



CHAPIN TOWN COUNCIL SPECIAL CALLED MEETING

**Thursday April 9, 2020
3:00 p.m.**

Electronic Meeting

Members Present: Mayor David W. Knight, Member Mike Clonts, Member Kay Hollis, Mayor Pro Tem Al Koon, Member Leland Teal

Members Absent: none

Staff Present: Public Affairs Director Nicholle Burroughs, Zoning Administrator Ian Ashford, Director of Finance Laura Culler, and Town Clerk Shannon Bowers

Guests: Lisa Lee Smith, Jeff Grover

Call to Order: Mayor Pro Tem Al Koon called the meeting to order at 3:00 p.m. Town Clerk Shannon Bowers did a roll call to confirm members present. Mayor Pro Tem Koon determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Public Comments Related to Municipal Matters

Mayor Pro Tem Koon asked the Town Clerk if there were any public comments that had been submitted prior to the meeting. Town Clerk Bowers confirmed that there were no comments.

New Business

Emergency Ordinance Providing for the Temporary Suspension of the Assessment of Penalties for Late Tax Payments as They Relate To Business License Renewals Under Chapin Town Code 8.601 (I) (1): Mayor Pro Tem Koon noted that since the COVID-19 crisis has put a strain on local businesses, many of them have reached out to the staff at Town Hall regarding the deadline for payment on the late tax payments as they relate to business license renewals. This emergency ordinance addresses this issue. Mayor Pro Tem Koon asked Finance Director Culler to explain the ordinance.

Finance Director Culler noted that Governor Henry McMaster issued an executive order #2020-08 related to COVID-19 on March 13, 2020 declaring a State of Emergency for South Carolina. Also, on March 19, 2020, the Mayor of the Town of Chapin issued an emergency proclamation declaring a state of emergency, pursuant to Chapin Town Code Section 2.121. On March 21, 2020, Governor Henry McMaster issued executive order #2020-012 related to COVID-19 and the Department Revenue then extended the State's income tax deadline from April 15, 2020 to July 15, 2020. It then became necessary to review the Town's upcoming business license renewal deadline. Director Culler has reviewed the number of outstanding renewals and looked at the Town's cash flow position for the possibility of adjusting the due date or the assessment of penalties for late payments. She has had a number of phone calls and emails from local business owners about this payment. She noted that the Town of Chapin's deadline for payment is April 15, 2020 and businesses should try to pay by that date if possible. Based on that information, Director Culler recommends that the Town suspend the late payments through May 30, 2020

pursuant to Chapin Town Code 8.601 (l) (1) which allows the Town to suspend late payment. This will be an emergency ordinance and will expire on the 61st day of enactment.

Mayor Pro Tem Koon asked for a motion to approve the emergency ordinance. Member Clonts made the motion to approve the emergency ordinance. Member Teal seconded the motion. Member Teal wanted to understand the deadline of May 30, 2020. He noted that July 15, 2020 was the deadline for federal income taxes and asked why not extend the deadline to match. Director Culler noted that this emergency ordinance will expire in sixty days and will need to be revisited before it expires. Mayor Pro Tem Koon noted that we will need to revisit the emergency ordinance allowing for electronic meetings by the end of May and thought it would be easier to revisit both at one time.

Mayor Pro Tem Koon then called for a vote by roll-call. The motion passed unanimously.

Member Kay Hollis	Yes	Member Mike Clonts	Yes
Member Leland Teal	Yes	Mayor David Knight	Yes
Mayor Pro Tem Al Koon	Yes		

Request for Action – Council to approve one individual to the membership of the Planning Commission. Mayor Pro Tem Koon then noted the next item on the agenda which was a request for action regarding an open seat on the Chapin Planning Commission. Mayor Pro Tem Koon asked Zoning Administrator Ian Ashford to present this individual to Council.

Zoning Administrator Ashford noted that the previous chair of the Planning Commission, Joe Dever, stepped down due to his taking a job in New York. This opened up a spot on the Planning Commission. They advertised for the open position, received several inquires and received one application. The Planning Commission is an advisory board to the Town Council, consists of 5 members and appointed by a majority vote of the Town Council. The Planning Commission makes recommendations to Town Council on zoning and annexation issues; reviews and approves all new subdivisions and is involved in comprehensive planning to improve the health and welfare of the public.

Zoning Administrator Ashford stated that Jeff Grover is a member of the general public who applied for the open position. Zoning Administrator Ashford noted that Mr. Grover has been to every Town Council Meeting as well as the Planning Commission, Architectural Review Board, and the Community Engagement Council meetings, to which he has been a presenter. It is Zoning Administrator Ashford's recommendation that Mr. Grover be appointed to the Planning Commission. Member Clonts made the motion to approve Jeff Grover's appointment to the Planning Commission. Member Teal seconded the motion. No further discussion was had.

Mayor Pro Tem Koon then called for a vote by roll-call. The motion passed unanimously.

Member Kay Hollis	Yes	Member Mike Clonts	Yes
Member Leland Teal	Yes	Mayor David Knight	Yes
Mayor Pro Tem Al Koon	Yes		

Adjournment:

Mayor Pro Tem Koon then called for a motion to adjourn the meeting. Member Clonts made a motion to adjourn the meeting. Member Teal seconded the motion. There was no opposition to the motion. The meeting was adjourned at 3:17 p.m.

Council Approved: May 5, 2020