

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, March 15, 2022
6:00 p.m.**

Council Chambers

Members Present: Mayor Al Koon, Mayor Pro Tempore Mike Clonts, Council Member Kay Hollis, Council Member Gregg White, and Council Member Leland Teal

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Utilities Director Andy Metts, Public Affairs Director Nicholle Burroughs, Police Chief Thomas Griffin, Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

Guests: Members of the Chapin Garden Club

Call to Order: Mayor Koon called the meeting to order at 6:03 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. Heidi Donnelly from American Legion Post 193 led the Pledge of Allegiance and Mayor Pro Tem Clonts offered the invocation.

Review and Acceptance of Minutes

Council reviewed the February 1, 2022 regular meeting and the February 17, 2022 special called meeting minutes. Council Member White moved to accept all minutes as presented. Mayor Pro Tem Clonts seconded the motion. Motion passed unanimously.

Mayor Al Koon: Yes

Mayor Pro Tem Mike Clonts: Yes

Member Kay Hollis: Yes

Member Leland Teal: Yes

Member Gregg White: Yes

Public Comments Related to Agenda Items:

A member of the public, Leah Glathar, addressed council concerning the sewer force main being installed down Holly Oak Lane. She requested an exemption from any further tie in and financial obligation connecting onto the sewer line being installed. She stated that her family moved to South Carolina and built their home to be as self-sustaining as possible, which includes their water well and septic. She attended the February 1, 2022 meeting and expressed her concerns about the construction of the force main. She stated they did not ask for this or want to be a part of this project, and requested in February that they would like something in writing stating they would not be required to tie into the line at any time. She stated that she has since learned from SCDHEC that should a septic system fail; they would be required to tie on to a sewer line if it is accessible. She requested that someone from Chapin utility department explain what that means, and requested in the event their septic does fail, would like the opportunity to decide for themselves what to do for their property. She also learned from Lexington County that

current infrastructure does not support the growth and is concerned this new line would promote more growth at the expense of a few.

A member of the public, Kim Murphy, signed up to address council. When asked to come forward to speak, she declined.

Proclamation: Chapin Garden Club Day:

Mayor Koon presented the Chapin Garden Club with a proclamation declaring March 23, 2022 as Chapin Garden Club Day. The Chapin Garden Club is a non-profit volunteer organization, founded on March 23, 1938. They are a member of the Garden Club of South Carolina, Inc and the National Garden Clubs, Inc. This proclamation honors the members of the Chapin Garden Club for their dedicated efforts to beautify the Town and surrounding areas.

Reports

Communications Report: Director Burroughs updated Council on several items, which included:

- Chapin Oyster Roast: The Oyster Roast was held on March 12, 2022 on Beaufort Street, with entertainment by the Swingin’ Medallions. Tickets were sold out in advance of the event, with 359 oyster tickets sold, and 600 tickets sold in total. All proceeds went to benefit the future Chapin Dog Park. Director Burroughs thanked Nikki Meetze with the Topsy Toad and the Chapin Chophouse for sponsoring the event.
- Community Service Day: Community Service Day will be held on April 9, 2022 and will begin with breakfast at Town Hall. Groups and individuals are encouraged to contact Director Burroughs with information on projects they wish to complete and/or with lists of volunteers to help complete service projects.
- Chapin Downtown Farmer’s Market: Will begin on May 14, 2022 and continue on the 2nd Saturday of each month through the month of October.

Director Burroughs stated there were two local artists that expressed interest in the Trail Board RFP, but unfortunately did not submit a proposal by the submission deadline. She will be in contact with several companies that provide this type of work and will be updating council on her progress. The RFP for renovations to the historic town hall building are out now, but no questions have been submitted to date. Director Burroughs is in the process of contacting firms that specialize in historical renovations to complete this project. The capital project sales tax list has been submitted to the consulting firm for Lexington County, and all projects submitted are focused on transportation improvements. Director Burroughs also held coordination meetings over the last month with Lexington County Council, SCDOT, and county administration regarding the development of the Columbia Avenue corridor.

