

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, May 1, 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: Walt Richardson, Nicholle Burroughs, and Alecia Klauk

Call to Order: Mayor Knight called the meeting to order at 7:01 p.m., determined there was a quorum, and welcomed Scout Troop 870. Mayor Pro Tem Clonts offered the prayer and Walt Richardson, 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 April 3, 2018 Public Hearing and Regular Town Council Meeting Minutes and the April 17, 2018 Special Called Meeting Minutes. Council Member Koon moved to accept the minutes as presented. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

Presentation

Screaming Eagles Special Needs Athletes: Patrick and Jenny Bowers own Jump Start Pediatrics. Inspired by their own son, they opened eight years ago in the Chapin area and provide physical, speech, and occupational therapy for the special needs community.

About two years ago they started the Screaming Eagles Special Needs Athletes. They began with eight kids and are up to thirty-eight playing baseball and soccer. They are looking for a home to build ball fields and the old Chapin High School property is perfect, they are working with the School District in hopes of acquiring the property. Their vision is to be a focal point for Chapin providing a day or possibly a 24-hour facility incorporating gardens, golf cart rides, and work a few hours a day at the local Publix.

The Bower's appreciated the opportunity to present their vision. Council thanked them for all they do.

Public Comments Related to Agenda Items

None

Reports

Communications/Events Report: Nicholle Burroughs reported on the Community Prayer Breakfast which was a big success. The keynote speaker was Wayne Atcheson, Library Historian for Billy Graham and Billy Graham Evangelistic Association. Performances provided by the

Chapin High School Navy Junior Reserve Officers Training Corps (NJROTC) and Chapin High School Chamber Singers with scripture readings from local church leaders.

Community Service Day had over 21 projects concluding with lunch at Town Hall. Ms. Burroughs recommended breakfast instead of lunch for next year's Community Service Day which would promote a uniform start time and increased participation for group projects, as well as, individuals wanting to volunteer.

The Town of Chapin participated in National Bring Your Daughter and Son to Work Day by hosting a drop-in at Town Hall. It provided students the opportunity to tour Town Hall, meet Elected Officials, and learn about careers in municipal government.

The Chapin Farmer's Market will begin on May 5, 2018 and will run the first Saturday of every month through October. Hours are from 8:30 a.m. to 11:00 a.m. which may be changed for future markets due to vendor participation/suggestion.

Financial Report: Director Culler reported on the March General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$367,458 with GF YTD Expenditures at \$495,524 with a balance of -\$128,066 due to an annual payment of the General Obligation Bond and Business License renewals not filed/deadline is April 16, 2018. YTD Revenues are under budget by \$1,353,262 and YTD Expenses are under budget by \$1,225,196 with 25% of the year elapsed.

Director Culler reported on the March Utilities Fund (UF) YTD Actual Revenues at \$869,740 with UF Expenditures at \$531,287 with a balance of \$338,453. YTD Revenue is under budget by \$3,063,360 and YTD Expenses are under budget by \$3,401,813 with 25% of the year elapsed.

March 2018 Business License Revenue was \$47,908 on 82 licenses issued. Director Culler is monitoring business licenses closely and will provide a full review next month.

Police Report: Calls for service for March totaled 258. Chief Ziegler reported a drug arrest in the incorporated portion of the Chapin Technology Park. Suspects in a burglary at La Fogata were also implicated in burglaries at the Social Grill and Mathia's Sandwich Shop. Unfortunately, the suspects were later involved in a high-speed crash causing a fatality of one suspect and serious injuries to the other suspect.

Sgt. Finch with the Chapin Police Department held a forensic training for Girl Scout Troop 760. He showed them how to recover and analyze finger prints left on a glass.

The Police Department had 15 people show up and two 60-gallon trash bags full of prescription drugs ready for pickup on DEA National Takeback Day - Saturday, April 12, 2018.

Utility Report: Director Metts reported on the progress of the Utility Relocation Bill that requires South Carolina Department of Transportation (SC DOT) to bear the cost of relocating public utilities water and sewer lines as a part of road construction projects. If passed, it would have a significant impact on the Town's upcoming road improvement projects.

The Wastewater Treatment Plant (WWTP) Expansion Project is on schedule. Site clearing has been completed, excavation has begun, as well as, piping and foundation to some structures.

Surveying for the East Chapin Sewer Force Main Project has been completed from the WWTP to the Hilton Community. Chapin's staff engineer will start design of the force main soon, once

complete property owners will be contacted regarding easements, and a permit to construct the force main requested from SC Department of Health & Environmental Control (DHEC).

Old Business

Ordinance – Create Department & Director of Planning & Zoning – 2nd Reading: Mayor Pro Tem Clonts 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 Baines seconded the motion. Ordinance #007-05-2018 to create the Department & Director of Planning & Zoning “Exhibit A” was approved on its 2nd Reading by unanimous vote:

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|------------------------|-----|------------------------|-----|
| 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 – 2nd Reading: 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 Hollis seconded the motion. Ordinance #008-05-2018 to create the Department & Director of Public Works & Utilities “Exhibit B” was approved on its 2nd Reading by unanimous vote:

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| 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 – 2nd Reading: Council Member Baines moved to amend Chapter 8 Article 1 authorizing signatures of financial disbursements. Council Member Koon seconded the motion. Ordinance #009-05-2018 Amending Chapter 8 Article 1 “Exhibit C” was approved on its 2nd Reading by unanimous vote:

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

New Business

Proclamation – “Midlands Gives Giving Day:” Mayor Knight participated in the Mayor’s Putting Challenge for Chapin We Care during Midlands Gives Day of Giving. He introduced Alecia Klauk of Chapin We Care and presented her with a Mayor’s Proclamation “Exhibit D” proclaiming May 1, 2018 as “Midlands Gives Giving Day.” He also, had the opportunity to tour the Chapin We Care facility on Friday, April 27, 2018.

