

**CHAPIN TOWN COUNCIL  
PUBLIC HEARING & REGULAR MEETING MINUTES**

**Tuesday, August 3, 2021  
7:00 p.m.**

**Council Chambers**

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

**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

**Guests:** Lil Mood – League of Women Voters, George Donnelly – American Legion Post 193

**Call to Order:** Mayor Knight called the meeting to order at 7:01 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. George Donnelly from American Post 193 led the Pledge of Allegiance and Member Clonts offered the invocation.

Before opening the public hearing portion of the meeting, Mayor Knight commented that Town Hall just fully opened back up to the public, but acknowledged the recent rise in COVID-19 cases. He noted that he will work with staff and Council to hopefully continue operating as safely as possible.

**Public Hearings**

Mayor Knight opened the public hearings portion of the meeting at 7:05 p.m.

**Presentation: Approve amendments to Article 10, sections 1008.2 (K) and 1009.2 (12(d)) of the Zoning Ordinances:** Changes to this ordinance are specific to approved paint colors in the Architectural Review Standards. The Architectural Review Board will approve new buildings and renovations to existing exterior structures. An approved color palette list will be used as an administrative document to allow staff to approve colors that are used for maintenance for existing buildings.

Mayor Knight opened up Public Comment. There were no public comments.

Mayor Knight opened up Council Comment. There were no comments from Council.

Mayor Knight moved to close the public hearings. Member Teal seconded the motion. Public hearing was closed at 7:08 p.m.

**Presentation**

**VOTE 411: Lil Mood – League of Women Voters:** Ms. Mood spoke to Council about the work the League of Women Voters does each year for elections. Through VOTE 411, a non-partisan, non-profit organization aimed at getting information about candidates out to citizens, The League of Women Voters assist citizens in getting registered to vote, getting them to polling places, and helping them through the voting process. She encouraged Council to help spread the word on how citizens can access this information in preparation for the November elections.

**Review and Acceptance of Minutes**

Council reviewed the July 6, 2021 Regular Meeting Minutes and July 22, 2021 special called meeting and work session minutes. Member Clonts moved to accept both sets of minutes as submitted. Member Teal seconded the motion. No further discussion. All in favor, motion carried.

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

**Public Comments Related to Municipal Matters**

There were no public comments.

**Reports**

**Communications & Economic Development:** Director Burroughs highlighted the Labor Day Festival coming up in September. The theme this year is Mask-erade, and will be honoring Nancy Williamson and the Chapin Mask Ladies, who raised over \$50,000 with a donation match from Dominion Energy for Chapin We Care through sales of their masks in 2020. Those funds helped purchase a refrigerated truck for We Care. The grand marshal for the parade is Amy Carter, who is a Lexington/Richland 5 teacher, and is the South Carolina Teacher of the Year. She noted that the Town of Chapin will have a parade entry this year, and encouraged Council to be a part of the float. Lexington Medical Center is this year's grand sponsor, donating \$3500 and Lexington County donating \$2500. Squeegee Clean is sponsoring the cool down area, and Chapin Pediatrics, Palmetto Fine Arts, and Newberry Hospital are sponsors of the kid's area.

Director Burroughs highlighted a new event to the Labor Day Festival, Taste of Chapin. It will be a highlight of local restaurants in the week leading up to the Labor Day parade, with local restaurants offering specials throughout the week leading up to Labor Day to encourage visitors to the area.

The next Farmer's Market will be held on August 7, 2021 with Chris Reed performing. Shred 360 will be holding a shred event at the farmer's market, and participants are encouraged to bring a school supply donation to be delivered to Chapin We Care.

Director Burroughs then reported on Planning and Zoning. The Planning Commission and Board of Zoning Appeals did not meet last month, but the Architectural Review Board did. Work continues on board policies and procedures that each board will review this month. The ARB will meet on August 5, 2021 and will be reviewing a submission by Prisma Health. The renovations have started at Lowe's Foods, but the ARB denied their most recent request for renovations. Staff are currently working with Lowe's Foods on a resolution.

**Financial Report:** Director Culler was absent at this meeting. Her report was included in the Council packets.

**Police Report:** Chief Zeigler reported the department has hired Thomas Griffin as the new police Captain. He comes to the Town of Chapin from West Columbia, is a graduate of Chapin High School, and lives in the Chapin community with his family. Chief Zeigler also clarified a few of the incidents on the report for Council, all of which were resolved or in the process of being resolved.

**Utilities Report:** Director Metts reported the utility department has hired Karalyn Miskie as the Deputy Director of Utilities. Karalyn comes to the Town from the City of Cayce and she lives in the Chapin community with her family. They have also hired Caleb Remion as a water technician. He is a graduate of Mid-Carolina High School and has worked for Lexington County

Public Works and SCE&G for public utility maintenance and construction. Director Metts also reported that five staff members in utilities will be attending the annual conference in Myrtle Beach to satisfy continuing education training. Rey Angoluan will be running the utility department in that interim.

### **Old Business**

#### **Ordinance – Recommendation from Planning Commission to approve amendments to Article 10, sections 1008.2 (K) and 1009.2 (12(d)) of the Zoning Ordinances– 2<sup>nd</sup> reading.**

Member Teal made the motion to accept the 2<sup>nd</sup> reading approving amendments to Article 10, sections 1008.2 (K) and 1009.2 (12(d)). Member Clonts seconded the motion. No further discussion was had. Director Burroughs did state that this will improve the process for business owners wanting to make upgrades or refresh the paint on their buildings. All in favor, motion carried.

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

#### **Ordinance - Adopting the annexation and zoning of 64.42 acres near Firebridge subdivision located near Old Lexington Highway and Murray Lindler Road into the Town of Chapin – 2<sup>nd</sup> reading:**

Mayor Knight noted that the public hearings and first reading for this property took place in January of 2021. The process has been completed to make this a single parcel from portions of 6 different parcels, and is ready for the 2<sup>nd</sup> reading to be annexed into the Town.

Mayor Pro Tem Koon made the motion to accept the 2<sup>nd</sup> reading to approve the annexation and zoning of 64.42 acres near Firebridge subdivision located near Old Lexington Highway and Murray Lindler Road into the Town of Chapin. Member Clonts seconded the motion. No further discussion was had. Director Burroughs did state the Planning Commission recommended zoning designation of RS-1 and the Council has decided on zoning designation of RS-2. All in favor, motion carried.

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

### **New Business**

**Ordinance – 2021 Budget Amendment: Town Hall Administrative Offices Renovation Project – 1<sup>st</sup> reading:** Member Clonts made the motion to accept the first reading of the ordinances amending the 2021 Budget for the renovation of town hall administrative offices. Member Teal seconded the motion. Discussion followed.

A comment was made that about the amount the General Fund and Utility Fund would each put toward the project. Council agreed that further discussion on which fund the money was coming from was needed, but a vote was necessary to begin the process for this renovation.

No further discussion was had. All in favor, motion carried.

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

**Adjournment:** Member Clonts made a motion to adjourn the meeting. Member Hollis seconded the motion. Meeting was adjourned at 7:39 p.m.

COUNCIL APPROVED: September 7, 2021