



## CHAPIN TOWN COUNCIL REGULAR MEETING MINUTES

Tuesday, March 3, 2020  
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 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, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

**Staff Absent:** None

**Guests:** American Legion Post #193 member Dave Schimsa and members of Scout Pack #815, Our Lady of the Hills Catholic Church, Tradd Powell and Ryan Monroe

**Call to Order:** Mayor Knight called the meeting to order at 7:03 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 Dave Schimsa with American Legion Post #193 and members of Scout Pack #815, Tradd Powell and Ryan Monroe led with the Pledge of Allegiance.

### **Public Hearings**

**Adopting the Rezoning from Residential to Office Commercial (OC) for 408 Lexington Avenue:** Mayor Knight presented the proposed rezone of 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 Knight opened up Public Comment. There were no public comments.

Mayor Knight opened up Council Comment. There were no comments from Council.

**Adopting the Annexation of property owned by Lexington Medical Center adjacent to and east of the Lexington Medical Center Urgent Care located at 557 Columbia Avenue.** Mayor Knight presented the proposed annexation by Lexington Medical Center. They wish to annex a 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.

Mayor Knight opened up Public Comment. There were no public comments.

Mayor Knight opened up Council Comment. There were no comments from Council.

Mayor Knight closed the public hearings at 7:08 pm

**Review and Acceptance of Minutes**

Council reviewed the February 4, 2020 Regular Town Council Meeting Minutes and February 20, 2020 Special Called Meeting and Work Session Minutes. Mayor Pro Tem Koon moved to accept the minutes. Member Clonts seconded the motion. All were in favor, motion carried.

**Public Comments Related to Municipal Matters**

None

**Reports**

**Communications/Events Report:** Director Burroughs highlighted several events that she has been involved with and upcoming events in the community:

Chapin was selected to join the On the Table speakers' group. Director Burroughs will be representing the Town of Chapin and the Chapin Community by going around to other municipalities to explain things we have done here, to highlight what has worked and why we are participating in the On the Table events. Irmo was impressed by the response this got and it spoke to the level of participation in our community. It is a good opportunity to come together to improve our community.

Healthcare and Education Day was February 27, 2020. The Leadership Lexington group has come up with a group project to create a large outdoor recreation center at the Dickerson Center. Director Burroughs will be heading up this project. The Dickerson Center has resources available in one place for children who have been victims of abuse.

Chapin High School held their lunch and learn on Monday March 2, 2020 which highlighted their internship program for the next school year. 12-20% of graduating Seniors are looking for something alternative to a four-year college. The Career Center at Chapin High School prepares students for the work force right after graduation. The internship program they are looking to start up next year will place students with employers to get work experience and potentially jobs straight out of high school.

A dedication ceremony was held earlier on March 3, 2020 at Crooked Creek Park for the Crooked Creek Art League's mural project. It was inspired by students of the Crooked Creek Park Afternoon Safari program when asked what their favorite thing about living in Chapin was. The Crooked Creek Art League then took those ideas and conceptualized a mural that is now available for the public to enjoy. They also have a lot of their member artwork on display at Crooked Creek Park.

March 14, 2020 will be Town of Chapin Oyster Roast on Beaufort Street from 6:00pm to 11:00pm. This event will go toward funding the Beaufort Street Sidewalk repair project. The event is \$25 and oysters will be provided at an additional charge. Other food will be available for purchase and drinks provided by the Topsy Toad. The Swinging Medallions will be performing and the event will happen rain or shine.

April 24, 2020 will be the Mayors Prayer breakfast with special guest speaker. April 25, 2020 is the Community Service Day giving the community an opportunity to conduct community service projects in Chapin. Registration forms are out now. May 2<sup>nd</sup> will be the beginning of the Chapin Downtown Farmer's Market season.

**Financial Report:** Director Culler reported that the General Fund Revenue year-to-date (YTD) as of the end of January 2020 is \$156,718 and Expenses YTD as of the end of January 2020 are \$123,297. Revenue exceeded expenses by \$33,421. There were three payroll periods in January

which increased the expenses. The Police department also purchased new body cameras for \$5,800 and the Town purchased new batteries for all the AED units for \$1,200, which were budgeted for. The Business License revenue at the end of January 2020 was \$52,203 which was up \$20,886 from the same month last year and there were 19 less business licenses issued from the same period last year. The Town is currently accepting business license renewals for 2020 with the deadline for renewals due by April 15, 2020.

