

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, June 20, 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, Deputy Utilities Director Rick Bryan, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, and Town Clerk Shannon Bowers

Guests: Dave Schimsa, American Legion Post 193, Jody Flowers, Chapin United Methodist

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

Dave Schimsa with American Legion Post 193 led the Pledge of Allegiance and Jody Flowers with Chapin United Methodist Church gave the invocation.

Mayor's Announcements

There were no new announcements at this meeting.

Review and Acceptance of Minutes

Council reviewed the May 16, 2023 regular meeting minutes and Council Member Teal moved to accept as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

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| 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 June 6, 2023 work session minutes and Council Member Shealy moved to accept as presented. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

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| 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 June 8, 2023 special called meeting minutes and Council Member White moved to accept as presented. Council Member Teal seconded the motion. No further discussion. Motion passed unanimously.

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| Mayor Pro Tem Mike Clonts: | Yes |
| Council Member Gregg White: | Yes |
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| Council Member Leland Teal: | Yes |

Public Comments Related to Municipal Matters

A member of the public, Kim Murphy, commented on the changes to the sewer policy. She commented on overdevelopment and the opportunity that Council has, to manage it and lessen the impact on the Town's infrastructure. She stated that Lexington County has put zoning in place to control the development, and Council has the ability by limiting the amount of sewer taps issued to developers. She stated that developers are given sewer tap credits through the policy, developers will sell property to homebuyers and get the credit back, putting strain on the system. She thanked the Council for the proposed tap policy which allows for Council to better manage the growth in the area.

Reports

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

- Thanked the American Legion for their partnership in a successful Memorial Day service
- The first "Off the Dock" after hours event was held June 16 and well attended with a lot of positive feedback.
- The Small Business Networking Group will be meeting on June 28 – Town is hosting and will be presenting an education session on the Unified Zoning and Development Ordinance (UDO) that will include a draft version of the new zoning map that has already been seen by the UDO committee.
- Renovations and improvements continue in the historic district buildings, Beaufort Street project is complete with a few minor cleanings on the older sections of sidewalk
- Master plan and feasibility study contract is being issued. Those not selected have been notified and the contract is being reviewed with legal
- Tiffani's Décor and More opened on Beaufort Street, the first round of zoning permits has been issued for Boykin Hills, meetings continue with SCDOT for the S-48 project (currently working through lighting), and preliminary meetings have taken place for a long-term project for an area of Chapin to be included in the Palmetto Trail.
- Technology Review: Director Culler has worked through to evaluate each platform to find the best fit for accounting software, process is time consuming. Also contracting with a financial advisor to help with utilities modeling to best help for future planning.

At the conclusion of her report, Administrator Burroughs commented on the loss of Chuck Gunter, who worked at the waste water treatment plant. His loss has been felt throughout the utility department and town staff, and the Council held a moment of silence in his memory.

Financial Report: Before beginning her report, Director Culler reported the 2022 audit is complete, and Grant Davis with Mauldin & Jenkins will be presenting the audit at the July council meeting. She also stated that she recently completed and passed the business licensing accreditation exam through the Municipal Association. She then reported the general fund revenue YTD as of the end of May 2023 was \$708,094 and the expenses YTD were \$627,955. Revenue exceeded expenses by \$80,139. The revenue from Business Licenses as of the end of May was \$382,559. She noted that 100 licenses have been submitted through the online portal to

date and that as of this report, the budget has exceeded the revenue for business licenses. The Hospitality Tax fund YTD was \$2,020,515 as of the end of May. The ARP fund balance is \$661,205 as of the end of May. She also stated that should the council pass the resolution later in the agenda, \$499,682 of the ARPA funds will be committed to date.

The Utility fund Revenue through the end of May was \$2,144,167 and expenses YTD \$2,114,591. Revenue exceeded expenses by \$29,576. She also noted a reimbursement payment from SCDOT for utility relocations from the I-26 project and stated that as this project and the S-48 project continue, the utility department will submit expenses for reimbursement from SCDOT.

Police Report: Chief Griffin updated Council on police department activities. There were 53 offenses, 14 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 53 tickets, 99 warning citations, 3 arrests, 9 motor vehicle collisions, 200 officer-initiated contacts, and 141 calls for service from Lexington County reported.

