

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, August 7, 2018
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, and Council Member Al Koon

Members Absent: None

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

Guests: Kim Murphy

Call to Order: Mayor Knight called the meeting to order at 7:00 p.m. and determined there was a quorum. Council Member Koon offered the prayer and Walt Richardson, American Legion Post #193 led with the Pledge of Allegiance. The Mayor acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Public Comments Related to Agenda Items

Kim Murphy, lives in the greater Chapin community and spoke in regards to Public Comment. Her concern was the removal of the second Public Comment Period. She felt that removing it reflected negatively on Chapin Government and asked that they rethink their position and add it back to the agenda.

Reports

Communications/Events Report: Nicholle Burroughs, Director of Public Affairs, explained the creation of the Community Engagement Council (CEC). On October 24, 2018, the first CEC will be a roundtable discussion called “On the Table” which will include a catered lunch. The CEC will allow community members to bring their ideas and concerns to Town Hall. The meetings will be facilitated by Director Burroughs and 2 Members of Council.

Upcoming events included:

1. Shred Event/Accepting School Supplies – August 8, 2018, 10:00 a.m. to 1:00 p.m.
2. Farmstand – August 16, 2018, 5:30 – 8:00 p.m.
3. Farmers Market – September 1, 2018, 9:30 a.m. to 1:00 p.m. at Chapin High School
4. Chapin Labor Day Festival – September 1-3, 2018 – Theme “Community of Unity” with Dr. Akil Ross as Grand Marshal

Financial Report: Director Culler reported on the June General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,489,222 with GF YTD Expenditures at \$811,148 with a balance of \$678,074. She received payments from the Insurance Tax Collection Program and

Telecommunications Tax Collection Program which came in over the budgeted amount by \$66,916.

Director Culler reported on the June Utilities Fund (UF) YTD Actual Revenues at \$1,885,416 with UF Expenditures at \$1,158,074 with a balance of \$727,342. Noting a payment to M.B. Kahn Construction of \$494,716 on the Wastewater Treatment Plant Expansion Project.

Police Report: Chief Zeigler announced the Explorer's won 1st Place in Firearms, 1st Place in Courtroom Testimony, and 3rd Place in Domestic Violence Response along with 14 individual medals at the annual South Carolina Association of Law Enforcement Competition. They competed against 7 other larger communities.

Police Department Positive Community Engagement included:

1. Backpack/School Supplies with Verizon
2. "Copsicles" during Baseball Practice at Chapin High School

Calls for service totaled 424 for the period June 23, 2018 to July 30, 2018. There were approximately 20 car break-ins (1/3 in Eagles Nest and 2/3 in Turkey Pointe). The suspects have been identified and some property has been recovered.

Utility Report: Construction continues on the Wastewater Treatment Plant (WWTP) Expansion Project including: Concrete placement; aeration basins; clarifiers; effluent pump station; and the headworks system. The next construction project meeting is August 8, 2018.

Murray Lindler Road Round-a-Bout Sewer Relocation has been underway for the last 30 days with a 90-day completion schedule. The remaining work includes: Additional pipe laying; road bores; and completing taps on the existing sewer lines. A \$14,000 credit change order was approved due to a change in the pipe material.

The Utilities Department received odor complaints near the Amick's Ferry Road Water System. Testing revealed limits were acceptable but the Utilities Department and the City of Columbia will be adjusting the chlorine feed levels to help prevent any future odor issues.

A contract with Hussey, Gay, Bell for the evaluation of existing utilities within the right-of-way of the proposed S-48 Road Widening Project is being issued with a Notice to Proceed. The evaluation is expected to take a couple of months and an estimate of relocation costs will be presented to Council following their investigation.

Director Metts reported 2 heavy rain events causing the sewer pump stations to turn on at the same time resulting in over pressurization of the force main system near East Boundary St. On both occasions 12" force mains were damaged requiring shut down of the entire force main system for repairs. These rain events reinforced the need for an alternate system to carry wastewater from the service area to the WWTP. The proposed East Chapin Force Main would provide that alternative. A recommendation to proceed with engineering design of the East Chapin Force Main will come later in the meeting.

Zoning Report: Director Powell approved signage for Jersey Mike's, The Daily Grind, and Southern Stiches with others pending.

