



CHAPIN TOWN COUNCIL REGULAR MEETING MINUTES

**Tuesday, March 5, 2019
7:00 p.m.**

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

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

Members Absent: Council Member Leland Teal

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Sanitary Engineer Dan Lambert, Planning & Zoning Director Nathan Powell, Director of Public Affairs Nicholle Burroughs, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Chip Huggins, Barbara Teusink, and Lisa Lee Smith

Call to Order: Mayor Knight called the meeting to order at 7:04 p.m., determined there was a quorum, and led with the Pledge of Allegiance. The appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Minutes: Council reviewed the February 5, 2019 Regular Town Council Meeting Minutes and the February 21, 2019 Special Called Meeting Minutes. Mayor Pro Tem Clonts moved to accept the minutes as presented. Council Member Koon seconded the motion. All were in favor, motion carried.

Presentations

Certificate of Achievement for Excellence in Financial Reporting: Representative Chip Huggins presented Laura Culler, Chapin Finance Director, with the Award of Financial Reporting Achievement from the Government Finance Officers Association and a Resolution from the South Carolina (SC) House of Representatives for the Town of Chapin's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending December 31, 2017. This was the 1st time the Town of Chapin has received the award due to the efforts of Director Culler and Mauldin & Jenkins, LLC.

Crooked Creek Art League: Barbara Teusink of the Crooked Creek Art League (CCAL) presented the partnership with the Town of Chapin for "The Arts Sail Into Chapin." The project will create free standing aluminum sailboats creatively painted or embellished by local artists that will be displayed throughout the Town for two months surrounding the Labor Day Festival.

The project has been partially funded through a philanthropic endowment and a grant from SC Arts Commission. The CCAL is seeking sponsorship from local businesses to fully fund the project. Sculptures will be displayed in front of sponsoring businesses and include a month-long scavenger hunt. There will be a CCAL booth at the Chapin Labor Day Festival with voting for a People's Choice Award and a silent auction.

It is CCAL's intent to give back to the Town in supporting growth of the visual arts in the Lake Murray region.

Public Comment Related to Municipal Matters: None

Reports

Communications/Events Report: Director Burroughs attended the SC Governor's Conference on Tourism which gave her great exposure to large industry partners in Lexington County. She also attended several ribbon cuttings/grand openings and Chapin Chamber of Commerce meetings in February. The Jr. Sportsman Classic held on March 2, 2019 was a success and included Cop-Chocolate and popcorn.

Mayor Knight, Council Member Koon, and Director Burroughs attended Lexington County Night in Columbia which was a great opportunity for net-working.

Upcoming events include: A Google Live Workshop at Town Hall on March 6, 2019; Dominion Energy Meet & Greet through the Chamber of Commerce at Lake Murray Presbyterian on March 7, 2019; Bike/Pedestrian Plan Public Meeting at Town Hall on March 7, 2019; and the Chapin Rotary Boots & BBQ Gala at Town Hall on March 30, 2019.

The Mayor's Prayer Breakfast will be on April 5, 2019 with guest speakers Tammy & Brittany Maier followed by Community Service Day on April 6, 2019 with breakfast being served at Town Hall. The first Farmer's Market will be in June and Labor Day preparations have begun.

Financial Report: Director Culler reported on the January General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$119,303 with GF YTD Expenditures at \$126,790 with a balance of (\$7,487).

Director Culler reported on the January Utilities Fund (UF) YTD Actual Revenues at \$270,482 with UF Expenditures at \$199,482 with a balance of \$71,000.

The following items were noted: Workmen's Compensation of \$18,927 for the GF and \$17,084 for the UF (annual payment) was paid in January with an adjustment to follow in April; Auditor Mauldin & Jenkins finished their field work on February 22, 2019, Director Culler will continue to work with them through submission of the CAFR for 2018 due by June 30, 2019; 81 Business Licenses were submitted in January totaling \$31,317 which tracks closely to the same period in 2017; and there appears to be no cost increase in the 2020 State Health Insurance Plan.

Police Report: Chief Zeigler noted the Police Department's positive community relations including: Speaking with the Rotarians on safety concerns; Jr. Sportsman Classic; and the upcoming Easter Egg Hunt. Mayor Knight and Chief Zeigler received signed baseballs from Coach Brian Howell on behalf of the "Under 10 Talent Team," who they spoke to prior to the state tournament.

