

CHAPIN TOWN COUNCIL REGULAR MEETING MINUTES

Tuesday, January 16, 2024
6:00 p.m.

Council Chambers

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

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

Guests: Dave Schimsa - American Legion Post 193, Tim Hanley – Chapin Ministerial Association

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 Tim Hanley with the Chapin Ministerial Association provided the invocation.

Oaths of Office

Vicky Shealy - Judge Gary Reinhart administered the Oath of Office for Council Member Vicky Shealy.

Mike Clonts - Judge Gary Reinhart administered the Oath of Office for Council Member Mike Clonts

Mayor's Announcements

Mayor Koon highlighted accomplishments made in 2023, which included:

- Finance: 2023 budget came in under what was predicted, business licenses are up from previous years, and notice given that the Town has received the Certificate of Achievement for Excellence in Financial Reporting for the sixth year in a row.
- Unified Zoning and Development Ordinance: The Planning Commission officially recommended the document to Town Council for review and adoption
- Changes in process: purchase of financial software, participation in the MASC insurance programs, safety manual and work flow processes for Town departments, and strategic planning initiatives
- Art Projects: receipt of MASC award for community art trail which includes mural, sailboats, trail markers, and other art installations.
- Other projects: renovations of original town hall, and the interstate/S-48 road projects
- Events: successful events include Mayor's prayer breakfast, off the dock, Labor Day festival, Fall Night Out, Old Timey Christmas, and National Day of Prayer
- Personnel: addition of an eighth officer and upgrades to police technology, PE/special projects manager, and financial consultant, as well as Communications specialist and the Town's first full year of having an Town Administrator.

He concluded by stating that he is excited by the accomplishments of the year, and is looking forward to the future.

Review and Acceptance of Minutes

Council reviewed the December 19, 2023 Public Hearing 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 Leland Teal: Yes
Council Member Vicky Shealy: Yes
Council Member Gregg White: Yes

Council reviewed the December 19, 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 Leland Teal: Yes
Council Member Vicky Shealy: Yes
Council Member Gregg White: Yes

Public Comments Related to Agenda Items

There were no public comments.

Reports

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

- She will attend the SCCCMA Conference January 18-20 and the Government Leadership Institute February 1-2
- Ribbon cutting for Chapin Pediatric Dentistry on January 18, 2024
- The Greater Chapin Community Foundation will hold their annual Groundhog Ball on February 2
- Updates on projects: the master plan and feasibility study survey link will be up through the end of the week, and consultant meetings will continue, and a rebranding effort is ongoing to update logo of Town that is approximately 15 years old.
- The Town's planning boards held meetings to elect new chair/vice chair and approve calendars and the Planning Commission has formally recommended the UDO to Town Council. Anticipated date of January 23 for a work session to discuss.
- No new information regarding the Lexington County changes, received a second letter confirming February 28 as the termination of contract. She noted that she has reached out to the county, but has not received much information and will be pursuing a meeting between all municipalities and the County at one meeting.
- Shift in operations during weather events and new participation in MASC insurance programs: commended leadership and staff for being able to work around issues regarding weather events and thanked council for trusting staff in making the decision for the MASC insurance programs, had a great meeting and looking forward to working with them moving forward.
- Updated council on the progress about implementing impact fees

She also updated Council on the status of several economic development projects, the MB Kahn vs. Town of Chapin case, and research into impact fees. She then informed Council that CSX will be conducting repairs on the railroad lines on all points through Chapin beginning in February. Chief Griffin and Administrator Burroughs have reached out to CSX with public safety concerns regarding the schedule for these repairs, and she will keep council updated with any new changes.

Financial Report: Director Culler reported the revenues and fund balances for the general fund as of the end of December 2023. The general fund revenue YTD was \$1,885,000 and the expenses YTD were \$1,639,044. Revenue exceeded expenses by \$245,956. She noted that the revenue came in \$229,000

higher than what was budgeted for. She also stated that work was done to keep the expenses below what was budgeted. The revenue from Business Licenses was \$462,538, the Hospitality Tax fund YTD was \$2,055,000 and the ARP fund balance is \$599,00, with \$404,000 yet to be committed.

The Utility fund Revenue as of the end of December 2023 was \$6,000,191 and expenses were \$5,211,407. Revenue exceeded expenses by \$788,784.

Police Report: Chief Griffin updated Council on police department activities. There were 61 offenses, 15 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 64 tickets, 84 warning citations, 7 arrests, 7 motor vehicle collisions, 167 officer-initiated contacts, and 125 calls for service from Lexington County reported.

He then updated council on a few incidents that happened in town as well as upcoming trainings that he and other officers would be attending in the coming weeks.

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

- Received a satisfactory rating for the sanitary survey inspection for the Amick's Ferry Water System, staff is continuing to work towards completing action items on maintenance programs.
- WWTP fabrication contractor has installed the manual septage screen unit, will need to be tied into existing plumbing before it can be placed into operation.
- Lagoon – received SCDHEC approval for proposed sludge disposal, approved to dispose of 1585 wet tons on 31.5 acres of the WWTP property. Staff is working on updated cost estimate for removal of the remaining sludge.
- Department has done spare parts inventory, Johns Creek development has paid initial tap fees, but lots have been reduced from 123 to 34 due to utility requirements.

Action Item

Request for Action: Appointment of Annual Auditor: Director Culler recommended to Town Council to approved Mauldin and Jenkins to be the annual auditor. She stated they have been the auditor for the past six years and we appointment them annually. The auditor fee is budgeted for 2024. Council Member Teal moved to approve the selection of Mauldin and Jenkins as the auditor for FY 2023. Council Member Shealy seconded the motion. No further discussion, motion passed unanimously.

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

Resolutions

Election of Mayor Pro Tem – Council Member Teal moved to nominate Gregg White to serve as Mayor Pro Tem. Council Member Shealy seconded the nomination. No further discussion, motion to approve electing Gregg White as Mayor Pro Tem passed unanimously.

Mayor Al Koon: Yes
Council Member Mike Clonts: Yes
Council Member Leland Teal: Yes
Council Member Vicky Shealy: Yes

Designation of Check Signors

Council Member Shealy moved to authorize Gregg White as the Mayor Pro Tem, along with the Mayor, the Finance Director, and/or the Utilities Coordinator to sign checks and negotiate instruments on behalf

of the Town of Chapin. Council Member Clonts Seconded the motion. No further discussion, motion passed unanimously.

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

Ordinances

1st Reading: Ordinance amending Chapter 3: Animals of the Chapin Town Code, through adoption by reference of amendments to Lexington County Animal Control Ordinance #23-10:

Mayor Pro Tem White moved to approve 1st reading amending Chapter 3: Animals, of the Chapin Town Code, through adoption by reference to Lexington County Animal Control Ordinance #23-10 Council Member Shealy seconded the motion. No further discussion, motion passed unanimously.

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

Adjournment: Mayor Pro Tem White made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 7:27 p.m.

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

ATTEST: _____
Shannon Bowers, Town Clerk