Special projects included: Certificate of Appropriateness granted on Chapin Crossing Outparcels; Proposed 6-7 tenant development with outparcel on Ellett Rd; Updating Zoning Ordinance

amending Overlay Districts, diverse housing, and review of signage, landscaping, lighting, and retention ponds under Architectural Review Board purview; and the proposed Doctor's Office at 305 Clark St was denied due to inconsistency of previous standards by SC Department of Transportation.

Old Business

Ordinance – Amend Compensation of Town Council to Reflect Actual Amount: Mayor Pro Tem Clonts moved to amend the compensation of Mayor and Town Council to reflect current compensation amounts as approved in prior annual budget ordinances. Council Member Hollis seconded the motion. Compensation of Town Council Ordinance #014-08-2018 “Exhibit A” was approved by unanimous vote on its 2nd Reading:

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

New Business

Approval of Electric Service Rights Agreement/SCE&G and MCEC: Council Member Koon moved to approve the Electric Service Rights Agreement between Mid-Carolina Electric Cooperative, Inc. (MCEC), South Carolina Electric & Gas Company (SCE&G), and the Town of Chapin adopting a new municipal electric service territory map and providing a timeline for adoption of new franchise agreements with SCE&G and MCEC. Mayor Pro Tem Clonts seconded the motion.

The specified term of at least thirty (30) years was discussed. During a meeting between all parties a proposal of a twenty (20) year term was referenced. Town Attorney Smith recommended the specified term of at least twenty (20) years for the purpose of this agreement and noted that further discussion of terms would be handled in the franchise agreements.

Council Member Koon amended his motion to include a specified term of at least twenty (20) years. Council Member Hollis seconded the motion. The Electric Service Rights Agreement with SCE&G, MCEC, and the Town of Chapin “Exhibit B” with an amended term of at least twenty (20) years was approved by unanimous vote:

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

Ordinance – Amend 18.207 Utility Extension to Areas Not Served: Mayor Pro Tem Clonts moved to amend Article II, Chapter 18 of Chapin Town Code allowing for the provision of water/sewer service extensions to areas not served. Council Member Koon seconded the motion. 18.207 Utility Extension to Areas Not Served “Exhibit C” was approved by unanimous vote on its 1st Reading:

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

Ordinance – Proposed 2019 Municipal Budget “Title Only:” Council Member Koon moved to accept the proposed 2019 Municipal Budget in “Title Only.” Council Member Hollis seconded

the motion. The proposed 2019 Municipal Budget in “Title Only” was approved by unanimous vote on its 1st Reading.

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

Request for Action – Engineering Services to Develop Sewer Master Plan: Director Metts proposed establishing a Sewer Master Plan. The plan would look at existing sewer lines and pump stations and offer improvements and/or enlargements to existing infrastructure if needed. Another aspect of the plan would include the Town’s Sewer Service Area without sewer service and provide locations and sizes for sewer collector lines and pump stations to provide service to those areas if needed. When facilities are identified, cost estimates will be developed and used for plan implementation discussions.

Mayor Pro Tem Clonts moved to authorize the Utility Department to establish a Scope of Work and request qualifications from engineering firms interested in developing a Sewer Mast Plan for the Town of Chapin. Council Member Koon seconded the motion. The request for Engineering Services to Develop a Sewer Master Plan was approved by unanimous vote:

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

Request for Action – Engineering Design & Construction Period Services for the East Chapin Sewer Force Main: Director Metts explained that Council approved a contract for surveying of the proposed East Chapin Sewer Force Main Project which has been completed on time and within budget.

Due to the recent rains and failure of the 2 12” force mains delivering all wastewater from the Town’s service area to the WWTP an alternate piping system should be developed. Town Staff was to design the construction plan but because of the urgent need for the backup system a consulting engineer should be retained.

Director Metts indicated the current consultant providing the surveying services was capable of providing the engineering design and engineering construction period services to complete the project. He recommended negotiation of a change order (approximately \$130,000) for the additional engineering services.

Council Member Koon moved to authorize the Utility Department Staff to negotiate a change order with American Engineering, Inc. to complete the design and engineering construction period services for the East Chapin Sewer Force Main, provided the negotiated fee is equal to or less than the engineering fee percentage previously approved in the Sewer Extension Policy, and authorize the Mayor to approve the change order. Mayor Pro Tem Clonts seconded the motion. Engineering Design and Construction Period Services for the East Chapin Sewer Force Main were approved by unanimous vote:

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

Adjournment: Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member Koon seconded the motion. The meeting was adjourned at 8:00 p.m.

COUNCIL APPROVED: September 4, 2018