

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING**

**Thursday, August 23, 2018
3:00 p.m.**

**Town Hall – Community Room
157 NW Columbia Ave, Chapin**

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

Members Absent: None

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

Guests: None

Call to Order: Mayor Knight called the meeting to order at 3:10 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Items of Discussion

Proposed 2019 Municipal Budget Discussion: Director Culler presented the 2019 Proposed General Fund Budget “Exhibit A” totaling \$1,751,250. She provided additional handouts highlighting the following items along with a Millage Worksheet and School Resource Officers (SRO’s) Analysis:

Income

1. 4001 Real Property Tax – 1.379 millage increase for 2019 plus 3-year lookback;
2. 4101 Business License – 7% decrease based on actual revenue;
3. 4102 Franchise Fees – 47% increase based on raising fees from 3% to 5% and SCE&G’s rate reduction;
4. 4103 Insurance Tax Collection Program/Telecommunication Tax Collection Program – 10% increase based on actual revenue;
5. 4901 Rental Income – 72% decrease based on reclassifying building rent for Utilities; other rentals included: 102 Lexington Ave, 401 Lexington Ave, and Peak St Easement;

Director Culler would look into the Homestead Exemption Revenue to find out how it is calculated.

Expense

6. 6001 Salaries & Wages – 2% decrease by not budgeting for an Events Coordinator, new hire salaries, and merit increases at 3% instead of 4.5%;
7. 6023 Group Health Insurance – 4% increase (Employer);
8. 6025 Retirement Expense – 5% increase (Employer);
9. 6313 Municode – 125% increase for final payment of finished product and annual expense;

10. 6316 Legal Expense – 11% increase based on Town Attorney, Prosecutor, and Indigent Defense;
11. 6326 SC Insurance Reserve Fund – 16% increase based on Building & Personal Property Insurance;
12. 6301 Professional & Technical (Other) – 100% increase for Regional Storm Drainage Basin Survey;
13. 6601 Equipment & Tools – 27% increase for Police Department equipment;
14. 6607 Computer & Office Equipment – 54% decrease based on Police Department replacement of laptops in 2018;
15. 6615 Supplies & Materials (Other) – 100% increase for Christmas lights;
16. 7002 Building – 100% increase for replacement of heat pump at 102 Lexington Ave;
17. 7010 Vehicles – 3% increase for Police Department;
18. 7021 Streets/Improvements – 100% increase for Beaufort St sidewalk repairs;
19. 9006 Transfers In – 100% decrease based on reclassifying building rent for Utilities; and
20. 9010 Sale of Assets – 75% decrease based on sell of 2010 Dodge Charger.

Funding of SRO's was discussed but not recommended at this time. Roughly 90% of the 2019 Proposed General Fund Budget was based on recurring items.

Director Metts presented the 2019 Proposed Enterprise/Utilities Operations Budget "Exhibit B" totaling \$4,100,000. He provided additional handouts highlighting the following items along with Projected/Actual Sewer Tap Fee Revenue, Projected/Actual Water Tap Fee Revenue, Capital Budget, and Personnel Budget worksheets:

Income

1. 7004 Water/Sewer Billings - \$2,540,000 based on June 2018 billings for 12 months;
2. 7005 Water Sewer Billings (Capital) - \$646,000 based on June 2018 billings for 12 months;
3. 7009 Sewer Tap Fees - \$700,000 based on 50% of projected revenue;
4. 7010 Interest Income - \$10,000 bank account interest;
5. 7014 Water Meter Purchase - \$21,000 based on 37 new taps;
6. 7015 Water Tap Fees - \$67,000 based on 50% of projected revenue;
7. 7017 Town Hall Construction Loan Repayment - \$67,000 payment from General Fund (offsets 6001);

Expense

8. 6001 Utility Department Office Rental Expense - \$67,000 payment to General Fund (offsets 7017);
9. 60032 Professional Services (Capital Project) - \$40,000 based on testing/inspections on WWTP Construction;
10. 60033 Capital Improvement Fund (restricted) - \$646,000 restricted use;
11. 6002 Capital Replacement/Improvement - \$1,226,100 (2018 Capital Budget Worksheet);
12. 6201 Depreciation Expense (restricted) - \$40,000 Easement Compensation;
13. 6383 Insurance Water/Sewer - \$55,000 Property and Work Comp Insurance;
14. 6445 Fuel - \$27,845 for vehicles and 12 generators;
15. 6460 Lab Analysis - \$28,000 (includes \$6,000 additional cost for WWTP Discharge Permit);
16. 6476 Telephone - \$28,000 telephone service and PS Telemetry System;

17. 6479 SC DHEC Well Monitoring - \$25,000 based on increase of DHEC Permit Fees for Water/Sewer Services;
18. 6490 Water Purchase from City of Columbia - \$544,500 based on 9.57% water rate increase;
19. 6600 Personnel - \$997,155 based on 3% performance-based increase;
20. 6660 Legal Fees - \$15,000 based on additional legal services;
21. 6787 Postage – 28,000 based on number of customers;
22. 6795 Credit Card Fees – (\$5,000) based on fees being paid by the customer.

Council felt the proposed 2019 Municipal Budget was conservative and had no objections.

September 4, 2018 Town Council Agenda Items Discussion: Items on the September 4, 2018 Town Council Agenda included:

1. Ordinance – 18.207 Utility Extensions to Areas Not Served – 2nd Reading
2. Ordinance – Proposed 2019 Municipal Budget – 2nd Reading
3. Public Demonstration Permit Approval
4. Revised Water and Sewer Extension Policies Approval
5. Palmetto Shores Phase 5 Sewer Agreement Approval
6. Ordinance – Re-Zone of Property Located at 945 Chapin Rd – 1st Reading
7. Ordinance – Re-Zone of Property Located at 404 Lexington Ave – 1st Reading
8. Ordinance – Amend Article 3 and 5 of the Zoning Ordinance – 1st Reading

Adjournment: Mayor Pro Tem Clonts moved to adjourn the meeting. Council Member Hollis seconded the motion. The meeting was adjourned at 4:50 p.m.

COUNCIL APPROVED: September 4, 2018