

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

**Tuesday, September 4, 2018  
7:00 p.m.**

**Town Council Chambers  
157 NW Columbia Ave, Chapin**

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**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. Mayor Pro Tem Clonts offered the prayer and John Siemers, 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 Hearing**

**Proposed 2019 Municipal Budget:** Director Culler presented the Proposed 2019 Municipal Budget “Exhibit A,” totaling \$5,910,150. The proposed 2019 General Operations Budget is \$1,810,150 an increase of \$29,430 over the 2018 General Operations Budget. The proposed 2019 Utilities Operations Budget is \$4,100,000 an increase of \$166,900 over the 2018 Utilities Operations Budget.

Director Culler highlighted the following items unique to the proposed 2019 Municipal Budget:

1. Millage Increase of 1.379% (Current Millage 11.505 to 12.884) which includes a 3 year look back period (available millage increases not captured in the last 3 years);
2. Electric Franchise Fee Agreement Increase (Current Franchise 3% to 5%);
3. Employer Retirement Increase of 5%;
4. Employer Health Insurance Increase of 4%;
5. South Carolina Reserve Fund Increase of 16% (Property and Inland Marine);
6. Merit Pay Decrease (4.5% possible reduced to 3% possible);
7. Purchase of Police Vehicle; and
8. Purchase of some Christmas Lights.

Mayor Knight opened Public Comment:

Kim Murphy suggested when presenting a budget to include the proposed budget, current year budget, and the previous year’s actuals for transparency and relevance. She saw a significant difference in revenues collected for sewer taps sold to developers in the proposed budget from the 2017 Audited Budget.

Mayor Knight opened Council comment:

Mayor Pro Tem Clonts realizes that the normal expenses consume the normal revenue and there is no excess. Council has to look at reducing expenses and finding income to pay for improvements everyone would like to see such as: School Resource Officers in Town instead of the County so we have more contact with students; Capital Improvements including sidewalks and walking trails.

Mayor Knight closed the Public Hearing at 7:16 p.m.

**Minutes:** Council reviewed the August 7, 2018 Regular Town Council Meeting Minutes and the August 23, 2018 Special Called 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:** Kim Murphy noted the Mungo Development Sewer Agreement indicating that it doesn't allow Council approval of sewer taps. She asked Council to revisit the sewer agreement policies so that they are actively involved in managing growth in Town and the surrounding area.

### **Reports**

**Communications/Events Report:** Nicholle Burroughs, Director of Public Affairs, noted the following upcoming events:

1. Community Engagement Council – 1<sup>st</sup> Event will be an open discussion “On the Table” on October 24, 2018; and
2. Special Election for one expired term of Council on September 11, 2018.

Director Burroughs reported a very successful Labor Day Festival with 136 vendors and approximately 100 parade entries. She thanked sponsors including: Lexington County, Lexington Medical Center, Dominion Energy, Squeegee Clean, and SC Shuttle Service. Special thanks went to the American Legion, Boy Scouts, GIS, Lexington County Police, Chapin Police Department, Chapin Explorers, Jade Gainous, Sam Delaney, Ken King, and Mayor Knight, as well as, Town employees – especially Anthony Andrade and Dan Lambert, who were there for the entire 3-day festival.

Parade Winners – Judged by: Judy Gadson, Jeremy Sullivan, Daniel Easterling, and Anna Miller:

1. El Poblano – Overall Best in Show;
2. Labor Day Santa (Stan Smith Realty) – Best Business Float;
3. Paint the State (Children's Chance) – Best Non-profit;
4. Chapin Marching Band - Best School Entry;
5. Abraham the Camel (JIIN Ministry) – Best Church Float.

Honorable Mentions:

1. Christian Gymnastics;
2. Back to the Rack, LLC; and
3. Anytime Fitness.

**Financial Report:** Director Culler reported on the July General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,527,330 with GF YTD Expenditures at \$922,228 with a balance of \$605,102.

