

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, February 1, 2022
7:00 p.m.**

Council Chambers

Members Present: Mayor Al Koon, Mayor Pro Tempore Mike Clonts, Council Member Kay Hollis, Council Member Gregg White, and Council Member Leland Teal

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Deputy Utilities Director Karalyn Miskie, Public Affairs Director Nicholle Burroughs, Police Chief Thomas Griffin, Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

Call to Order: Mayor Koon called the meeting to order at 7:01 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. Tony McCall from American Legion Post 193 led the Pledge of Allegiance and Mayor Koon offered the invocation.

Review and Acceptance of Minutes

Council reviewed the January 4, 2022 regular meeting and January 18, 2022 rescheduled special called meeting minutes. Council Member White moved to accept all minutes as presented. Council Member Teal seconded the motion. Motion passed unanimously.

Mayor Al Koon: Yes

Mayor Pro Tem Mike Clonts: Yes

Council Member Kay Hollis: Yes

Council Member Leland Teal: Yes

Council Member Gregg White: Yes

Public Comments Related to Agenda Items

A member of the public, Leah Glathar, spoke to council regarding the sewer expansion. The Glathar's live on Holly Oak Lane and Ms. Glathar stated her family does not want to be a part of the sewer line coming down that road. She stated that they did not want to be responsible for paying for this expansion since they do not want to participate, and would want something in writing from the Town stating this.

A member of the public, Tony Griffin, spoke to council regarding the sewer expansion. Mr. Griffin first complimented the Town on the new wastewater treatment plant and how well it is performing. He asked council to consider routing the line to an existing sewer line on Crooked Creek Road instead of bringing it down Holly Oak Road. His concern is how far onto property lines the sewer line would go and how many trees would have to be removed to accommodate.

A member of the public, Kim Murphy, spoke to council regarding the sewer expansion. She is concerned about the construction of this major force main and the lack of controls in place by council to use the sewer system to manage growth. She commented on the potential of multifamily, low-income apartment complex on Chapin Road, along with numerous subdivisions being developed in the area and the impact they will have on traffic congestions and

infrastructure. She asked council to put provisions in place to help manage growth. Ms. Murphy questioned whether the town had the correct locations of the roads right of way for this force main project, and the possibility that it may be developed on private property. She requested to see the copy of the plans to see where the lines are to be located, possibly before construction begins.

Reports

Communications Report: Director Burroughs updated Council on several items, which included:

1. Chapin Oyster Roast: March 12, 2022 on Beaufort Street and will go to benefit the Chapin Dog Park
2. Chapin Day of Service: April 9, 2022. There will be no Mayor's Prayer breakfast due to COVID-19 concerns, but moving forward with the day of service.
3. The Chapin Farmer's Market will kick off in May and will be changed to the 2nd Saturdays of the month through October
4. The RFP for the trail signage is out now and will hopefully be utilizing local artists to develop signage for the trail at town hall.
5. Greater Chapin Community Endowment Foundation's Groundhog Ball will be held at the Cotton Press on Friday February 4, 2022

She also noted that an update for renovations for the old town hall should be ready by the next council meeting, work on the streetscaping project for Beaufort Street continues, the capital project sales tax list of projects for Chapin is due February 8, 2022, and Heart of Chapin Yoga will hold a ribbon cutting on February 22, 2022 at 2:00 p.m. RFP for the unified development ordinance is currently out and interviews are being conducted to fill two open positions on Architectural Review Board and Board of Zoning Appeals.

Financial Report: Director Culler reported the general fund revenue as of the end of December 2021 was \$1,885,290. Expenses as of the end of December 2021 were \$1,434,172. An increase in expenses was due to there being 3 payroll periods in December. Revenue exceeded expenses by \$451,118.00. Business License revenue as of the end of January 2022 was \$2,091.00 with more business license renewals to come. The hospitality tax fund YTD is \$1,111,719.00 as of the end of December. The cash balance ARP Fund YTD is \$331,856.00 as of the end of December. The utility fund revenue is \$5,214,860.00 and expenses are \$4,327,991.00 as of the end of December. Revenue exceeded expenses by \$886,869.00. Director Culler noted that the statewide online payment portal for business license renewals would be live on February 2, 2022. She has delayed sending out renewal notices to have them out around the time the portal went live, however, businesses can still mail in or come in to renew business licenses. She noted most businesses would see a slight change in fees due to changes in class schedules. This also required the Town to be revenue neutral, or could not show a gain, as a part of this standardization.

Questions were raised over the increase in overtime (patrol officers) and increase in software costs. Director Culler informed Council that she would check into the increase in software costs. She also noted the increase in overtime in the General Fund was mainly due to the patrol

officers, who get paid overtime for working over 86 hours in a two week period, and working on holidays.

Council Member Teal expressed concern that this standardization process could cause the Town's revenue to be reduced after losing several businesses in Town. Director Culler explained that the rate schedule was based on the year it was calculated (2020) and that when the Town increased or decreased rates, or changed class schedules for each business (based off of NAICS codes), that the Town remained neutral through the standardization process.

