

**CHAPIN TOWN COUNCIL  
REGULAR MEETING MINUTES**

**Tuesday, February 21, 2023  
6:00 p.m.**

**Council Chambers**

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**Members Present:** Mayor Al Koon, Mayor Pro Tem Mike Clonts, Council Member Gregg White, Council Member Vicky Shealy

**Members Absent:** Council Member Leland Teal

**Staff Present:** Finance Director Laura Culler, Utilities Director Karalyn Miskie, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, and Town Clerk Shannon Bowers

**Guests:** Tony McCall - American Legion Post 193, Tim Hanley

**Call to Order:** Mayor Koon called the meeting to order at 6:02 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.

**Invocation and Pledge**

Tony McCall with American Legion Post 193 led the Pledge of Allegiance and Tim Hanley gave the invocation.

**Public Hearings**

Mayor Koon opened the public hearings at 6:07 p.m.

**Land Lease agreement for real property between the Town of Chapin and Tarpon Towers for the purpose of installing, constructing, and maintaining one telecommunications monopole:** Administrator Burroughs explained the process of working with Tarpon Towers for a communications tower in Chapin. The Board of Zoning Appeals (BZA) has reviewed and granted a special exception use for the tower, on the condition that the plans be altered slightly to accommodate a 22ft oak tree on the site of the communications tower. She also noted that plans originally were to include the creating of a dog park, but Council did not feel that was a profitable avenue at this time. The terms of the communications tower would be for a minimum of 26 years with a maximum of 35 years, subject to rent negotiations after 25 years.

Public Comments: There were no public comments.

Comments by Town Council: There were no comments by Town Council.

**Amendment to the FY 2023 Municipal Budget establishing a budget to provide for the future expenditure of ARPA Funds:** Administrator Burroughs explained the ordinance amending the FY 2023 Budget to establish a budget and provide for the future expenditure of ARPA Funds. The full amount of the remainder of the ARPA Funds will be allocated in the 2023 budget and expenditures will go before council in the form of a resolution, to provide better traceability and transparency into how the ARPA funds are spent. She noted that funds would need to be committed by 2024 and spent by 2026.

Public Comments: There were no public comments.

Comments by Town Council: There were no comments by Town Council.

Mayor Koon closed the public hearings at 6:11 p.m.

### **Mayor's Announcements**

Mayor Koon did not have any new announcements at this meeting.

### **Review and Acceptance of Minutes**

Council reviewed the January 24, 2023 rescheduled regular meeting minutes and February 2, 2023 special called meeting minutes. Council Member White moved to accept the January 24, 2023 minutes as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes

Council Member White moved to accept the February 2, 2023 special called minutes as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes

### **Public Comments Related to Municipal Matters**

There were no public comments.

### **Reports**

**Town Administrator's Report:** Administrator Burroughs updated Council on several items that included:

- Oyster Roast: Has been suspended for 2023 due to scheduling challenges
- The Mayor's Prayer Breakfast will be held on April 21, 2023 at Town Hall, Charlie Bedenbaugh will be the speaker
- Community Service Day will be April 22
- Historical Town Hall renovations continue, work currently taking place on the interior.
- Beaufort Street sidewalk project bid openings will be at 2:00 p.m. on February 24. The project is being broken into 3 phases, staff found this to be the most cost effective and least intrusive to the businesses located on Beaufort Street.
- Staff and Mayor attended an economic development workshop hosted by Lexington County. Administrator Burroughs thanked Sarah Johnson and Charlie Wessinger for their work in coordinating the effort.
- Communications Specialist position is still open, several staff members attended trainings in the last month, and the utility department won an award by HGB Engineering for the design of the waste water treatment plant.

**Financial Report:** Director Culler reported the general fund revenue YTD as of the end of January 2023 was \$90,210.00 and the expenses YTD were \$120,672.00. Expenses exceeded Revenue by \$30,462.00. The revenue from Business Licenses as of the end of January was \$2,001.10. Director Culler noted that the business license portal went live on February 2, and 13 businesses have applied since then.

The Hospitality Tax fund YTD was \$1,730,820.00 as of the end of January. The ARP fund balance is \$709,119.86 as of the end of January.

The Utility fund Revenue through the end of January was \$409,451.00 and expenses YTD \$544,776.00. Expenses exceeded Revenue by \$135,325.00.

Director Culler also noted that the auditors will be at town hall March 6 to begin the audit process. Council enquired about new accounting software to which Director Culler reported that once the audit process is complete, she will be exploring options for new software.

**Police Report:** Chief Griffin updated Council on police department activities. There were 42 offenses, 14 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 42 tickets, 70 warning citations, 7 arrests, 10 motor vehicle collisions, 160 officer-initiated contacts, and 81 calls for service from Lexington County reported.

Chief Griffin noted that Officer David Fairbanks has joined the department, with 13 years of experience. He comes from Richland County, but took a year off. Because of that he will have to go through further training at the police academy before coming on board with the department. He also updated council on an incident where a 14-year-old went missing from the Chapin area. Because of the partnerships with state and local agencies, they were able to locate the individual and return them home. Chief Griffin also reported that five officers have recently completed a federal active shooter training program and the annual officer banquet will be held March 29.

**Utilities Report:** Director Miskie provided council with an update on the written report submitted, which included:

- Staff met with SCDHEC to get the Lagoon closeout/closure project back into a Lagoon Closure submittal versus a Land Application Permit and bid documents are being reviewed by RIA. Staff received comments on 2/21 and will be advertising bids in the coming weeks.
- The Indian Cove Sewer Force Main has been installed and the Town will submit to SCDHEC for a permit to operate. It will be left to individual homeowners to install their individual systems.
- Awaiting SCIIP grant award winners, should know something by the end of March
- Town staff attended a preconstruction meeting to discuss the Tech Park force main relocation for the new entrance/exit ramp for the I26 project.
- The Town has advertised for bids for the Beaufort Street sidewalk project and landscaping upgrades. Bids are scheduled to be opened on February 24, 2023.
- The Chapin Waste Water Treatment Plant was a national finalist for the American Council of Engineering Companies, Engineering Excellence Awards. The project will be considered for a national award in Washington DC.
- Utility staff worked overtime recently to fix force main breaks on Water Oak Trail, Old Lexington Highway, and Whitewater Subdivision.

**Old Business**

**Second Reading:** Mayor Pro Tem Clonts made the motion approving the second reading of the ordinance authorizing the land lease agreement for real property between the Town of Chapin and Tarpon Towers for the purpose of installing, constructing, and maintaining one telecommunications monopole. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes

**Second Reading:** Council Member Shealy made the motion approving the second reading of the ordinance amending the 2023 Municipal Budget establishing a budget to provide for the future expenditure of ARPA funds. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes

**New Business**

**First Reading:** Council Member White made the motion approving the first reading of the ordinance authorizing an access license agreement between the Town of Chapin and School District Five of Lexington and Richland Counties for purposes of conducting a feasibility study and expenditure of funds. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes

Before moving to the next agenda item, Mayor Koon acknowledged school board member Katherine Huddle and thanked the board for the drafted agreement to continue finalizing the agreement.

**Resolution:** Administrator Burroughs mentioned that in previous meetings, a resolution would be brought before council each time ARPA funds were to be spent. Funds in this resolution were already approved at the January 24, 2023 meeting, but staff wanted to track that approval with the prescribed resolution. Council Member White moved to approve resolution no. 001-02-2023 Allocating Police Expenditures under the American Rescue Plan Act. Mayor Pro Tem Clonts seconded the motion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes

February 21, 2023

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COUNCIL APPROVED (Date): March 21, 2023