

**CHAPIN TOWN COUNCIL  
REGULAR MEETING MINUTES**

**Tuesday, January 20, 2026  
6:00 p.m.**

**Council Chambers**

---

**Members Present:** Mayor Bill Mitchell, Council Member Vicky Shealy, Council Member Mike Clonts, new Council Member Warren Burrirt, new Council Member Ainslee Bost

**Staff Present:** Utilities Director Rick Bryan, Police Chief Thomas Griffin, Planning & Zoning Manager Reid Radtke, and Municipal Clerk Shannon Bowers

**Call to Order:** Mayor Mitchell called the meeting to order at 6:00 p.m. Mayor Mitchell then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Invocation**

Mayor Mitchell invited Mr. Ricky Branham to come forward to provide the invocation. He then asked Matthew Shealy to come forward to lead the pledge of allegiance.

**Oaths of Office**

**Warren Burrirt** - Judge Gary Reinhart administered the Oath of Office for Council Member Warren Burrirt

**Ainslee Bost** - Judge Gary Reinhart administered the Oath of Office for Council Member Ainslee Bost

**Mayor's Announcements**

Before beginning the meeting, Mayor Mitchell recognized former Mayor David Knight, and acknowledged the service of the outgoing council members, Gregg White and Leland Teal.

Mayor Mitchell then made the motion to add a public comment section to the end of the agenda. Council Member Shealy seconded the motion. No further discussion, motion to approve passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burrirt:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

**Review and Acceptance of Minutes**

Council reviewed the December 16, 2025 Public Hearing Minutes, December 16, 2025 Meeting Minutes, December 23, 2025 Special Called Meeting Minutes, and the January 9, 2026 Special Called Meeting Minutes. Mayor Mitchell moved to accept all minutes as presented. Council Member Shealy seconded the motion. Motion passed unanimously.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

## **Reports**

**Police Report:** Chief Griffin updated Council on police department activities. Numbers of offenses and assisting other agencies, ticket counts and citations, arrests, and calls for service have remained the same. He noted that for 2025, offenses were down 4%, citations were up 15%, warning citations were up 103% (attributed to education and proactiveness), collisions up 11%, officer-initiated contact up 41%, and calls for service up from 2500 to 3700, which is 30% increase.

He reported on an incident of note, where the department received a phone call from a suicidal subject. As a result of extensive crisis training the officers were able to successfully make contact with, and eventually get the subject the help he needed.

He concluded his report by highlighting upcoming trainings for the department which included, emergency vehicle trainings, firearms trainings, and drug trainings.

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

SCDES – water system inspection was done in December and received a satisfactory report, which is the highest designation SCDES gives.

CMCOG - Currently reviewing the capacity to the river and meeting to decide how best to proceed – all areas surrounding the river are involved. These stakeholder meetings will help set Chapin up for future.

East Chapin Force Main – 16” line is complete, waiting on final inspection for the 6’ line while submitting the the permit to operate from the main portion.

Primrose Force Main - Received grant funding through the Rural Infrastructure Authority, and waiting approval for bid offer.

Hollyoak Lane – Court finally settled to officially close the road leading to the WWTP. This is a project that has been ongoing for the past 9-years.

S-48 – SCDOT has submitted MOA of agreement, Town sent it back with revisions. Currently reviewing the revisions before signing off. Bidding for construction still on target to start in April.

He concluded the report by updating council on new developments which are on hold due to the sewer tap freeze, maintenance activities, speaking engagements, department updates, and other department activities.

Before moving on in the agenda, Council Member Shealy asked Mayor Mitchell where the financial report was since they normally received one during this portion of the meeting. Mayor Mitchell responded that the director of finance resigned effectively immediately and therefore there was not a financial report for this month.

---

## **Executive Session**

### **Discussion of personnel matters in the Administration Department pursuant to SC Code Section 30-4-70 (a)(1) and Receipt of Legal advice with regard to Chapin Council Member qualification for office pursuant to SC Code Section 30-4-70 (a)(2):**

Council Member Clonts made the motion to enter executive session to discuss personnel matters and receive legal advice, pursuant to SC Code Section 30-4-70 (a)(1) and SC Code Section 30-4-70 (a)(2). Council Member Shealy seconded the motion.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Vicky Shealy:	Yes
Council Member Mike Clonts:	Yes

Council entered executive session at 6:27 p.m.

