

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, April 3, 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: Richard Mullinax, Keith Alverson, Cyndi Chin, and Karen McConnell

Call to Order: Mayor Knight called the meeting to order at 7:00 p.m. and determined there was a quorum. Chaplin Richard Mullinax, American Legion Post #193 offered the prayer and Keith Alverson, 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 March 6, 2018 Regular Town Council Meeting Minutes and the March 22, 2018 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.

Presentation

2017 Audit Status: Grant Davis, Mauldin & Jenkins, LLC gave a brief synopsis on the progress of the 2017 Town of Chapin Audit. He indicated the audit was 50-60% complete. Items that were still being received/worked on included property tax information from Lexington County and the Utilities Department inventory. Mr. Davis thought the audit could be completed in the next couple of weeks. One of the bigger pieces that is not required but the Town has elected to do is the Comprehensive Annual Financial Report (CAFR). The firm has not encountered any problems and any recommendations will be presented in the Management letter.

Reports

Financial Report: Director Culler reported on the February General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$276,887 with GF YTD Expenditures at \$236,730 with a balance of \$40,157. YTD Revenues are under budget by \$1,443,833 and YTD Expenses are under budget by \$1,483,990 with 16.7% of the year elapsed.

Director Culler reported on the February Utilities Fund (UF) YTD Actual Revenues at \$555,773 with UF Expenditures at \$295,102 with a balance of \$260,671. YTD Revenue is under budget by \$3,377,327 and YTD Expenses are under budget by \$3,637,998 with 16.7% of the year elapsed.

February 2018 Business License Revenue was \$70,240 on 61 licenses issued. Business Licenses are due by April 16, 2018.

Director Culler highlighted items to watch in the 2019 Municipal Budget. They included an increase in Property & Liability Insurance of about \$6,500 and a possible Health Insurance increase of \$12,000-\$13,000.

Police Report: Calls for service for March totaled 267. The Police Department had a couple of narcotics arrests, follow-up investigation on the Wells Fargo Bank Robbery, as well as, an armed robbery at the Rainbow Gas Garden. The Police Department has been seeing an increase in Driving Under the Influence (DUI) incidents.

Utility Report: Request for Proposals (RFP's) for the Utility Relocation on the S-48 Road Construction Project were received and are being reviewed. The proposal will identify conflicts and estimate the cost of relocations. A recommendation will be presented to Council in May.

Director Metts reported on the status of the Utility Relocation Bill which requires the South Carolina Department of Transportation to bear the cost of relocating a public utility's water and sewer lines as part of the road construction project. This could make a significant impact on the Town of Chapin and its upcoming road improvement projects. Council Member Baines asked Council and citizens to contact their legislators to ensure passage of the bill.

The Utilities Department received the draft Wastewater Treatment Plant (WWTP) Discharge Permit from the Department of Health and Environmental Control (DHEC). Discharge limits are more restrictive but appear to be obtainable with the improved technology of the new WWTP.

A revised plan to relocate two 12" sewer force mains was submitted to SC Department of Transportation for the Murray Lindler Rd Round-a-Bout. Upon approval bids will be obtained from contractors for the relocation and presented to Council for approval.

Director Metts announced that the Utility Department received the statewide "Facility in Excellence Award" for 2017. This is the third year in a row that they have received the award.

The Utilities Department quarterly newspaper prepared by Engineer Lambert was presented to Council.

Old Business

Ordinance – Chapter 8 Article 5 Purchasing – 2nd Reading: Mayor Pro Tem Clonts moved to take from the table the ordinance to establish purchase limits and implement an approval structure. Council Member Hollis seconded the motion. All were in favor; the Purchasing Ordinance was taken from the table.

After further review of the ordinance, an exception for the Purchasing Agent to pay incidental routine invoices from vendors and credit card companies up to \$5,000 whether budgeted or not was included.

Mayor Pro Tem Clonts moved to amend Article 5 of Chapter 8 to establish purchase limits and implement an approval structure. Council Member Koon seconded the motion. Article 5 of Chapter 8 Ordinance #005-04-2018 "Exhibit A" 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		

Ordinance – Establish Surcharge Rates for High Strength Waste Discharge – 2nd Reading: 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 Baines seconded the motion. Ordinance #006-04-2018 “Exhibit B” to establish Surcharge Rates for High Strength Waste Discharge 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

Proclamation – “Chapin Garden Club Day:” Mayor Knight introduced Cyndi Chin, President and Karen McConnell, Past President of the Chapin Garden Club and presented them with the Mayor’s Proclamation “Exhibit C” declaring April 6, 2018 as “Chapin Garden Club Day.” Council Member Hollis spoke at the 80th Anniversary Celebration of the Garden Club on March 23, 2018.

Request for Action “Exhibit D” – Appointment of ZBA Members and a Planning Commission Member: Mayor Pro Tem Clonts moved to re-appoint Zoning Board of Appeals (ZBA) Chairman Jerry Shealy, ZBA Member Walt Shealy, and Planning Commission Member Doug Barnett. Council Member Hollis seconded the motion. All were in favor, motion carried.

Council Member Baines suggested an open process going forward to allow other members of the community to serve on Boards and Commissions.

Ordinance – Create Department & Director of Planning & Zoning – 1st Reading: Chapin Town Council had approved the position of Director of Planning & Zoning in March and this ordinance formalizes Council’s action.

Council Member Koon moved to adopt Chapter 2 Article 7 of Chapin Town Code to establish a Department of Planning & Zoning and create the position of Director of Planning & Zoning. Council Member Hollis seconded the motion. An ordinance to create the Department & Director of Planning & Zoning “Exhibit E” was approved on its 1st Reading by unanimous vote:

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

Ordinance – Create Department & Director of Public Works & Utilities – 1st Reading: Utilities Director Metts holds the position of Director of Public Works & Utilities and this ordinance formalizes the position and department.

Council Member Koon moved to adopt Chapter 2 Article 8 of Chapin Town Code to establish a Department of Public Works & Utilities and create the position of Director of Public Works & Utilities. Council Member Baines seconded the motion. An ordinance to create the Department & Director of Public Works & Utilities “Exhibit F” was approved on its 1st Reading by unanimous vote:

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

Ordinance – Amend Chapter 2 Article 1 Compensation of Town Council – 1st Reading:

Council Member Baines moved to postpone amending Chapter 2 Article 1 setting compensation of Mayor and Town Council for further review of past ordinances. Council Member Koon seconded the motion. Amending Chapter 2 Article 1 “Exhibit G” was postponed on its 1st Reading by unanimous vote:

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

Ordinance – Amend Chapter 8 Article 1 Disbursements/Authorized Signatures – 1st Reading:

The Ordinance to Amend Chapter 8 Article 1 was revised to update all disbursements shall be made by check and shall be co-signed by two of the following: Mayor, Director of Finance, a designated member of Council in the General Fund accounts and Mayor, Utilities Coordinator, a designated member of Council in the Utilities Fund accounts.

Council Member Baines moved to amend Chapter 8 Article 1 authorizing signatures of financial disbursements. Mayor Pro Tem Clonts seconded the motion. Amending Chapter 8 Article 1 “Exhibit H” was approved on its 1st Reading 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

None

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member Baines seconded the motion. The meeting was adjourned at 8:01 p.m.

COUNCIL APPROVED: May 1, 2018