

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, May 16, 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, 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 Nuotilla – St. Jacob’s Lutheran

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

Mayor Koon led the Pledge of Allegiance and David Nuotilla with St. Jacob’s Lutheran Church gave the invocation.

Mayor’s Announcements

There were no new announcements at this meeting.

Proclamation

National Safe Boating Week, May 20-26, 2023: Mayor Koon acknowledged a proclamation for National Safe Boating Week, which is celebrated May 20-26, 2023 and encouraged citizens to practice safe boating habits.

Review and Acceptance of Minutes

Council reviewed the April 18, 2023 regular meeting minutes and Mayor Pro Tem Clonts 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 April 28, 2023 special called meeting minutes and Council Member Shealy moved to accept as presented. Council Member 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:

- May 17 – Chapin community meeting for EMS services, held at Lexington County Administration Building from 6:00 p.m. to 8:00 p.m.
- May 29, 2023 – Town of Chapin and American Legion Memorial Day celebration at Town Hall
- June 16 – Off the Dock after hours event from 5:00 p.m. to 8:00 p.m. on Clark Street
- Renovations at the former town hall continue, with new flooring installed and Beaufort Street Sidewalk project is progressing, new sidewalk is finished.
- Communications Tower – The Mayor has signed the contract for the communications tower, waiting on Tarpon Towers signature, and T-Mobile has been approved as tenant.
- Master Plan & feasibility study – selection team met to make recommendation to be address later on the agenda
- UDO updates continue, with the committee reviewing articles 7, 8, and 9 and the ARB to review article 6.
- Lexington County Zoning rewrite – Town was invited to a coordination meeting with the county on some zoning rewrites
- SCDOT projects continue, meetings held for right of way negotiations and lighting for the S-48 project, discussions with SCDOT regarding Brighton Park and Columbia Avenue, and continued discussions regarding Palmetto Shores, Boykin Hills, and Brighton in regards to utility and road conflicts.
- Administrator Burroughs also noted that new pole banners have been installed welcoming visitors into Chapin, a new public art installation was installed at Spring Hill Construction, and an art mural is currently under legal review for a memorandum of understanding in partnership with the Chamber of Commerce and the Crooked Creek Art League, and the historical documentary interviews and interviews for the MASC video were successful and looks forward to the final product.

She also acknowledged Municipal Clerk Bowers for efforts to reduce cost for the agenda software. Civic Plus has a model that would cost roughly \$4,000 to implement and maintain on a reoccurring basis, and through careful research and work with current system, identified cost savings that would work with the new technology planned for council. She also acknowledged Planning & Zoning Manager Singletary had passed the exam for the American Institute for Certified Planners and is now a candidate for that designation. She also updated council on Brighton Park; Lexington County was not making changes to the entrance at this time, and any development is halted until a private developer decides to develop the property.

Financial Report: Director Culler reported that the town has received the Certificate of Achievement for Excellence in Financial Reporting for the 2021 Annual Comprehensive Financial Report (ACFR). This is the highest designation given to municipalities for financial accounting. This is the 5th year in a row that the town has received this designation. She noted that this certificate will be included in the yearly audit report.

Director Culler reported the general fund revenue YTD as of the end of April 2023 was \$554,814.00 and the expenses YTD were \$495,468.00. Revenue exceeded expenses by \$59,346.00. The revenue from Business Licenses as of the end of April was \$263,368. The Hospitality Tax fund YTD was \$1,943,196 as of the end of April. The ARP fund balance is \$671,363.00 as of the end of April. Director Culler noted the deadline for business license renewals was April 30, and she has sent out late notices on May 10. She also noted that \$104,410.00 was collected from the end of April to date and currently are approximately \$17,000 away from the budgeted amount.

The Utility fund Revenue through the end of April was \$1,524,348.00 and expenses YTD \$1,708,360.00. Expenses exceeded Revenue by \$184,012. Director Culler stated that revenues are tracking well and the budget includes a good bit for tap fees and she predicts this is a timing issue. Predicting when developers will purchase taps are difficult, and they will be monitoring the budget closely for any changes.

