

**CHAPIN TOWN COUNCIL  
REGULAR MEETING  
CHAPIN TOWN HALL  
157 NW COLUMBIA AVENUE  
CHAPIN, SOUTH CAROLINA**

**January 20, 2026  
6:00 P.M**

**AGENDA**

**Call to Order and Determine Quorum**

**Statement of Freedom of Information Act Compliance**

**Invocation and Pledge of Allegiance**

**Oath of Office**

1. Warren Burritt, Chapin Town Council
2. Ainslee Bost, Chapin Town Council

**Mayor's Announcements**

**Review and Acceptance of Minutes**

3. December 16, 2025 Regular Meeting Minutes
4. December 16, 2025 Public Hearing Minutes
5. December 23, 2025 Special Called Meeting Minutes
6. January 9, 2026 Special Called Meeting Minutes

**Reports**

7. Police Report
8. Utility Report

**Executive Session**

9. To discuss personnel matters in the Administration Department pursuant to S.C. Code Ann. §30-4-70(a)(1)
10. To receive legal advice with regard to Chapin Council Member qualification for office pursuant to S.C. Code Ann. §30-4-70(a)(2)

**Note: Upon returning to open session, Council may take action on matters discussed in executive session.**

**Resolutions**

11. Resolution - Election of Mayor Pro Tempore – 2-year term
12. Resolution – Designation of Check Signers

13. Resolution – Authorizing Funding and Procurement of Forensic Audit

**Ordinances**

14. 1<sup>st</sup> reading: Ordinance amending Chapter 2: Administration and Chapter 13: Police of the Chapin Town Code, through adoption of amendments to §§2.408, 2.701, 2.801, and 13.101 giving the Town Mayor Authority to Appoint and Terminate the Director of Finance, the Director of the Department of Planning and Zoning, the Director of the Department of Public Works, and the Chief of Police.

**Adjourn**

**CHAPIN TOWN COUNCIL  
PUBLIC HEARING MEETING MINUTES**

**Tuesday, December 16, 2025  
5:30 p.m.**

**Council Chambers**

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**Members Present:** Mayor Bill Mitchell, Council Member Vicky Shealy, Council Member Leland Teal

**Members Absent:** Council Member Mike Clonts, Mayor Pro Tem Gregg White

**Staff Present:** Director of Public Works and Utilities Rick Bryan, Police Chief Thomas Griffin, Director of Finance Jacqueline Thompson, and Municipal Clerk Shannon Bowers

**Call to Order:** Mayor Mitchell called the meeting to order at 5:32 p.m. Mayor Koon then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Mayor Mitchell asked if there was an individual that would like to lead the pledge of allegiance. Mr. Russ Taylor with Americal Legion Post 193 let the reciting of the pledge of allegiance.

Mayor Mitchell then noted that a clerical error was made on the website where two identical agendas were inadvertently posted for tonight's meeting, but that the correct agenda was sent out to email lists, posted on the building, and provided at the meeting in person.

**Public Hearings**

**Presentation: Ordinance adopting the 2026 Budget:** There was no discussion on the 2026 Budget.

**Public Comments:**  
There were no public comments.

**Comments by Town Council:**  
There were no comments by Town Council

**Adjournment:** Public Hearings were adjourned at 5:37 p.m.

COUNCIL APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Bill Mitchell, Jr., Mayor

ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk

**CHAPIN TOWN COUNCIL  
REGULAR MEETING MINUTES**

**Tuesday, December 16, 2025  
6:00 p.m.**

**Council Chambers**

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**Members Present:** Mayor Bill Mitchell, Council Member Leland Teal, Council Member Vicky Shealy

**Members Absent:** Mayor Pro Tem Gregg White, Council Member Mike Clonts

**Staff Present:** Utilities Director Rick Bryan, Police Chief Thomas Griffin, Director of Finance Jacqueline Thompson, Planning & Zoning Manager Reid Radtke, and Municipal Clerk Shannon Bowers

**Guests:** Gerard Lebar – American Legion Post 193, Patrick Hollohan – Lake Murray Evangelical

**Call to Order:** Mayor Mitchell called the meeting to order at 6:01 p.m. He then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Invocation and Pledge**

Patrick Hollohan with Lake Murray Evangelical provided an invocation. Gerard Lebar with American Legion Post 193 led the Pledge of Allegiance.

