

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, March 6, 2018
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 Preston Baines, Council Member Kay Hollis, and Council Member Al Koon

Members Absent: None

Staff Present: Utilities Director Andy Metts, Finance Director Laura Culler, Sanitary Engineer Dan Lambert, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: James Schafer

Call to Order: Mayor Knight called the meeting to order at 7:00 p.m. and determined there was a quorum. Council Member Koon offered the prayer and James Schafer, American Legion Post #193, 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 February 6, 2018 Rescheduled Regular Town Council Meeting Minutes and the February 13, 2018 Special Called Meeting Minutes.

Mayor Pro Tem Clonts moved to approve the February 6, 2018 minutes as presented. Council Member Koon seconded the motion. All were in favor, motion carried.

Council Member Baines moved to approve the February 13, 2018 minutes as presented. Council Member Hollis seconded the motion. All were in favor, motion carried.

Reports

Financial Report: Director Culler reported on the January General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$101,000 with GF YTD Expenditures at \$96,732 with a balance of \$4,268. YTD Revenues are under budget by \$1,619,720 and YTD Expenses are under budget by \$1,623,988 with 8.3% of the year elapsed.

Director Culler reported on the January Utilities Fund (UF) YTD Actual Revenues at \$296,151 with UF Expenditures at \$164,112 with a balance of \$132,039. YTD Revenue is under budget by \$3,636,949 and YTD Expenses are under budget by \$3,768,988 with 8.3% of the year elapsed.

January 2018 Business License Revenue at \$31,534. Business License renewal reminders were sent out mid-March and all license renewals are due by April 16, 2018.

Police Report: Calls for service for January and February totaled 682. Chief Ziegler reported that the new police vehicle should be on the street next month due to the generosity of Mr. Bill Brandi.

With the combined efforts of the Chapin Police Department and Lexington County Police, apprehension of suspects of the Wells Fargo Bank robbery was made within 10 minutes of the incident.

Information was received on multiple suspects of the Fairhaven vehicle break-ins.

Chapin High School parents and students were grateful for police presence after receiving threats. Chief Ziegler stated that reducing fear is an important aspect of being a police officer.

Utility Report: The Wastewater Treatment Plant (WWTP) groundbreaking ceremony will be held on March 7, 2018 at 3:30 p.m. at the construction site on Hollyoak Lane by Hussey, Gay, Bell and M.B. Kahn.

A revised plan for alternate routes to relocate two 12” sewer force mains on the Murray Lindler Round-a-bout was submitted to the South Carolina Department of Transportation (SCDOT). Once Chapin Utilities receives approval of the plan from SCDOT bids will be obtained and presented to Council for approval.

A Request for Proposal (RFP) for an engineer consultant to determine conflicts and estimate costs on the proposed S-48 Project and the Town’s existing sewer lines has been advertised. After committee review, a recommendation will be presented to Council for approval.

The Utility Department received a draft of the National Pollutant Discharge Eliminations (NPDE) permit. The limits are much more restrictive and the Town’s current technology would not meet these limits but with construction of the new Wastewater Treatment Plant (WWTP) Expansion Project the Town will meet the new limits.

Zoning Report: None

Old Business

Ordinance – Chapter 8 Article 5 Purchasing: Mayor Pro Tem Clonts moved to table the Purchasing Ordinance for further review. Council Member Koon seconded the motion. All were in favor, motion tabled.

Ordinance – Chapter 2 Article 5 Clerk/Treasurer: Council Member Baines moved to amend Chapter 2 Article 5 to allow for the separation of office of “Clerk/Treasurer” and establish the Department of “Director of Finance.” Mayor Pro Tem Clonts seconded the motion.

Mayor Knight moved to amend the motion with the requirement in Town Code 2.502 requiring the posting of a surety bond by the Clerk/Treasurer is deleted, however, Section 2.502 should be retained as it pertains to the Director of Finance. Mayor Pro Tem Clonts seconded the motion.

Ordinance #004-03-2018 “Exhibit A” separating the office of “Clerk/Treasurer” and establishing the Department of “Director of Finance” including the proposed amendment was approved on its 2nd Reading by unanimous vote:

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

New Business

Ratify Community Event Coordinator: Council Member Koon moved to ratify the Community Event Coordinator Agreement “Exhibit B” with Nicholle Burroughs of Rile Enterprises, LLC. Council Member Baines seconded the motion. All were in favor, motion carried.

Resolution – Appoint Town Attorney: Council Member Hollis moved to appoint Lisa Lee Smith as Town Attorney. Mayor Pro Tem Clonts seconded the motion.

Resolution #004-03-2018 “Exhibit C” approving a Legal Services Agreement between Smith & Sullivan, LLC and the Town of Chapin and appointing Lisa Lee Smith, Esquire as Town Attorney was approved by unanimous vote:

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

Request of Action/Ordinance – Establish Surcharge Rates for High Strength Waste Discharge: Engineer Lambert gave background information on the Town adopting the Sewer Use Ordinance in 1997, updating in 2006, and developing regulations in 2011. Looking forward he advised the Town look at a pretreatment program to accommodate high strength waste and septage charges. Engineer Lambert provided his approach on developing costs that would be reviewed on an annual basis.

Mayor Pro Tem Clonts moved to amend Chapin Town Code 18.401 establishing 2018 Sewer Capacity Surcharges and 2018 Sewer Charges for Septage as presented. Council Member Koon seconded the motion. Ordinance to establish Surcharge Rates for High Strength Waste Discharge “Exhibit D” was approved by unanimous vote:

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

Public Comments

Public Comment was moved ahead of Executive Session.

Stan Shealy asked if the ordinance to accept septage was approved would the Town be responsible for removing the septage that is currently removed by hired contractor. Director Metts explained that people with septic tanks would still hire a contractor to remove the waste but that the waste could be brought to the new facility to be disposed of and treated. The proposed fee to accept septage was included in the 2018 Sewer Charges for Septage.

JJ Casey provided information concerning the historical designation of the Robinson-Hiller House noting that there are certain requirements to be met regarding the house. She asked that Council along with the Planning Commission take into consideration the requirements of the neighboring property.

Don Carlson gave background information on Fanny Mae and Freddy Mack mortgage loans and cautioned Town Council to tread carefully regarding low income housing.

Executive Session: Mayor Pro Tem Clonts moved to enter into Executive Session to discuss the Director of Planning and Administration Job under Section 30-4-70 (a) (1) of South Carolina. 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 Baines:	Yes	Council Member Hollis:	Yes
Council Member Koon:	Yes		

Executive Session was entered into at 8:05 p.m. Council re-entered the Rescheduled Regular Town Council Meeting at 8:33 p.m. Council may take action on matters discussed in Executive Session.

Council Member Koon moved to approve the position of Director of Planning & Zoning and proceed with posting the job in accordance with the marked-up job description. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member Koon seconded the motion. The meeting was adjourned at 8:35 p.m.

COUNCIL APPROVED: April 3, 2018