Police Report: Chief Griffin updated Council on police department activities. There were 40 offenses, 11 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 15 tickets, 37 warning citations, 6 arrests, 9 motor vehicle collisions, 85 officer-initiated contacts, and 115 calls for service from Lexington County reported.

Chief Griffin also updated council on the status of the new equipment installed in the vehicles and all cars are fully equipped and working well. The department has one open position with hopes to fill in the coming weeks, and the department attended several memorial services dedicated to the memory of fallen officers. The department also participated in escorting the Special Olympics torch runners through Chapin. He updated council on the status of a home invasion that recently took place, Chapin officers were first on the scene and assisted Lexington County and the suspect was apprehended. Administrator Burroughs also added that with Chief Griffin's help and our IT consultant, the dispatch issues that have been present with Lexington County Dispatch should be resolved. Chief Griffen then presented each council member with a challenge coin established by the department. This is something that departments across the state and country that allows the officers to show pride in the department and he hopes to have them for sale to benefit the police non-profit organization.

Utilities Report: Director Miskie updated council on a few budget items: Boykin Hills phases 1 and 2 are set to receive their permit to operate bringing \$117,000 in fees, \$130,000 for Pebble Branch, the new smokehouse on Chapin Rd bringing \$44,000 in tap fees, and White Water subdivision bringing about \$350,000 in tap fees but is not expected until closer to the end of the year. She noted they are monitoring and will update with any changes.

Director Miski then provided council with an update on the written report submitted, which included:

- New man-hole is installed near pump station at Murray Lindler and Old Bush River – staff will monitor at the next rain event.
- Re-bid for the lagoon closeout was on May 2, with four bidders participating and numbers lower than the first bids. There will be a request for action at the next council meeting.
- Staff will be flushing hydrants starting May 15 and should take less than two weeks to complete per routine maintenance due to SCDHEC and EPA standards.
- The department is anticipating a water rate increase from the City of Columbia and will keep council informed

-
- The East Chapin Force main was not selected for grant funding, but have received feedback on the submittal. The department will be pursuing an SRF loan to proceed with the project.

Ordinances

2nd reading: Ordinance for an intergovernmental agreement relating to South Carolina Local Revenue Services: Council Member Shealy moved to approve 2nd reading for the intergovernmental agreement relating to South Carolina Local Revenue Services. Mayor Pro Tem Clonts seconded the motion. No further discussion was held, motion to approve 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

Resolutions

Fund expenditure for new HVAC equipment for Town owned properties located at 107 Lexington Avenue and 102 Lexington Avenue under the American Rescue Plan Act Fund:

Administrator Burroughs stated that this expenditure will go towards new heating and air units for 107 Lexington Avenue (old town hall building currently under renovations) and 102 Lexington Avenue (currently housing the American Legion). Both buildings have aging systems and felt it was appropriate to use ARPA funds for this purpose. The total for both locations HVAC systems are \$15,144.00.

Council Member White moved to approve resolution number 004-05-2023. Council Member Shealy seconded the motion. No further discussion was held, motion to approve 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

Action Items

Request for Action: Contract recommendation for master plan and feasibility study for former school property:

Administrator Burroughs explained the request, explaining the reason for the request to authorize the Mayor to sign a contract for professional services for the master plan and feasibility study. The process began well over a year ago, looking for ways to reach the goals set by the Charette, economic strategic plan, and comprehensive plan in creating a central gathering place for citizens to receive services while connecting the community and creating opportunities for entertainment. She stated that the bids that were received were not on the project itself but what a master plan for how the project would be managed and the deliverables to be produced would be. She stated this plan would include an infrastructure plan but that no construction would take place. The recommendation is to authorize the Mayor to sign a contract with Davis and Floyd for the creation of a master plan & feasibility study.

Mayor Pro Tem Clonts moved to accept the recommendation to allow the Mayor to execute the contract with Davis and Floyd to conduct the master plan and feasibility study. Council Member White seconded the motion. No further discussion was held, 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

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member White seconded the motion. Meeting was adjourned at 7:12 p.m.

COUNCIL APPROVED: _____
Albert R. Koon, Jr., Mayor

ATTEST: _____
Shannon Bowers, Town Clerk

DRAFT