**Mayor's Announcements**

Mayor Mitchell addressed several things during the Mayor's announcements. The first he noted that a clerical error was made on the website where two identical agendas were inadvertently posted for tonight's meeting, however the correct agenda was sent out to email lists, posted on the building, and provided at the meeting in person. He stated that any items needing attention would be reconsidered at the next meeting to ensure things were in order.

He then thanked everyone who came out and attended Old Timey Christmas. He also thanked the volunteers, vendors, businesses, and others who helped make the event the best one yet. He stated that money raised from the event totaled approximately \$7,000 (expenditures totaled approximately \$1,000) and would go to help a local family in need with medical expenses.

He concluded by stating that Gregg White and Leland Teal would be stepping down in January, and thanked them for their many years of service to the Chapin community, with Mr. Teal serving for 41 years.

**Review and Acceptance of Minutes**

Council reviewed the November 18, 2025 meeting minutes, the November 20, 2025 special called meeting minutes, and the November 25, 2025 special called meeting minutes. Council

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Member Teal moved to accept all minutes as presented. Council Member Shealy seconded the motion. No discussion, motion to approve the minutes passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes

### **Public Comments Related to Agenda Items**

There were no public comments.

### **Reports**

**Financial Report:** Director Thompson reported on the monthly reports as of the end of November 2025. The general fund expenses for November were \$1,792,670.21; ARP expenses were \$196,361.11; Hospitality Tax expenses were \$67,549.02; water and sewer expenses were \$4,654,769.92; and capital expenses were \$2,924,686.55. The general fund revenue was \$2,156,636.63; ARP revenue was \$6,168.03; Hospitality Tax revenue was \$904,788.29; the water and sewer revenue was \$6,041,051.47, and the capital fund revenue was \$1,570,950.

**Police Report:** Chief Griffin updated Council on police department activities. Numbers of offenses and assisting other agencies, ticket counts and citations, arrests, and calls for service have remained the same. He noted that calls for assisting other agencies was down, and attributed that to increased Lexington County coverage of this area. He then updated council on department happenings, which included:  
Incident of note – He informed council of a shooting incident the night of Old Timey Christmas, where Chapin Police officers were first on the scene. It was located in Lexington County jurisdiction, and once deputies arrived, they took control of the investigation. He attributed the quick response to our officers being first on the scene, as well as our reserve officers maintaining the Old Timey Christmas event to keep everyone safe.  
Fall Night Out/Old Timey Christmas – Chief Griffin stated that both events were well attended and went on to be a huge success. He attributed that to Marsharia Adams, the Communications and Events Coordinator for making sure things went smoothly.  
Boys Farm Toy Run – annual toy drive sponsored by Boland’s Ace Hardware, and in conjunction with Lexington County Sherriff’s Department and Newberry County Sherriff’s Department to donate toys to the children at the Newberry Boys Farm.

He concluded his report by highlighting upcoming trainings for the department which included, emergency vehicle trainings, firearms trainings, and drug trainings. He ended with acknowledging Kevin Adcock for completing his Bachelor’s Degree from North Greenville University.

**Utilities Report:** Director Bryan provided council with an update on the written report submitted, which included:  
SCDES – water system inspection was done in December, should have the report by January  
Water Tank – has been repainted with a fresh coat of paint, logo not included as cost was too high.  
WWTP - SCDES – had no violations on the follow-up visit, signs are now up with proper information included

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CMCOG - Currently reviewing the capacity to the river and meeting to decide how best to proceed – all areas surrounding the river are involved.

East Chapin Force Main - Boring is completed with no major complications and on target to be completed by Christmas. A 6-inch line did run into rock which needed to be mitigated, but cost of that was included in the contingency of the original agreement for the project.

Primrose Force Main - Received grant funding through the Rural Infrastructure Authority, and will be presenting a request for action later on the agenda

He concluded the report by updating council on new developments which are on hold due to the sewer tap freeze, S-48 project progress, maintenance activities, speaking engagements, department updates, and other department activities.