Chief Griffin also stated that a new officer, Jared Safely, has joined the department, bringing the number to 8 officers. He also reported that on June 5 officers responded to Firebridge for a missing 10-year-old. Assistance was requested and received from Lexington County K9 and Drone divisions, SLED with helicopter assistance, and FBI Columbia office. They located the 10-year-old safely after a four-hour search. He also updated Council on trainings in the department with Officers Campbell, Gainous, and Williams being certified in active shooter response trainings to be instructors, and the department will participate in an active shooter training exercise with Lexington County at Chapin High School in July. He also stated that he has been invited to attend the FBI training in July that is only offered to Chief executives in police departments with a staff of 50 personnel or less.

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

- Overflow issues on the system, maintenance ongoing on valves. They will be conducting modeling to try and pinpoint the issue.
- Regular meetings with SCDOT continue the road improvement projects and the lift station behind McDonalds has been completed.
- The Public Works team have been working hard to keep Chapin beautiful in the summer months with mowing and landscaping and the Beaufort Street sidewalk project is complete.
- The department conducted an annual water system flushing and hopes to continue that in the future for better maintenance on the system.
- City of Columbia passed first reading on an ordinance to increase water rates on June 6
- Working with the developer for Lake Tide to improve the system without incurring additional cost that will benefit both the Town and the developer.
- Safety Manual update – policies were pulled from safety programs from other utility departments and tailored to fit the Town’s needs. This safety manual will be an important addition to the department, protecting staff while identifying equipment and supplies to help them conduct their jobs as safely as possible.

Ordinances

1st reading: Ordinance amending Chapin Town Code Chapter 18, Section 18.401 “Exhibit 1” – 2023 Schedule of Rates and Fees: Administrator Burroughs explained the City of Columbia passed first reading to increase water rates by 5% on June 6. As determined from the work session, there will be a small gap in fees for Town water customers, since the City of Columbia’s rates will go into effect on July 1, and the Town is proposing a 1% increase above the City of Columbia, for a total of 6%. The increase for the average user that uses 3500 gallons per month, the average is about \$2.41 per customer. Future City of Columbia increases can be discussed further as a part of the next budget cycle. Another small change includes language to capture accounts for both water and sewer customers as they apply to refunds/discounts. Mayor Pro Tem Clonts moved to approve 1st reading amending Chapin Town Code, Chapter 18, Section 18.401 “Exhibit 1” – 2023 Schedule of Rates and Fees. Council Member White seconded the motion. No further discussion motion passed unanimously.

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1st reading: Ordinance amending Chapin Town Code Chapter 18, Section 18.207 Utility Extensions to Areas Not Served: Administrator Burroughs explained the current ordinances only provide for sewer tap credits, not water tap credits. By adding the water tap credits, it allows for the opportunity for the Town to decide on developments. Council will still have the authority to approve contracts. Council Member White moved to approve 1st reading amending Chapin Town Code, Chapter 18, 18.207 Utility Extensions to Areas Not Served. Council Member Teal seconded the motion. No further discussion motion passed unanimously.

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| Council Member Leland Teal: | Yes |

1st reading: Ordinance amending Chapin Town Code, Chapter 18, Section 18.402, Billings, Water and Sewer disconnects and reconnects: Administrator Burroughs explained the change moves delinquent accounts from a dollar amount to a 60 day past due balance for cut-offs. She explained that most other utility departments operate this way and it will create a consistent process for water cut-off management. Mayor Pro Tem Clonts moved to approve 1st reading amending Chapin Town Code, Chapter 18, Section 18.402, Billings, Water and Sewer disconnects and reconnects. Council Member Shealy seconded the motion. No further discussion motion passed unanimously.

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Resolutions

Fund expenditure for professional services under the American Rescue Plan Act Fund:

Administrator Burroughs stated that this expenditure will go towards professional services for MRB Group to extend the contract to cover a rewrite of the overlay districts article in the zoning ordinances. This allocation will satisfy the \$95,000 that was previously budgeted for.

Council Member White moved to approve resolution number 005-06-2023. Council Member Shealy seconded the motion. No further discussion was held, motion to approve passed unanimously.

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Action Items

Request for Action: Consideration of appointments to the Town's volunteer boards:

Administrator Burroughs explained the zoning administrator's recommendation to appoint Jason King to the Architectural Review Board (ARB). This seat on the ARB requires a real estate professional.

Mayor Pro Tem Clonts moved to accept staff's recommendation. Council Member Teal seconded the motion. No further discussion was held, motion passed unanimously.

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Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member White seconded the motion. Meeting was adjourned at 7:17 p.m.

COUNCIL APPROVED: _____

Albert R. Koon, Jr., Mayor

ATTEST: _____
Shannon Bowers, Town Clerk