

**CHAPIN TOWN COUNCIL
REGULAR MEETING
CHAPIN TOWN HALL, CHAPIN, SOUTH CAROLINA
February 17, 2026
*6:00 P.M**

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Invocation and Pledge of Allegiance

Mayor's Announcements

Review and Acceptance of Minutes

January 20, 2025 Regular Meeting Minutes

Reports

1. Police Report
2. Utility Report

Executive Session

1. To receive legal advice relating to personnel matters in the Administration Department pursuant to S.C. Code Ann. §30-4-70(a)(1)
2. To receive legal advice with regard to a contractual matter relating to a prior employee pursuant to S.C. Code Ann. §30-4-70(a)(2)
3. To receive legal advice with regard to a contractual matter relating to the Municipal Clerk

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

Resolutions

Resolution – Pledge to Practice and Promote Civility in the Town of Chapin

Ordinances

2nd 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.

Public Comments

Adjourn

*The Regular Meeting of Chapin Town Council will commence immediately following the Public hearing.

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, January 20, 2026
6:00 p.m.**

Council Chambers

Members Present: Mayor Bill Mitchell, Council Member Vicky Shealy, Council Member Mike Clonts, new Council Member Warren Burritt, new Council Member Ainslee Bost

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

Call to Order: Mayor Mitchell called the meeting to order at 6:00 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.

Invocation

Mayor Mitchell invited Mr. Ricky Branham to come forward to provide the invocation. He then asked Matthew Shealy to come forward to lead the pledge of allegiance.

Oaths of Office

Warren Burritt - Judge Gary Reinhart administered the Oath of Office for Council Member Warren Burritt

Ainslee Bost - Judge Gary Reinhart administered the Oath of Office for Council Member Ainslee Bost

Mayor's Announcements

Before beginning the meeting, Mayor Mitchell recognized former Mayor David Knight, and acknowledged the service of the outgoing council members, Gregg White and Leland Teal.

Mayor Mitchell then made the motion to add a public comment section to the end of the agenda. Council Member Shealy seconded the motion. No further discussion, motion to approve passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

Review and Acceptance of Minutes

Council reviewed the December 16, 2025 Public Hearing Minutes, December 16, 2025 Meeting Minutes, December 23, 2025 Special Called Meeting Minutes, and the January 9, 2026 Special Called Meeting Minutes. Mayor Mitchell moved to accept all minutes as presented. Council Member Shealy seconded the motion. Motion passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

Reports

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 for 2025, offenses were down 4%, citations were up 15%, warning citations were up 103% (attributed to education and proactiveness), collisions up 11%, officer-initiated contact up 41%, and calls for service up from 2500 to 3700, which is 30% increase.

He reported on an incident of note, where the department received a phone call from a suicidal subject. As a result of extensive crisis training the officers were able to successfully make contact with, and eventually get the subject the help he needed.

He concluded his report by highlighting upcoming trainings for the department which included, emergency vehicle trainings, firearms trainings, and drug trainings.

Utilities Report: Director Bryan provided council with an update on the written report submitted, which included:

SCDES – water system inspection was done in December and received a satisfactory report, which is the highest designation SCDES gives.

CMCOG - Currently reviewing the capacity to the river and meeting to decide how best to proceed – all areas surrounding the river are involved. These stakeholder meetings will help set Chapin up for future.

East Chapin Force Main – 16” line is complete, waiting on final inspection for the 6’ line while submitting the the permit to operate from the main portion.

Primrose Force Main - Received grant funding through the Rural Infrastructure Authority, and waiting approval for bid offer.

Hollyoak Lane – Court finally settled to officially close the road leading to the WWTP. This is a project that has been ongoing for the past 9-years.

S-48 – SCDOT has submitted MOA of agreement, Town sent it back with revisions. Currently reviewing the revisions before signing off. Bidding for construction still on target to start in April.

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

Before moving on in the agenda, Council Member Shealy asked Mayor Mitchell where the financial report was since they normally received one during this portion of the meeting. Mayor Mitchell responded that the director of finance resigned effectively immediately and therefore there was not a financial report for this month.

Executive Session

Discussion of personnel matters in the Administration Department pursuant to SC Code Section 30-4-70 (a)(1) and Receipt of Legal advice with regard to Chapin Council Member qualification for office pursuant to SC Code Section 30-4-70 (a)(2):

Council Member Clonts made the motion to enter executive session to discuss personnel matters and receive legal advice, pursuant to SC Code Section 30-4-70 (a)(1) and SC Code Section 30-4-70 (a)(2). Council Member Shealy seconded the motion.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

Council entered executive session at 6:27 p.m.