### **Ordinances**

**2<sup>nd</sup> Reading: Ordinance for 100% annexation of a 14-acre tract, TMS 000700-06-017, into the Town of Chapin:** Mr. Radtke explained the annexation of 14 acres off of Murray Lindler Road. This property was purchased by an individual with the intent of separating the lots into 5 lots and is requesting a zoning of SR-1. He also noted that previous applicants for the same property did not move forward with anything as their plans would not meet the UDO. Council Member Teal moved to approve 2<sup>nd</sup> reading of the ordinance for 100% annexation of a 14-acre tract, TMS 000700-06-017 into the Town of Chapin as presented. Council Member Shealy seconded the motion. Council Member Teal asked for clarification that the zoning requested of SR-1 is stricter than what the county would currently allow for that area. Mr. Radtke confirmed and noted that the County standards are zoned for rural development, which has the potential to allow campgrounds, storage facility, or the like. He does note that the SR-1 zoning designation does meet the intention of the future land use map for that area. No further discussion, motion to approve passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes

**2<sup>nd</sup> Reading: Ordinance adopting 2026 Municipal Budget:** Council Member Teal moved to approve 2<sup>nd</sup> reading of the ordinance for the 2026 Municipal Budget as presented. Council Member Shealy seconded the motion. Discussion on the budget followed.

The Mayor commented that he has looked over the budget and determined that it was a well-balanced budget. Council Member Shealy questioned the transparency of the future of the finances when there have been two staff members that have left that were capable of managing this budget. She also questioned the hiring of a special service attorney to review the budget when there was no notice to council that this attorney was being hired. She stated there were employees on staff that could do that job. Her question was to where the money is coming from to pay attorney Pike for November and December, as this was not budgeted for. Mayor Mitchell stated there was a contingency in the budget to pay special council. Council Member Shealy also questioned when an attorney to represent the Town would be appointed. Council Member Teal questioned if anything had changed from the first reading of the budget to the second. Director Thompson noted that from the workshop, the budget does reflect the 4% merit increase that the council approved, and risk assessment from the SCMIT/SCMIRF insurance from the Municipal Association. The numbers from the risk assessment came in at \$184,000, where the budgeted amount for 2026 was \$217,000. She noted that the budget was created very conservatively with the information staff had at the time of the workshop.

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Mr. Teal questioned whether the money could be moved from one fund to another. Mayor Mitchell asked Ms. Pike to clarify the point of moving budget money. She stated that money could be moved to offset budget line items, but could not be moved from the reserves without council approval. Director Thompson confirmed that money is budgeted for legal fees.

The council generally felt that a special called meeting for an executive session should be scheduled to discuss personnel matters as it relates to obtaining legal counsel.

No further discussion, motion to approve passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes

**Request for Action: Primrose Lane Force Main Construction Contract:** Director Bryan explained that the Town has received a grant from the RIA for a 75/25 split to complete the Primrose Force Main project. He stated this project was started back in 2016, and recommendations from the RIA suggested splitting the East Chapin Force Main and Primrose Force Main into two projects to increase chances of better funding. The project came in around \$1.4 million dollars; RIA has awarded the Town grant money in the amount of \$685,560. The Town will be responsible for the remaining \$228,520. He also stated that 11 bids were accepted for this project and the recommended contractor that staff is requesting approval for is Lake Murray Utility Company in the contract amount of \$914,080.00 and is anticipated to be completed in early 2026.

