

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, June 4, 2019
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 Kay Hollis, Council Member Al Koon, and Council Member Leland Teal

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Public Affairs Director Nicholle Burroughs, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Jim Schafer, Garrett Lominack, Rusty Fulmer, Casey Rembisz, Ezra Arnold, Cindy Chin, Janet Hurley, Karen McConnell, Dorinda Reed, Grant Davis, and Dan Goldston

Call to Order: Mayor Knight called the meeting to order at 7:00 p.m. and determined there was a quorum. Mayor Pro Tem Clonts offered the prayer and Jim Schafer, American Legion Post #193, led with the Pledge of Allegiance. The appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Mayor Knight thanked American Legion Post #193 and the Ladies Auxiliary for the Memorial Day Service they provided, as well as, their continued support of Chapin Town Council Meetings.

Minutes: Council reviewed the May 7, 2019 Regular Town Council 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.

Recognitions

Chief Zeigler recognized Lieutenant Garrett Lominack, Sergeant Rusty Fulmer, and Master Deputy Casey Rembisz of the Newberry County Sheriff’s Office and Officer Ezra Arnold with the Department of Natural Resources for their assistance in the apprehension of a carjacking suspect at the request of Chapin Police and Lexington County Sheriff’s Deputies.

Mayor Knight presented them with Certificates of Appreciation from the Town of Chapin.

Proclamations

National Garden Week: Mayor Knight presented a Mayor’s Proclamation “Exhibit A” to Cindy Chin, Janet Hurley, Karen McConnell, and Dorinda Reed of the Chapin Garden Club proclaiming June 2-8, 2019 as National Garden Week and recognizing gardeners of our great Town for the beauty and benefits of gardening.

Presentations

2018 Audit Report: Grant Davis, Mauldin & Jenkins, LLC explained the 2018 Annual Audit was comprised of three documents which included: Comprehensive Annual Financial Report (CAFR) “Exhibit B;” Auditor’s Discussion & Analysis (AD&A) “Exhibit C;” and Management Letter “Exhibit D.”

Mr. Davis reviewed the CAFR document highlighting the Independent Auditor's Report which issued an "Unmodified Opinion" indicating the financial position and results of operations for the year ended December 31, 2018 were considered to be presented fairly (result you want).

Mr. Davis stated the CAFR report goes above and beyond what is required. Director Culler submitted the 2018 report to the Government Finance Officers Association (GFOA). Through Director Culler's efforts, the Town of Chapin received its 1st ever Certificate of Achievement for Excellence in Financial Reporting in 2017 which is included on page 5 of the CAFR.

He noted Financial Highlights on Page 11 of the CAFR indicating changes in the 2017 and 2018 Balance Sheet and Income Statement. The highlights showed the 2018 net position of the Town at \$27,817,968 with \$21,973,635 in capital asset investment, \$67,713 in restricted funds, and \$5,776,620 in unrestricted funds that may be used to meet the Town's ongoing obligations to citizens and creditors. An increase in total net position of \$1,441,070 from 2017.

Public Comment Related to Municipal Matters: None

Reports

Communications/Events Report: The following events and communication activities were highlighted: SC Works Career Coach and National Day of Prayer on May 2, 2019 included media coverage; Home Town Hot Spot by Watch Fox featured Chapin on May 24, 2019; June's Farmer's Market attendance was low due to various other activities on the same date.

A State-wide Emergency Exercise will be provided by the Chapin Volunteer Emergency Team at American Legion Post #193 on Saturday, June 8, 2019 from 9:00 a.m. to 3:30 p.m. The next Chapin Farmer's Market will be held on July 6, 2019 from 9:30 a.m. to 1:00 p.m.

Financial Report: Director Culler reported on the April General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$563,200 with GF YTD Expenditures at \$675,822 with a balance of (\$112,622).

Director Culler reported on the February Utilities Fund (UF) YTD Actual Revenues at \$1,518,694 with UF Expenditures at \$885,260 with a balance of \$633,434.

Business License Revenue received through May was \$319,492 which is down \$180,000 from last year at the same time. There were seven fewer licenses for the same period with 130 renewals not received or in process.

Police Report: Chief Zeigler reported 42 offenses and explained the following items included on the report: Assaults (two simple assaults and 2 intimidation assaults) were known to the victims through acquaintance or a colleague; Indecent exposure was a juvenile sending photos to an adult across state lines (recommended therapy); Assisted Lexington County with fatal car and pedestrian accident; Officer Campbell was able to de-escalate suicidal threats from a young man that suffers from autism; and a hit and run near Hardee's knocked down a telephone phone pole.