Director Culler reported on the July Utilities Fund (UF) YTD Actual Revenues at \$2,268,901 with UF Expenditures at \$1,354,423 with a balance of \$914,478. Noting a payment to M.B. Kahn Construction of \$373,635 on the Wastewater Treatment Plant Expansion Project.

**Police Report:** Calls for service totaled 321 for the period July 30, 2018 to August 28, 2018.

Police Department Positive Community Engagement included:

1. Boy Scout Troup Presentation by Sargent Finch on Tobacco, Alcohol, and Drugs;
2. Affirmative Assistance to one of the Screaming Eagles (Tucker, recipient of a deer hunt) by Captain Craig, who helped him sight in his rifle.

**Utility Report:** Director Metts reported that the Wastewater Treatment Plant Expansion Project is on schedule and within budget. The project is 30% complete at this time and is scheduled for completion in September of 2019.

The Utilities Department has been working with the City of Columbia, and the Department of Health and Environmental Control (DHEC) on the Amick's Ferry Water System odor complaints. The City of Colombia did identify and repair a problem with their chlorine injection system. Both the City and Town have been rigorously flushing their systems to eliminate chlorine level fluctuations, once stabilized the odor should go away. The Town has the money to cover the extra expense of the additional water used to flush the system but will ask for a reduction in the water bill from the City of Colombia because the problem is coming from the source water.

Sewer line relocation construction has resumed on the Murray Lindler/Old Lexington Round-about after delays caused by the City of Columbia trying to locate one of their lines. The Town recently uncovered one of its lines, only to discover it was outside of the construction area, which will result in a reduction in the contract amount.

**Zoning Report:** Director Powell reported two re-zoning applications, one for 945 Chapin Rd and the other at 404 Lexington Ave that Council that will address later in the meeting. He also reported a zoning and sign permit.

Special Projects included: Annexation, Extraterritorial Jurisdiction, and Development Review Meetings (DRM). He will be witnessing a Lexington County DRM next week and plans to make it a standard practice for the Town of Chapin.

### **Old Business**

**Ordinance – Amend 18.207 Utility Extensions 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 B” was approved by unanimous vote on its 2<sup>nd</sup>/Final Reading:

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

**Ordinance – Proposed 2019 Municipal Budget:** Council Member Koon moved to accept the proposed 2019 Municipal Budget as presented. Council Member Hollis seconded the motion. The proposed 2019 Municipal Budget “Exhibit C” was approved by unanimous vote on its 2<sup>nd</sup>/Final Reading:

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

### **New Business**

**Approval of Public Demonstration Permit – Chapin Presbyterian, Life Chain Event:** Chapin Presbyterian submitted a Public Demonstration Permit Application “Exhibit D” for a Life Chain Event to bring awareness of alternatives to abortion. The demonstration would be on October 7, 2018 from 2:00 to 3:00 p.m.

Mayor Pro Tem Clonts moved to approve the Public Demonstration Permit for Chapin Presbyterian’s Life Chain Event as allowed in Chapter 14 Article X of Chapin Town Code. Council Member Hollis seconded the motion. All were in favor, motion carried.

**Approval of Revised Water and Sewer Extension Policies:** The Water and Sewer Extension Policies “Exhibit E” have been revised to reflect the changes made to 18.207 Utility Extensions to Areas Not Served of Chapin Town Code.

Mayor Pro Tem Clonts moved to approve the revised Water and Sewer Extension Policies in accordance with Chapter 18 Section 207 of Chapin Town Code. Council Member Koon seconded the motion. All were in favor, motion carried.

**Approval of Palmetto Shores Phase 5 Sewer Agreement Capital Improvement Project:** Mayor Knight explained the Palmetto Shores Phase 5 Sewer Agreement “Exhibit F” is a capital improvement project that requires Council approval. The external line is to serve a subdivision off of Old Lexington Hwy below Wessinger Rd.

