

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, July 7, 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, Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

Staff Absent: Police Chief Seth Zeigler

Guests: Grant Davis, Mauldin & Jenkins, LLC

Call to Order: Mayor Knight called the meeting to order at 3:08 p.m. Town Clerk Bowers then called a roll for members present. Mayor Knight then determined there was a quorum. The appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Review and Acceptance of Minutes

Council reviewed the May 5, 2020 Regular Meeting minutes, the May 28, 2020 Special Called Meeting minutes, and the June 18, 2020 Work Session Minutes. Mayor Pro Tem Koon moved to accept the minutes. Member Clonts seconded the motion. There were no comments on the minutes. All were in favor, motion carried.

Presentation:

2019 Audit Report: Grant Davis with Mauldin & Jenkins, LLC explained the 2019 Annual Audit. He noted that due to COVID-19, the audit was conducted remotely, which is not what they were used to doing and noted that Finance Director Laura Culler was a big help in making the process go smoothly. He thanked her and staff for helping with this process.

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, 2019. 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 2019 but also for 2018 and looking forward to 2020 with information that was available at the time.

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 the May and June Farmer's Market had to be cancelled due to logistical issues with restrictions related to COVID-19. The July market was scheduled for a holiday market, but it was also cancelled. If anyone is interested

in participating in the Farmer's Market, they are encouraged to fill out a vendor form on the Town's website at www.chapinnc.com and if there is enough interest they will proceed.

There was a community discussion titled Building Bridges aimed at understanding and improving race relations in our community. Director Burroughs is currently forming an ongoing series to be conducted biweekly in 30-minute segments. A link to the Building Bridges discussion can also be found on the Town's website.

The decision has been made to move forward with promoting the Labor Day Parade. At this time, no other events for the weekend are being scheduled. The parade form will also be located on the website. The Town received a grant from Lexington County to help cover advertising costs.

Committees for the Comprehensive Plan and the Chapin Beautification have been formed to begin identifying goals to help improve the Chapin community going forward. The Comprehensive Plan Committee has reached out to Lexington County for help coordinating their plan with ours.

The Eat Smart Move More mini grant deadline is July 15. Director Burroughs is currently working with Public Works to help improve the walking trail behind Town Hall.

Financial Report: Director Culler reported that the General Fund Revenue year-to-date (YTD) as of the end of May 2020 is \$660,087 and Expenses YTD as of the end of May 2020 are \$632,007. Revenue exceeded expenses by \$28,080. The Utility Fund Revenue year-to-date (YTD) as of the end of May 2020 is \$1,666,114 and Expenses YTD as of the end of May 2020 are \$1,302,570. Revenue exceeded expenses by \$363,544.

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: Director Andy Metts reported that work has started on collecting data for development for the water and sewer master plan. Lexington County mapping will be used as a base map and the Central Midlands Council of Government population projections will provide data for line sizing. The plan should be completed by the end of 2020.

The Utility department took delivery of a crane equipped service truck to replace an older truck that was incapable of lifting some of the larger pumps in our system. Attempts to remove these larger pumps with the old truck placed our staff in potentially unsafe conditions.

It has recently been determined that the Coronavirus can be transmitted by untreated wastewater. The utility staff has been directed to use proper PPE during all potential contact situations with untreated wastewater. Satisfactory operation of our system is the goal, but the safety of the staff is the number one priority.

Zoning Report: Zoning Administrator (ZA) Ian Ashford reported that the Planning Commission approved amendments to the Zoning Ordinance with the addition of a new Zoning Designation that will be discussed later in the meeting. He has begun the edits to Article 9: Sign Ordinance.

Work continues on the Comprehensive Plan. The decision was made to complete the update in-house. A committee has been formed to complete this update.

There were 4 sign violations and 1 property violation reported this month. Dumpster violation notifications have resumed. They were put on hold due to COVID-19 and some businesses not being open. Two of these dumpster violations have been resolved. Zoning Administrator Ashford received 4 new zoning permits.

New Business

Request for Action: Engineer Contract Change Order for Utility Relocation Related to the I-26 Widening Project

Director Metts began by giving a background on the project. During the May 1, 2018 Chapin Town Council meeting, Council authorized staff to proceed with an engineering contract to evaluate the conflicts between Town utility systems and the S-48 Road Widening Project. The South Carolina Department of Transportation (SCDOT) I-26 Widening project has moved ahead of the S-28 project. There has been design changes in the I-26 Widening Project that has created a much larger impact on the utilities that need to be relocated in Chapin. The SCDOT I-26 project is also on a much shorter time frame than the S-48 project. Since May of 2018, South Carolina passed a Utility Relocation Bill which requires the SCDOT to cover the cost of small utility relocations as long as the line sizes are the same as original lines being removed. The Town has entered into an agreement with SCDOT that outlines the responsibilities of each party. Director Metts noted that the schedule is critical and that it is the same schedule set between SCDOT and the Town. Some of the deadlines have passed on time and they are currently on time to meet the remaining deadlines.

