

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, October 6, 2020
3:00 p.m.**

Town Hall Community Room

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

Members Absent: Council Member Leland Teal

Staff Present: Finance Director Laura Culler, Town Engineer Dan Lambert, Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

Staff Absent: Police Chief Seth Zeigler and Utilities Director Andy Metts

Guests: Kari Pepper McKeone – The Justin Pepper Foundation

Call to Order: Mayor Knight called the meeting to order at 3:00 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.

Review and Acceptance of Minutes

Council reviewed the September 1, 2020 Regular Meeting minutes and the September 17, 2020 Special Called Meeting minutes. Member Clonts moved to accept the minutes as presented. Member Hollis seconded the motion. There were no comments on the minutes. All were in favor, motion carried.

Presentation:

The Justin Pepper Foundation – Kari Pepper McKeone - The Justin Pepper 5K: Walk, Run, Ruck race has traditionally been a part of the Labor Day weekend activities. Due to COVID-19, the Labor Day Festival was cancelled, but the race continued, with modifications. Each year The Justin Pepper Foundation awards a community volunteer award and a school volunteer award for helping organize the race. This year the Town of Chapin won the volunteer award with the help of Mayor Pro Tem Al Koon, Public Affairs Director Nicholle Burroughs, Town Clerk Shannon Bowers, Captain Ray Craig, Officer Walker Campbell, and TC Bowers. Kari Pepper McKeone presented the Town with a trophy and a presentation video to showcase the Town’s volunteer efforts. Kari also noted that donations for the foundation were up this year in addition to the proceeds collected from the race. The Justin Pepper Foundation encourages youth to take ownership in their communities through volunteer activities and philanthropy. They recognize and reward youth who excel in volunteerism and philanthropy through their scholarship program.

Public Comments Related to Municipal Matters

There were no public comments.

Reports

Communications/Events Report: Director Burroughs reported that the Farmer’s market has been cancelled for the remainder of the season due to COVID-19 concerns.

The Chapin Beautification Committee is currently working to beautify the Town Hall property and is working toward grant funding through the South Carolina Department of Natural Resources to help with better establishing the nature trails. Jeff Grover has been working with the Chapin Garden Club to establish a native species list and pollinator gardens to make sure we have the correct foliage for our area.

The next Building Bridges series is being held on October 7, 2020 and will feature leaders from 6 local groups in Chapin. They will have a discussion based on information from their respective groups about relations and community engagement.

The Town of Chapin will be sponsoring the community Holiday Open House this year to help promote shopping local for the many small businesses located in Chapin. The dates had to be changed from previously scheduled due to downtown Lexington holding their event the same weekend. The new dates are going to be November 12 through the 14, 2020. Director Burroughs is coordinating with the COMET to provide shuttle service for shoppers during this event.

Director Burroughs applied for the Hometown Economic Development Grant offered through the Municipal Association of South Carolina (MASC) to help fund Discovering Chapin: A Branding and Cultural Wayfinding Signage Program. Wayfinding signage was one of the projects identified under the hospitality tax. She should know something by October 31, 2020.

Director Burroughs also reported that Lizzie Sheppard is a local Chapin resident who will be the Town intern for the next few months. She is currently working towards a graphic design degree and will be doing some graphic design, social media work, and updating Channel 2 for the Town.

The Goodworks tiny home project is underway. It was originally planned for the Labor Day Festival. Since the Labor Day festival was cancelled, Goodworks pushed the timeline for construction back. Goodworks is leading the project but several Chapin organizations like the Town, Chapin Rotary Club, and Chapin Women's Club have all contributed to helping promote this project. Karen Larrabee is the new Crooked Creek Art League member to display her artwork in the community room at town hall.

The Town has secured an intern from Clemson University's Graduate program, at no cost to the town, to dedicate 20 hours a week to begin working on design projects that have been identified for the town. Ben Buxley is a part of the Department of City Planning and Real Estate Development and is working on their Master's in City and Regional Planning and will be overseen by Dr. John Graber, who is the head of this project. He is currently conducting a feasibility study to identify projects for the Town.

Financial Report: Director Culler reported that the General Fund Revenue year-to-date (YTD) as of the end of August 2020 is \$1,466,417 and Expenses YTD as of the end of August 2020 are \$913,068. Revenue exceeded expenses by \$553,349.

Director Culler also provided Council with a spreadsheet comparing January through August actuals to October through December projections. She projects the revenue to be approximately \$31,000 under budget and expenses to be approximately \$233,000 under budget. This would make the net \$200,000 under budget. Director Culler is confident that this projection will be accurate. She noted that revenues will look a lot different next year and these projections will be helpful in building the budget for 2021.

As of the end of August, business license revenue is \$365,847.14. The revenue is up \$12,165.60 from the same period in 2019. Director Culler has followed up with businesses in August and September that did not renew their licenses by July 28.

The Hospitality Tax went into effect on February 1, 2020. The total remitted through the collections for the month of August are \$263,656.12. There are no expenses to date.

Director Culler received notification that Phase 2 of the SC CARES Act began on October 5 and will go through November 15. Eligible expenses from July 1, 2020 through November 15, 2020 can be submitted for reimbursement. As of this meeting she had not received any approval or denial from funds submitted for the first round of CARES act funding.