Council Member Clonts moved to return to regular session. Council Member Shealy seconded the motion. Council resumed regular session at 7:31 p.m.

Mayor Mitchell stated that no matters were decided on in executive session and no votes were taken.

Upon returning to regular session, Council Member Bost made the motion to give the Mayor authority to take any necessary personnel actions with regard to positions covered under sections 5-7-220 and 14-25-115 of the South Carolina Code of Laws in order to achieve restructuring of the Town's administration department. Council Member Burritt seconded the motion. Motion passed by majority vote.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Vicky Shealy:	No
Council Member Mike Clonts:	No

Resolutions

Resolution – Election of Mayor Pro Tempore – 2-year term: 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. Mayor Mitchell made a motion to nominate Ainslee Bost as the new Mayor Pro Tempore. Council Member Burritt seconded the motion. No further discussion was had. Appointment was approved by majority vote with Resolution # 001-01-2026.

Mayor Bill Mitchell: Yes
Council Member Warren Burritt: Yes
Council Member Vicky Shealy: Yes
Council Member Mike Clonts: Yes

Resolution – Designation of Check signors: Council Member Burritt moved to authorize the Mayor and the Mayor Pro Tem to sign checks and negotiate instruments on behalf of the Town of Chapin. Mayor Mitchell seconded the motion. Resolution #002-01-2026: Designation of Check Signers was approved by unanimous vote.

Mayor Bill Mitchell: Yes
Council Member Ainslee Bost: Yes
Council Member Warren Burritt: Yes
Council Member Vicky Shealy: Yes
Council Member Mike Clonts: Yes

Resolution – Authorizing Funding and Procurement of Forensic Audit: Mayor Mitchell moved to approve the resolution as presented. Mayor Pro Tem Bost seconded the motion. Resolution #003-01-2026: Forensic Audit was approved by unanimous vote.

Mayor Bill Mitchell: Yes
Council Member Ainslee Bost: Yes
Council Member Warren Burritt: Yes
Council Member Vicky Shealy: Yes
Council Member Mike Clonts: Yes

Ordinances

1st 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:

Council Member Burritt moved to approve 1st reading, in title only, amending Town code as presented. Mayor Pro Tem Bost seconded the motion. No further discussion, motion to approve 1st reading passed by majority vote.

Mayor Bill Mitchell: Yes
Council Member Ainslee Bost: Yes
Council Member Warren Burritt: Yes
Council Member Vicky Shealy: No
Council Member Mike Clonts: No

Public Comments

Mayor Mitchell opened the floor for public comments.

A member of the public, Erin Wessinger, the ordinance that was on the agenda for 1st reading. She encouraged them to consider the oath they took before making a final decision on the ordinance. She noted that the elected town officials should have the vote, instead of letting one person run everything like a dictatorship.

A member of the public, Kim Murphy, commented and thanked the new council for the work they were doing.

A member of the public, John Campbell, commented on the ordinance amendment. He congratulated the new council members, and asked that a copy of the ordinance changes be made available before the vote to see what the changes are going to be. He also commented that business owners are allowed to hire and fire employees as they see fit. He noted that was not considered a dictatorship, just good business.

A member of the public, Connor Graham, commented that he was proud of his mother, Ainslee Bost, and thanked everyone for being there.

Adjournment: Council Member Clonts made the motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 7:43 p.m.

Council Approved: _____

ATTEST:

Bill Mitchell, Jr., Mayor

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-January 2026

Offenses Reported	50
Assisting Other Agency Reports	9
Ticket Count	30
Warning Citations	100
Arrest	4
Motor Vehicle Collisions	11
Officer Initiated Contact	430
Calls for Service	285



Utilities and Public Works Monthly Report

for month of JANUARY 2025

1. **Amick's Ferry Water System** – The US Senate, approved funding for congressional grants. We are still on the approved grant project list. Awaiting presidential signature for final award of grant.
2. **WWTP** – Engineering of upgrade continuing. Survey of effluent force main to river showed areas where pipe was not laid within original drawn easements. AECOM has requested a change order (\$112,000) to scope of project to include locating existing force main pipe using ground penetrating radar to confirm actual location then create and resubmit easement plats to ensure our pipe is on accurate county recorded easement before any construction.
3. **East Chapin Force Main** – 16” Force main passed pressure tests. We received our Permit to Operate from SCDES for the 16” East Chapin Force Main only. It was turned on, Feb 10, 2026, and is currently in operation. Monitoring pump stations to document effects of this line being in operation.
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**- Responded to SCDES inspection report on all collection system discrepancies. Most everything was corrected within two days of inspection. Some documentation they requested was old and before we owned these facilities. SCDES says they don't have copies of these documents either and they approved them.
8. **Public Works**- Continues to trim trees around our facilities.
9. **Personnel**- Interviewing for a new billing clerk and continue to look for Ops Superintendent.
10. **General**- Trey Butler and myself have been assisting as we could in HR and Finance activities to assist with our vacancies. This has taken time away from our utility duties, but expect that to return to normal with hiring of Finance/HR clerk.

