



CHAPIN TOWN COUNCIL REGULAR MEETING MINUTES

Tuesday, February 4, 2020
7:00 p.m.

Town Council Chambers
157 NW Columbia Ave, Chapin

Members Present: Mayor David W. Knight, Mayor Pro Tempore Al Koon, Council Member Kay Hollis, Council Member Leland Teal, and Council Member Mike Clonts

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Zoning Administrator Ian Ashford, Police Chief Seth Zeigler, and Town Clerk Shannon Bowers

Staff Absent: Public Affairs Director Nicholle Burroughs

Guests: American Legion Post #193 member Linda Warren

Call to Order: Mayor Knight called the meeting to order at 7:01 p.m. and determined there was a quorum. The appropriate notifications in compliance with the SC Freedom of Information Act had been met. Mayor Pro Tempore Al Koon offered the prayer and Linda Warren with American Legion Post #193 led with the Pledge of Allegiance.

Review and Acceptance of Minutes

Council reviewed the January 7, 2020 Regular Town Council Meeting Minutes. Council Member Clonts moved to accept the minutes. Council Member Hollis seconded the motion. All were in favor, motion carried.

Public Comments Related to Municipal Matters

None

Reports

Communications/Events Report: Director Burroughs was absent from this month's meeting Report was deferred next month.

Financial Report: Director Culler reported that the General Fund Revenue year-to-date (YTD) as of the end of December 2019 is \$1,562,191 and Expenses YTD as of the end of December 2019 are \$1,567,292. Expenses exceed the revenue by \$5,101. The cash balance in the General Fund at the end of December 2019 was \$925,431. The Business License revenue at the end of December 2019 was \$370,839. The revenue is down \$182,939 from the same period in 2018. There were 24 more licenses issued in 2019 than in 2018. The Town is currently accepting business license renewals for 2020 with the deadline for renewals due by April 15, 2020. The 2% Hospitality Tax went into effect February 1, 2020. The first month's remittance is due March 20, 2020 and a report will follow. Material was mailed to all the affected businesses after the Hospitality Tax was passed by Council and follow-up phone calls have been made to make sure they were prepared to implement the tax.

The Town will be monitoring house bill 4431, Business License Bill. Currently, it is being reviewed by the House Labor Commerce and Industry Business License Fee Ad Hoc Subcommittee. The Municipal Association of South Carolina (MASC) is taking the lead role in

working with this bill. The MASC is in support of standardization of the business license bill while being opposed to anything that would reduce revenue to cities and towns. Member Clonts noted that he attended the Hometown Legislative Action Day. During a panel discussion about house bill 4431, many Senators were adamant that this bill would not pass the house. Mayor Pro Tem Koon noted his recent correspondence to House Representative Chip Huggins regarding house bill 4431 and the Representative agreed that the bill would not pass as it is currently written. Member Clonts asked Director Culler if we were prepared to align with the MASC standardized process if it gets approved? Director Culler stated that we are not in a position to be on the front lines to test this, while other larger municipalities are currently testing this process. Member Teal asked if we see that the bill is getting close to possibly being passed, is there some sort of analysis that we can run to see what kind of effect it would have on the town? Director Culler stated she would not have a way to know what business' net income would be as they only report their gross income.

The Town received the Certificate of Achievement for Excellence in Finance Reporting. This is awarded by the Government Finance Officers Association of the United States and Canada for its Comprehensive Annual Finance Report for the fiscal year ending December 31, 2018. This is the highest form of recognition in the area of governmental accounting and financial reporting. This is the second year the Town of Chapin has received this award.

The Utility Fund YTD revenue as of the end of December is \$4,502,158 and the expenses are \$3,138,917. The revenue does exceed expenses by \$1,363,241.

Police Report: Chief Zeigler reported on events happening in January. Most statistics are about average, and nothing significant to report. There were a few thefts that were put out on social media, but arrests have not been made at this time. Chief Ziegler included a year report for 2019 in council packets.

Utility Report: Director Metts updated the Council on continuing projects:

1. Construction of the new Waste Water Treatment Plant is nearing completion. The project is expected to be substantially complete by February 15, 2020. Substantially complete means all facilities are completed, tested and ready for operation. Director Metts anticipates a Permit-To-Operate from the Department of Health and Environmental Control by February 28, 2020 and the final project closeout will be March 31, 2020.
2. Currently, proposals are being requested from qualified engineering firms to evaluate our existing water and sewer systems and to develop a master plan for system expansion. Requests were advertised on January 15, 2020 with submittals scheduled for March 24, 2020. The water and sewer master plan will identify existing problem areas and offer solutions, identify areas of the community currently without service, and what facilities are needed to service those areas. The plan is expected to take approximately six months to complete.
3. The Sewer pump station #31 Rehab Project – This station has experienced significant deterioration from hydrogen sulfide gases. The utilities staff reviewed several options for the rehab and determined that a urethane liner was the best solution. Several contractors were consulted and one was selected to complete the repairs, which were completed the week of January 19, 2020 with no down time at the pump station site. The work was also completed at approximately 25% of the cost of other options considered. Pictures were included for Council to review.
4. The South Carolina Department of Transportation (SCDOT) is currently working on the widening project of I-26 from mile marker 85-101. The project involves the relocation of numerous utilities within the project boundaries and several interstate changes. This will

require the Town of Chapin to relocate several existing sewer lines to accommodate, but SCDOT will be responsible for the cost of the relocations pursuant to Act 36 of 2019 and 23 CFR 645A, which passed the house last year. A proposed Memorandum of Agreement (MOA) has been drafted by SCDOT and provided by the Town for review. The Town Attorney and Director Metts are working with SCDOT representatives to get the agreement in an acceptable form for both parties and Director Metts anticipates this will be ready for Council's consideration for next month's meeting.