Council Member Shealy moved to approved the request for action as presented. Council Member Teal seconded the motion. No further discussion, motion to approved passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes

**Adjournment:** Council Member Teal made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 7:02 p.m.

COUNCIL APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Bill Mitchell, Jr., Mayor

ATTEST: \_\_\_\_\_  
Shannon Bowers, Municipal Clerk

**CHAPIN TOWN COUNCIL  
SPECIAL CALLED MEETING MINUTES**

**Tuesday December 23, 2025  
3:00 p.m.**

**Council Chambers**

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**Members Present:** Mayor Bill Mitchell, Council Member Leland Teal, Council Member Vicky Shealy, Council Member Mike Clonts

**Members Absent:** Mayor Pro Tem Gregg White

**Staff Present:** Police Chief Thomas Griffin, Director of Finance Jacqueline Thompson, and Municipal Clerk Shannon Bowers

**Guests:** Malane Pike

**Call to Order:** Mayor Mitchell called the meeting to order at 3:05 p.m. Mayor Mitchell then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Mayor Mitchell opened the meeting with a word of prayer and the pledge of allegiance.

**Town of Chapin 2025 Holiday Schedule Discussion:**

Mayor Mitchell made note that a recent directive from the President of the United States gave federal workers three days for the Christmas holiday. He is asking council to consider allowing the Town staff three days as well. Council Member Teal noted that the governor recently signed off on giving state workers three days for the Christmas holiday and that the Town typically follows suit.

Council Member Teal made the motion to approve December 26, 2025 as an additional Christmas holiday for town staff. Council Member Shealy seconded the motion. No further discussion, motion to approve passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

**Executive Session: Discussion of personnel matters pursuant to SC Code Section 30-4-70 (a)(1):**

Council Member Teal made the motion to enter executive session to discuss personnel matters, pursuant to SC Code Section 30-4-70 (a)(1). Council Member Shealy seconded the motion.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

Council entered executive session at 3:11 p.m.

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Council Member Teal moved to return to regular session. Council Member Shealy seconded the motion. Council resumed regular session at 3:51 p.m.

Upon returning to regular session, Council Member Clonts made the motion for the Town to hire an employment attorney to assist them investigating employment issues. Mayor Mitchell seconded the motion. Motion passed with a majority vote.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	No
Council Member Mike Clonts:	Yes

**Adjournment:** Council Member Clonts made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 3:51 p.m.

COUNCIL APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Bill Mitchell, Jr., Mayor

ATTEST: \_\_\_\_\_  
Shannon Bowers, Municipal Clerk

**CHAPIN TOWN COUNCIL  
SPECIAL CALLED MEETING MINUTES**

**Friday January 9, 2026  
2:00 p.m.**

**Council Chambers**

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**Members Present:** Mayor Bill Mitchell, Council Member Leland Teal, Council Member Vicky Shealy, Council Member Mike Clonts

**Members Absent:** Mayor Pro Tem Gregg White

**Staff Present:** Police Chief Thomas Griffin and Municipal Clerk Shannon Bowers

**Guests:** Malane Pike, Joanie Winters

**Call to Order:** Mayor Mitchell called the meeting to order at 2:01 p.m. Mayor Mitchell then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Mayor Mitchell opened the meeting by asking if anyone from the public would like to lead the pledge of allegiance, which a volunteer stepped forward. Mayor Mitchell then asked if anyone from the public would like to offer a prayer, which a volunteer stepped forward.

Mayor Mitchell thanked the public for attending the meeting and stated that regardless of positions and views, they were there to do what was best for the Town of Chapin. He then explained that they would go into executive session to discuss personnel matters.

Prior to entering executive session, Council Member Shealy addressed Mayor Mitchell and asked if she could ask a few questions. Mayor Mitchell agreed.

Council Member Shealy asked for the contract between the Town and the special projects attorney Malane Pike. Council Member Shealy stated she has asked for the contract several times and has not received it to date, and asked why that was. Mayor Mitchell stated that he signed a contract and would provide it.

Council Member Shealy asked how attorney Pike was getting paid, who was paying her, and what she's had access to, since financial records and other town documents have been moved into the Mayor's office. Mayor Mitchell responded by stating those terms were in her contract and Ms. Pike does not get access to the records except what he gives her access to.

Council Member Shealy then asked who the person was that was over the financial department in the interim. She stated that it was her understanding there was person who was a friend of the mayor's family and the position has not been posted for equal opportunity employment or any background checks done. Mayor Mitchell responded by stating he contracted with an individual to ensure the 29 employees at town hall would get paid and to keep the town running after the Director of Finance resigned.

