

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

**Tuesday, January 25, 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: Utilities Director Andy Metts, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Russell Wright, Utilities Supervisor of Operations and Susan Wright, Utilities Coordinator

Call to Order: Mayor Knight called the meeting to order at 3:03 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Items of Discussion

Utilities Department – Capital Project List Discussion: Item 2.a. Purchasing Discussion was skipped to discuss the Capital Project List.

Prior to discussing the Capital Project List, Director Metts acknowledged Russell Wright for receiving the Wastewater Operator of the Year Award and Susan Wright for receiving the Customer Service Award from the Water Environment Association of South Carolina during their Annual Awards Banquet. Chapin Utilities received two of the seven awards presented.

Director Metts also reported on a pre-construction meeting for the Wastewater Treatment Plant (WWTP) Expansion Project. Engineer - Hussey, Gay, Bell, Contractor – M.B. Kahn, and a Department of Health & Environmental Control (DHEC) Representative were there to discuss housekeeping issues related to construction and funding. A notice to proceed was issued to the contractor during the meeting.

Background information was given on the creation of a Capital Improvement Project List. The list provides information in preparing budgets, funding assistance, and developer construction participation. It was approved by Council and last updated in 2016. Director Metts presented the 2018 update “Exhibit A.” The 2018 update included the following projects: Old Lexington Hwy Force Main; Primrose Lane Sewer Force Main; WWTP Surge Control Basin; WWTP Parallel Discharge Line, and Timberlake Sewer Pump Station #6 Standby Pump (included as #6 on 2016 Capital Project List). Director Metts explained how each project tied in and supported the Town’s sewer system. He recommended approval of the 2018 Capital Improvement Project List be placed on the next Town Council’s Meeting Agenda.

Purchasing Discussion: Mayor Knight proposed the following modifications to amend Chapter 8 Article 5 Purchasing: Authorize purchases specifically budgeted up to \$25,000 by Department Directors; Authorize budgeted purchases up to \$50,000 by Mayor and Finance Director; and any purchase over \$50,000 approved by Council. However, the Utility Director would be able to authorize immediate purchases in an emergency situation and report to Council at the next meeting. Funds would also need to be verified with the Finance Director. A Purchasing Ordinance would be placed on Council's Agenda.

2018 Budget Review Discussion: It was discussed that items on the budget should be gone over in more detail during the budget process beginning in August. Some items that needed to be addressed now included possible funding of School Resource Officers (SRO's) for Chapin High School; replacing the Zoning Administrator; and creating a Town Administrator position (possibility of combining responsibilities of Zoning Administrator and Town Administrator). Council was asked to review the 2018 Municipal Budget and be prepared to discuss at a future work session.

February 6, 2018 Town Council Agenda Items Discussion: Items discussed for placement on the February 6, 2018 Council Agenda included: Separating duties of Clerk/Treasurer; Establishing Departments for Finance Director and Town Administrator; Approval of Central Midlands Council of Government (COG) Technical Assistance Agreement; and Appointing a Town Attorney.

Adjournment: Mayor Knight moved to adjourn the Town Council Work Session. Council Member Hollis seconded the motion. The meeting was adjourned at 5:05 p.m.

COUNCIL APPROVED: February 6, 2018