The Town is continuing to monitor the progress of House Bill 4431, Business License Bill. It has been amended to standardize the business license process. The Municipal Association of South Carolina feels it is now appropriate to support the bill if the amendments hold. It passed a unanimous 2<sup>nd</sup> reading and 3<sup>rd</sup> reading in the house and will now head to the Senate for approval.

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.

Mauldin and Jenkins will be at town hall March 16, 2020 for about a week for the annual audit and will then take what they need back to their office to complete.

**Police Report:** Chief Zeigler reported on events happening in February. He noted that the numbers are low due to the weather with only five collision calls, but normally have about 12-15 collisions. He also commented on Director Burroughs' work with the Dickerson Center. It is a great resource for law enforcement and noted that they have forensically trained staff to handle abuse cases, but have not had to utilize their services here in the Chapin community.

He highlighted work by officer Walker Campbell, who mainly covers the night shift. There was a burglary in Irmo at a vape store in Ballentine that Officer Campbell followed closely on the radio and positioned himself on the Ballentine side of town. A short time after the incident he spotted the vehicle matching the description from the Irmo Police, was able to stop the vehicle, and detained the driver and one passenger. One of the individuals that was detained matched a description from previous car break-ins in the Chapin area as well as some burglary charges in Lexington County. The Lexington County Police and Irmo Police departments both contacted the Chapin Police to thank us for our help.

Officer Campbell also responded as back-up to a call in Lexington County of a possible home invasion. That turned into an apparent drug delivery to the wrong house. The individuals involved were arrested. They also arrested a repeat offender for drugs in the area. Chief Ziegler also made an arrest of an individual with crack cocaine. Chief Ziegler commented that the police department is doing a good job of mitigating crime and being very observant and proactive in town.

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

The Waste Water Treatment Plant construction has been delayed by the rain we have had recently, but the repairs previously noted were completed on Friday. A revised schedule includes filling the basin by the end of the week and a walk-through inspection is scheduled for March 12, 2020. A temporary inspection is to be held by South Carolina DHEC on March 12 and 13, 2020. Once temporary approval is issued by DHEC, sludge will be trucked in from another waste water treatment plant on March 18 with flow being diverted to the new facility on the week of March 23. A final permit-to-operate is anticipated by April 15, 2020.

The Town is currently requesting proposals from qualified engineering firms to evaluate our existing water and sewer systems and to develop a master plan for those systems. The proposals are scheduled to be submitted on March 24, 2020 and will be reviewed by a committee set up to review them and a recommendation will be presented to council.

A memorandum of agreement between SCDOT and the Town of Chapin for the relocation of utilities within the I-26 widening project continues. Director Metts has been working with DOT representatives and the Town attorney to get the agreement in an acceptable form for both parties. Director Metts had hoped to have the final agreement to present to council at this meeting, but felt there was additional work to be done before it was complete. He hopes to have it ready for Council's approval at the next meeting.

Five members of the utility department will be attending the South Carolina Environmental Conference in Myrtle Beach the week of March 15-18, 2020. This will help meet the education requirements for environmental licenses and introduce them to new technologies in the industry.

**Zoning Report:** Zoning Administrator (ZA) Ashford reported that he is making progress amending articles 10-12 of the Zoning Ordinance, but is finalizing the details on these amendments with the town attorney and hopefully will have another work session to discuss with Council.

The Planning Commission met to discuss proposed amendments to articles 3-5 of the Zoning Ordinance and are working to create a rural designation for the rural areas on the outside of town.

The Hardees remodel is underway and seems to be going well. The Architectural Review Board reviewed plans submitted by Lexington Medical Center for their new facility. A few landscaping revisions were requested to be resubmitted, which ZA Ashford received yesterday. He has passed them along to Gerald Meetze for review and is waiting to hear from him.

Five zoning permits and two sign permits were submitted this month.

The Mayor received a Boundary Survey from the Census Bureau, since it is a census year. There were some issues with current town limits. They were not accurate since the last time they were updated, which was 10 years ago at the last census. ZA Ashford has been working on that for the last month to get the data correct and sent out to the census bureau to hopefully have that information up-to-date before the next census starts.