Police Report: Chief Griffin updated Council on police department activities. There were 44 offenses, 25 warnings, 6 collisions, 13 tickets, and six arrests for January. Calls for service from Lexington County were at 139, with 71 of those calls being officer initiated. He also clarified for Council that police training in January accounted for most of the overtime accrued. Officer Ryan Galinski was promoted to Captain mid-January and brings 17 plus years of experience to the department. They are currently advertising and interviewing for the open patrol officer position and hopes to have it filled within the month. Chief Griffin also noted that SLED was going to be helping the department with inventory of their evidence room in the coming weeks. A burglary at the Pitt Stop was investigated and warrants are out for the suspects in this case. Newberry County is assisting with that investigation.

Utilities Report: Deputy Director Miskie updated Council on several ongoing utility projects:

1. A notice to process was signed with Abraham Land Surveying for the Indian Cove Road project and they have completed the survey. Deputy Director Miskie received the completed survey earlier on February 1, 2022 and will update Council when she has gone over the material.
2. Final comments were received from Lexington County regarding the Holly Oak Lane sewer encroachment permit and Chris with American Engineering is preparing revisions. There is one additional easement and more site clearing needed than originally planned.
3. Town Hall administrative offices renovations has not started yet, and Springhill Construction is currently waiting on permit approvals from Lexington County. Work will begin in the back corner of the utilities department.
4. Initial fees and signed water and sewer agreements have been obtained for White Water Subdivision and the utility department has submitted final revisions to the drawings, the engineer is working on revisions, and the sewer agreement has been released to the developer of the Pebblebranch subdivision.
5. A letter is pending from SCDHEC for a permit extension for the lagoon closure. It was decided to test the sludge to remain in place. This will help reduce cost on this project due to the increase in sludge hauling prices. Once tests results have been received, DHEC can finalize the permit for the design change.
6. Reynaldo Angulaun has been hired for the Town Engineer position. This was an internal hire and advertisement for his previous position will be advertised immediately. Interviews are also being conducted for the Superintendent of Operations position.

Old Business

Ordinance – Amend Regular Town Council Meetings Date and Time – 2nd reading: Meetings have been on the 1st Tuesday of the month at 7:00 p.m. This change would make Town Council meetings on the 3rd Tuesday of the month at 6:00 p.m. Mayor Koon stated this would help with preparing staff reports as well as allowing council to get recent board/commission updates. Mayor Pro Tem Clonts made the motion to approve the 2nd reading of ordinance number 001-02-2022 amending the regular town council meetings date and time. Council Member White seconded the motion. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes

Council Member Kay Hollis: Yes
Council Member Leland Teal: Yes
Council Member Gregg White: Yes

New Business

Ordinance – Budget Amendment for FY 2022 to provide funds for the master plan and feasibility study for former school property -1st reading: Director Burroughs explained this master plan and feasibility study would need to be in place to provide funding for development of the former school property. A memo of understanding will be drafted between the Town and the school district, and would give the Town 16 months to complete the study. If the school district receives and offer in that time period, the school district must give the Town a 90-day notice of the sale. She noted that ultimately the Town controls the zoning for this property, but 90 days would give the Town enough time to complete the study. This area includes multiple properties own by the Town, school district, and Lexington County. All of these properties are more marketable given its proximity to town, location, and historical significance. Council Member Teal made the motion to approve 1st reading amending the 2022 budget to provide funds for the master plan and feasibility study for the former school property. Council Member White seconded the motion. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes

Council Member Kay Hollis: Yes
Council Member Leland Teal: Yes
Council Member Gregg White: Yes

Request for Action: Participation in the Dominion Energy DSM Rate 17 Incentive Lighting Project: Director Culler explained that Dominion Energy saw the need to update the lighting on the roadway, which would include 79 fixtures located on wooden poles throughout town. The cost of current lighting is anticipated to increase while the cost of LED is anticipated to go down over a 10-year period. Participation in this program would allow Dominion Energy to replace the lights and the Town to pay for them over time. A question was raised about the decorative lighting that already exists, plus the potential for the addition of more decorative lighting. Director Culler stated that is a different process and cost for that was not quoted. Council Member White made the motion to approve the mayor to sign the contract for the Dominion Energy DSM Rate 17 Incentive lighting project. Council Member Teal seconded the motion. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes

Council Member Kay Hollis: Yes
Council Member Leland Teal: Yes
Council Member Gregg White: Yes

Request for Action: East Chapin Force Main Project Easement negotiations -

Executive Session: Mayor Pro Tem Clonts made the motion to enter into executive session to discuss contractual negotiations for the East Chapin Force Main Project pursuant to SC Code Section 30-4-70 (a)(2). Member Teal seconded the motion. Motion passed unanimously. Council entered into executive session at 8:08 p.m.

Mayor Pro Tem Clonts made the motion to return to regular session. Member Teal seconded the motion. Motion passed unanimously. Council returned to regular session at 8:36 p.m. Council took no further action upon their return to open session.

Adjournment: Mayor Pro Tem Clonts made the motion to adjourn the meeting. Member Teal seconded the motion. Meeting was adjourned at 8:36 p.m.

Council Approved: March 15, 2022