



**CHAPIN TOWN COUNCIL  
REGULAR MEETING  
MINUTES**

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

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

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

**Guests:** None.

**Call to Order:** Mayor Wilson noted that the meeting was noticed to begin at 6:00 p.m. or upon completion of the Public Hearings. He called the meeting to order at 5:50 p.m. and determined there was a quorum. Mayor Pro Tem Clonts 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 Regular Town Council Minutes of February 21, 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:** There were no public comments.

**Mayor's Comments:** Mayor Wilson noted a few upcoming events. The Oyster Roast on Beaufort St hosted by the Chapin Arbor Day Program on March 25, 2017. The group will use the funds for improvements to the greenspace next to the railroad tracks and Chapin Rd.

Lexington County Public Safety Officials will host an awareness and educational event at Town Hall on March 30, 2017. Beginning at 5:00 p.m. they will have several vehicles and first responders here to share information and increase awareness followed at 7:00 p.m. by a brief forum where Chief Brian Hood will give an update on new technologies used to improve response times for 911 calls.

The Mayor's Prayer Breakfast will be on March 31, 2017 at 7:30 a.m. at Town Hall. The event is sponsored by Generations of Chapin. A number of local ministers will participate and the guest speaker will be Dr. Akil Ross.

Community Service Day is Saturday Morning, April 1, 2017. A number of groups, businesses, churches, and schools are participating in projects around Chapin. A thank you luncheon will begin at noon at Crooked Creek Park.

The Mayor gave an update on two bills (H3650 & H3651) that were introduced last month on business license standardization that would be detrimental to towns and cities. The bills have been referred back to committee for revision thanks to responses received by our representatives.

Although the hospitality tax and other funding vehicles have not been recognized or achieved, Mayor Wilson is committed to moving forward with amenities and activities to benefit Chapin residents and visitors.

## **REPORTS**

**Financial Report:** Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$278,978 with GF YTD Expenditures at \$301,862 with a balance of -\$22,884. YTD Revenue is under budget by \$1,413,572 and YTD Expenses are under budget by \$1,390,688 with 16.7% of the year elapsed.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$1,142,062 with UF Expenditures at \$394,702 with a balance of \$747,360. YTD Revenue is under budget by \$2,154,088 and YTD Expenses are under budget by \$2,901,448 with 16.7% of the year elapsed.

Director Culler noted two expenses that were paid in February that are paid once a year; the BB&T General Obligation Bond of \$91,262 and the Insurance Reserve Fund of \$26,848. She reported that Auditor Matt Brown had completed his field work and planned to present the Annual Audit at next month's Council meeting. She stated that Hussey Gay Bell had been paid \$136,442 for the design phase of the Wastewater Treatment Plant and Utility Revenues were up due to three new neighborhoods (Woodland Crossing Phase II & III \$122,852, Wessinger Farms Phase I \$347,100, and Long Pine Station \$113,100) sewer-tap fees.

**Police Report:** Chief Zeigler reported 266 calls for service. He noted that with tax time getting close, be cognizant of phone scams. The Department had already posted IRS scams on Facebook. The Chief gave accolades to Josh Caulder for receiving the 2016 Traffic Safety Officer Award from the American Legion. The Police Department had also received a Certificate of Appreciation from Homes for Our Troops.

**Utility Report:** Director Metts reported on the Murray Lindler/Old Lexington Hwy Roundabout. He stated that the Utility Department had received the letter dated February 21, 2017 from the South Carolina Department of Transportation (SCDOT) requesting removal/relocation of all utilities in their right-of-way for the Murray Lindler Rd/Old Lexington Hwy Roundabout. It further stated that no Federal or State Funding would be made available to facilitate the relocation work. Director Metts recommended Council's approval of the 2017 Utility Budget Amendment to proceed with the relocation work.

The City of Columbia has offered to install a Supervisory Control and Data Acquisition (SCADA) Control System on the Town's water tank and control valve to reduce future pressure drops in the City's water supply system through the master meter in the Amick's Ferry Road Community. The City of Columbia will invest approximately \$20,000 for the installation and monitoring of the system and will provide data to the Town at no cost. The new SCADA system will act as a backup to the Town's existing control system and provide additional monitoring and alarms to operators of the water system. The City plans to install the system within the next 30 days.

Mayor Wilson inquired as to the impact on draining the Town's water tank. The modulating valve will slow the water flow down and better control the pressure of the Town's system.

Director Metts reported that four staff members, including himself, attended an Environmental Conference which provided technical training and vendors displaying new products. During the conference the Town's Utility Department was presented with the South Carolina Department of Health and Environmental Control (DHEC) Facility of Excellence Award for 2016.

**Zoning Report:** Administrator Clauson reported on the status of current zoning and sign permits. He indicated that Bailey's expansion and Pelican's Snoball were still awaiting approval. The up-fit at Publix was for Anytime Fitness and Rolls with Holes had been converted to a consignment store. The Columbia Area Transportation Study (COATS) Transportation Alternatives Program (TAP) released their funding applications for 2017 and submittals are due by April 17, 2017. Turkey Pointe has a potential settlement that will be discussed in Executive Session.

