



**CHAPIN TOWN COUNCIL
PUBLIC HEARING & REGULAR MEETING MINUTES**

**Tuesday, May 5, 2020
3:00 p.m.**

Electronic Meeting

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

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Town Engineer Dan Lambert, Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

Staff Absent: Police Chief Seth Zeigler

Guests: None

Call to Order: Mayor Pro Tem Koon called the meeting to order at 3:13 p.m. Town Clerk Bowers then called a roll for members present. Mayor Pro Tem Koon then determined there was a quorum. The appropriate notifications in compliance with the SC Freedom of Information Act had been met. Mayor Pro Tempore Al Koon offered the prayer and led with the Pledge of Allegiance.

Public Hearings

Proposed amendments to the Town of Chapin Zoning Ordinance, Article 6: Supplemental Regulations, Sections 607: Mobile Food Vending and 608: Mobile Retail Vending: Mayor Pro Tem presented the changes to this ordinance. The cost to mobile vendors to participate in local events was getting too high, causing them to back out of the events in turn, hurting the local businesses that sponsored these events. The staff proposed changes to the ordinance to state that mobile vendors would have to follow the rules set by the ordinance, but mobile vendors could purchase either a business license with the Town of Chapin, or pay a mobile vendor fee instead of requiring both.

Mayor Pro Tem Koon opened up Public Comment. There were no public comments.

Mayor Pro Tem opened up Council Comment. There were no comments from Council.

Mayor Pro Tem closed the public hearings at 3:25 p.m.

Review and Acceptance of Minutes

Council reviewed the March 3, 2020 Regular Town Council Meeting Minutes, March 5, 2020 Special Called Meeting Minutes, March 30, 2020 Emergency Meeting Minutes, and April 9, 2020 Special Called Meeting Minutes. Member Teal moved to accept the minutes. Mayor Pro Tem Koon seconded the motion. There were no comments on the minutes. Motion carried.

Mayor Pro Tem Koon: Yes
Member Clonts: Yes

Member Teal: Yes
Member Hollis: Yes

Mayor Knight: No vote recorded due to audio issues

Proclamations

National Safe Boating Week: Mayor Pro Tem declared the week of May 16-22 to be National Safe Boating Week. On average, 650 people die each year in boating-related accidents in the U.S.; 76 percent of these are fatalities caused by drowning. A significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

National Food Allergy Week: Mayor Pro declared the week of May 10-16 to be Food Allergy Awareness Week. This proclamation is to draw attention to how many incidences we have each year with people affected by food allergies. As many as 32 million Americans have food allergies with nearly 6 million of them being children. This number continues to increase. The nine foods that are the cause of the majority of food allergy reactions in the U.S. are shellfish, fish, milk, eggs, tree nuts, peanuts, soy, wheat, and sesame. The reactions to these foods can range from mild to severe.

Member Teal noted that he supported both proclamations, but he felt that we just did a proclamation on this in the last two months. Mayor Pro Tem noted that we would check when we did this proclamation last, and if it was in the last two or three months, we would not sign this proclamation now.

Public Comments Related to Municipal Matters

There were no public comments.

Reports

Reports were submitted to Council in writing. A summary of those reports can be found below.

Communications/Events Report: Director Burroughs reported that a Facebook series has been created to promote Chapin businesses and non-profits. The series airs live Monday through Friday at 5:00 p.m. and can be viewed later on Youtube.

Director Burroughs worked with Chapin High School and the Chapin Eagle Club to have pole banners installed throughout the Town in honor of Chapin High School Senior Athletes, whose seasons have been cut short due to COVID-19. The banners can be seen along Columbia Avenue and Chapin road. Special thanks went to Chris Tisdale for his help with this project. The Town is proud of the Senior Class of 2020 and were glad to help with this project.

The Chapin Farmer's Market scheduled for May had to be cancelled and are awaiting news from the farming community about the June 6 market. Typically, this market is held on the first Saturday of every month from 8:30 a.m. through 1:00 p.m. May through October on Clark Street.

The seventh annual online day of giving is happening Tuesday May 5, 2020 from 6:00 a.m. through 11:59 p.m. There are 408 non-profit organizations that participate and \$9.3 millions dollars have been raised for Midlands gives since it started in 2014. There are 13 local Chapin non-profits financially struggling due to the effect that COVID-19 has had on the community.

