

**CHAPIN TOWN COUNCIL
REGULAR MEETING
MINUTES**

**Tuesday, February 21, 2017
6:00 P.M.**

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

Members Present: Mayor Skip Wilson, Mayor Pro Tempore Mike Clonts, Member Robbie Frick, Member Kay Hollis, and Member Gregg White.

Members Absent: None.

Staff Present: Communications Director Karen Owens, Zoning Administrator Chris Clauson, Finance Director Laura Culler, Sanitary Engineer Dan Lambert, Police Chief Seth Zeigler, and Town Clerk Julie Hammond.

Guests: Kim Murphy.

Call to Order: Mayor Wilson called the meeting to order at 6:00 p.m. and determined there was a quorum. Council Member White offered the prayer and Mayor Wilson led with the Pledge of Allegiance. The Mayor acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Minutes: Council reviewed the Public Hearing Minutes and Regular Town Council Minutes of January 17, 2017. Council Member White moved to approve the minutes as presented. Council Member Frick seconded the motion. All were in favor, motion carried.

Public Comment: Mayor Wilson opened the floor to public comment relating to agenda items.

Kim Murphy wondered how the Town could set laws, repeal ordinances, and sell property without a Town Attorney to advise them. She urged the Town Council to consider an attorney.

Mayor Wilson responded and informed Kim Murphy during the Mayor's Comments that the Town has and always will have legal representation when appropriate and when applicable. It is more appropriate to hire attorneys in their field of expertise and specialty rather than hiring a Town Attorney as a general practitioner.

Mayor's Comments: Mayor Wilson welcomed Scout Troop 411. Mr. Johnson stated that they were here to observe and take notes to fulfill a merit badge requirement.

Mayor Wilson, Council Member Clonts, and Council Member Hollis attended the Hometown Legislative Action Day earlier this month. They received updates from the Municipal Association and were able to sit down with legislators to discuss the 2017 Advocacy Initiatives.

Two bills (H3650 & H3651) were introduced for Business License Reform (standardization). If passed as written they would grant exemptions to certain business types, strip authority of cities and towns to manage business licensing, and move the insurance and telecommunication collection programs to a state agency.

Business licenses (excluding insurance and telecommunications) account for roughly 42% of the Town's General Fund Revenues. The Mayor has advised Council Members of bringing in other revenue sources but Council has rejected these proposals. The impact of this legislation will be devastating and detrimental to Town operations and may require a significant cut back of services and personnel. Mayor Wilson urged Council Members to be open minded, willing to engage in conversation, and discuss matters of how to plan for this Town's future to avoid having to increase business license revenues and negatively impact this Town in a significant way.

The Town has reached out to the Chapin Chamber for support but the Mayor encouraged, Council Members, business owners, and residents to contact their Legislative Delegation (Representative Chip Huggins and Senator Ronnie Cromer) to voice disapproval of these bills.

Civic Plus Website PowerPoint: Director Owens gave a presentation on the Town's website "Exhibit A." She stated that Council had approved Civic Plus in August of 2015. Civic Plus created the website, provided training, and the system launched in early 2016. The site allows for notifications, e-mails, and text updates of Town business, events, and calendars.

The presentation included top level information, web review, top visited pages, top searched terms, and mobile statistics. The top visited pages started with the Labor Day Festival, Pay Bills, Utilities Department, Police Department, Visit the Town of Chapin, and Business Licenses in that order. Total visits to the site in 2016 were 52,245 and 8,000 for January, 2017. Mayor Wilson asked that a monthly chart/bar graph of web activity be created.

In closing, Director Owes reported that the user could create their own login and submit events for posting at www.chapinnc.com.

REPORTS

Financial Report: Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$99,617 with GF YTD Expenditures at \$87,496 with a balance of \$12,121. YTD Revenue is under budget by \$1,592,933 and YTD Expenses are under budget by \$1,605,054 with 8.3% of the year elapsed.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$693,811 with UF Expenditures at \$189,170 with a balance of \$504,641. She indicated that revenues showed a large increase due to Wessinger Farms Subdivision sewer tap fees. YTD Revenue is under budget by \$2,602,339 and YTD Expenses are under budget by \$3,106,980 with 8.3% of the year elapsed.

Director Culler has added a Business License Analysis page for tracking purposes. Council Member White noted that the average license revenue was down but total revenue was up from 2016 to 2017. The increase in revenue/business licenses was due to sub-contractors as opposed to established businesses.

Account inquiries included:

1. 6003 – Overtime Pay at 45% was due to Police Officer overtime during holidays.
2. 6405 – Property Security Services 58% is a quarterly expense, not monthly.
3. 6028 – Workmen's Compensation Insurance at 52% was due to an increase in salaries and hiring of employees.

