

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, August 6, 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: Keith Ostrander and Town Attorney Lisa Lee Smith

Call to Order: Mayor Knight called the meeting to order at 7:02 p.m. and determined there was a quorum. Mayor Pro Tem Clonts offered the prayer and Keith Ostrander, 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.

Minutes: Council reviewed the July 2, 2019 Regular Town Council Meeting Minutes. Council Member Koon moved to accept the minutes as presented. Mayor Pro Tem Clonts seconded the motion. All were in favor, motion carried.

Public Comment Related to Municipal Matters: None

Reports

Communications/Events Report: Director Burroughs highlighted the following events and communication activities:

1. August 3rd Farmers Market was better attended than the previous markets held this year and showcased John Emil as the musician;
2. The Women's Garden Club held a Bluebird Trail Dedication Ceremony at Town Hall;
3. A Public Meeting with Mayor David Knight, Lexington County Council Member Erin Long Bergeson, and Lexington-Richland 5 School Board Member Ken Loveless moderated by Director Burroughs was successful and had been suggested as a quarterly occurrence beginning in 2020;
4. The July 25, 2019 Job Fair partnered by the Town and the Chamber of Commerce had 150 attendees with representation from 33 vendors; and
5. The August 1, 2019 Community Engagement Council Luncheon sponsored by Central Midlands Community Foundation had presentations on the Bluebird Trail by Cindy Chin and Sail Into Chapin by Barbara Teusink.

Upcoming events include:

1. The Chapin Labor Day Festival beginning with:
 - a. Justin Pepper 5K Race on Saturday - August 31, 2019;
 - b. Sunday Evening Concert w/Noel Lindler and the Bank Walkers – September 1, 2019;

- c. Labor Day Festival and Parade, Monday – September 2, 2019.
2. Farmer’s Market – Saturday, September 7, 2019.

The Sail Into Chapin Community Art Project by the Crooked Creek Art League has been a big hit throughout Chapin. Artists painted thirteen sponsored sailboats and strategically placed them in and out of Chapin. A self-guided scavenger hunt is included with the project leading up to the Labor Day Festival where the sailboats will be auctioned through a bidding process. The sailboats will stay in place through September before the highest bidder takes ownership of their piece.

Financial Report: Director Culler reported on the June General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,379,046 with GF YTD Expenditures at \$909,143 with a balance of \$469,903. Revenues received from Insurance Tax and Franchise Fees came in over budget by \$67,500 taking revenue to 80% of the budget with expenses holding steady at 50%.

Director Culler reported on the June Utilities Fund (UF) YTD Actual Revenues at \$2,259,514 with UF Expenditures at \$1,340,300 with a balance of \$919,214.

Business License Revenue through the end of July is \$356,300 which is down \$184,000 from the same period last year, however, there were nine more licenses issued.

Director Culler put out a Request for Proposal (RFP) for Solid Waste Disposal, with quotes due on Friday, August 23, 2019 at 2:00 p.m. She will bring a contract forward at next month’s Town Council Meeting.

A Projected Revenue and Expenses thru Year End Report was provided and indicates the Town will break even in 2019. Director Culler will continue to monitor and report.

Police Report: Chief Zeigler reported sixty-nine offenses with thirteen arrests, two of which were follow-ups. There were six Driving Under the Influence, one in particular occurred on the 500 block of Columbia Ave. A woman was pulled over at 2:00 a.m. with the Blood Alcohol Content (BAC) of .33 which is four times the legal limit.

Chief Ziegler is proud of the work his officers do and indicated that if there was any misinformation or clarification needed on the behalf of the Police Department to please contact him.

He also noted that Sargent Bill Finch had retired on July 12, 2019 and if available will assist the Department part time. The Police Department is down to six officers including himself.

The Town Hall Flag is at half staff August 5-8, 2019 as a mark of solemn respect for the victims of the terrible acts of violence perpetrated on August 3, 2019, in El Paso, Texas, and on August 4, 2019, in Dayton, Ohio. The Chapin Police Department participated in Active Shooter Training and was able to purchase Kevlar helmets and refiles from a donation made last year by Mr. Brandi.

Utility Report: Director Metts provided pictures of the Wastewater Treatment Plant (WWTP) construction project taken by the contractor. He indicated the project was two weeks behind schedule due to rain events earlier this year. Change orders are being reviewed and discussed. Two buildings are complete and the Administration Building is underway. The WWTP will be on-line sometime between September and November.

Construction of the Old Lexington Highway 10” Force Main continues; connecting the Pebble Branch Road sewer to Chapin Crossing Subdivision pump station along Lexington Highway.

During construction, a high-pressure gas main was hit and repaired without incident at the intersection of Old Lexington and Wessinger Road.

The Town Hall Stormwater System failed due to erosion in the two basins. It was caused by settling resulting in the separation of pipe joints leading to the detention ponds. A contractor is scheduled to make repairs as soon as possible.

