

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING & WORK SESSION
CHAPIN TOWN HALL
157 NW COLUMBIA AVENUE**

May 5, 2022

4:00 P.M.

AGENDA

1. CALL TO ORDER AND DETERMINE QUORUM
2. STATEMENT OF FREEDOM OF INFORMATION ACT COMPLIANCE
3. RESOLUTION: Municipal Clerks Week: May 1-7, 2022
4. DISCUSSIONS
 - a. Cigar Store permitted uses discussion
 - b. Police Grant application update
5. ITEMS FOR NEXT COUNCIL MEETING
6. ADJOURN

CHAPIN TOWN COUNCIL MEETING

PUBLIC COMMENT POLICY

PROCEDURE:

Persons wishing to make a public comment concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during the Public Comment Period. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.



RESOLUTION NO. 05-05-005

A RESOLUTION TO DELCARE MAY 1-7, 2022 AS “MUNICIPAL CLERKS WEEK IN SOUTH CAROLINA” TO RECOGNIZE AND HONOR THE VALUABLE CONTRIBUTIONS THAT MUNICIPAL CLERKS MAKE TO THE CITIES AND TOWNS IN SOUTH CAROLINA

Whereas, the position of municipal clerk is the only municipal staff role that is required by state law, regardless of a municipality’s size or form of government; and

Whereas, all 271 cities and towns in the state are required to have a municipal clerk; and

Whereas, Shannon Bowers plays a critical and varied role to support the mayor, city council and city staff; and

Whereas, municipal clerks’ responsibilities under state law include giving notice of meetings to council members and the public, keeping minutes of its proceedings, and performing other duties; and

Whereas, regardless of city size, municipal clerks have seen their roles and responsibilities expand with changing times; and

Whereas with advancements in software and hardware, municipal clerks have become increasingly adept/skilled at using technology to prepare materials for meeting agenda packets, to record meeting minutes and to manage public records; and

Whereas, municipal clerks get their professional training from the South Carolina Municipal Finance Officers, Clerks and Treasurers Association, an affiliate organization of the Municipal Association of South Carolina.

NOW, THEREFORE, be it resolved by the Council of the Town of Chapin, that May 1 – 7, 2022, be declared as “Municipal Clerks Weeks in the Town of Chapin” to recognize and honor the valuable contributions that Shannon Bowers makes to our city.

PASSED AND ADOPTED this 17TH day of May, 2022.

Albert R. Koon, Jr., Mayor
Town of Chapin, South Carolina

ATTEST:

Shannon Bowers, Town Clerk
Town of Chapin, South Carolina