Police Report: Chief Zeigler reported 199 calls for service which were down in January as compared to 261 in December and there were only four motor vehicle collisions. Eight Explorer's (Carson Adams, Chip Dye, Devin Siruis, Inaia Wilson, Jake Strange, JJ Sauls, Kory Arnole, and Matthew Protheroe) and two Fiserv employees (Rob Vore and Chris Lindler) helped with the Fiserv Litter Pick-up on February 4, 2017. 360 pounds of trash was collected along Columbia Ave from the interstate to Amick's Ferry Rd. Identity theft saw a small increase in the Southwood Circle Area. Officers were able to stop an incident prior to the individual sending the money because they had contacted the Police Department.

Utility Report: Engineer Lambert was proud to report a \$23,000 cost savings on the elevated water tank cleaning, which occurs every two years. In year's past, after the tank was taken off line and drained for cleaning, maintaining pressure in the system was achieved by wasting water at several fire hydrants, but this year staff developed a pressure regulating system that maintained the pressure without interruption of service to customers, which resulted in the cost savings.

South Carolina Department of Transportation (SCDOT) has requested removal/relocation of all utilities in their right-of-way for the Murray Lindler Rd/Old Lexington Hwy Roundabout. A Request for Action will be presented later in this meeting.

Anthony Andrade, Maintenance Supervisor and Ashton Miles, Maintenance Worker were recently hired to perform public works duties. Reynaldo Angoluan was hired as Superintendent of Inspections, Mapping and Modeling.

Mayor Pro Tem Clonts indicated that state law requires an ordinance to establish a Public Works Department. However, Public Works funds have been approved through the budget since 2003.

Zoning Report: Administrator Clauson reported on the status of current zoning and sign permits. Reconstruction of the burned down house in Turkey Ridge was beginning. The judge denied settlement on Fairhaven (work complete and final plat recorded) because the developer didn't have direct income, he was diverting it into his wife's account. There will be a motion to reconsider. Administrator Clauson will have a four-hour deposition regarding Turkey Pointe on February 22, 2017.

Old Business

100% Petition Annexation Ordinance - 2nd Reading: A 100% Petition Annexation Ordinance "Exhibit B" was presented to annex a 1.04-acre tract of land into the Town of Chapin.

Council Member Frick moved to accept the 100% Petition Annexation located at (approximately) 649 Columbia Ave as presented. Mayor Pro Tem Clonts seconded the motion. The 100% Petition Annexation Ordinance was approved by majority vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	No
Council Member White:	Yes		

Adopt and Enact New Code for the Town of Chapin – Taking from the Table: Last month Council tabled discussion to adopt and enact new code for the Town. Council Member White moved to take from the table the ordinance to adopt and enact new code for the Town of Chapin. Mayor Wilson seconded the motion. Mayor Pro Tem Clonts requested an additional 30 days to

contact Municode and further review the code due to the passing of his mother-in-law. Taking from the table the ordinance to adopt and enact new code for the Town of Chapin was deferred for another 30 days by a unanimous vote:

Mayor Wilson:	No	Mayor Pro Tempore Clonts:	No
Council Member Frick:	No	Council Member Hollis:	No
Council Member White:	No		

New Business

Amend Chapter 17, Article II, Moving Traffic, Driving Across Private Property – 1st Reading: An ordinance amending Chapter 17, Article II, Moving Traffic “Exhibit C” of Town Code was presented. Council Member Frick moved to accept the ordinance amending Town Code to clarify restriction for driving across private property to avoid traffic control devices. Council Member White seconded the motion. The ordinance to amend Chapter 17, Article II of Town Code was approved on its 1st reading by a unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Ratification of SCDOT Easement Request: Ratification of the SCDOT Easement Request “Exhibit D” on Lexington Ave Streetscape for a drop inlet box was presented. Council Member White moved to ratify the SCDOT Easement Request signed on January 27, 2017. Mayor Pro Tem Clonts seconded the motion. Ratification of the SCDOT Easement Request was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Request for Action – Police Department Vehicle(s) Purchase: Chief Zeigler presented a Request for Action “Exhibit E” of a lease to purchase option for two 2017 Ford Interceptor Utilities for the police department based on the need for vehicles, safety of the requested vehicles, and the reliability. The funds would come from 6994 Current YR Reserve (Restricted) \$26,836.68 and the balance from 6601 Equipment and Tools. Finance Director Culler gave Council her recommendation for the lease to purchase.

Council Member White moved to approve a lease to purchase - two 2017 Ford Interceptor Utility Vehicles for approximately \$35,626.20, one to be acquired immediately and the second acquired in September if cash flows were sufficient for the year. Council Member Frick seconded the motion. The Police Department’s Request for Action to purchase vehicle(s) was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Request for Action – Utilities Department Budget Amendment Ordinance for Sewer Line Relocation at Murray Lindler Rd/Old Lexington Rd Roundabout – 1st Reading: Sanitary Engineer Lambert presented the Request for Action on the Murray Lindler Rd/Old Lexington Rd Roundabout “Exhibit F.” The request seeks Council approval of a possible budget amendment of \$250,000 to cover the cost of relocating sewer lines from the Murray Lindler Rd/Old Lexington Rd Roundabout and to authorize the emergency procurement of construction services to complete the relocation project. Utilities staff is awaiting written documentation from SCDOT prior to proceeding.