Council Member Shealy then asked about the real estate meeting he had with a realtor at town hall during business hours. Mayor Mitchell responded by stating that he never had any real

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estate meetings at town hall.

Council Member Teal then questioned where the money was coming from for these extra contracts, as historically Town Council would view and approve any amendments to the budget to accommodate requests. Mayor Mitchell responded by stating that the town government operates in two separate branches, Administrative and Legislative, and he would never side step the roles of each branch, but he is able to move money around in the budget to accommodate such requests.

Mayor Mitchell ended the questioning by calling for a motion to enter executive session.

**Executive Session: Discussion of personnel matters pursuant to SC Code Section 30-4-70 (a)(1):**

Council Member Teal made the motion to enter executive session to discuss personnel matters, pursuant to SC Code Section 30-4-70 (a)(1). Council Member Clonts seconded the motion.

Mayor Bill Mitchell:	Yes
Council Member Leland Teal:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

Council entered executive session at 2:11 p.m.

Council Member Clonts moved to return to regular session. Council Member Teal seconded the motion. Council resumed regular session at 3:05 p.m.

**Adjournment:** Council Member Clonts made a motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 3:05 p.m.

COUNCIL APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Bill Mitchell, Jr., Mayor

ATTEST: \_\_\_\_\_  
Shannon Bowers, Municipal Clerk



# Chapin Police Department

157 NW Columbia Ave  
Chapin, S.C. 29036  
803-345-6443

Thomas W Griffin  
Chief of Police

## Town Council Report-December 2025

	December 2025	November 2025
<b>Offenses Reported</b>	<b>52</b>	<b>46</b>
<b>Assisting Other Agency Reports</b>	<b>7</b>	<b>2</b>
<b>Ticket Count</b>	<b>56</b>	<b>52</b>
<b>Warning Citations</b>	<b>140</b>	<b>123</b>
<b>Arrest</b>	<b>9</b>	<b>3</b>
<b>Motor Vehicle Collisions</b>	<b>12</b>	<b>9</b>
<b>Officer Initiated Contact</b>	<b>507</b>	<b>425</b>
<b>Calls for Service</b>	<b>137</b>	<b>143</b>



## Utilities and Public Works Monthly Report

for month of DECEMBER 2025

1. **Amick's Ferry Water System** – We received a Satisfactory rating on our SC DES inspected report with a couple of minor suggested improvements, one of them was for the City of Columbia.
2. **WWTP** – Central Midlands COG held a stakeholder meeting on several proposed plant upgrades in the midlands water basin and will hold another with the EPAC committee for their recommendations. Engineering/PER continuing. Expect the WWTP Phase-2 PER to be completed within 30days.
3. **East Chapin Force Main** – 16” Sewer main installation is completed. Performing pressure test and installing service taps still pending. 6” Sewer main close to finished.
4. **Primrose Ln Force Main** – Awaiting RIA approval of low bid on project before scheduling pre-construction meeting
5. **New Development** – All new proposals for development postponed at this time until released by Mayor to reengage discussions.
6. **S-48 New Road Proj**- Mayor is reviewing DOT's response to our requested changes to MOA before we can start on easement acquisitions. Time line is closing.
7. **Maintenance**- SCDES inspected our sewer collection system including about 27 pump stations. Only one had an actual performance issue and it was corrected the same day. Most deficiencies were on older facilities that weren't constructed to meet today's standards. EPA & SCDES regulations only require existing facilities be upgrade to new standards when other upgrades are to the site are performed or to address actual compliance violations. None of these sites were either. A corrective action plan was submitted to DES as required. This upgrade exceptions were referenced along with documentation of all repairs/improvements we performed as a result of their list. The remaining deficiencies will be addressed as future upgrades/improvements to each site is accomplished.
8. **Public Works**- Worked on easements and Chapin property maintenance.
9. **Personnel**- Our new Utilities AP/Billing Manger has been hired Shannon Steele. Still interviewing for a new billing clerk.
10. **General**- The recent vacancy of our Finance Director prevented close out of Utilities 2025 financial books and startup of our 2026 books. This was corrected Jan 13<sup>th</sup> and we have caught up on backlogged AP Payments. Our financial personnel turnover and software conversion in 2025 will make auditing 2025 very difficult if not impossible. All financial transaction in the first quarter of 2025 were forced manually due to software conversion problems. The files documenting these transactions are incomplete due to multiple personnel turnovers during this period.