A RESOLUTION

PLEDGING TO PRACTICE AND PROMOTE CIVILITY IN THE TOWN OF CHAPIN

WHEREAS, a recent national survey found that 93% of Americans believe that incivility is a problem, with 68% considering it a “major” problem and 74% believing that incivility is increasing in America;

WHEREAS, the Town Council of the Town of Chapin (the “Council”), the governing body of the Town of Chapin, South Carolina (the “Municipality”), recognizes that robust debate and the right to self-expression, as protected by the First Amendment to the United States Constitution, are fundamental rights and essential components of democratic self-governance;

WHEREAS, the Council further recognizes that the public exchange of diverse ideas and viewpoints is necessary to the health of the community and the quality of governance in the Municipality;

WHEREAS, the Members of Council, as elected representatives of the community and stewards of the public trust, recognize their special role in modeling open, free and vigorous debate while maintaining the highest standards of civility, honesty and mutual respect; and

WHEREAS, in order to publicly declare its commitment to civil discourse and to express its concern for the common good and well-being of all of its residents, the Council has determined to adopt this resolution,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Town of Chapin pledges to practice and promote civility within the governing body.

The elected officials of the Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the Town of Chapin

This pledge ensures all communication — both spoken and written — to be open, honest and transparent as this is vital for cultivating trust and relationships.

This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance and civility are imperative to success.

This pledge ensures opportunities for finding common ground and engaging in civil discussion to seek solutions while actively listening and thoughtfully participating.

[signatures appear on following page]

ADOPTED IN REGULAR MEETING this ___ day of _____, 20__.

Mayor

Council member

Council member

Council member

Council member

Council member

Council member

ATTEST:

Town of Chapin Witness

TOWN OF CHAPIN
SOUTH CAROLINA

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPIN TOWN CODE §§2.408, 2.701, 2.801 and 13.101 REGARDING THE APPOINTMENT AND TERMINATION OF 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

WHEREAS, the Chapin Town Charter establishes that the Town Council adopted the Mayor-Council form of government by ordinance on September 14, 1976, and the Secretary of State issued a confirming certificate on September 14, 1976, and the Mayor-Council form of government was reaffirmed by an election in 2014;

WHEREAS, the Mayor-Council form of government establishes the responsibilities and powers of the mayor in S.C. Code Ann. §5-9-30; and

WHEREAS, the Town of Chapin has ordinances in place that prohibit the Mayor from assuming the full scope of authority granted to him under S.C. Code Ann. §5-9-30(1); and

WHEREAS, the Town Council wishes to amend the ordinances of the Town of Chapin to grant the Mayor the full scope of authority as stated in S.C. Code Ann. §5-9-30(1).

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Chapin, South Carolina, that:

I.

ORDINANCE 2.408, DIRECTOR OF FINANCE, shall be amended to read as follows:

The Town Director of Finance, whose duties are set forth in Town Ordinance Chapters 5, 7, 9, 10 and 17 shall be appointed by and/or terminated by the Mayor. The Finance Director shall be accountable to the Mayor and will report administratively to the Mayor.

II.

ORDINANCE 2.701, CREATION. DIRECTOR, shall be amended to read as follows:

The Town of Chapin Department of Planning and Zoning is hereby created as well as the position of Director of Planning and Zoning, who shall direct and

coordinate the operations and activities of the department. The Director shall report to the Mayor, and shall be appointed by and/or terminated by the Mayor.

III.

ORDINANCE 2.801, CREATION. DIRECTOR, shall be amended to read as follows:

The Town of Chapin Department of Public Works and Utilities is hereby created, as well as, the position of Director of Public Works and Utilities, who shall direct and coordinate the operations and activities of the department. The Director shall report to the Mayor, and shall be appointed by and/ or terminated by the Mayor.

IV.

ORDINANCE 13.101, COMPOSITION. APPOINTMENT, shall be amended to read as follows:

The Police Department shall consist of a Chief of Police, to be appointed by the Mayor, and such officers and employees as may be authorized by the Mayor.

V.

This Ordinance shall take effect and be in full force and effect following passage.

PASSED AND APPROVED this the ____ day of _____, 2026.

William "Bill" Mitchell, Mayor

ATTEST:

Malane Pike, Acting Town Clerk

First Reading: _____

Second/Final Reading: _____