

**CHAPIN TOWN COUNCIL
REGULAR MEETING
MINUTES**

Tuesday, May 16, 2017

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

Town Council Chambers

157 NW Columbia Ave, Chapin

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: Paul Allen, Liesha Huffstetler, Jake Powers, and Gerald Meetze

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 5:48 p.m. and determined there was a quorum. Paul Allen, Congregational Care Minister of Chapin United Methodist Church, offered the prayer and the Mayor led with the Pledge of Allegiance. Mayor Wilson noted later in the meeting (after Executive Session) that he had not acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act and proceeded with the notification that the requirements had been met.

Minutes: Council reviewed the Special Called Meeting Minutes of April 11, 2017 and the Public Hearing and Regular Town Council Minutes of April 18, 2017. Council Member Frick moved to approve the minutes as presented. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

Public Comment: Mayor Wilson opened the floor to public comment relating to agenda items.

Leisha Huffstetler's comment was in regards to the Wastewater Treatment Plant (WWTP). She indicated that Lexington County has proposed to re-zone Amicks Ferry Rd, changing from a high density (twelve houses per acre) to a lower density (four or less) which would affect the number of sewer taps required for the WWTP.

Mayor Wilson stated that the WWTP Expansion Project is based on current not future conditions.

Mayor's Comments/Recognitions: Mayor Wilson attended the Junior Reserve Officer Training Corps (JROTC) Awards Banquet last weekend and was glad to see the outstanding young leaders our schools are preparing. He also recognized the boys' soccer team winning their second consecutive state championship, as well as, the girls soccer team placing 2nd, and the lacrosse team. The baseball and softball teams had a great season too.

The American Legion Post's Memorial Day Flag Ceremony will be held on May 29, 2017 at 10:00 a.m. at Town Hall with Navy Commander (Retired) Al Billings as guest speaker, followed by a brief reception hosted by the Post's Auxiliary.

Presentations

Chapin Rd Welcome Sign Project: Jake Powers, rising Eagle Scout, explained his project of remodeling and refurbishing the Chapin Welcome Signs near Boland's Ace Hardware and the entrance from Newberry.

Arbor Day Update: Gerald Meetze reported that the Arbor Day Foundation had been working to beautify the Town. There are three projects "Exhibit A" totaling \$59,575 of which they would like Council to consider funding \$8,096 in the 2018 Budget and the remainder coming from fund raisers and other contributions.

- | | |
|---|----------|
| 1. Completion of three new Welcome to Chapin Signs | \$ 4,298 |
| 2. New Chapin Town Hall Sign, Columbia Ave at RR Tracks | \$ 743 |
| 3. Renovations to New Town Square, Chapin SC | \$54,534 |

He requested to move forward with removal of trees at the New Town Square in an effort for the Rotary Club to place the clock and for the Utility Department to remove the pump so DHEC can grant approval to tear down the well.

Council thought the projects looked good, but Mr. Meetze would firm up the prices. Mayor Wilson thanked and appreciated Mr. Meetze for all he does for the Town.

Reports

Financial Report: Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$874,365 with GF YTD Expenditures at \$569,565 with a balance of \$304,800. YTD Revenue is under budget by \$818,185 and YTD Expenses are under budget by \$1,122,985 with 33% of the year elapsed.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$1,704,719 with UF Expenditures at \$809,306 with a balance of \$895,413. YTD Revenue is under budget by \$1,591,431 and YTD Expenses are under budget by \$2,486,844 with 33% of the year elapsed.

Director Culler noted the deadline for Business License Registration was April 17, 2017 and revenues were approximately \$130,000 over where the Town was last year with twenty-two licenses left to collect. Mayor Wilson pointed out that new businesses were down (81 thru April 2017 compared to 88 thru April 2016) and new business is the lifeblood for any town.

Director Culler also reported the Wastewater Treatment Plant (WWTP) Design Phase had spent \$431,550 to date with a balance of funds at \$468,450.

