

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

**Tuesday, February 13, 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: Finance Director Laura Culler, Utilities Director Andy Metts, Sanitary Sewer Engineer Dan Lambert, Police Chief Seth Zeigler, Captain Ray Craig, and Town Clerk Julie Hammond

Guests: Jeff Shacker

Call to Order: Mayor Knight called the meeting to order at 3:02 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

Town Administrator Position: Jeff Shacker, Field Services Manager of the Municipal Association of South Carolina (MASC) was in attendance to help with the Town Administrator position description. Mr. Shacker supplied Town Council with examples of code, job descriptions, and a posting for a Town Administrator position.

Through discussion Council came to the conclusion that a Town Administrator may not be the right fit for the Town of Chapin. Council Member Preston Baines, Council Member Al Koon, and MASC Field Services Manager Jeff Shacker were assigned to a committee to review the needs of the Town and create a position to reflect those needs (Planning/Zoning Administrator).

Chapin Beautification Foundation: Council reviewed the following costs requested by the Chapin Beautification Foundation (CBF).

1. Department of Health & Environmental Control (DHEC) fees to cap off the old Town Well \$1,800. The Chapin Public Works division could demolish the well house but DHEC charges \$1,800 to properly cap off the well. Council felt this was reasonable and suggested contacting the City of Columbia to make sure they did not have any rights to the well.
2. 25 Year Land Lease with Irmo Chapin Recreation Commission (ICRC) in the Town's right-of-way at the new Town Park. Council felt a lease between the Town and ICRC would need to be dealt with through an attorney.
3. Replacement of flag lights with LED lights at Interstate 26 \$500. Council felt this was reasonable.

4. Light-up two welcome signs with LED lights \$3,500 each. Council felt this was not feasible.
5. Directional sign (to Town Hall) at the corner of Columbia Ave & RR Tracks \$750. Council indicated there was already a sign there.

Re-Cap of Capital Improvement Plan Discussion: Director Metts presented Council with pictures of pump stations, notifications the Utility Department receives for each pump station, and floats used in the pump stations to help explain the process and the need to keep pump stations in good working condition. This background information helped explain the Capital Improvement Plan (upgrading and replacing old equipment) and the benefits for preparing budgets, funding assistance, and developer construction participation.

Council Member Baines noted that DHEC suggests a Sewer Master Plan. A Sewer Master Plan is not in place for existing service but everything outside of the area should be master planned.

Industrial Pretreatment Program Discussion: Engineer Lambert reported that the Town had been approached by Lexington County in regards to a possible tenant in the Chapin Technology Park who would require high strength waste discharge.

He explained the need for an Industrial Pretreatment Program and presented the 2018 Sewer Capacity Surcharges “Exhibit A,” 2018 Sewer Charges for Septage “Exhibit B,” and an Industrial User Wastewater Survey & Significant User Permit Application “Exhibit C.” Engineer Lambert went over the parameters of high strength waste and how he arrived at the surcharges. He included copies for comparison in regards to charges by the City of Cayce, City of Newberry, Richland County, City of Columbia, Spartanburg Sanitary Sewer District, City of Union, and Kershaw County.

Engineer Lambert explained the Wastewater Treatment Plant Expansion would accommodate high strength waste, as well as, the ability for the Town to accept septage. He suggested a 1st Reading for approval of rates sheets at the next Town Council Meeting.

2018 Budget Review: Discussion of Woodthrush Rd Property Abatement was skipped to discuss the 2018 Budget Review.

Dave Chandler, Town of Chapin’s IT Contractor, explained the need for the Town to upgrade its wireless access points. Two main reasons included the Town’s use of older wireless technology and the Utility Department’s upgrade to its credit card system. Mr. Chandler suggested adding four new access points for a total cost of \$640. Money is available in the building and grounds line item as well as being partially funded by Utilities.

This discussion was presented to Council because of the proposed Purchasing Ordinance requiring approval of all costs not included in the budget or non-recurring items without Council approval. This initiated a discussion of amending the proposed Purchasing Ordinance to include a \$2,500 to \$5,000 limit to the Director of Finance for any non-budgeted or non-recurring item.

Woodthrush Rd Property Abatement Discussion: Captain Craig had only received one estimate to date regarding the Woodthrush Rd Property Abatement. The estimate was for \$18,000 and the Town may not be able to recoup the funds from the property abatement for at least a year

(from tax sale) or until the property is sold (current owner has up to a year to pay property taxes). It was suggested that other options be reviewed.

Adjournment: Mayor Pro Tem Clonts moved to adjourn the Town Council Work Session. Council Member Koon seconded the motion. The meeting was adjourned at 5:20 p.m.

COUNCIL APPROVED: March 6, 2018