

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**February 17, 2026
6:00 P.M.**

Council Chambers, Chapin Town Hall

Members Present: Mayor Bill Mitchell, Council Member Warren Burritt, Mayor Pro Tem Ainslee Bost, Council Member Mike Clonts

Members Absent: Council Member Vicky Shealy

Call to Order: Mayor Mitchell called the meeting to order at 6:17pm following the Public Hearing. Mayor Mitchell then determined that there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Invocation and Pledge of Allegiance

Mayor Mitchell asked American Legion member, Mr. Peter Prim, to lead us in the Pledge of Allegiance. Followed by Bill Miller providing the Invocation.

Mayor's Announcements

There were no additional announcements.

Review and Acceptance of Minutes

Council reviewed the January 20, 2026 Regular Meeting Minutes. Council Member Burritt moved to accept the minutes as presented. Mayor Pro Tem Bost second the motion. Motion passed unanimously.

Mayor Bill Mitchell:	Yes
Mayor Pro Tem Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Mike Clonts:	Yes

Reports

Police Report: Chief Griffin was absent, so Captain Ryan Galinski updated Council on January police department activities. Total offenses: 50. Assistance to other agencies: 9 times. Tickets issued: 30, along with 100 warning citations and 4 arrests. Notable incidents included pharmacy burglary, which is under investigation with the DEA's assistance.

Officers completed various training programs.

The upcoming award banquet is scheduled for March 4 to recognize police department achievements.

Utilities Report: Utility Director Rick Bryan gave a brief report that he was awaiting grant approvals and ongoing engineering work for the wastewater treatment plant and other projects.

Finance Report: Malane Pike gave a partial overview of the town finances. Also, interviewing for a full-time Director of Finance position was in process and the position should be filled by next month.

Executive Session:

Council Member Clonts made a motion to go into executive session. Council Member Warren Burritt seconded the motion. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Council entered executive session at 6:34 p.m.

Upon returning from executive session, Mayor Mitchell stated that in compliance with the SC Freedom of Information Act, no votes were taken in executive session and no matters were decided. Council Member Clonts made a motion to return to regular session. Council Member Burritt seconded the motion. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Council resumed regular session at 7:39p.m.

Council Member Clonts moved that we authorize Mayor Mitchell to pay the remaining amount due to satisfy the contractual matter of a prior employee and to move funds out of the town's reserve as such becomes necessary to meet this obligation. Second by Mayor Pro Tem Bost. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Council Member Burritt moved to authorize the mayor to enter in a contract for services of a municipal clerk with terms as described in executive session. Second by Mayor Pro Tem Bost. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Resolutions

A resolution was introduced aiming to promote civility and decorum during town business. Council members emphasized the importance of respectful interactions, even in disagreement. Council Member Clonts moved that we approve the resolution pledging to practice and promote civility in the Town of Chapin. Second by Council Member Burritt. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Ordinances

2nd 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. This ordinance brings our ordinances into compliance with state law governing the duties of a mayor under the Mayor-Council form of government. Mayor Pro Tem Bost moved to approve the 2nd reading. Second by Council Member Burritt.

Motion passed by majority vote.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: No

Adjournment

Council Member Clonts made a motion to adjourn the meeting. Mayor Pro Tem Bost seconded the motion.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Meeting was adjourned at 7:44 p.m.

Council Approved: 3/17/2026

ATTEST:

Susan Mills

Susan Mills, Municipal Clerk