

**CHAPIN TOWN COUNCIL  
RESCHEDULED REGULAR MEETING MINUTES**

**Tuesday, February 6, 2018  
7:00 p.m.**

**Town Council Chambers  
157 NW Columbia Ave, Chapin**

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

**Members Absent:** None

**Staff Present:** Utilities Director Andy Metts, Finance Director Laura Culler, Sanitary Engineer Dan Lambert, Police Chief Seth Zeigler, Police Captain Ray Craig, and Town Clerk Julie Hammond

**Guests:** John Siemers, Gerald Meetze, and Lil Mood

**Call to Order:** Mayor Knight called the meeting to order at 7:00 p.m. and determined there was a quorum. Mayor Pro Tem Clonts offered the prayer and John Siemers, American Legion Post #193, led with the Pledge of Allegiance. Legion Post events noted included: “Run to the Wall” motorcycle ride from Chapin to Washington DC in remembrance of the Vietnam Veterans on May 25, 2018 and an Unclaimed Veteran’s Memorial Service on February 23, 2018. The Mayor acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Minutes:** Council reviewed the January 2, 2018 Public Hearing and Rescheduled Regular Town Council Meeting Minutes, the January 16, 2018 and January 25, 2018 Special Called Meeting Minutes. Council Member Koon moved to approve the minutes as presented, noting the correction of the Business License Revenue up from 2017 compared to 2016 on the January 16, 2018 Special Called Meeting Minutes. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

**Presentation – Chapin Beautification Foundation:** Gerald Meetze gave an update on the Chapin Beautification Foundation (CBF). He explained that the Oyster Roast Fundraiser held last March helped with the clearing of trees and architectural drawings for the new Town Park (located in front of the railroad tracks between Chapin Rd & Lexington Ave/Clark St). The Foundation will be hosting the Second Annual Spring Oyster Roast Fundraiser on March 24, 2018 at 5:30 p.m. on Beaufort St. All funds raised will go towards the new park.

Mr. Meetze presented other projects the CBF would like to move forward with the Town’s financial assistance:

1. Department of Health & Environmental Control (DHEC) Fees – Cap off old Town Well - \$1,800;
2. Irmo Chapin Recreation Commission (ICRC) 25-year land lease for new digital sign at new Town Square;
3. Flag light (LED) replacements at the interstate - \$500;
4. Light (LED) two more welcome signs - \$3,500 ea;

5. New sign at corner of Columbia Ave & RR Track directing people to new Town Hall - \$750.

A written proposal would be submitted for the CBF and discussed during the next Budget Review Work Session.

### **Reports**

**Financial Report:** Grant Davis, Manager and David Erwin, Field Work Partner with Mauldin & Jenkins would be working with Director Culler on the 2017 Audit beginning on February 13, 2018.

Director Culler attended a Grant Application Workshop for the Recreational Trails Program for the trails behind Town Hall. The grant applications are due March 14, 2018 for projects that are shovel ready by July 2018. She felt that this was not feasible at this time because engineered drawings, including stormwater, landscaping, and possible wetlands, through a Request for Qualifications (RFQ) would be required by the March 14<sup>th</sup> deadline. The item would be discussed at the next Town Council Work Session.

**Police Report:** Chief Ziegler reported on a few incidents including: the passing of a counterfeit \$50 bill; a stolen purse; and an arrest stemming from a recovered occupied stolen vehicle. His officers received 2 Narcan canisters each, used for blocking the effects of opioids, after passing their training on January 26, 2018.

**Utility Report:** The Wastewater Treatment Plant (WWTP) groundbreaking ceremony will be held on March 7, 2018 at 3:30 p.m. at the construction site on Hollyoak Lane by Hussey, Gay, Bell and M.B. Kahn.

Director Metts will be presenting a proposal for an Industrial Pretreatment Program with associated fees at the next Town Council Work Session. The program addresses treatment of high strength waste and establishes pretreatment criteria to industries that may be looking to relocate within the Town's sewer service area (Technology Park).