The South Carolina Business License Tax Standardization Act (H4431) passed the House and Senate and was signed by the Governor. This new law mandates a standard business license year, due date, application and class schedule, among other changes. The bill's effective date is January 1, 2022. The MASC is preparing online resources and technical assistance materials for all cities and towns. The Town's process is already almost completely aligned with this new standardization, with a few minor changes that will need to be made before the 2022 effective date.

The Utility Fund Revenue year-to-date (YTD) as of the end of August 2020 is \$2,877,106 and Expenses YTD as of the end of August 2020 are \$2,332,320. Revenue exceeded expenses by \$544,786.

Police Report: No oral report was given. Written report was submitted in the council packets.

Utility Report: Town Engineer Dan Lambert gave the utilities report in Director Metts absence. The utilities and public works staff have continued performing their duties without interruption due to the COVID-19 state of emergency. The utilities lobby has recently reopened with modifications to protect staff and customers.

The new Waste Water Treatment Facility continues to meet and exceed the design standards for water treatment. Fencing, grading, and the installation of an automatic gate are a few of the remaining items left under construction.

The 401 Wetlands General Permit has been submitted and approved by the US Corps of Engineers for the East Chapin Force Main project. The permit package for submission to CSX is being finalized by the design engineer.

Town staff are coming to the end of the summer mowing season and will soon begin winter maintenance of the Town Easement areas. Information is being gathered for a plan to repair the Beaufort Street sidewalks to utilize a grant obtained by Lexington County.

The Town of Chapin Utilities one of several organizations chosen to be highlighted in a commercial produced by the South Carolina Rural Water Association to promote environmental operators for their paid apprenticeship program for the water and sewer industry. Dan Lambert showed those videos featuring the new Chapin WWTP to the council and staff.

Zoning Report: The Planning Commission has approved conditions for agricultural uses and manufactured home uses to the Rural Designation. After the last council work session, ZA Ashford compared the Department of Health and Environmental Control and Lexington County

requirements for conditional agricultural uses and is working to align the Town's requirements with these.

The Planning Commission is working diligently to adjust front setbacks for the major roadways in town now that the plan for the widening of Columbia Avenue has been made public knowledge. ZA Ashford is currently working on rewriting proposed amendments for articles 10-13 of the Chapin Zoning Ordinances.

There have been two rezone requests and one minor subdivision request for 209 and 211 East Boundary Street. The owners of the property combined the lots when they were purchased, but the owners now are looking to subdivide the lots back into two parcels in order to sell them. This was approved by the Planning Commission as it met all of the zoning requirements.

A committee has been formed to discuss the updates to the Comprehensive Plan. A rough draft of Chapter 8: Land Use has been completed and the committee is currently working to establish a mission statement and visions and goals for each element in the plan. Staff is currently working on public engagement opportunities to help with this process.

Information letters have been sent out to properties contiguous to town limits for annexation and staff is awaiting the responses from those letters.

Old Business

None

New Business

Request for Action: ZA Ashford reported to council that there is an open seat on the Planning Commission. Notifications were given and five applications were received by staff. After reviewing, ZA Ashford recommended Council appoint Karalyn Miskie as the fifth member of the Planning Commission.

Mayor Knight made the motion to appoint Karalyn Miskie to the Planning Commission. Mayor Pro Tem seconded the motion. All in favor, motion carried.

Mayor Knight: Yes

Member Clonts: Yes

Mayor Pro Tem Koon: Yes

Member Hollis: Yes

Recommendation to approve zoning map amendment to rezone 101 Water Street from RS-1/Low Density Residential to General Commercial – 1st reading: The owners of 101 Water Street applied to rezone their property from residential to commercial. It is currently a vacant lot across from the entrance of Publix on Old Lexington Hwy. The owners wish to use the property or sell it for commercial purposes. The future land use map shows this area to be of mixed use, and rezoning to General Commercial would follow this guideline.

Mayor Pro Tem Koon made the motion to approve the rezone of 101 Water Street from RS-1/Low Density Residential to General Commercial. Member Clonts seconded the motion. All in favor, motion carried.

Mayor Knight: Yes

Member Clonts: Yes

Mayor Pro Tem Koon: Yes

Member Hollis: Yes

Recommendation to approve zoning map amendment to rezone 322 Clark Street from RS-1/Low Density Residential to Office Commercial – 1st reading: The owners of 322 Clark Street applied to rezone their property from residential to commercial. The lot is currently being used as a single-family residential dwelling, but the applicant wishes to rezone the property due to the S-48 widening project. The road widening is projected to be directly in front of the property. Lots surrounding this property are Office Commercial. The future land use shows this area to be mixed use and rezoning to Office Commercial would follow this guideline

Member Clonts made the motion to approve the rezone of 322 Clark Street from RS-1/Low Density Residential to Office Commercial. Member Hollis Seconded the motion. All in favor, motion carried.

Mayor Knight: Yes

Member Clonts: Yes

Mayor Pro Tem Koon: Yes

Member Hollis: Yes

Mayor Knight mentioned that the November Council meeting will be held on November 10, 2020 at 7:00 p.m. He also noted that a work session/special called meeting will be scheduled for October 22, 2020 at 4:00 p.m.

Adjournment: Member Clonts made a motion to adjourn the meeting. Member Hollis seconded the motion. Meeting was adjourned at 4:07 p.m.

COUNCIL APPROVED: November 10, 2020