Financial Report: Director Culler reported that the General Fund Revenue year-to-date (YTD) as of the end of March 2020 is \$428,468 and Expenses YTD as of the end of March 2020 are \$448,005. Expenses exceeded revenue by \$19,537. The Utility Fund Revenue year-to-date

(YTD) as of the end of March 2020 is \$978,524 and Expenses YTD as of the end of March 2020 are \$738,951. Revenue exceeded expenses by \$239,573.

Police Report: Due to Covid 19, all aspects of police stats are down, including calls for service and self-initiated activity. Officers remain attentive to the situation at hand and are conducting themselves in a vigilant manner to ensure the safety of the public.

Utility Report: Town Engineer Lambert noted that the Utilities and Public Works staff has continued to be able to perform their duties uninterrupted through the current state of emergency due to COVID-19 and all have remained in good health.

Wastewater flow was diverted from the existing lagoon to the new wastewater treatment plant the first week of April, 2020. The new WWTP was seeded with approximately 20,000 gallons of sludge obtained from the Richland County Broad River Treatment Facility at the end of March. The plant is producing discharge that is exceeding the treatment quality of the lagoon. While the plant is substantially complete, and the Town has put it into operation, the contractor is working still at the site to complete grading, paving, grassing, fencing and the Administration Building. Per the latest schedule, is anticipated that final completion will occur on or about July 7.

Surveying for the East Chapin Force Main project has been completed on the Cannon Road re-route. A re-design is underway and they hope to have the holdouts in the easement acquisition process complete by the June council meeting.

Anthony and John with the Public Works department have been working diligently to take care of mowing around town. Several complaints were raised concerning overgrowth at the new roundabout at Old Lexington/Murray Lindler Rd intersection. Anthony and John have worked that into their mowing schedule. The roof has been repaired at the old fire station and painted one side of the building that had previously been overlooked.

Zoning Report: Zoning Administrator (ZA) Ashford is making progress on the zoning ordinance by revisiting the rural designation and simplifying the zoning addition. He is also working on amendments for sidewalk requirements within Town limits. ZA Ashford has began work on the land use portion of the comprehensive plan. This includes updating the current zoning map, creating a possible future zoning map, and adding several new zones, which have plans to be approved in the coming months. ZA Ashford has noted that there are 15 dumpsters in town that have never been screened, but has put those violations temporarily on hold due to COVID-19. ZA Ashford also noted they have had one new zoning permit and one new sign permit over the last month.

Mayor Pro Tem Koon noted several items. The Town has received several phone calls from businesses regarding the Governor's guidance on re-opening due to COVID-19. Upon discussion with Town Hall staff and Mayor Knight, any guidance that the Town can offer businesses will not be any different than what the Governor's office has released. The Town will direct businesses to the Department of Commerce and the Governor's office for questions related to those orders.

In relation to re-opening due to COVID-19, the Town has no immediate plans to re-open Town Hall to the public, but will treat each situation on a case-by-case basis. The staff will continue to monitor the situation and make adjustments based on the Governor's decisions.

Mayor Pro Tem also noted that Utilities Director Andy Metts joined the meeting. Director Metts has been out due to medical problems and has been in rehabilitation. He is doing very well and will continue to make progress in his rehabilitation and hopes to be back to work as soon as possible.

Old Business

Ordinance – Amend the Town of Chapin Zoning Ordinance, Article 6: Supplemental Regulations, Sections 607: Mobile Food Vending and 608: Mobile Retail Vending – 2nd Reading– Ordinance #007-05-2020: Member Clonts motioned to adopt the amendments to Article 6: Sections 607 & 608 as presented. Member Teal seconded the motion. No further discussion was had. Motion passed unanimously.

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

New Business

Request for Action: Approve the selection and engagement of a professional engineering firm for preparation of the Chapin Water and Sewer Master Plan: Mayor Pro Tem noted that this request comes from the Utilities department and asked that Town Engineer Dan Lambert present some background to the request and the utility departments recommendation. Town Engineer Lambert stated that the utility department received qualifications for the Town's Water and Sewer Master Plan on March 24, 2020. A Statement of Qualifications was received from six firms. The firms were evaluated and ranked according to the criteria listed in the Request for Qualifications. The firms in order of ranking are as follows: 1. Joel E. Wood & Associates, 2. Hussey Gay Bell, 3. Hybrid Engineering, 4. Hulsey McCormick, 5. Goldie Associates, and 6. Hazen and Sawyer. Town Engineer Lambert requested that Council approve the selection of Joel E. Wood & Associates to be the firm to draft the water and sewer master plan. Once an agreement for professional services has been drafted, it will be presented to council to be signed.