Proclamation – “Municipal Clerks Week:” Mayor Knight presented Town Clerk, Julie Hammond, with a Mayor’s Proclamation “Exhibit E” declaring May 6-12, 2018 as “Municipal Clerks Week.”

Request of Action – Construction Contract for Sewer Line Relocation at Murray Lindler/Old Lexington Rd Round-a-Bout: The Utilities Department received four bids for the construction contract for sewer line relocation at Murray Lindler/Old Lexington Rd Round-a-Bout. Mayor Pro Tem Clonts moved to authorize staff to enter into a contract with Site Concepts, Inc in the amount of \$248,942 plus a 25% contingency to relocate the sewer lines at Murray Lindler/Old

Lexington Rd Round-a-bout. Council Member Koon seconded the motion. The Request for Action “Exhibit F” authorizing staff to enter into a contract with Site Concepts was approved by unanimous vote:

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

Ordinance – Establish Chapter 20 of Chapin Town Code/Relocate Stormwater Management Ordinance of Lexington County #16-04 from “Appendix B” to Chapter 20 – 1st Reading:

Town Attorney Lisa Smith explained that the Town had adopted by reference the Lexington County Stormwater Ordinance #16-04 including the Land Development Manual on January 17, 2017 in Appendix B of Chapin Town Code. This ordinance establishes Chapter 20 Article 1 and 2 and moves the Stormwater Ordinance and Land Development Manual from Appendix B into the established chapter.

Mayor Knight moved to establish Chapter 20 of Chapin Town Code to include Stormwater Management as presented. Mayor Pro Tem Clonts seconded the motion. An ordinance establishing Chapter 20 of Chapin Town Code “Exhibit G” was approved by unanimous vote on its 1st Reading:

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

Ordinance – Adopt by Reference the Flood Damage Prevention Ordinance of Lexington County #16-05 – 1st Reading:

Town Attorney Lisa Smith presented establishing Chapter 20 Article 3 of Chapin Town Code and adopting by reference the Flood Damage Prevention Ordinance #16-05 of Lexington County. She explained the ordinance updates Chapter 11 Flood Damage Prevention in the Lexington County Land Development Manual that was adopted by reference on January 17, 2017 in Appendix B. Updates were necessary to meet the requirements of the Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA).

Mayor Pro Tem Clonts moved to adopt by reference the Flood Damage Ordinance of Lexington County, SC allowing the County of Lexington, in conjunction with the Town of Chapin, to enforce the Lexington County Flood Damage Ordinance #16-05 within the corporate limits of the Town of Chapin. Council Member Koon seconded the motion. The Flood Damage Prevention Ordinance “Exhibit H” was approved by unanimous vote on its 1st Reading:

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

Ordinance – Adopt Flood Insurance Study Materials for Lexington County, SC and Incorporated Areas Prepared by Department of Homeland Security’s FEMA – 1st Reading:

Town Attorney Lisa Smith explained that FEMA has updated area flood maps. Although, there are no changes to the maps within the corporate limits, it is a requirement to adopt the FEMA maps for eligible participation in the National Flood Insurance Program.

Mayor Pro Tem Clonts moved to adopt the Lexington County Flood Insurance Study (maps) as identified by FEMA in accordance with the National Flood Insurance Program standards. Council Member Koon seconded the motion. Adoption of Flood Insurance Study Materials Ordinance “Exhibit I” was approved by unanimous vote on its 1st Reading:

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

Public Comments - Open

Kim Murphy thanked Council for the addition Public Comments at the beginning and end of the Council Meeting.

Stan Shealy asked if the Utility Relocation Bill did not pass if it would still be on the agenda. Mayor Pro Tem Clonts indicated that if it did not pass at this time, the process would have to begin over again due to election of new members.

Executive Session: Council Member Koon moved to enter into Executive Session to discuss the Fairhaven Subdivision Lawsuit status and the engineer contract for utility relocation on the S-48 Road Widening Project 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:

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

Executive Session was entered into at 8:15 p.m. Council re-entered the Rescheduled Regular Town Council Meeting at 8:42 p.m.

Action on Matters Discussed in Executive Session: Mayor Knight moved to approve the settlement agreement between the Town of Chapin and Tim Fry Lexington County Civil Action #2015-CP-32-03806 as prepared by Bruner Powell LLC in the amount of \$40,000. Mayor Pro Tem Clonts and Council Member Koon seconded the motion. All were in favor, motion carried.

Council Member Koon moved to authorize the contract with Hussey, Gay, Bell in the amount of \$22,275 plus deliverables. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Mayor Knight seconded the motion. The meeting was adjourned at 8:45 p.m.

COUNCIL APPROVED: June 5, 2018