Mayor Pro Tem Koon asked if he had received applications for the open Planning Commission seat. ZA Ashford confirmed that he has received one application and an inquiry from another individual, but has not received an application from that individual at this time. ZA Ashford noted that applications are being accepted through March 20, 2020 and hopes to have a recommendation for Council at the April meeting.

### Old Business

**Ordinance – Adopt the Rezoning from Residential to Office Commercial (OC) for 408 Lexington Avenue – 2<sup>nd</sup> reading – Ordinance #03-013-2020:** Member Clonts motioned to adopt the rezoning from Residential to Office Commercial (OC) for 408 Lexington Ave. Mayor Pro Tem Koon 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		

**Ordinance – Adopt the Annexation of property owned by Lexington Medical Center adjacent to and east of the Lexington Medical Center Urgent Care located at 557 Columbia Avenue – 2<sup>nd</sup> reading – Ordinance #03-04-2020:** Member Clonts made the motion to adopt the annexation of property owned by Lexington Medical Center adjacent to and east of the Lexington Medical Center Urgent Care located at 557 Columbia Avenue. Mayor Pro Tem Koon 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		

### **New Business**

**Ordinance – Amend Article 6: Supplemental Regulations, sections 607 and 608 of the Chapin Zoning Ordinance – 1<sup>st</sup> reading:** Mayor Knight asked Director Burroughs to explain what the amendments were to be. Director Burroughs stated that several businesses have contacted the Town regarding concerns over mobile vendor licensing. Most of those were contacting the town were local businesses and organizations wanting to hold community events. Most of the vendors coming for these events were outside of the Town limits and had purchased a business license and a mobile vendor fee. The cost for vendors to participate was getting too high, causing many of them to back out of the events. The staff is proposing changes to these sections in the zoning ordinance to read that mobile businesses will have to follow the rules set by the ordinance, but only have to pay a business license fee or a mobile vendor fee. These changes would allow mobile vendors to pay either a business license fee or a mobile vendor fee, instead of both. This would encourage businesses to come into town and encourage non-profits to hold events.

Member Teal asked what the cost of the fee would be, and is it a one-time fee, or per event? Director Burroughs noted that the fee would be the same as before, but there are different fees set for different types of events. Member Teal then asked if there was a business in town had a mobile unit, would they be covered by their business license? Director Burroughs confirmed that yes, they would still have to file for a business license, but that it would cover their mobile unit as well. Member Teal then asked if that meant that over time it would be cheaper to get the business license? Director Burroughs noted that not necessarily for everyone, but what they believe is that it will clear up any confusion. Businesses that have a brick and mortar business and a mobile unit will still have to come in and pay, but they won't have to come to Town Hall every single time they have an event they participate in.

Mayor Pro Tem Koon made the motion to accept the amendments to Article 6: Supplemental Regulations, sections 607 and 608 of the Chapin Zoning Ordinance as presented. Member Teal 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		

**Proclamation:** Mayor Knight declared that March 4, 2020 to be American Legion Homecoming Day in honor of South Carolina Department Commander Walt Richardson. Mr. Richardson is a twenty-year member of the American Legion and founding member of Chapin Post 193 where he served as commander for three terms and 100% commander for all three years. He was the founder of the American Legion Riders Chapter 193 where he served as director for three years and the American Legion Riders of South Carolina State Director. Mr. Richardson has earned the Silver Star Certificate for Membership and Post Commander of the Year. In 2012, he initiated The ALRSC 1st Annual Legacy Fund Ride. This was the first statewide ride for the Legacy fund in the nation. Mr. Richardson was elected Commander of the American Legion Department of South Carolina on June 1, 2019. He has since been appointed to Governor McMaster's Advisory Panel for South Carolina Department of Veteran Affairs Secretary Search.

The American Legion Homecoming dinner will be held on March 4, 2020 at 6:00 pm at town hall. Tickets will be at the door and they will be \$12.

**Adjournment:**

Member Clonts made a motion to adjourn the meeting. Member Teal seconded the motion. Meeting was adjourned at 7:52 pm.

COUNCIL APPROVED: May 5, 2020