

**CHAPIN TOWN COUNCIL
PUBLIC HEARINGS & REGULAR MEETING MINUTES**

**Tuesday, March 21, 2023
6:00 p.m.**

Council Chambers

Members Present: Mayor Al Koon, Mayor Pro Tem Mike Clonts, Council Member Gregg White, Council Member Vicky Shealy (arrived at 6:09 p.m.), Council Member Leland Teal

Staff Present: Finance Director Laura Culler, Utilities Director Karalyn Miskie, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, and Town Clerk Shannon Bowers

Guests: David Shealy - American Legion Post 193

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

Invocation and Pledge

David Shealy with American Legion Post 193 led the Pledge of Allegiance and Mayor Pro Tem Clonts gave the invocation.

Public Hearings

Mayor Koon opened the public hearings at 6:08 p.m.

Presentation: Access license agreement between the Town of Chapin and School District Five of Lexington and Richland Counties for purposes of conducting a feasibility study and expenditure of funds:

Public Comments: A member of the public, George Dukes, commented that he appreciates the Council's work on the school district property and commented that he hopes that this helps develop into the physical heart of Chapin. He asked that the Council allow for some of the people who live in the Town to participate in the process.

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

Mayor Koon closed the public hearings at 6:10 p.m.

Mayor's Announcements

Mayor Koon acknowledged representatives from the Lexington County Library and thanked them for their ongoing support.

Proclamation

Chapin Garden Club Day: Mayor Koon acknowledged the Chapin Garden Club's 85th anniversary and read the proclamation. The Chapin Garden Club was founded March 23, 1938, is a member of the Garden Club of South Carolina, Inc. and the National Garden Clubs, Inc.

Review and Acceptance of Minutes

Council reviewed the February 21, 2023 executive session minutes and Council Member Teal moved to accept as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Council Member Gregg White: Yes
Council Member Vicky Shealy: Yes
Council Member Leland Teal: Yes

Council reviewed the February 21, 2023 regular meeting minutes and Mayor Pro Tem Clonts moved to accept as presented. Council Member White seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Council Member Gregg White: Yes
Council Member Vicky Shealy: Yes
Council Member Leland Teal: Yes

Council reviewed the February 28, 2023 special called meeting minutes and Council Member Shealy moved to accept as presented. Council Teal seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Council Member Gregg White: Yes
Council Member Vicky Shealy: Yes
Council Member Leland Teal: Yes

Public Comments Related to Municipal Matters

There were no public comments.

Reports

Town Administrator's Report: Administrator Burroughs updated Council on several items that included:

- Police Banquet will be held on March 30
- Service honoring Dorinda Reed will be held at Town Hall in the memorial garden on April 14
- Mayor's Prayer Breakfast will be held on April 21, 2023 at 8:00 a.m.
- Blood drive also on April 21, 2023 from 10:00 a.m. to 3:00 p.m.
- Community Service Day will be held April 22, 2023, beginning with a breakfast at 7:00 a.m. sponsored by the American Legion Post 193
- American Legion Post 193 will hold a Memorial Day celebration at Town Hall on May 29, 2023

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- The contracts for the Beaufort Street sidewalk project are being issued and work should begin to repair the sidewalks
 - MASC Achievement award for the Chapin Arts Trail, highlighting the partnerships with non-profits to make an impact in the community. Will be presented the award at the MASC annual meeting.

Administrator Burroughs also noted that a second strategic session is going to be scheduled to finalized goals from the first session, the Chapin Historical Society is working to put together a video for Chapin, and staff is moving forward with the technology upgrades to move the Council meetings to electronic packets.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of February 2023 was \$296,482.00 and the expenses YTD were \$270,675.00. Revenue exceeded Expenses by \$25,807.00. She did note that the budget went over for February due to an increase in the SC Insurance Reserve Fund by approximately \$4,000 due to a revalue of the Town's property that accounted for current inflation. The revenue from Business Licenses as of the end of February was \$76,515.00. The Hospitality Tax fund YTD was \$1,793,381.00 as of the end of February. The ARP fund balance is \$707,140.36 as of the end of February.

Director Culler also noted that the auditors have completed their in-office work, and will complete work on the audit remotely.

The Utility fund Revenue through the end of February was \$760,904.00 and expenses YTD \$861,706.00. Expenses exceeded Revenue by \$100,802.00.

Police Report: Chief Griffin updated Council on police department activities. There were 35 offenses, 9 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 16 tickets, 38 warning citations, 4 arrests, 13 motor vehicle collisions, 102 officer-initiated contacts, and 112 calls for service from Lexington County reported.

Chief Griffin also stated that the in-car cameras are in and installed in the new vehicles, new body worn cameras are online and ready to go, and the new in-car computers should be installed the beginning of April. The department will hold its awards banquet on March 30, 2023 at 6:00 p.m. to honor the work the officers do on a day-to-day basis.

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

- Staff met held a preconstruction meeting with Boykin Hills subdivision to help clarify Town expectations in relation to process and cooperation with the developers and builders.
- A bid opening is scheduled for later this month on the lagoon closeout and the RIA has delayed the release of funds due to a new bill currently going through the House and Senate that could add more funds to the grant to be awarded. They are hoping to know something by May.
- Work continues on the 126 Widening project, with the tech park force main, with the pump station to be back online in the next few months and a coordination meeting with SCDOT will take place later this month for the S48 project.
- Town staff have received bids for the Beaufort Street Sidewalk project and are currently scheduling with contractors to expedite the process to minimize interruptions to the

businesses in that corridor. They are currently waiting on encroachment permits from SCDOT before work can begin.

- Several utility staff attended the South Carolina Environmental Conference, which helped staff keep certifications current and count towards continuing education and the SC Utility Billing Association meeting.

Old Business

Second Reading: Council Member White made the motion approving the second reading of the ordinance 2023-03-003 authorizing an access license agreement between the Town of Chapin and School District Five of Lexington and Richland Counties for purposes of conducting a feasibility study and expenditure of funds. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes
Council Member Leland Teal:	Yes

New Business

Resolution: Council Member Teal moved to approve resolution no. 002-03-2023 Allocating funds for master plan and feasibility study under the American Rescue Plan Act. Council Member Shealy seconded the motion. Administrator Burroughs clarified that the \$75,000 being requested from this resolution is separate from the budgeted \$95,000 that will be kept for professional services (annexation consultant and architectural review for the unified zoning and development ordinance). Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes
Council Member Leland Teal:	Yes

Administrator Burroughs noted that the RFP for the master plan and feasibility study will go out on March 22, 2023.

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 6:47 p.m.

COUNCIL APPROVED: _____

Albert R. Koon, Jr., Mayor

ATTEST: _____

Shannon Bowers, Town Clerk