



**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, July 6, 2021
7:00 p.m.**

Regular Meeting

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

Members Absent: none

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Public Affairs Director Nicholle Burroughs, Police Chief Seth Zeigler, Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

Staff Absent: none

Call to Order: Mayor Knight called the meeting to order at 7:06 p.m. Mayor Knight then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met. Mr. George Donnelly from American Legion Post 193 led the Pledge of Allegiance and Member Clonts offered the prayer.

Review and Acceptance of Minutes

Council reviewed the June 1, 2021 and June 17, 2021 Meeting Minutes. Mayor Pro Tem Koon moved to accept the minutes as presented. Member Teal seconded the motion. There was no further discussion on the minutes. All in favor, motion carried.

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

Presentation

2020 Annual Audit – Grant Davis, Mauldin & Jenkins, LLC - Grant Davis with Mauldin & Jenkins, LLC explained the 2020 Annual Audit. He brought attention to a copy of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association awarded for 2019 included in the annual report.

Mr. Davis reviewed the CAFR document highlighting the Independent Auditor’s Report on page 8. This issued an “Unmodified Opinion” indicating the financial position and results of operations for the year ended December 31, 2020. This is highlighted on page 9 of the report.

He also highlighted management’s discussion and analysis on page 11 of the report. It provides good analysis for the year under audit, which was 2020. Some financial highlights here included: a net position of \$31,807,338 (\$24,681,579 represents investment in capital assets and \$569,978 is considered restricted), \$6,555,781 is unrestricted and may be used to meet Town’s ongoing obligations to citizens and creditors, the Town’s total net position increased by \$1,372,415, an ending fund deficit (\$251,617), and increase of \$699,400 (hospitality tax), \$89,499 in general

obligation bonds as of the end of December 2020, and a net decrease of \$87,770 from December 2019 (due to the scheduled principal payment during 2020).

Public Comments Related to Municipal Matters

Several members of the public signed up to speak to Council.

Mr. John Campbell spoke to Council about how he feels Council is supporting growth through the water and sewer master plan. He commented that his review of the master plan and observed that it would cover every parcel on this side of the lake. He commented this appears to promote growth. He encouraged Council to communicate with Lexington County about the progress being made on the moratorium. He stated if this Council would be in contact with County Council, they could understand more

Mrs. Leisha Huffstetler commented on the water and sewer master plan. She posed the question: what right does the utility department have to propose sewer lines on private property outside of Town limits. She commented the proposed lines seem to cover large tracts of land to provide sewer service to any future development. She commented that land owners do not want sewer lines on their properties. She also asked at what point does the master plan move from being a guidance document to a cemented plan on what the utility department is going to do. She also asked what recourse would citizens have to say no to proposed or any sewer lines on their property.

Mrs. Kim Murphy commented on approving the water and sewer master plan. She urged Council to temporarily postpone approving the document until they (council) and the public have had a chance to review the final document. She stated the copies of the plan she received through FOIA were stamped "draft" and that the consultant emphasized this is a draft document. She stated that the County moratorium has possible changes to overlay districts that would significantly impact potential population growth. She commented that Mayor Pro Tem Koon asked for this study to be done to identify maintenance needs for the system and since wastewater is based on population projections, this would affect the budget and customers.

Reports

Communications & Economic Development: Director Burroughs highlighted several upcoming events for the Town: The July Farmers Market will be held on Saturday July 11, 2021 with several new vendors, Dupre Catering will have a food truck, and the Blood Connection will be there holding a blood drive. Plans for improvements to the Town Hall property continue, with a committee formed addressing a proposed dog park. The owners of Modern Companion are helping to get a lot of community support for this project. Palmetto Fine Arts owner TC Bowers is donating their sailboat to be included on the Town Hall property, and the Crooked Creek Arts League will be holding an "Arts Trail Through Chapin" event in conjunction with the Labor Day Festival. Trail marking posts will be designed and judged by the art league and entries will then be auctioned during Labor Day. Several trail markers are being set aside for use on the trail at Town Hall.