Mayor Pro Tem asked for a motion to accept the recommendation by Dan Lambert to approve the selection of Joel E. Wood & Associates for provision of services to prepare the water and sewer master plan and proceed with the engineering agreement for professional services. Member Clonts motioned to approve the recommendation as stated. Mayor Knight seconded the motion.

Member Teal asked if he could see the list of qualifications used in selecting a firm. Town Engineer Lambert noted that the breakdown of qualifications was based on the experience of the firm, based on the experience of key personnel, on location of the firm, work load, and price.

Mayor Pro Tem asked if Town Engineer Lambert could tell them how many people were on the evaluation team and what the price range difference was between the number one and number six, and the overall ranking between the number one and number 2 choice. Town Engineer Lambert stated that the rankings were close as they came in. It ended up being that the highest ranked firm was the lowest priced one as well.

Mayor Pro Tem called for a vote for approval and passed unanimously.

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

Request for Action: To approve the memorandum of agreement (MOA) for in-contract relocation of small public sewer facilities with SCDOT's project along I-26 & Columbia Avenue: Mayor Pro Tem Koon asked Town Engineer Lambert to summarize this request for action. This is a Memorandum of Agreement (MOA) that is required by SCDOT to do work on their infrastructure within the Chapin Town Limits. The agreement was first drafted back in October or November of 2019 and has gone through several revisions to get to this point. The state legislature has passed a bill to allow SCDOT to bear the expense of all utility relocations within the I-26 widening project. Town Engineer Lambert and Town Attorney Lisa Lee Smith have been in contact with SCDOT throughout this process to get it in an acceptable form for both parties. His recommendation is asking Town Council to approve this MOA and have the Mayor or Mayor Pro Tem sign the MOA to get the process started.

Town Engineer Lambert estimated that the price to relocate the Town's utilities down the I-26 & Columbia Avenue corridor to be \$2.6 million dollars. He noted that this would be the responsibility of the SCDOT and would cover all construction costs, relocation of utilities, engineering costs, survey costs, new easements, and costs for Town to attend meetings. He anticipates that this number will be significantly lower and estimated.

Mayor Pro Tem Koon asked Town Attorney Lisa Lee Smith to comment on the MOA. Lisa Smith noted that several changes to this agreement happened before it got to the final version, and she feels like this version has everything in the best interest of the Town and is ready for Council's approval.

Mayor Pro Tem asked for a motion to accept the recommendation to approve the MOA. Mayor Knight made the motion. Member Teal seconded the motion. Mayor Pro Tem opened up for discussion.

Member Clonts asked if this MOA was for the I-26 widening project as well as the S-48 project. Town Engineer Lambert stated that this MOA was only for the I-26 widening project. Mayor Pro Tem Koon noted that it also included the interchange. Member Clonts also wanted to confirm that he heard the estimated price of \$2.6 million correctly. Town Engineer Lambert confirmed that was the estimated price, but re-stated that they anticipated the price to be lower. Mayor Pro Tem Koon asked if we should use that number, or come in lower. Town Engineer Lambert stated that they wanted to estimate a price that would allow for them to have enough in the budget to get the work done as it could be more difficult to find funds later that were not previously budgeted for. Member Teal asked if this MOA has a time frame or end date due to concerns for the current situation and the availability of funds. Town Engineer Lambert confirmed that this MOA would not have an expiration date on it and at the time of approval and signing, legislation would allow for the project to move forward. Director Metts noted that there was a date in the agreement that stated this project was supposed to be completed in 2022.

Mayor Pro Tem called for a vote for approval and passed unanimously.

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

Adjournment: Member Clonts made a motion to adjourn the meeting. Mayor Knight seconded the motion. Meeting was adjourned at 4:21 p.m.

COUNCIL APPROVED: July 7, 2020