Lead and copper sampling is being conducted on the Town's water system. This is an annual Department of Health and Environmental Control (DHEC) requirement to operate a water system. The samples are being collected and tested and will be included in the Annual Water Quality Report.

The East Chapin Sewer Force Main easement acquisition is underway. The easement packets are being sent and include an easement document and a map identifying the location of the easement on the owner's property. Property owners will review and contact the Utility Department for further discussion.

Old Business

Ordinance – Authorizing the Sale of Property on Beaufort St, TMS #000720-03-010: Mayor Pro Tem Clonts moved to authorize the sale of certain real property containing approximately .07 acres owned by the Town and located on Beaufort St, TMS #000720-03-010. Council Member Koon seconded the motion. Ordinance #005-08-2019 authorizing the sale of property on Beaufort St “Exhibit A” was approved on its 2nd/Final Reading 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

Request for Action – Appointment of Architectural Review Board Member: Town Council reviewed the Request for Action “Exhibit B” to appoint applicant Terri Scheper to serve as the Professional Real-Estate Member of the Architectural Review Board (ARB) or to re-open the application window.

Council Member Teal moved to appoint Terri Scheper to the ARB. Council Member Koon seconded the motion. Terri Scheper was appointed to the ARB by unanimous vote:

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

Request for Action/Ordinance – Amend Utility Department 2019 Schedule of Rates and Fees: Director Metts explained that the City of Columbia increased their water rates by 7.1% and the Town, a wholesale customer of the City of Columbia, would need to pass through a 7.1% rate increase consistent with the City of Columbia. The base rate of \$28.54 would increase to \$30.57 for the first 2,000 gallons. For an average household of four using 6,000 gallons of water per month, this would increase their monthly bill by \$3.39.

Mayor Pro Tem Clonts moved to approve the 7.1% increase to the Town of Chapin water rates consistent with the rate increase charged to the Town for water purchased from the City of Columbia. Council Member Koon seconded the motion. The ordinance to amend the Utility Department 2019 Schedule of Rates and Fees “Exhibit C” 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 Section 14.1202 Definitions. Retail Tobacco Store of Chapin Town Code: Town Attorney Smith explained the amendment to the Retail Tobacco Store expands the definition to include alternative nicotine products, electronic smoking devices, e-liquid, and vapor products and the revenue base of the retail business (keeping in-line with the state analysis of totality).

Mayor Pro Tem Clonts moved to amend Chapin Town Code Chapter 14 to define Retail Tobacco & Alternatives Store. Council Member Koon seconded the motion. The ordinance to amend Section 14.1202 Definitions. Retail Tobacco Store “Exhibit D” 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 Section 201 Definitions and Section 515 IC Interstate Commercial District Uses of the Chapin Zoning Ordinance: The ordinance to amend Section 201 Definitions expands the definition to include alternative nicotine products, electronic smoking devices, e-liquid, and vapor products and the revenue base of the retail business. The ordinance also amends Section 515 Interstate Commercial (IC) District Uses to allow for the use which places it in a highly restricted area and limits it from being 500 feet from any church, school, residence, park, or other retail tobacco and alternatives store.

Council Member Teal moved to amend Articles 2 and 5 of the Chapin Zoning Ordinance to define Retail Tobacco & Alternatives Store, allow in the IC Zoning District, and remove the word “paraphernalia” in the last sentence of the definition. Council Member Koon seconded the motion. The ordinance to amend Section 201 Definitions and Section 515 IC District Uses “Exhibit E” 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		

Council Member Teal inquired if this addressed the use of alternative smoking devices in public places. It did not but would be reviewed and addressed.

Ordinance – Amend Section 801 Parking Space Requirements of the Chapin Zoning Ordinance: Council Member Koon moved to amend Article 8 Parking of the Chapin Zoning

Ordinance to allow for pervious parking materials. Mayor Pro Tem Clonts seconded the motion. The ordinance to amend Section 801 Parking “Exhibit F” 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 of the Chapin Zoning Ordinance: Amendments to Article 10 Architectural Review Standards provide clarification and remove duplication of information.

Council Member Koon moved to amend Article 10 of the Chapin Zoning Ordinance as presented. Mayor Knight moved to amend Section 1008.4 Lighting Standards C. Additional requirements for specific development types and uses c. Outdoor retail ii. Luminaires shall not exceed twenty-four (24) feet in height to twenty-five (25) feet in height to match the luminaires in a. Non-residential standards (except outdoor retail) i. for parking lots and driveways. Council Member Teal seconded the motion to amend. The ordinance to amend Article 10 Architectural Review Standards “Exhibit G” was approved with the amendment 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		

Executive Session: Mayor Pro Tem Clonts 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 8:03 p.m. Council re-entered the Regular Town Council Meeting at 8:19 p.m.

Adjournment: Mayor Pro Tem Clonts moved to adjourn the Town Council Meeting. Council Member Hollis seconded the motion. The meeting was adjourned at 8:20 p.m.

COUNCIL APPROVED: September 3, 2019