The Utilities Department updated their current credit card system. It was implemented on February 1, 2018 and allows staff to accept and post a customer's payment instantaneously rather than manually posting each payment. All fees associated with credit card transactions are passed on to the customer.

The Utilities staff are meeting with Lexington County and other utility provider representatives to create an area wide map of utility systems within Lexington County. The map and associated data will be available to the public and used by officials when making permitting decisions of various facilities.

**Zoning Report:** None

### **Old Business**

**Ordinance – Amend Regular Town Council Meetings Date and Time:** Mayor Pro Tem Clonts moved to amend Regular Town Council Meetings date and time to the first Tuesday of each month at 7:00 p.m. Council Member Hollis seconded the motion. Regular Town Council Meetings Ordinance “Exhibit A” was approved on its 2<sup>nd</sup> Reading by unanimous vote:

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

### **New Business**

**Utilities Capital Improvement Plan:** Director Metts presented the 2018 Utilities Capital Improvement Plan “Exhibit B” that was gone over in detail during the January 25, 2018 Town Council Work Session. The list provides information in preparing budgets, funding assistance, and developer construction participation.

Item #1 – Wastewater Treatment Plant Expansion (\$12-15 Million Total – FY 2016 \$40,000 – FY 2017 \$895,000) indicated that all funds have not been spent to date. The total cost will be spread out over a 20-30-year period. Construction and equipment purchases will be a combination of State Revolving Fund (SRF) Loan draws (construction) and Town funds (equipment). Using the Utilities Fund Balance (\$1,000,000 allocated) to purchase equipment reduced the loan period from 30 years to 20 years. A possible equipment purchase in FY 2018 would be discussed at the next Town Council Work Session. Director Metts indicated the possibility of a SRF Loan payment in the second half of FY 2019.

Council Member Baines inquired as to the most recent Utilities Fund Balance in regards to funding these projects and any additional utility line relocations that may come from the S-48 Project. His concern was whether the Town had sufficient funds or if there would be a rate increase. Director Metts indicated the Town had sufficient funds for the projects outlined including the Murray Lindler/Old Lexington Highway utility line relocation.

Director Metts gave a quick synopsis of the additional projects included in the FY 2018 Capital Improvement Plan:

1. Item #6: Old Lexington Highway Force Main, estimated at \$460,000
2. Item #7: Primrose Lane Sewer Force Main, estimated at \$520,000
3. Item #8: Wastewater Treatment Plant Surge Control Basin, estimated at \$1,300,000
4. Item #9: Wastewater Treatment Plant Parallel Discharge Line, estimated at \$3,000,000
5. Item #10: Timberlake Sewer Pump Station #6 Standby Pump, estimated at \$110,000

Director Metts confirmed that Item #2 – 18” Force Main Sewer Interceptor Old Lexington Highway to Wastewater Treatment Plant (WWTP) (also called Crooked Creek Force Main) was from Old Hilton Rd to the WWTP (Town’s portion). The entire project is estimated at \$2.2 million with \$1,200,000 coming from Town funds and the other \$800,000 to \$900,000 funded by the developer.

Mayor Knight moved to approve the 2018 Utilities Capital Improvement Plan as presented. Council Member Koon seconded the motion. The 2018 Utilities Capital Improvement Plan was approved by majority vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Baines:	No	Council Member Hollis:	No
Council Member Koon:	Yes		

**Central Midlands Council of Governments – Technical Assistance Agreement:** Mayor Knight explained the scope of services and contingencies outlined in the agreement. Council Member Hollis moved to ratify the Central Midlands Council of Government’s Technical Assistance Agreement as presented. The Technical Assistance Agreement “Exhibit C” was approved by unanimous vote:

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

**Request for Action/Ordinance – Amend Chapter 8 Article 5 Purchasing:** Mayor Knight explained the ordinance authorizes purchases specifically budgeted up to \$25,000 by Department Directors; Authorizes budgeted purchases up to \$50,000 by Mayor and Finance Director; and any purchase over \$50,000 would need approval 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.