Council inquiries included:

1. Would there have been more Town involvement in the creation of the roundabout vs other options if the project was located within Town limits? Not determined.
2. Arrival of SCDOT written documentation requesting removal of lines; any day now.
3. Will the relocated lines be in SCDOT right-of-way or in private easements? At least three or four locations will cross SCDOT right-of-way, some could be in private easements but have not yet been determined.

Mayor Pro Tem Clonts moved to approve a possible budget amendment to cover the cost of relocating the sewer lines from the construction area of the Murray Lindler Rd/Old Lexington Rd Roundabout and to authorize the emergency procurement of construction services to complete the relocation project as determined by SCDOT that the Town of Chapin is responsible for the expense to relocate the Town’s sewer lines. Council Member White seconded the motion. Utilities Department Budget Amendment Ordinance for Sewer Line Relocation at Murray Lindler Rd/Old Lexington Rd Roundabout was approved on its 1st Reading by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Request for Action – Utilities Department Discontinue Use of Well #4 in Oakbrook Subdivision: Engineer Lambert presented a Request for Action “Exhibit G” for disconnection of Well #4 in Oakbrook Subdivision and property transfer back to the developer. He explained that Wells #1 and #2 had already been disconnected and transferred back to the developer due to contamination. Well #3 was low yielding and had also been disconnected and transferred back to the developer. Well #4 produces roughly 60,000 gallons of water a day which supplements the Oakbrook Subdivision along with the City of Columbia water system.

The Town has been requested to make improvements (sidewalks, irrigation, etc.) to the lot that Well #4 is on to be consistent with the homeowner’s association. It is the recommendation of the Utilities Department to disconnect Well #4 because it has the possibility of becoming contaminated and the cost difference between the Town’s maintenance and operations costs and purchasing the water from the City of Columbia is minimal.

Council inquires included:

1. Did Well #4 have any contamination at this time. No, the Utilities Department tests it monthly and the Department of Health and Environmental Control (DHEC) does an annual test, which had been performed within the last six months.
2. Is the developer aware of the status of the well? Yes.
3. Define supplemental use of Well #4; the well runs on a timer and runs so many hours a day to supplement the 60,000 gallons of water.
4. Will water customers be affected by the disconnection? No.

Council Member White moved to authorize disconnection of Well #4 in the Oakbrook Subdivision and transfer Well #4 back to the developer with the developer being responsible for all costs and expenses as it relates to this transfer. Council Member Hollis seconded the motion. Utilities Department Request for Action to disconnect Well #4 in the Oakbrook Subdivision was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Resolution to Affirm Town Council’s Commitment to the Town of Chapin – 1st/Final Reading: Mayor Wilson read the Resolution to Affirm Town Council’s Commitment to the Town of Chapin “Exhibit H.” He asked each Council Member for their thoughts and support in signing the resolution.

Council Member Hollis stated she did her job and didn’t approve of the resolution. She also felt that it was unnecessary paperwork.

Council Member White indicated he approved of the proposed resolution and did not have a problem signing it.

Council Member Frick agreed with Member Hollis and had agreed to do these things when he took his oath of office. He felt it was unnecessary paperwork as well.

Mayor Pro Tem Clonts thought all the “Whereas” were things they do anyway and the “Be It Therefore Resolved” was the Mayor’s subjectivity not his subjectivity. He felt Council was responsible to control the growth not drive it. Mayor Wilson suggested a change to the resolution from “Chapin 2017 Initiatives” to “Chapin Residents and Business’.” Mayor Pro Tem Clonts would not support the resolution.

Mayor Wilson felt the resolution was for transparency and if Council was already doing these things then they should have no problem signing it.

Council Member White moved to accept the Resolution of Town Council’s Commitment as presented. Mayor Wilson seconded the motion. Resolution to Affirm Town Council’s Commitment was not approved by a majority vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	No
Council Member Frick:	No	Council Member Hollis:	No
Council Member White:	Yes		

Executive Session - Section 30-4-70 (a) (2) – Discussion of Disposition of Town Owned Properties and Section 30-4-70 (a) (2) – Discussion of Time Warner Lease Agreement:

Council Member White moved to enter into Executive Session to discuss the disposition of Town owned properties and discuss the Time Warner Lease Agreement under Section 30-4-70 (a) (2) of South Carolina. Mayor Pro Tem Clonts seconded the motion. The motion to enter into Executive Session was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Executive Session was entered into at 7:24 p.m. Council re-entered the Regular Town Council Meeting at 8:01 p.m.

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member White seconded the motion. The meeting was adjourned at 8:01 p.m.

COUNCIL APPROVED: March 21, 2017