Financial Report: Director Culler reported the general fund revenue as of the end of February was \$241,507.00. Expenses as of the end of February were \$185,256.00. Revenue exceeded expenses by \$56,251.00. Business License revenue as of the end of February was \$29,191.00. Business Licenses are currently in the renewal phase, and the deadline is April 30, 2022. The hospitality tax fund YTD is \$1,235,406 as of the end of February. The cash balance ARP Fund YTD is \$321,739.00 as of the end of February. The utility fund revenue is \$1,066,380.00 and expenses are \$706,303.00 as of the end of February. Revenue exceeded expenses by

\$360,077.00. The auditors from Mauldin & Jenkins have completed their work on the annual audit. Director Culler, Susan Wright, and MaryAnn Haltiwanger worked together to pull information for the auditors during the week. Director Culler noted that she has completed courses for a total of 18 hours earned in Business License Officials training program. She will take a test to be certified for Business License accreditation through the Municipal Association of SC. Several questions were asked regarding current year numbers vs. previous year, utility department loan for the building, and telephone usage for the utility department.

Police Report: Chief Griffin updated Council on police department activities. There were 45 offenses, 6 tickets, 11 warning citations, 7 arrests, 17 motor vehicle collisions, 59 officer initiated contacts, and 128 calls for service from Lexington County reported. Chief Griffin explained the report also included the calls for service report from Lexington County. He acknowledged the incident that resulted in a murder in the Town on February 2, 2022. He noted it was an isolated incident, and acknowledged the Chapin Police Department, Lexington County, and SLED for their quick response to this incident. Chief Griffin noted that ticket counts have been down over the last few years mainly due to COVID-19. He has instructed the department to resume normal operations due to the low COVID-19 numbers in the community. He also stated that they have launched a social media campaign to make citizens aware of issues they are noticing to include littering and scams. Chief Griffin also reported that the SLED evidence room inventory is complete, the police department will be aggressively pursuing updating equipment and technology through the application of grant monies, and he hope to organize an awards banquet for the department at the end of April.

Utilities Report: Director Metts updated Council on several ongoing utility projects: The Chapin Place subdivision sewer collection system smoke test is complete, and the system is functioning as designed and is installed properly. Utility maintenance staff rebuilt the internal components of the sewer pump station off of Peak Street and the effluent line that transports treated water from the wastewater treatment plant to the Broad River. Both systems are now operating normally. Town Hall Administrative Offices renovations are currently underway, and construction should be completed in approximately 3 months. Utility staff is near completion on the design of the force main project for Indian Cove Rd, and plans will be submitted to SCDHEC and Lexington County for approval. Once approved, the project will be ready to advertise for bids. Several members of the utility staff are attending the SC environmental conference where they will attend technical sessions and obtain continuing education credits. Director Metts also noted to Council that Matt Cameron, Jeff Smith, and Blake Turney received a compliment from a very satisfied water customer that they responded to and completed a repair for quickly.

Executive Session:

Mayor Pro Tem Clonts made the motion to enter into executive session to discuss contractual negotiations for the East Chapin Force Main Project, Town Attorney Contract negotiations, and Receipt of legal advice, pursuant to SC Code Section 30-4-70 (a)(2). Council Member Teal seconded the motion. Motion passed unanimously. Council entered into executive session at 6:45 p.m.

Council Member White made the motion to return to regular session. Mayor Pro Tem Clonts seconded the motion. Motion passed unanimously. Council returned to regular session at 7:28 p.m.

Upon returning to open session:

Mayor Pro Tem Clonts made the motion to authorize the Mayor to sign the contract discussed in executive session to re-appoint Lisa Lee Smith as the Town Attorney. Council Member Teal seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Member Kay Hollis: Yes
Member Leland Teal: Yes
Member Gregg White: Yes

Mayor Pro Tem Clonts made the motion to authorize the Mayor to enter into a common interest agreement with Hussey, Gay, Bell & DeYoung, Inc. Council Member Teal seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Member Kay Hollis: Yes
Member Leland Teal: Yes
Member Gregg White: Yes

New Business

Ordinance: Recommendation from Planning Commission to approve zoning map amendment (rezoning) application – 1st reading:

ZA Singletary explained to council the request from the property owners to rezone 110 Peak Street from RS-1, single family residential to Office Commercial.