Mayor Knight moved to amend Article 5 of Chapter 8 to establish purchase limits and implement an approval structure. Council Member Koon seconded the motion. Ordinance amending Chapter 8 Article 5 – Purchasing “Exhibit D” was approved on its 1<sup>st</sup> Reading by unanimous vote:

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

**Ordinance – Amend Chapter 2 Article 5 Clerk/Treasurer:** Mayor Knight explained the duties of Clerk/Treasurer were being performed by the Municipal Clerk and the Director of Finance due to growth in Chapin. In order to have Town Code reflect operations, the Council desired to separate the Office of Clerk from Treasurer and create a separate Department of “Director of Finance” to perform the duties of Treasurer and such other duties as may be assigned by Mayor and Council.

Mayor Knight moved to amend Chapter 2 Article 5 to allow for the separation of Office of “Clerk/Treasurer” and establish the Department of “Director of Finance.” Mayor Pro Tem Clonts seconded the motion. Ordinance amending Chapter 2 Article 5 – Clerk/Treasurer “Exhibit E” was approved on its 1<sup>st</sup> Reading by unanimous vote:

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

**Request for Action – Purchase of Police Vehicle:** Council Member Baines moved to approve the purchase of a 2017 Ford Explorer vehicle with new lights and installation of all equipment as presented. Council Member Koon seconded the motion. Request for purchase of a Police Vehicle “Exhibit F” was approved by unanimous vote:

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

It was noted that the purchase was based on a \$50,000 donation to the Police Department from Mr. Brandi.

**Request for Action – Woodthrush Rd Property Abatement:** Police Captain Craig requested abatement of property located at 214 Woodthrush Rd. Neighbors have been complaining since 2013 that the property is overgrown with foliage and debris, eroded, and holding water. The owner was contacted several times with the promise of cleaning up the property and even selling the property. Nothing has been done to date and the neighbors are requesting further assistance from the Town.

Captain Craig noted that a tax lien for the property to be abated is possible. However, the property was recently auctioned during a tax sale for non-payment of property taxes and the owner has the right to pay the delinquent tax for up to one year after the sale and keep the property. Council's concern was that any costs affiliated with the abatement may not be recouped until the property is actually sold. The last cost estimates to abate the property were in 2015 and ranged from \$13,500 to \$30,400.

Council Member Baines moved to defer the request for abatement at 214 Woodthrush Rd. Mayor Pro Tem Clonts seconded the motion. Request for abatement of 214 Woodthrush Rd "Exhibit G" was deferred by unanimous vote:

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

Captain Craig would acquire new estimates to present to Council.

**Executive Session:** Mayor Pro Tem Clonts moved to enter into Executive Session to discuss the appointment of a Town Attorney and the Atkins vs Wilson civil case under Section 30-4-70 (a) (2) of South Carolina. Council Member Hollis seconded the motion. The motion to enter into Executive Session was approved by unanimous vote:

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

Executive Session was entered into at 8:20 p.m. Council re-entered the Rescheduled Regular Town Council Meeting at 9:00 p.m. Council may take action on matters discussed in Executive Session.

Mayor Pro Tem Clonts moved to post the position and receive applications for a Town Attorney for a time period of seven days. Council Member Koon seconded the motion. All were in favor, motion carried.

Council Member Koon moved to approve the payment of legal fees to Attorney Andy Syrett in the civil case of Atkins vs Wilson in the amount of \$2,053. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

### **Public Comments**

Lil Mood lives just outside of Chapin Town limits. She hoped her comments/ideas "Exhibit H" would prompt Council to have additional discussion and exploration into the following: Overnight

accommodations in Chapin; public access to Lake Murray; and public transportation. She thanked Council for listening.

**Adjournment:** Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member Hollis seconded the motion. The meeting was adjourned at 9:10 p.m.

COUNCIL APPROVED: March 6, 2018