



CHAPIN TOWN COUNCIL SPECIAL CALLED MEETING

**Thursday, October 18, 2018
3:00 p.m.**

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

Members Present: Mayor David W. Knight, Member Kay Hollis, Member Al Koon, and Member Leland Teal

Members Absent: Mayor Pro Tempore Mike Clonts

Staff Present: Finance Director Laura Culler, Sanitary Sewer Engineer Dan Lambert, Superintendent of Utilities Operations Russell Wright, Planning & Zoning Director Nathan Powell, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Staff Absent: Utilities Director Andy Metts and Public Affairs Director Nicholle Burroughs

Guests: Lisa Lee Smith, Joe Dever, Lill Mood, and John Andoh

Call to Order: Mayor Knight called the meeting to order at 3:03 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Presentation

Restore Bus Services to Newberry with Stop in Chapin: Mayor Knight moved to amend the agenda to allow for the Bus Service Presentation at the end of the meeting. Council Member Koon seconded the motion. All were in favor, motion carried.

Items of Discussion

Irmo Chapin Recreation Center Electronic Sign Board Discussion: The Irmo Chapin Recreation Center (ICRC) would like to come to an understanding (Memo of Understanding “Exhibit A”) with the Town of Chapin to provide an electronic sign board in the Chapin Town Square.

ICRC would provide and install the sign, maintain the information and sign board, and allow the Town one slide on the board to promote Town events.

The Town of Chapin would provide the land area, stone columns, electricity, high speed data connectivity, maintain landscaping, and provide a property easement for 50 years.

Council concerns included: the 50-year term; provision for stone columns (whose responsibility Town or Chapin Beautification); electricity service; how many slides would be shown and what speed rotation they would have. Overall Council felt it would be good to work with ICRC. Mayor Knight and Director Culler would meet with ICRC representatives and Gerald Meetze of Chapin Beautification to finalize the details.

Employee Handbook Discussion – Annual Leave/Sick Leave Accumulation: On behalf of Town Employees, Director Culler provided Council with information regarding Annual Leave/Sick Leave Accumulation “Exhibit B” in regards to the State Retirement System and how it applies to Class II and Class III Members.

In September of 1998 the Town adopted an Employee Handbook allowing 5 days of unused annual leave to be carried over not accruing more than 30 days and 12 days of unused annual sick leave to be carried over not accruing more than 90 days.

In August of 2017 the Town adopted an Employee Handbook allowing 5 days of unused annual leave to be carried over not accruing more than 5 days and 12 days of unused annual sick leave to be carried over not accruing more than 25 days.

Director Culler explained that the State Retirement System allows 45 days of accrued annual leave paid out at retirement included in the retirement calculation of Class II Members and 90 days of service credit allowed to apply to the calculation but not used to establish eligibility of Class II Members. This makes a substantial difference for Class II Members retirement benefits. The Town currently has 11 Class II Members. Another factor to consider is the cost over time for temporary employment should an employee be out for an extended period and temporary employment required to cover their position.

A Resolution would be added to the November 6, 2018 Town Council Meeting to revisit the annual leave/sick leave portion of the Employee Handbook.

Victim’s Assistance Funds Discussion: Director Culler provided information to Council on the disbursement of Victim’s Assistance Funds. The Town is required to distribute 90% of the victim assistance funds that come in. A portion of the funds are paid to the Victims Advocate’s time, computer usage, and supplies with a remaining portion to be donated to charities assisting victims.

Director Culler suggested three charities working with victims in the Chapin area:

1. Sister Care;
2. Sexual Trauma Services of the Midlands; and
3. South Carolina Victims Assistance Network

She indicated that SC Victims Assistance Network funnels into victim assistance organizations and felt that the funds would benefit Chapin area victims directly if paid to Sister Care and Sexual Trauma Services of the Midlands. All donations are documented and accounted for by both the sender and recipient through the Department of Crime Victim Compensation.

Comprehensive Plan Discussion – Chapter 2 Population: An update of Chapter 2 Population “Exhibit C” of the Comprehensive Plan was provided to Council for review. Director Powell indicated that Town Attorney Lisa Smith was currently reviewing Chapter 2 and would follow-up with a meeting tomorrow. He also contacted Dennis Dickerson at the South Carolina Revenue and Fiscal Affairs Office for updated statistical information.

Council felt there was a lot of good information in the Chapter but what did it all mean. Joe Dever, Chapin Planning Commission indicated that the information provided demographic and income

characteristics over time in the Chapin area allowing for improved connectivity and zoning. Not only does this help with future planning but allows prospective businesses information for possible expansion/location.

Presentation

Restore Bus Services to Newberry with Stop in Chapin: Lill Mood, Lexington County Board Member for the Central Midlands Regional Transit Authority (CMRTA) and John Andoh, CEO COMET presented information in regards to restoring bus services to Newberry including a stop in Chapin “Exhibit D.”

The Pilot Program (Route 93X) would focus on express services from Columbia to Newberry with stops in Irmo, Ballentine, Chapin, and Little Mountain providing transportation for major employers like Palmetto Health, State Offices, and the University of South Carolina. The one-year Pilot Program is scheduled to begin in May of 2019 with a 22-passenger bus operating 5 days a week (Monday-Friday) with 4 trips daily. They were looking to the Town for possible parking areas such as the BI-LO or Chapin United Methodist Church and promotion of the service.

November 6, 2018 Town Council Agenda Items Discussion: Items on the November 6, 2018 Town Council Agenda included:

1. Ordinance – New Franchise Agreement & Fee Rate for MCEC – PH/2nd Reading
2. Ordinance – New Franchise Agreement & Fee Rate for SCE&G – PH/2nd Reading
3. Resolution – Amend Employee Handbook for Annual Leave/Sick Leave

Additional items should be sent to Clerk Hammond.

Adjournment: Council Member Teal moved to adjourn the meeting. Council Member Koon seconded the motion. The meeting was adjourned at 4:30 p.m.

COUNCIL APPROVED: November 6, 2018