Economic Development/Zoning: Director Burroughs informed Council that several new businesses in Town held ribbon cuttings recently: Muv Fitness, Chapin Chophouse opened their outdoor area, Brook Healthcare expanded their offices, Sweet Tea Boutique opened just outside of town limits, and Shepard's Glass recently located an office in Chapin. The Planning Commission (PC) approved a subdivision plan with conditions that staff have been working through with the developer and Jeff Grover on tree planting for the development. The Architectural Review Board (ARB) approved with conditions, which have been approved by staff, for an expansion for Laura Huggins Law Firm in June, and they will be reviewing plans for

the expansion of Aquarius Spa and a potential development for Prisma Health at their July meeting. The Board of Zoning Appeals (BZA) approved a sign variance for the Good Samaritan Clinic on Chapin Road.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of May 2021 was \$686,906 and the expenses YTD as of the end of May 2021 were \$608,230. Revenue exceeded Expenses by \$78,676. The revenue from Business Licenses as of the end of June was \$396,294 which was up \$54,978 from the same period in 2020. There have also been 157 new licenses issued from the same period in June 2020. Southern Resource Advisors has collected \$57,247 YTD as of the end of June in previously missed business license revenue. The Hospitality Tax fund YTD was \$712,969 as of the end of May.

Director Culler informed Council that the Town received \$6,234 in May from a local government fund fee that was withheld from 2012 and 2013. The reason for this was the annual municipal finance reports had not been completed for those years. She was able to pull reports and get them submitted with help from the State Fiscal Affairs office.

The Utility fund Revenue through the end of May was \$2,122,511. Expenses YTD \$1,787,809 as of the end of May. Revenue exceeded expenses by \$334,702.

Police Report: Chief Zeigler clarified to Council that the robbery incident included in his report, ended up being a fabricated event and therefore, was not a legitimate incident. The Chief did not have any other incidents to report.

Utility Report: Director Metts reported the Town of Chapin's annual Water Quality Report for 2020 is available on the Town's website. Required by SCDHEC and the EPA, the report states the drinking water for the Town meets or exceeds state and federal regulations.

Director Metts also informed Council the City of Columbia had a 5.02% rate increase for water. Since the Town purchases a majority of its water from the City of Columbia, the Town will need to consider a rate increase, which will be discussed later in the meeting.

New Business

Request for Action – Approve Water and Sewer Master Plan as a guidance document for Utility Department: Member Clonts made the motion to approve the water and sewer master plan as a guidance document for the utility department. Mayor Pro Tem Koon seconded the motion. No further discussion was had. All in favor, motion carried.

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

Request for Action/Ordinance – Update utility department 2021 Schedule of Rates and Fees – 1st Reading: Mayor Knight explained since the Town purchases most of its water from the City of Columbia, the Town would need to increase water rates by August 1, due to the City of Columbia raising their water rates by 5.02%. Director Metts did note that even with this increase, the Town still maintains the lowest water rates in the area.

Member Clonts made the motion to approve the request for action and 1st reading of the ordinance for an update of the Utility Department 2021 Schedule of Rates and Fees. Member Teal seconded the motion. No further discussion was had. All in favor, motion carried.



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

Ordinance – Recommendation from Planning Commission to amend Article 10, sections 1008.2(K) and 1009.2(12(d)) of the Zoning Ordinances – 1st reading: Director Burroughs stated these changes started before Zoning Administrator (ZA) Singletary came to the Town, and specifically deal with Architectural Review Standards in regards to paint colors. ZA Singletary reported to Council the changes that are more specific that will allow staff and ARB approval for paint colors for maintenance for existing buildings and approval for new buildings. A color palette has been created as an administrative document to approve colors without having to be presented to the ARB. The ARB will still approve new developments and if colors presented are not already on the palette list, they will be added as approved. One distinction the PC wished to make, was for colors used as highlights, accents, trim, or column colors would not be added to the list for use as a primary color if approved by the ARB.

Member Teal made the motion to approve 1st reading amending Article 10, sections 1008.2 (K) and 1009.2 (12(d)) of the Zoning Ordinances as recommended by the Planning Commission. Member Clonts seconded the motion. No further discussion was had. All in favor, motion carried.

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

Adjournment: Member Clonts made a motion to adjourn the meeting. Mayor Knight seconded the motion. Meeting was adjourned at 7:51 p.m.

COUNCIL APPROVED: _____

ATTEST:

Shannon Bowers, Town Clerk

David W. Knight, Mayor
Town of Chapin