



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

**Tuesday, September 7, 2021  
7:00 p.m.**

**Council Chambers**

**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, and Town Clerk Shannon Bowers

**Call to Order:** Mayor Knight called the meeting to order at 7:03 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. Jim Schaefer from American Post 193 led the Pledge of Allegiance and Member Clonts offered the invocation.

**Public Hearings**

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

**Presentation: Propose to adopt amendments to the FY 2021 Budget for Town Hall Administrative Offices renovation project:**

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

Mayor Knight opened up Council Comment. Member Teal commented that a discussion needed to be had regarding the percentage of funds to be used for this project.

Mayor Knight closed the public hearing at 7:07 p.m.

**Executive Session**

Member Clonts made the motion to go into executive session, per SC Code Section 30-40-70 (a)(2) to receive legal advice relating to a pending claim. Member Teal seconded the motion. All in favor, motion carried. Council moved to executive session at 7:09 p.m.

Member Teal made the motion to move back to regular session. Member Hollis seconded the motion. All in favor, motion carried. Regular session resumed at 8:05 p.m. No further action was taken by Council.

**Review and Acceptance of Minutes**

Council reviewed the August 3, 2021 Regular Meeting Minutes and August 12, 2021 special called meeting and work session minutes. Mayor Pro Tem Koon 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 2021 Labor Day Festival with events such as “Taste of Chapin”, a restaurant week style event that had a lot of positive feedback from businesses and patrons, The Justin Pepper 5K, Farmers Market, and Boots on Beaufort all happened on Saturday September 4, 2021, and the festival and parade happened on Monday September 6, 2021. She noted that about half the vendors were accepted due to concerns over COVID-19 and vendors were spaced out to accommodate. Director Burroughs gave special thanks to Town Clerk Bowers, TC Bowers with Palmetto Fine Arts, Director Culler, Director Metts, Zoning Administrator Singletary, Chief Zeigler and the Chapin police department, and Amanda Mohr with Fidelis Family Retreat in helping coordinate the parade and festival. The Crooked Creek Art League had a successful “Arts Trail Through Chapin” project, painting and decorating trail marker posts for display around town and on town hall property.

Director Burroughs updated Council on the boards and commission activities. The Architectural Review Board (ARB) sought the opinion of the town attorney whether they could approve a temporary structure for a permanent use for a facility to be constructed by Prisma Health. It was determined they did not have that authority, and ZA Singletary will be handling this project with Prisma Health to resolve this issue. The next ARB meeting will be on September 9, 2021 and they will be discussing the Lowe’s Food renovation. The Planning Commission did not meet in August due to a lack of quorum. The Board of Zoning Appeals met and approved a special exception for a company called Demobags to operate the same type of business that was previously located at 300 E. Boundary Street. They also denied a variance request for a temporary residence in an RV in a residential neighborhood. Director Burroughs also noted that the possibility of adding more members to the boards is being discussed, since gathering a quorum of the board has been an issue in recent months.

**Financial Report:** Director Culler reported the general fund revenue as of the end of July 2021 was \$1,483,776. Expenses as of the end of July 2021 was \$814,598. Revenue exceeded expenses by \$669,178. Business License revenue as of the end of August 2021 was \$413,465, which was up \$48,000 from the same period in 2020 with 174 more licenses issued from the same period in 2020. Southern Resource Advisors has collected \$62,044 YTD in previously missed business license revenue. The hospitality tax fund YTD is \$836,867 as of the end of July. The utility fund revenue is \$3,069,692 and expenses are \$2,570,947 as of the end of July. Revenue exceeded expenses by \$498,745.

Director Culler reported that as of August 30, the Town will be able to access the system to draw down American Rescue Plan funds for local governments. On September 1, she was able to access the portal and on September 3, she and the Mayor were able to sign the appropriate documents to draw the money.

**Police Report:** Chief Zeigler reported they assisted multiple departments with an officer involved shooting that happened on August 15, 2021. He also reported his department is working with the Pelion police department in investigating a series of pharmacy burglaries that have happened recently. He also noted that he was very grateful to Lexington County Sheriff’s department for their assistance with the Labor Day festival, as they provided an additional 19 officers and several constables for added security and organization at the event.

**Utilities Report:** Director Metts introduced Karalyn Miskie as the Deputy Director of Utilities to Council. Karalyn comes to the Town from the City of Cayce. Director Metts also noted that they held an information session for the residents of the Indian Cove Community regarding getting a sewer line extension to their area. The residents were presented with information regarding the Town's environmentally stressed community agreement and information to create a special tax district to help pay for the cost of constructing the line. No decision has been made on this issue by the residents at this time. He also informed the Council that the Columbia Avenue sidewalk project has been completed.

### Old Business

**Ordinance – 2021 Budget Amendment: Town Hall Administrative Offices Renovation Project – 2<sup>nd</sup> reading:** Member Clonts made the motion to accept the second reading of the ordinance amending the 2021 Budget for the renovation of town hall administrative offices. Member Teal seconded the motion. Discussion followed. Member Teal commented that he was not willing to vote until a discussion was had regarding the percentage of the amount to be paid. Director Culler clarified the ordinance states that fifty percent of the total amount would be paid by the general fund and fifty percent by the utility fund. Member Clonts requested a separate meeting be scheduled to discuss before making a decision. The motion was denied and the vote was as follows:

Mayor Knight:	No	Mayor Pro Tem Clonts:	No
Council Member Hollis:	No	Council Member Koon:	No
Council Member Teal:	No		

### New Business

**Ordinance – Amending Chapter 3: Animals, Articles 1 and 2 of the Chapin Town Code through adoption by reference of amendments to Lexington County Animal Control Ordinance #20-29 – 1<sup>st</sup> reading:**

Member Clonts made the motion to accept 1<sup>st</sup> reading amending animal control ordinance by adoption by reference to Lexington County Animal Control Ordinance #20-29. Mayor Pro Tem Koon seconded the motion. 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		

**Resolution: Designating an authorized representative and contact person for purposes of the American Rescue Plan Act of 2021:** Mayor Knight made the motion to approve the resolution designating an authorized representative and contact person for the purposes of receiving funds from the American Rescue Plan Act of 2021. Member Clonts seconded the motion. 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		

**Ordinance – Repealing and Replacing the Town of Chapin Business License Ordinance – 1<sup>st</sup> reading:** Director Culler explained Act 176: Business License Tax Standardization Act. It

requires municipalities to tax business license fees the same way and will go into effect January 1, 2022. She explained seven steps required to comply with the law:

1. Adjusting standard business license year to a standard May 1- April 30
2. Updating business license tax data (includes adjusting NAICS codes)
3. Rebalance to avoid a windfall or loss
4. Work with the Municipal Association of South Carolina (MASC) to gain revenue neutrality (which changed the Town's fee schedule slightly)
5. Repeal and replace the Town's business license ordinance provided by the MASC (information in this ordinance is mandatory to comply with state law, but can include the Town's fee schedule/class schedule)
6. Set up a portal account for businesses to use (new licenses will still be approved and issued by the Town, the portal should be ready for businesses license renewals by February 1)
7. Notifying stakeholders – Director Culler stated that all Town businesses will be notified in December and January of these changes

Director Culler also stated the MASC has reviewed and approved this ordinance with the Town's information. Director Culler clarified that the rates only changed slightly in order for everything to balance out.

Mayor Pro Tem Koon made the motion to accept 1<sup>st</sup> reading repealing and replacing the Town of Chapin business license ordinance. Member Clonts seconded the motion. 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 Teal seconded the motion. Meeting was adjourned at 9:00 p.m.

COUNCIL APPROVED: October 5, 2021