Utility Report: Director Metts reported that Bill S 0401, which requires the owner of any project to pay for utility relocation costs, has been approved by the House and Senate and signed into law by the Governor. This is a potential savings for the Town of \$1.4 million between the utility relocation costs on the I-26 Road Widening and S-48 Road Widening Projects.

The Wastewater Treatment Construction Project remains on schedule with final grading around structures and mechanical and electrical equipment being installed. Buildings are being erected

and the influent concrete pours are being finalized. Updated pictures of the project will be provided at the next meeting and/or posted on-line.

The Town received approximately 85 applications for the Utility Operator position which will assist staff with additional duties at the new Wastewater Treatment Plant. Interviews are being conducted and the Utility Department should have a decision within the next two weeks.

The Amick's Ferry Water System Tank was cleaned on May 23, 2019. Town Utility Staff drained the system and a contractor cleaned the system. The combined efforts saved the Town approximately \$20,000. Previously a contractor would open hydrants to maintain pressure during cleaning, resulting in wasted water. Utility Staff installed pressure relief valves which allowed limited amounts of water to be wasted.

As a final note, Director Metts asked that we keep the Virginia Beach Utility Families in our prayers (Virginia Beach Municipal Center Shooting – May 31, 2019).

Old Business

Ordinance – Amending 7.103 and 7.104 Court. In General of Chapin Town Code: Mayor Knight explained the procedure of contracting with Lexington County and appointing a Municipal Judge.

Council Member Koon moved to amend Town Code Sections 7.103 and 7.104 regarding the appointment of a Municipal Judge and to clarify the options and procedure for such provisions. Mayor Pro Tem Clonts seconded the motion. An ordinance amending Sections 7.103 and 7.104 of Chapin Town Code “Exhibit E” was approved by unanimous vote on its 1st Reading:

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

Approval of Supportive Municipal Judge Agreement for Bond and Other Judicial Duties: Council Member Teal moved to approve the Supportive Municipal Judge Agreement for Bond and Other Judicial Duties between the Town of Chapin, Lexington County, and Magistrates for Lexington County. Mayor Pro Tem Clonts seconded the motion. The Supportive Municipal Judge Agreement for Bond and Other Judicial Duties “Exhibit F” was approved by unanimous vote:

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

Approval of Supportive Municipal Judge Agreement: Mayor Knight explained that the Chief Magistrate of Lexington County assigned Judge Gary Reinhart to serve as the Town's Municipal Judge and Judge Gary Morgan to serve as the backup Municipal Judge. There would be no overlap in duties while serving Lexington County or the Town of Chapin.

Council Member Teal moved to approve the Supportive Municipal Judge Agreement between the Town of Chapin, Lexington County, and the Magistrates for Lexington County. Council Member Hollis seconded the motion. The Supportive Municipal Judge Agreement “Exhibit G” was approved by unanimous vote:

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

New Business

Ordinance – Annex a 4.76 Acre Tract (105 Ellett Rd) of Land Including Adjacent and Abutting Rights-of-Way to be Zoned General Commercial (GC): Council Member Teal moved to accept the 100 Percent Petition Annexation located at (approximately) 105 Ellett Rd as presented. Council Member Hollis seconded the motion. 100 Percent Annexation Petition “Exhibit H” was approved on its 1st Reading by unanimous vote:

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

Ordinance – Amend Article 10 Architectural Review Standards/Zoning Ordinance: Council Member Teal moved to postpone amending Article 10 Architectural Review Standards. Mayor Knight seconded the motion. Ordinance amending Article 10 Architectural Review Standards “Exhibit I” was postponed by unanimous vote:

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

Executive Session: Council Member Koon moved to enter into Executive Session in regards to the sale of Town Owned Property under Section 30-4-70 (a) (2) of South Carolina. Council Member Teal seconded the motion. The motion to enter into Executive Session was approved by unanimous vote:

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

Executive Session was entered into at 7:56 p.m. Council re-entered the Regular Town Council Meeting at 8:15 p.m.

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Mayor Knight seconded the motion. The meeting was adjourned at 8:15 p.m.

COUNCIL APPROVED: July 2, 2019