**RESOLUTION NO. 001-01-2026**

**A RESOLUTION OF THE CHAPIN TOWN COUNCIL  
TO ELECT A MAYOR PRO TEMPORE**

**WHEREAS**, the Town Council is required to nominate and approve a Mayor Pro Tempore from the members of the Council for a term not to exceed two years; and

**WHEREAS**, the Mayor Pro Tempore exercises the Mayor's authority in case of an absence, disability, or vacancy in office, and terminates upon the return of the Mayor from absence, disability, or the election of successor when a vacancy in office of the Mayor occurs; and

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Chapin, South Carolina, the 20<sup>th</sup> day of January, 2026 that \_\_\_\_\_ will serve as the Mayor Pro Tempore of Chapin until January, 2028.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of January, 2026.

\_\_\_\_\_  
Bill Mitchell, Jr., Mayor  
Town of Chapin, South Carolina

ATTEST:

\_\_\_\_\_  
Shannon Bowers, Town Clerk  
Town of Chapin, South Carolina

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE TOWN COUNCIL OF CHAPIN, SOUTH CAROLINA  
AUTHORIZING THE CONDUCT OF A FORENSIC AUDIT OF THE TOWN'S FINANCIAL  
ACCOUNTS, FUNDS, DEPARTMENTS, AND PROGRAMS; DEFINING THE CONTRACT  
AND FUNDING AUTHORITY FOR THE AUDIT; AND PROVIDING FOR RELATED  
MATTERS.

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**WHEREAS**

WHEREAS, the Town Council of the Town of Chapin, South Carolina (the "Town") is charged with the stewardship of public funds and the duty to ensure transparency, accountability, and integrity in the Town's financial operations; and

WHEREAS, the citizens of the Town have raised questions regarding previous financial transactions, controls, procedures, and practices of the Town, warranting an independent forensic examination; and

WHEREAS, a forensic audit is a specialized examination designed to identify, analyze, and document financial irregularities, noncompliance, fraud, waste, or abuse, if any, and to recommend corrective actions; and

WHEREAS, Town Council finds that commissioning an independent, qualified forensic accounting firm to perform a forensic audit is in the best interest of the Town and its citizens; and

WHEREAS, funds can be lawfully appropriated for this purpose;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CHAPIN, AS FOLLOWS:

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**SECTION 1. AUTHORIZATION OF FORENSIC AUDIT**

Town Council hereby authorizes the engagement of an independent, qualified forensic accounting firm to conduct a forensic audit of the Town's financial records, accounts, transactions, internal controls, and related matters.

**SECTION 2. SCOPE OF AUDIT**

The forensic audit shall include, but not be limited to:

1. Review and analysis of Town financial accounts, funds, departments, and programs, for a three to five year period of time;

2. Identification of any irregularities, misstatements, misuse of funds, fraud, waste, or abuse, if present; and
3. Preparation of a written report detailing findings, conclusions, and recommendations for corrective action.

### **SECTION 3. PROCUREMENT AND CONTRACT AUTHORITY**

The Mayor is hereby authorized to solicit proposals, evaluate qualifications, and recommend for Town Council's approval a qualified forensic accounting firm to perform the forensic audit.

### **SECTION 4. FUNDING AND APPROPRIATION**

The Mayor is hereby authorized to obtain a cost estimate for the conduct of the aforementioned forensic audit for approval and appropriation of funds by Town Council.

### **SECTION 5. REPORTING TO TOWN COUNCIL**

Upon completion of the forensic audit, the auditor shall present its final written report to Town Council. The report shall be released to the public, consistent with applicable law.

### **SECTION 6. EFFECTIVE DATE**

This Resolution shall take effect immediately upon its adoption.

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**ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

\_\_\_\_\_  
William "Bill" Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Shannon Bowers, Town Clerk