Council Member Clonts moved to return to regular session. Council Member Shealy seconded the motion. Council resumed regular session at 7:31 p.m.

Mayor Mitchell stated that no matters were decided on in executive session and no votes were taken.

Upon returning to regular session, Council Member Bost made the motion to give the Mayor authority to take any necessary personnel actions with regard to positions covered under sections 5-7-220 and 14-25-115 of the South Carolina Code of Laws in order to achieve restructuring of the Town's administration department. Council Member Burritt seconded the motion. Motion passed by majority vote.

Mayor Bill Mitchell:	Yes
Council Member Ainslee Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Vicky Shealy:	No
Council Member Mike Clonts:	No

## **Resolutions**

**Resolution – Election of Mayor Pro Tempore – 2-year term:** Town Council is required to nominate and approve a Mayor Pro Tempore from the members of the Council for a term not to exceed two years. Mayor Mitchell made a motion to nominate Ainslee Bost as the new Mayor Pro Tempore. Council Member Burritt seconded the motion. No further discussion was had. Appointment was approved by majority vote with Resolution # 001-01-2026.

---

Mayor Bill Mitchell: Yes  
Council Member Warren Burritt: Yes  
Council Member Vicky Shealy: Yes  
Council Member Mike Clonts: Yes

**Resolution – Designation of Check signors:** Council Member Burritt moved to authorize the Mayor and the Mayor Pro Tem to sign checks and negotiate instruments on behalf of the Town of Chapin. Mayor Mitchell seconded the motion. Resolution #002-01-2026: Designation of Check Signers was approved by unanimous vote.

Mayor Bill Mitchell: Yes  
Council Member Ainslee Bost: Yes  
Council Member Warren Burritt: Yes  
Council Member Vicky Shealy: Yes  
Council Member Mike Clonts: Yes

**Resolution – Authorizing Funding and Procurement of Forensic Audit:** Mayor Mitchell moved to approve the resolution as presented. Mayor Pro Tem Bost seconded the motion. Resolution #003-01-2026: Forensic Audit was approved by unanimous vote.

Mayor Bill Mitchell: Yes  
Council Member Ainslee Bost: Yes  
Council Member Warren Burritt: Yes  
Council Member Vicky Shealy: Yes  
Council Member Mike Clonts: Yes

### **Ordinances**

**1<sup>st</sup> Reading: Ordinance amending Chapter 2: Administration and Chapter 13: Police of the Chapin Town Code, through adoption of amendments to §§2.408, 2.701, 2.801, and 13.101 giving the Town Mayor Authority to Appoint and Terminate the Director of Finance, the Director of the Department of Planning and Zoning, the Director of the Department of Public Works, and the Chief of Police:**

Council Member Burritt moved to approve 1<sup>st</sup> reading, in title only, amending Town code as presented. Mayor Pro Tem Bost seconded the motion. No further discussion, motion to approve 1<sup>st</sup> reading passed by majority vote.

Mayor Bill Mitchell: Yes  
Council Member Ainslee Bost: Yes  
Council Member Warren Burritt: Yes  
Council Member Vicky Shealy: No  
Council Member Mike Clonts: No

### **Public Comments**

Mayor Mitchell opened the floor for public comments.

---

A member of the public, Erin Wessinger, the ordinance that was on the agenda for 1<sup>st</sup> reading. She encouraged them to consider the oath they took before making a final decision on the ordinance. She noted that the elected town officials should have the vote, instead of letting one person run everything like a dictatorship.

A member of the public, Kim Murphy, commented and thanked the new council for the work they were doing.

A member of the public, John Campbell, commented on the ordinance amendment. He congratulated the new council members, and asked that a copy of the ordinance changes be made available before the vote to see what the changes are going to be. He also commented that business owners are allowed to hire and fire employees as they see fit. He noted that was not considered a dictatorship, just good business.

A member of the public, Connor Graham, commented that he was proud of his mother, Ainslee Bost, and thanked everyone for being there.

**Adjournment:** Council Member Clonts made the motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 7:43 p.m.

Council Approved: \_\_\_\_\_

\_\_\_\_\_  
Bill Mitchell, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Shannon Bowers, Municipal Clerk