### **Old Business**

#### **Ordinance to Adopt and Enact New Code for the Town of Chapin - Taking from the Table:**

Mayor Wilson moved to take from the table the Ordinance to Adopt and Enact New Code "Exhibit A" for the Town of Chapin. Council Member White seconded the motion.

Mayor Pro Tem Clonts found changes made to the Code that he felt should be made by individual ordinance and not by revision of the Town Code. So, he could not support adoption and enactment of the new Code in its current format.

Council Member White pointed out that this was an ordinance in and of itself. He felt it had been reviewed and if changes were agreed to then the ordinance should be approved at this point.

Mayor Pro Tem Clonts explained that no one had offered to explain the changes and he and Council Member Hollis had requested a meeting to discuss the changes. Mayor Wilson stated that he personally offered to explain the code changes to him and Council Member Hollis after the February Council Meeting and felt that a Special Called Meeting was unnecessary. Mayor Pro Tem Clonts recalled Mayor Wilson's offer.

Specific changes that Mayor Pro Tem Clonts objected to:

1. Finance Section – The Town Clerk/Treasurer had been changed to the Finance Director. There is no position for the Finance Director. Mayor Wilson pointed out that in a Mayor/Council Form of Government the only positions requiring Council approval were: Town Attorney, Town Administrator, Town Clerk, and the Town Judge.
2. Section 2.111 Council shall act by ordinance in all matters required by law to be done by ordinance, in order to: 1. Adopt or amend an administrative code or establish, alter, or abolish any department, office, or agency. Mayor Wilson indicated that only four employment positions require Town Council's approval as deemed by State Code.

Council Member White was concerned that codes have not been codified in the last nine to ten years and there wasn't anything in the new Code that he wouldn't approve. He felt this was more about positioning instead of the interest of the Town and called for question.

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

Mayor Wilson stated that the Town will move forward with the codification of Town Code as it is now. He indicated that not moving forward with the revision now will cost the Council, Community, and Citizens considerable time and additional expenses/taxpayers dollars.

**Ordinance to Adopt and Enact New Code for the Town of Chapin/Published by Municipal Code Corporation – 1<sup>st</sup> Reading - Should Council Take the Ordinance from the Table:**

Council did not take the Ordinance to Adopt and Enact New Code from the table.

**Amend Chapter 17, Article II, Moving Traffic, Driving Across Private Property – 2<sup>nd</sup> Reading:** Council Member Frick moved to accept the ordinance amending Town Code to clarify restriction for driving across private property to avoid traffic control devices. Mayor Pro Tem Clonts seconded the motion. The ordinance to amend Chapter 17, Article II of Town Code “Exhibit B” was approved on its 2<sup>nd</sup>/Final 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		

**Utilities Department 2017 Budget Amendment Ordinance for Sewer Line Relocation at Murray Lindler Rd/Old Lexington Rd Roundabout – 2<sup>nd</sup> Reading:** Council Member White moved to accept the 2017 Utility Budget Amendment with the modification of “up to \$250,000” to relocate sewer lines from the Murray Lindler/Old Lexington Roundabout construction area. Council Member Frick seconded the motion. Utilities Department 2017 Budget Amendment Ordinance “Exhibit C” was approved on its 2<sup>nd</sup>/Final Reading by unanimous vote:

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

**New Business**

**Ordinance to Update Article 5 of the Zoning Ordinance – Creation of Zoning District RS-3 and Providing for Assembly Parking Standards – 1<sup>st</sup> Reading:** Council Member Frick moved to approve the update to Article 5 of the Zoning Ordinance as presented. Mayor Pro Tem Clonts seconded the motion. Ordinance to Update Article 5 of the Zoning Ordinance “Exhibit D” was approved on its 1<sup>st</sup> Reading 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:**

- a. Section 30-4-70 (a) (2) – Discussion of RFPs on the Economic Development Strategic Plan
- b. Section 30-4-70 (a) (2) – Discussion of Proposed Sale of Town Owned Property

- c. Section 30-4-70 (a) (2) – Discussion of Settlement of Legal Claim
- d. Section 30-4-70 (a) (2) – Discussion of Town Hall Sidewalk Project
- e. Section 30-4-70 (a) (2) – Discussion of Transportation Alternatives Program (TAP) Application

Council Member White moved to enter into Executive Session to discuss the RFPs on the Economic Development Strategic Plan, Proposed Sale of Town Owned Property, Settlement of a Legal Claim, Town Hall Sidewalk Project, and the TAP Application 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 6:24 p.m. Council re-entered the Regular Town Council Meeting at 7:04 p.m.

**Adjournment:** Council Member White moved to adjourn Town Council. Mayor Pro Tem Clonts seconded the motion. The meeting was adjourned at 7:07 p.m.

COUNCIL APPROVED: April 18, 2017