Council Member Koon moved to approve the Palmetto Shores Phase 5 Sewer Agreement listed on the Capital Improvements Project List as Old Lexington Hwy 10” Force Main and authorized under 5. b. of the Water and Sewer Extension Policies. Mayor Pro Tem Clonts seconded the motion. The Palmetto Shores Phase 5 Sewer Agreement Capital Improvement Project was approved by unanimous vote:

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

Director Metts was asked to summarize the two types of sewer agreements. He indicated the agreements were basically the same except that under the Capital Improvement Project Sewer Agreement there is a potential for the developer to construct the system the Town has identified and approved as a capital improvement project.

Under the Palmetto Shores Phase 5 Sewer Agreement, the developer will receive sewer taps based on the amount of the actual construction cost. The sewer taps will be used for the properties within his development. If the developer received more taps than required, the Town would sell the taps

on that line; for every 2 taps sold the developer would receive credit for one of the taps. If the developer required more taps based on the actual construction cost, he would be required to purchase the remaining sewer taps needed.

**Ordinance – Re-Zone Property Located at 945 Chapin Rd:** Owners, Glenda W. Lindler and Judith W. Dominick requested re-zoning of their property at 945 Chapin Rd from Single Family Residential (RS-1) to General Commercial (GC) “Exhibit G.” An un-named business is planning to purchase the property, demolish the current structure, and build a 7,500 sq ft retail space. The Chapin Zoning Map identifies all surrounding property as GC and the Future Land Use Map identifies the parcel as GC.

Council Member Hollis moved to re-zone the Wessinger Property (945 Chapin Rd). Council Member Koon seconded the motion. Re-Zone of property located at 945 Chapin Rd from RS-1 to GC was approved by unanimous vote on its 1<sup>st</sup> Reading:

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

**Ordinance – Re-Zone Property Located at 404 Lexington Ave:** Owner, Michael O. W. Edens requested re-zoning of his property at 404 Lexington Ave from RS-1 to Office Commercial (OC) “Exhibit H.” Aquarius Spa in Chapin is purchasing both 404 Lexington Ave and 406 Lexington Ave to build a new spa and relocate. 406 Lexington Ave is currently zoned OC and properties adjoining 404 Lexington Ave are zoned RS-1. The Future Land Use Map identifies the area as mixed use.

Council Member Koon moved to approve the re-zone of property located at 404 Lexington Ave from RS-1 to OC. Mayor Pro Tem Clonts seconded the motion. Re-Zone of property located at 404 Lexington Ave from RS-1 to OC was approved by unanimous vote on its 1<sup>st</sup> Reading:

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

**Ordinance – Amend Article 3 Establishment of Districts and Zoning Map & Article 5 District Regulations of the Zoning Ordinance:** In an effort to have the Chapin Zoning Ordinance and the Chapin Comprehensive Plan align, removal of Multi-Family Residential from the Interstate Commercial (IC) and General Commercial (GC) Zoning Districts and amending permitted residential uses as Single-Family and Two-Family Dwellings for the Town Center (TC) and Office Commercial (OC) Zoning Districts were recommended.

The Planning Commission also recommended an additional paragraph in the ordinance indicating that these provisions were necessary while revisions to the Zoning Ordinance and Comprehensive Plan are made so they are brought into alignment.

Council Member Koon moved to amend Sections 301, 511, 513, 515, and 517 of the Chapin Zoning Ordinance pertaining to residential uses in the OC, TC, IC, GC, and Light Manufacturing (LM) Districts. Council Member Hollis seconded the motion. Amendments to Article 3 and Article 5 of the Zoning Ordinance “Exhibit I” were approved by unanimous vote on its 1<sup>st</sup> Reading:

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

Director Powell would create a milestone schedule/plan identifying a timeline for chapter revisions of the Comprehensive Plan. The chapters would be discussed during work sessions but would need to be sent out ahead of time to give Council plenty of time for review.

**Adjournment:** Mayor Pro Tem Clonts moved to adjourn Town Council. Council Member Hollis seconded the motion. The meeting was adjourned at 8:05 p.m.

COUNCIL APPROVED: October 2, 2018