Police Report: Chief Zeigler reported 266 calls for service. The Department had made three DUI's and a felony drug/gun arrest where approximately \$1,000 was seized. Recently, a gentleman had passed counterfeit \$20 bills. The problem is bigger than the Town and they are working with all parties involved to try and resolve. Also, an incident occurred at a local gas station where someone left the keys inside their vehicle and it was stolen.

Mayor Wilson asked if businesses had been alerted. In both cases, they sent messages out on social media and posted to the Police Department's Facebook Page.

Utility Report: Director Metts reported that the Murray Linder/Old Lexington Roundabout utility line relocation has been at a standstill but they had just received notification that the storm drain relocations had been accepted and are waiting for South Carolina Department of Transportation (SCDOT) to revise the drawings so the Town can obtain bids for the relocation and hopefully present at the next Council meeting.

A legal issue was resolved regarding an accidental sale by Lexington County of a Town owned sewer pump station serving Bush River Plantation and Dutchman Shores. A grant summary judgement was affirmed on April 19, 2017 in a Court of Appeals.

Zoning Report: Administrator Clauson reported on the status of current zoning and sign permits. New permits included Bomb Island Glass, Mattress by Appointment, and Odom Law Firm. The Fairhaven Subdivision lawsuit is scheduled for appeal next week and the Town has received payment on the Turkey Pointe Subdivision settlement.

He and Mayor Wilson attended the South Carolina Mayor's 1st Bi-Annual Walk and Bike Summit. The summit was very informative and larger Towns shared successful projects. Funding options were also made available.

Old Business

Ordinance to Update Article 3 of the Zoning Ordinance – Creation of Zoning District RS-3: Mayor Pro Tem Clonts moved to accept Ordinance #009-05-2017 updating Article 3 of the Zoning Ordinance as presented. Member Hollis seconded the motion. Update to Article 3 of the Zoning Ordinance “Exhibit B” was approved on its 2nd/Final 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: Mayor Pro Tem Clonts moved to accept Ordinance #010-05-2017 adopting the RS-3 Zoning District for the entire Revelstone Subdivision. Member Hollis seconded the motion. Ordinance to Re-Zone Revelstone Subdivision “Exhibit C” was approved on its 2nd/Final 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: Mayor Pro Tem Clonts moved to accept Ordinance #011-05-2017 authorizing 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 D” was approved on its 2nd/Final Reading 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

Proclamation – “Food Allergy Awareness Week:” Mayor Wilson read the Mayor’s Proclamation “Exhibit E” proclaiming May 14-20, 2017 as Food Allergy Awareness Week. He invited the DeVriendt family up to share their personal story and the challenges they face with food allergies on a daily basis.

Resolution – Chapin’s Post 193 Legionnaires Support in We Care, Community Food Bank: Mayor Wilson read a Concurrent Resolution “Exhibit F” introduced by Chapin’s Post 193, Inc. to commend the Legionnaires for their continued support in We Care, Community Food Bank. The Post collected more than 40,700 pounds of food during the 2016-2017 year.

Member White moved to approve the Resolution as presented. Member Hollis seconded the motion. Resolution #005-03-2017 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		

Request for Action – Utility Department WWTP Funding Plan: Director Metts explained that Council had been provided the initial cost estimate of \$12,000,000 for construction of the WWTP Expansion Project and had approved a \$5 sewer rate increase used to reduce the State Revolving Fund (SRF) Loan. Debt service payments would be approximately \$548,880 annually which would be paid by the original \$5 sewer rate increase and an additional \$5 rate increase per customer.

Director Metts had three attachments to help explain the proposed funding of the WWTP:

- Attachment #1 – WWTP Expansion Cost Estimate
- Attachment #2 – Project Cost Detail for the SRF Loan Application
- Attachment #3 – Town of Chapin Sewer Revenue/Expenditure Projections

The total project cost for the WWTP is \$13,979,512 of which \$1,981,558 (\$636,300 for Planning & Design, \$1,000,000 to reduce SRF funding amount, \$296,500 Construction Inspection/Engineering, and \$48,758 for closing fees) is suggested to be contributed by the Town leaving \$11,997,954 eligible for the SRF loan funding. Based on assumptions listed in Attachment #3 the 30-year bond which covers concrete and steel will be funded at 1.9% including mechanical and electrical for the first 20 years at which point the bond would need to be refinanced at the current interest rate (today’s current interest rate is 2.4%).

