP funds, with a reoccurring cost of \$6,040 to be included in budget allocations for the future.

Council Member Teal moved to approve Administrator Burroughs to allocate the full \$42,040 from ARP Funds to cover the costs of rugged computers and software, plus an additional \$2,880 to cover the licensing fee for 2024 for a total of \$44,920.00. Council Member White seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Al Koon: Yes  
Mayor Pro Tem Mike Clonts: Yes  
Council Member Gregg White: Yes  
Council Member Vicky Shealy: Yes  
Council Member Leland Teal: Yes

**Adjournment:** Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 7:47 p.m.

COUNCIL APPROVED: February 21, 2023