

**CHAPIN TOWN COUNCIL  
REGULAR MEETING  
MINUTES**

**Tuesday, April 18, 2017**

**6:00 P.M. or Upon Completion of the Public Hearing**

**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:** Alex Metts, Kari Pepper McKeone, Whitney Jeffcoat, Joe Cirillo, and Kim Murphy.

**Call to Order:** Mayor Wilson noted that the meeting was noticed to begin at 6:00 p.m. or upon completion of the Public Hearing. He called the meeting to order at 5:49 p.m. and determined there was a quorum. Member White offered the prayer and Mayor Pro Tem Clonts 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 Public Hearing and Regular Town Council Minutes of March 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:** Mayor Wilson opened the floor to public comment relating to agenda items.

Kim Murphy stated she had reviewed past Council minutes and suggested that the Mayor had elaborated on items of the minutes; to be specific “Council Members not able to hire a Town Attorney.” She asked that he refrain from this in the future.

Mayor Wilson explained that the minutes are a paraphrasing of the meetings and to record the actual transactions and activities that take place. Council has reviewed and passed the minutes of previous meetings.

**Mayor’s Comments/Recognitions:** Mayor Wilson recognized Alex Metts and Kari Pepper McKeone for their service to Chapin and going “Above and Beyond.” Mr. Metts has provided the Town with unlimited support at his own cost and has donated truckloads of mulch to beautify various parts of Chapin over the years. Ms. McKeone has volunteered for several events such as: Community Service Day; Labor Day Festival; and the Welcome Sign Project. The signs were donated through the Justin Pepper Foundation, which Ms. McKeone is Chairwoman of. Mayor Wilson thanked Mr. Metts and Ms. McKeone and presented them with Above & Beyond T-Shirts.

The Mayor thanked American Legion Post 193 for their continued support to Chapin. Last week they held their Annual Awards Ceremony where they recognized several individuals including Chapin’s Officer Josh Caulder. This Sunday they are hosting a fundraiser for college tuition for

children of the US Military who were killed or wounded in action since 9-11 along with hosting the American Legion Riders of South Carolina Legacy Ride. After the Post serves lunch, the riders will depart at 3:00 p.m. to ride to the State Capitol for the Legacy Ride closing ceremonies.

Whitnei Jeffcoat, Community Manager for Chapin's Relay for Life and Joe Cirillo, Local Business Owner were recognized for serving on the planning committee for Relay for Life. Mayor Wilson asked that Council move Agenda Item 9.d. - Proclamation for "Relay for Life Day" to this point in the meeting.

**Proclamation – "Relay for Life Day:"** The Mayor read the Relay for Life Day Proclamation "Exhibit A." Mayor Pro Tem Clonts moved to approve the proclamation declaring May 5, 2017 as Chapin, SC "Relay for Life Day." Member White seconded the motion. All were in favor, motion carried.

## **REPORTS**

**Financial Report:** Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$364,687 with GF YTD Expenditures at \$443,990 with a balance of -\$79,303. YTD Revenue is under budget by \$1,327,863 and YTD Expenses are under budget by \$1,248,560 with 25% of the year elapsed.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$1,372,050 with UF Expenditures at \$615,223 with a balance of \$756,827. YTD Revenue is under budget by \$1,924,100 and YTD Expenses are under budget by \$2,680,927 with 25% of the year elapsed.

Director Culler noted a fluctuation in the first quarter due to two large annual expenditures in February, as well as, processing three payrolls instead of the usual two, and business license revenues coming in slowly before the April 17, 2017 deadline.

**Police Report:** Chief Zeigler reported 295 calls for service. He stated that not only did Officer Caulder receive the Post's Officer of the Year Award but received the Bronze Level DUI Enforcer Award at the Annual Law Enforcement Network Conference. Chapin's Police Department was one of five that fully participated out of approximately twenty in the DUI portion of the Network. Captain Craig attended a training for Human Trafficking in Lexington. He and Chief Zeigler would be putting together a two-hour training for the Department before court next month.

**Utility Report:** Director Metts reported on the Wastewater Treatment Plant Expansion Project. The project is on schedule for the 2017 State Revolving Fund (SRF) funding deadline. Both the design plans and the SRF funding application are 90% complete. The funding application will require two resolutions that will be brought before Council in May.

The Murray Linder/Old Lexington Roundabout utility line relocation is at a standstill. The South Carolina Department of Transportation (SCDOT) has yet to finalize a utility location plan for all utilities having to relocate their lines in the roundabout. Engineer Lambert collected data and presented a relocation plan to SCDOT and other utilities. SCDOT is reviewing the plan and the Utilities Department should be able to present a cost estimate to Council in May.

The Town Staff has developed several hydraulic models that assist in making decisions on available capacity, pipe sizes for service areas, and pump station requirements for new and existing

developments. The models are also used for budgeting capital improvement projects that insure satisfactory operation of the Town's utility systems.