In addition to the \$5 sewer rate increase in 2018, an increase in monthly user fee rates of 1.5% per year was recommended because customers accept smaller increases on a regular basis versus larger increases spread out. Increases in sewer tap fees of \$300 would begin in 2018 and follow in 2022, 2027, and every five years thereafter.

The Department’s current cash balance is roughly \$5,166,000. It is the intent of the Utilities Department to leave twelve months of operating costs in the cash balance. Director Metts requested Council approve the Request for Action “Exhibit G” for the WWTP Funding Plan, noting that approving the plan has no obligation on the Town.

Member White moved to accept the funding plan for the WWTP as presented. Mayor Pro Tem Clonts seconded the motion. The WWTP Funding 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		

Request for Action – Utility Department State Revolving Fund Loan Resolution: Director Metts was seeking approval of Resolution #005-04-2017 “Exhibit H” authorizing the Utilities Director to submit an application to the South Carolina Water Quality Revolving Fund Authority for a loan to construct a new WWTP.

Member White moved to approve the resolution authorizing staff to submit an SRF Loan Application for the expansion of the WWTP. Mayor Pro Tem Clonts seconded the motion. Resolution #005-04-2017 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		

Ordinance – Granting Consent to Application for Cable or Video Service Franchise: Council Member Frick moved to grant consent to the application of Time Warner Cable-Southeast-LLC to operate cable or video service within the Town of Chapin. Mayor Pro Tem Clonts seconded the motion. Ordinance to grant consent to application for Cable or Video Service Franchise “Exhibit I” was approved on its 1st 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 – Renewed Franchise Fee Rate for Cable Service Providers: Council Member White moved to renew the franchise fee rate for cable service providers as presented. Council Member Frick seconded the motion. Cable Franchise Fee Rate Ordinance “Exhibit J” was approved on its 1st 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 – 100% Annexation of Town Owned Property off of E Boundary: The 100% Annexation Ordinance “Exhibit K” annexes a small parcel off of East Boundary that is Town owned.

Mayor Pro Tem Clonts inquired if the right-of-way was in or out of Town and if the property across the street was currently annexed. It was explained that the adjacent and abutting right-of-way is included in the annexation as a precautionary measure and the land across the street is annexed.

Council Member White moved to accept the 100% Annexation of land, and adjacent and abutting right-of-way, off of East Boundary into the Town of Chapin. Mayor Pro Tem Clonts seconded the motion. 100% Annexation Ordinance was approved on its 1st 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 – Re-Zone Property Located at 161 Columbia Ave: The property located at 161 Columbia Ave is currently zoned Single Family Residential (RS-1), the future land use map recommends Mixed Use (MU). The owner would like to re-zone the property General Commercial (GC) in order to redevelop the property for commercial purposes.

Council Member White moved to approve the re-zone of property located at 161 Columbia Ave from RS-1 to GC. Mayor Pro Tem Clonts seconded the motion. The Ordinance to Re-Zone Property “Exhibit L” was approved on its 1st Reading 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

Section 30-4-70 (a) (2) – Discussion of Attorney Contract for the WWTP Expansion Project:

Council Member White moved to enter into Executive Session to discuss the Attorney Contract for the WWTP Expansion 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:

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 7:11 p.m. Council re-entered the Regular Town Council Meeting at 7:25 p.m. Council may take action on matters discussed in Executive Session.

Council Member White moved to accept the McNair Law Firm’s proposal to engage their firm to prepare the loan closing documents for the WWTP. Mayor Pro Tem Clonts seconded the motion. The motion to engage McNair Law Firm 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		

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member White seconded the motion. The meeting was adjourned at 7:26 p.m.

COUNCIL APPROVED: June 20, 2017