Law enforcement reports included car break-ins and motor vehicle collisions which were mainly due to distracted driving. An officer's life was threatened during an authorized search for narcotics and no suspect had been identified yet for the hit and run at the 600 block of Columbia Ave.

Utility Report: Director Metts reported on odor complaints at the Waste Water Treatment Plant (WWTP). Completion of the WWTP Expansion Project with its odor scrubbing system will

complete the final step in eliminating the odor complaints but in the meantime the Utilities Department has taken the following steps to reduce odor: Increased the odor reducing chemical feed rate in the collection system and the headworks structure; Cleaned septage receiving station; Installed new divider curtain at the head of the lagoon; Constructed a taller retaining wall around the influent screen; Cleaned floating solids from the surface of the lagoon; Purchased and installed two additional aerators; and Installed a data logger on the influent screen to measure the levels of hydrogen sulfide. The plant has not received an odor complaint in the last two weeks.

The WWTP Expansion Project remains on scheduled and within budget. Final concrete placement should be complete in the next two weeks and installation of mechanical equipment has begun.

Emergency bypass pumps have been installed at Pump Stations #32 and #42 with replacement underway at Pump Station #15.

Sewer pipe relocation at the Murray Lindler Road Round-a-bout is complete and final site cleanup should be complete next week.

Four employees in the Utilities Department will be attending the SC Environmental Conference in Myrtle Beach - March 9-13, 2019.

Zoning Report: Director Powell reported one zoning permit and one pending sign permit. Special Project updates included: Meeting regarding annexation and development requirements for 105 Ellett Rd; Planning Commission will hold a work session to review Article 9 Signs of the Zoning Ordinance; ToolDesign Group will host a Bike/Pedestrian Plan Drop-In at Town Hall on March 7, 2019 from 5:00-7:00 p.m.; and Review of preliminary plans for O'Reilly Auto Parts located at 945 Chapin Rd.

Old Business

None

New Business

Request for Action – Appointment of Two Planning Commission Members and One and/or Two Zoning Board of Appeals Member(s): Director Powell presented a Request for Action in regards to the Planning Commission and Zoning Board of Appeals appointments “Exhibit A.”

Council Member Koon moved to appoint Rae Davis and Jerry Shealy to the Planning Commission and Jessie Bray to the Zoning Board of Appeals. Mayor Pro Tem Clonts seconded the motion. Appointment of two Planning Commission Members and one Zoning Board of Appeals Member was approved by unanimous vote:

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

Ordinance – Amend Chapter 3, Articles 1 & 2 Animals of Chapin Town Code: Proposed Animal Control Ordinance “Exhibit B” adopts amendments of Lexington County Animal Control Ordinance #18-21 “Exhibit C” by reference which allows Lexington County Animal Services to provide enforcement of the ordinance for animal attacks, stray dogs, aggressive dogs, nuisance dogs, and any complaints involving maltreatment of animals such as abuse and neglect.

Mayor Pro Tem Clonts moved to amend Chapter 3, Articles 1 & 2 Animals of Chapin Town Code through adoption by reference of amendments to Lexington County Animal Control Ordinance #18-21. Council Member Hollis seconded the motion. Amendment to the Chapin Animal Control Ordinance was approved by unanimous vote on its 1st Reading:

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

Executive Session: Mayor Pro Tem Clonts moved to enter into Executive Session to discuss the Creek Side at Chapin Place Sewer Agreement under Section 30-4-70 (a) (2) of South Carolina (referencing legal advice). Council Member Koon 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 Hollis:	Yes	Council Member Koon:	Yes

Executive Session was entered into at 8:06 p.m. Council re-entered the Regular Town Council Meeting at 8:25 p.m.

Action on Matters Discussed in Executive Session: Mayor Pro Tem Clonts moved to authorize the Mayor to sign the first amendment to the Sewer Agreement at Chapin Place. Council Member Koon seconded the motion. Authorization for Mayor Knight to sign an amendment to the Creek Side at Chapin Place Sewer Agreement allowing for the option of a Department of Treasury Certified Surety Bond as security was approved by unanimous vote:

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

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member Koon seconded the motion. The meeting was adjourned at 8:29 p.m.

COUNCIL APPROVED: April 2, 2019