Member Teal asked if the SCDOT offer was reasonable to what the Town would have had to pay for to make these relocations. Director Metts confirmed and noted that this would pay for all design fees, construction, and materials needed to relocate our utilities. It would not pay for upgrades to the system. Member Teal asked if that was something the Town would consider at this time. Director Metts noted that for that location, the size of the lines that existing currently are ok.

Zoning Report: Zoning Administrator (ZA) Ashford reported on the following:

Ordinances:

1. Amendments to the Zoning Ordinance for Articles 10-12 have been reviewed by the Planning Commission (PC). Articles 11 and 12 are for administration, policies and procedures, and rules and regulations for the PC, Architectural Review Board (ARB), and the Zoning Board of Appeals (ZBA). Article 10 then needed to be changed due to conflicts with articles 11 and 12. These changes are trying to streamline the process for these boards going forward. The PC had a work session to work through the changes and then held their regular meeting the following week where it was approved for Council review in March. A page turn work session will need to be scheduled later in February for Council to review these changes.
2. ZA Ashford is making headway with the rural designation for zoning to add to the Zoning Ordinance, which would include amendments to Articles 3-6. Mayor Knight asked if he had any comparable rural districts to compare to. ZA Ashford noted that he does have several examples of other towns that fit the footprint for Chapin, but will need other individuals to review to make sure we get the right fit.

Current Projects:

1. Hardees remodel has been approved by the ARB and has received their Certificate of Appropriateness and zoning permit. Sign plans have now been submitted, they meet Town requirements and hopefully will begin the remodel soon.
2. Southern Shores Real Estate Group has sent in an application for a sign permit for them to move into the building that used to be Lake Murray Flower Shop.
3. 100 Percent Annexation petition form was submitted by Lexington Medical Center to annex the adjoining lot they have purchased into the town. This is on the agenda, and can be discussed further then.
4. The property owners at 408 Lexington Avenue have submitted a rezone request to rezone from residential to office commercial. This is on the agenda, and can be discussed further then.
5. Lexington Medical Center has submitted plans for an office building to be built on the pending property requesting to be annexed. The ARB will be reviewing these plans at their meeting on February 6, 2020 at 6 pm.

Member Clonts asked ZA Ashford if the PC had elected a new Chair. ZA Ashford confirmed. The Interim Chair, Joe Dever, had to step down due to conflicts with his work and the PC elected Zack Haney as their new Chair and Rae Davis as the Vice Chair. Both were nominated

by Jerry Shealy. There is currently an open PC seat, and applications to fill the vacancy will be considered.

Old Business

None.

New Business

Recommendation from Planning Commission to approve Zoning Map Amendment (rezoning) application – 1st reading.

To rezone 408 Lexington Avenue from residential to office commercial. Jessie and Jane Frick are asking to have this property rezoned office commercial as surrounding properties are already zoned office commercial.

Mayor Pro Tem Koon motioned to accept the recommendation from the Planning Commission to rezone 408 Lexington Ave from residential to office commercial. Member Clonts seconded. No further discussion was had. Motion passed unanimously.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Recommendation from Planning Commission to approve 100 percent petition form – 1st reading

Lexington Medical Center has submitted an application for the Town of Chapin to annex 1.14-acre parcel adjacent to and east of the Lexington Medical Center Urgent Care along Columbia Avenue. They purchased this property and it has been approved by Lexington County, but is not in the Town of Chapin. The current property that Lexington Medical Center Urgent Care sits on is in the Town. Lexington Medical Center would like to bring all of their property into the Town.

Member Teal made the motion to accept the recommendation from the Planning Commission to approve the 100 percent petition to annex 1.14 acres parcel adjacent to and east of the Lexington Medical Center Urgent Care along Columbia Avenue. Member Hollis seconded. No further discussion was had. Motion passed unanimously.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Appointment of Al Koon as the Town of Chapin member of the COMET board of directors

John Andoh, Executive Director/CEO of the Central Midlands Transit Authority (COMET), has made a request for Council to appoint Al Koon as an advisory member of the COMET board of directors for the Town of Chapin. The COMET has several stops in Chapin, one is a park-and-ride lot at Mt. Horeb Church. Mayor Knight made the motion to accept the appointment of Al Koon to the COMET board of directors. Member Clonts seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Executive Session

Mayor Knight made the motion to enter into an Executive Session to discuss the East Chapin Sewer Force Main Easements. Member Clonts seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Adjournment:

Member Clonts made a motion to adjourn the meeting. Mayor Pro Tem Koon seconded. Meeting was adjourned at 8:49 pm.

COUNCIL APPROVED: March 3, 2020