



CHAPIN TOWN COUNCIL SPECIAL CALLED MEETING

**Tuesday, June 21, 2018
3:00 p.m.**

**Town Hall – Community Room
157 NW Columbia Ave, Chapin**

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

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Sanitary Sewer Engineer Dan Lambert, Planning & Zoning Director Nathan Powell, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Morgan Harrell

Call to Order: Mayor Knight called the meeting to order at 3:05 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Items of Discussion

Utilities Department 2018 Schedule of Rates and Fees Discussion: Sanitary Sewer Engineer Dan Lambert explained the City of Columbia had approved a 9.76% water rate increase effective July 1, 2018. The Town of Chapin purchases most of its water from the City of Columbia and would need to pass the increase along to Chapin water customers.

Engineer Lambert presented Council with the following rate structures: Utilities Department 2018 Schedule of Rates and Fees; Current Rate Structure with Rate Increase; Alternate Rate Structure for 2018 Schedule of Rates and Fees; and Alternate Rate Structure with Rate Increase “Exhibits A-D.” He explained the current rate structure is a little complicated and felt the alternate rate structure was simplified and a better application for water use. Both methods generated approximately the same revenue/cost to the customer using an average of 6,000 gallons of water per month (\$59.29 current structure/\$54.83 alternate structure).

The Utilities Department recommended Council adopt the Alternate Rate Structure with Rate Increase at the July 3, 2018 Council Meeting.

Developer Sewer Agreement Discussion: Utilities Director Metts provided Council with Water and Sewer Extension Policies “Exhibit E” explaining that Items 1-4 applied to Exhibit 1 (Sewer Agreement) which references water and sewer extensions, including new taps, that are not included on the Utilities Capital Improvement Plan (UCIP) and Item 5 applied to Exhibit 2 (Sewer Agreement Capital Improvement Project) which references projects included on the UCIP.

Director Metts indicated that Exhibit 2 Sewer Agreement CIP would be used when a developer wanted to construct a sewer extension line aiding the entire system. The developer would follow Town guidelines for the construction and bid process, accepting sewer taps in exchange for costs of surveying, engineering, and construction based on the bid from the lowest qualified bidder.

Director Metts stated that the developer would only receive sewer taps for what was paid. If the developer did not use all taps, he is allowed to sell half of the remaining taps. The taps are reconciled on a quarterly basis.

The Utilities Department recommended Council approve the Water and Sewer Extension Policies. Mayor Pro Tem Clonts suggested each agreement come back to Council for approval and set a five-year time limit on the agreements.

2017 Audit Status Discussion: Finance Director Culler reported the inventory audit was complete and the Mauldin & Jenkins Auditor was on site today for an inventory sampling. The “Draft” Trial Balance will be done soon and the 2017 Audit complete by June 30, 2018. The Auditor is available to present during a July Work Session or the August Town Council Meeting.

2019 Budget Preparation Discussion: Director Culler would prepare the 2019 Budget with known increases/decreases and meet with the Mayor and one Council Member to review. She requested budget items from the Directors come in soon and noted millage as a possible revenue, including capital revenue millage, and a four-year look back period.

Council Member Koon requested Council look at all revenue options including a Hospitality Tax. Director Culler suggested a 1st Reading of the 2019 Budget in August (Title Only) with the Public Hearing and 2nd/Final Reading in September. If the Council wishes to change the millage the budget would need to be ready by mid-September.

Zoning Ordinance Updates/Conflicts Discussion: Planning & Zoning (P&Z) Director Powell reported on the Architectural Review Board (ARB) and former P&Z Director Clauson’s work on the Zoning Ordinance (Article 10) simplifying and giving greater control over the design process.

The ARB would like to move forward in fine tuning the Zoning Ordinance with the first step being a joint meeting on June 28, 2018 with 2 Members of Council, 2 Members of the ARB, and 2 Members of the Planning Commission.

SCE&G and MCEC Franchise Fees Discussion: Council Member Koon introduced Morgan Harrell, Economic Development and Local Government Manager for South Carolina Electric & Gas Company (SCE&G). He indicated that Council may be able to move forward with Franchise Fee increases with both SCE&G and Mid Carolina Electric Cooperative (MCEC) at this time.

Special Election Discussion: Mayor Knight announced the resignation of Council Member Preston Baines. A Special Election of one Council Member for an unexpired term will be held on September 11, 2018 with filing opening at noon on June 29, 2018 until noon on July 9, 2018.

July 3, 2018 Town Council Agenda Items Discussion: Items on the July 3, 2018 Town Council Agenda included:

1. Public Hearing & Final Reading – Utilities 2018 Schedule of Rates and Fees
2. Minutes – June 5, 2018 and June 21, 2018
3. Reports – Communications, Financial, Police, Utilities, and Zoning
4. Approval of Water and Sewer Extension Policies
5. Ordinance – Amend Compensation of Town Council to Reflect Actual Amount

Public comments would be kept but formalized by having citizens approach the podium and comment only with no responses given.

Adjournment: Mayor Pro Tem Clonts moved to adjourn the meeting. The meeting was adjourned at 4:10 p.m.

COUNCIL APPROVED: July 3, 2018