

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING – WORK SESSION MINUTES**

**Tuesday, March 22, 2018
3:00 p.m.**

**Town Hall - Community Room
157 NW Columbia Ave, Chapin**

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

Members Absent: None

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

Guests: John Thomason, JJ Casey, and Leisha Huffstetler

Call to Order: Mayor Knight called the meeting to order at 3:07 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Items of Discussion

Historical Preservation Ordinance Discussion: Council had deferred the Historical Preservation Ordinance on January 2, 2018 to further educate themselves on the ordinance and held a Council Work Session on January 16, 2018 to discuss in detail. Town Council and the Planning Commission’s concern was that it was not in the best interest of the Town to tell a homeowner of a historic property what to do with their property and any homeowner’s recourse would be to take it to the Court of Appeals.

John Thomason of the Chapin Historical Association (CHA) indicated the ordinance would further the CHA in pursuit of a Chapin Commercial Historical District (CCHD). The CCHD represented 11 buildings collectively, including the Robinson-Hiller House already on the National Historical Register, buildings along Clark and Beaufort, and the Trucky’s building. The CHA submitted a \$5,000 matching funds grant request but with the National Register 80% of the historical property owners must agree to the designation. This did not seem to be an issue with the collective property owners.

Leisha Huffstetler felt the ordinance needed to be revamped. Mayor Knight requested Ms. Huffstetler set up a sub-committee to review/recommend changes to the Historical Preservation Ordinance and report back to Council.

Create Department & Director of Public Works & Utilities Discussion: Council reviewed recommendations made by Town Attorney Lisa Lee Smith to an Ordinance creating the Department & Director of Public Works & Utilities “Exhibit A.” Council requested to move forward with recommended changes to be presented at the April 3, 2018 Regular Town Council Meeting.

Create Department & Director of Planning & Zoning Discussion: Town Council concluded at the February 13, 2018 Work Session that a Town Administrator was not the right fit for Chapin and set a sub-committee consisting of Council Member Baines, Council Member Koon, and Jeff Shacker of the South Carolina Municipal Association to create a position that reflected the Town's needs. Member Baines and Member Koon presented a job description for Director of Planning and Administration which was changed to Director of Planning & Zoning at the March 6, 2018 Regular Town Council Meeting.

Council reviewed recommendations made by Town Attorney Lisa Lee Smith to an Ordinance creating the Department & Director of Planning & Zoning "Exhibit B." Council requested to move forward with recommended changes to be presented at the April 3, 2018 Regular Town Council Meeting.

April 3, 2018 Town Council Agenda Items Discussion: Mayor Knight presented minor changes to the Purchasing Ordinance "Exhibit C" that was tabled at the March 6, 2018 Regular Town Council Meeting. Changes included allowing the Purchasing Agent to pay incidental routine invoices from vendors up to \$5,000.00 whether budget or not and duplication of Section 8.504 b regarding emergency purchases. Council requested to move forward with recommended changes to be presented at the April 3, 2018 Regular Town Council Meeting.

Council Member Koon felt rate increases and availability fees should be addressed after hearing concerns from citizens about the February 1, 2018 Utilities rate increase that was approved in the 2018 Municipal Budget. Council Member Baines suggested a public forum on the sewer system. Utility Director Metts gave background information regarding the availability fees stemming from the Isle of Pines certified petition of October 14, 2003 requesting a Special Tax District for the purpose of installing a public water system to replace the existing obsolete water system. Further information is outlined in a letter regarding 18 Isle of Pines Lot 13 "Exhibit D."

Other items Council discussed for future sub-committee or work sessions included: Revenue, Budget, Role of the Planning Commission, Zoning Ordinance in regards to multi-family housing, managing the sewer system in regards to taps sold, and Director of Communications (Sub-committee of Council Member Baines and Council Member Koon).

Adjournment: Council Member Koon moved to adjourn the Town Council Work Session. Council Member Baines seconded the motion. The meeting was adjourned at 4:52 p.m.

COUNCIL APPROVED: April 3, 2018