The recommendation is that Council authorize the contract extension as presented. This would allow Hussey, Gay, Bell to identify where the relocations need to go for SCDOT.

Mayor Knight asked Director Metts to clarify the conflicts number 1 and number 5. Director Metts noted that they have identified five conflicts along the route for this project that need to be addressed. The two that are most critical are the relocation of the discharge line from the Technology Park pump station and the affluent line from the waste water treatment plant that runs under I-26. The agreement as presented would be paid for by SCDOT. The Town will have to pay for this up front, but will be reimbursed in 30 days. Director Metts noted that the line that runs under I-26 may want to be re-sized, which would be a cost incurred by the Town. He noted that they are currently reviewing the master plan engineer recommendations for resizing this line and hopes to have a recommendation for Council in a few weeks.

Member Teal made a motion to accept the Request for Action to approve the Contract Change Order for Utility Relocation Related to the I-26 Widening Project. Member Clonts seconded the motion. Mayor Knight called for a vote for approval and passed unanimously.

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

Ordinance: Amending Town Code Chapter 14, Article 6, Sections 14.611 & 14.613 – 1st reading

Mayor Knight stated that the American Legion Post 193 in Chapin had contacted the Town about holding their monthly Bingo night at the American Legion Building, which is located inside Town limits. Current Town Code prohibits gambling of any kind, including games of chance. Bingo is defined as being a game of chance. The purpose of this amendment to Town Codes 14.611 and 14.613 is to specify an exception for Bingo, as permitted by State Law (S.C. Code Ann. Sec. 12-21-3910 through 4320).

Mayor Pro Tem Koon made a motion to approve amending Town Code Chapter 14, Article 6, Sections 14.611 & 14.613 – 1st reading. Member Clonts seconded the motion. There was no further discussion. Mayor Knight called for a vote for approval and passed unanimously.

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

Ordinance: Amending Town Code Chapter 2, Article 1, Section 2.121 Providing for Electronic Meetings During a State of Emergency – 1st reading

Mayor Knight explained that the current Town Code does not allow for the use of electronic equipment to conduct meetings during a State of Emergency. Council has to provide an emergency ordinance allowing for the use of electronic equipment and that ordinance expires 60 days from its enactment. The proposed amendments would allow for meetings to be held using electronic equipment only during a State of Emergency without the 60 day limitations.

Member Teal made a motion to approve amending Town Code Chapter 2, Article 1, Section 2.121 to provide for electronic meetings during a State of Emergency. Member Clonts seconded the motion. There was no further discussion. Mayor Knight called for a vote for approval and passed unanimously.

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

Ordinance: Amending Article 3 of the Town of Chapin Zoning Ordinance – 1st reading

Zoning Administrator (ZA) Ashford explained that single family residential zoning districts are all named the same, but there are other residential zones labeled single family that have different regulations. ZA Ashford changed the names to the lot size requirements as follows: RS-1 is now Single-Family Low Density, RS-2 is now Single-Family Medium Density, and RS-3 is Single-Family High Density. This clarifies what kind of single-family residential districts they are.

Mayor Pro Tem Koon made a motion to approve amending Article 3 of the Town of Chapin Zoning Ordinance. Member Clonts seconded the motion. Mayor Knight called for a vote for approval and passed unanimously.

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

Ordinance: Adding a new Rural Residential Zoning District to Articles 3, 4, and 5 of the Town of Chapin Zoning Ordinance – 1st reading

Mayor Knight asked ZA Ashford to present this ordinance. ZA Ashford explained that with the idea of expanding town limits and annexing property, they found it advantageous to adopt a Rural Residential District to protect the integrity of the rural areas currently outside town limits. Lot sizes would have a minimum of 2 acres and with this zoning district it would mimic single family and general residential districts, other than allowing certain agricultural uses. Currently those uses include crop production, animal production, cattle farming, other animal farming, horse and equestrian uses among other things. The Planning Commission is having a work session on July 8, 2020 to discuss the conditions of those uses. This rural residential district would also allow the use of manufactured homes.

Mayor Knight noted that in this new district it specified that secondary buildings could not be larger than the primary building. He asked if that would include barns. ZA Ashford clarified that barns would follow under an exemption if they are used for agricultural uses.

Mayor Pro Tem Koon made a motion to approve adding a new Rural Residential Zoning District to Articles 3, 4, and 5 of the Town of Chapin Zoning Ordinance. Member Clonts seconded the motion.

Member Teal wanted to know what designated something as rural. He was concerned that if there were already lots that exist in this area that do not meet the requirements, we could be hurting people with smaller lots inside of this designated rural area. Director Burroughs noted that for the plan going forward, as properties annex into the town they would be zoned for the corridor that is appropriate.

Mayor Knight called for a vote for approval and passed unanimously.

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

Adjournment: Member Teal made a motion to adjourn the meeting. Member Clonts seconded the motion. Meeting was adjourned at 4:02 p.m.

COUNCIL APPROVED: August 4, 2020