A Quarterly Utilities Newsletter has been going out for about a year and a half, and is available on the Town's website. The newsletter keeps customers apprised of possible problems to watch for regarding their water/sewer systems, contacts, and Utility Department news.

**Zoning Report:** Administrator Clauson reported on the status of current zoning and sign permits. He reported two new constructions in the Eagles Nest Development, which is nearly built out with two lots remaining.

He received an update on the Hazard Mitigation Planning Grant, the 2016 application has been passed on to Federal Emergency Management Agency (FEMA) and the Town should know if the grant is approved by June 6, 2017. Administrator Clauson also submitted a preliminary application for additional funds for five additional pump stations.

The 2017 Columbia Area Transportation Study (COATS) Transportation Alternatives Program (TAP) application has been submitted. It will be reviewed by the Council of Governments (COG) Transportation Committee and sent to DOT.

Fairhaven Subdivision will have an upcoming hearing to appeal the judge's decision. A settlement agreement for Turkey Pointe was included in the Council packet and the Town is still awaiting payment. The attorney has sent an inquiry letter and the Town may need to go back to court if the agreement is not kept.

Administrator Clauson is working on the Request for Proposal (RFP) for the sidewalks running from Town Hall to the railroad tracks.

### **Old Business**

**Ordinance to Update Article 5 of the Zoning Ordinance – Creation of Zoning District RS-3 and Providing for Assembly Parking Standards – 2<sup>nd</sup> Reading:** Mayor Pro Tem Clonts moved to approve the update to Article 5 of the Zoning Ordinance as presented. Member Frick seconded the motion. Ordinance to Update Article 5 of the Zoning Ordinance "Exhibit B" was approved on its 2<sup>nd</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 |                           |     |

**Settlement Agreement of Legal Claim (Turkey Pointe Subdivision):** Member White moved to accept the settlement agreement between the Town of Chapin and David W. Hilburn for the Turkey Pointe Subdivision once the funds have been received. Mayor Pro Tem Clonts seconded the motion. Settlement Agreement for Turkey Pointe Subdivision "Exhibit C" 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 |                           |     |

**New Business****Ordinance to Update Article 3 of the Zoning Ordinance – Creation of Zoning District RS-3:**

Member White moved to approve the update to Article 3 of the Zoning Ordinance as presented. Member Frick seconded the motion. Update to Article 3 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 |                           |     |

**Ordinance to Re-Zone Revelstone Subdivision from RG to RS-3:** Member White moved to adopt the RS-3 Zoning District for the entire Revelstone Subdivision. Member Hollis seconded the motion. Ordinance to Re-Zone Revelstone Subdivision “Exhibit E” 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 |                           |     |

**Ordinance to Lease Property Located at 401 Lexington Ave:** Member White moved to authorize the Mayor to enter into a lease agreement for the lease of building and grounds at 401 Lexington Ave. Member Frick seconded the motion. Ordinance to Lease Property at 401 Lexington Ave “Exhibit F” 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 |                           |     |

Member Hollis asked if improvements to the kitchen and bathroom had been made. Mayor Wilson confirmed that the improvements had been made.

**Executive Session:**

- a. Section 30-4-70 (a) (2) – Discussion of Contract on Economic Development Strategic Plan
- b. Section 30-4-70 (a) (2) – Discussion of Time Warner Lease Agreement
- c. Section 30-4-70 (a) (2) – Discussion of Possible Sale of Town Owned Properties
- d. Section 30-4-70 (a) (2) – Discussion of Proposed Purchase of Property

Council Member White moved to enter into Executive Session to discuss the Contract on the Economic Development Strategic Plan, Time Warner Lease Agreement, Possible Sale of Town Owned Properties, and Proposed Purchase of Property 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 6:29 p.m. Council re-entered the Regular Town Council Meeting at 6:45 p.m. Council may take action on matters discussed in Executive Session.

**Discussion of Contract on Economic Development Strategic Plan:** Member White moved to accept a contract with Creative Economic Development Consulting to do an Economic Strategic Plan for the Town of Chapin for \$28,000. Mayor Pro Tem Clonts seconded the motion. The contract for the Economic Strategic Plan 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 |                           |     |

**Discussion of Time Warner Lease Agreement:** Member Frick moved to renew the Time Warner Communications/Cable Lease Agreement with the Town of Chapin as presented. Member Hollis seconded the motion. The Time Warner Lease Agreement 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 |                           |     |

Director Culler was commended for helping negotiate an increased income for the Town under the Time Warner Lease Agreement.

**Discussion of Possible Sale of Town Owned Properties:** The Town will move forward with appraisals on specific properties of interest outside of Town.

**Adjournment:** Council Member White moved to adjourn Town Council. Council Member Hollis seconded the motion. The meeting was adjourned at 7:47 p.m.

COUNCIL APPROVED: May 16, 2017