Council Member Teal made the motion to approve the 1st reading of the ordinance amending the zoning map to rezone 110 Peak Street from RS-1 residential to Office Commercial. Council Member White seconded the motion. Discussion followed. Questions were asked regarding how much of the property is to be rezoned, what the zoning for surrounding properties were, and access for those surrounding properties. ZA Singletary explained the entire parcel would be rezoned to office commercial, properties adjacent to 110 Peak St. were already zoned office commercial and this rezone would align with the future land map, and it would have no impact on the access to surround properties. He also explained any development to the back portion of the property would need to have proof of access before being approved. No further discussion, motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Member Kay Hollis: Yes
Member Leland Teal: Yes
Member Gregg White: Yes

Ordinance – Budget Amendment for FY 2022 for American Rescue Plan Fund-1st reading: Council Member White made the motion to approve 1st reading amending the 2022 budget for the American Rescue Plan Fund to provide the Police department funds for grant matching up to \$20,000. Council Member Teal seconded the motion. Discussion followed.

Chief Griffin explained the reason for the budget amendment for the ARP Fund. The police department will be seeking cost effective ways to acquire improved equipment for law enforcement software, subscriptions for law enforcement programs, upgraded computers, NCIC recognition systems, portable radios, and other equipment and technology used by most law enforcement agencies. The Justice Assistance Grant Program provides a fund match for such equipment with 90% that is federally funded and 10% funded by the municipality. This request would total \$129,908.90, with the Town responsible for \$12,908.90, should it be awarded. Chief Griffin requests that \$20,000 of the ARP money be designated to cover this cost, but should the grant not be awarded, that \$20,000 from the ARP fund be maintained for departmental use to purchase or maintain equipment as needed. Submissions are due March 25, 2022, and grants awarded will be notified in September. Questions were asked about the sustainability of the technology and if grants could be submitted before Council can fully approve them. Captain Galinski addressed the sustainability of the technology, explaining that a lot of this technology is specific to law enforcement for emergency purposes. This gives them communication priority with cellphone carriers allowing for better coverage, reliability and availability. Chief Griffin confirmed that applications could be submitted at any time, the department could rescind the application at any time for any reason, and the grant could be completely denied. He also noted that technology maintenance could be addressed through a line item in the annual budget. No further discussion was held. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Member Kay Hollis: Yes
Member Leland Teal: Yes
Member Gregg White: Yes

Request for Action: Appointments to Architectural Review Board and Board of Zoning Appeals.

Member White asked for background information on each applicant. ZA Singletary informed Council that Mr. Alex Fisher is a real estate investor and broker, lives in Chapin, and has a degree in Management and Finance from USC. Mr. John Cybart spent 38 years in the fire service, 25 years in police service, and serving on boards mainly handling emergency planning services. Mayor Pro Tem Clonts made the motion to approve staff's recommendation to appoint Alex Fisher to the Architectural Review Board and John Cybart to the Board of Zoning Appeals. Council Member Gregg White seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Member Kay Hollis: Yes

Member Leland Teal: Yes
Member Gregg White: Yes

Request for Action: Approval for a consultant for the Chapin Unified Development Ordinance:

Council Member White made the motion to approve the selection committee's recommendation to select White & Smith LLC Planning & Law Group to develop the unified development ordinance. Council Member Teal seconded the motion. A question was asked regarding the financial obligation of this request. Director Burroughs noted that \$50,000 was already approved in the 2022 budget, but that cost was written into the request for proposal. No further discussion was had. Motion passed unanimously.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Member Kay Hollis: Yes
Member Leland Teal: Yes
Member Gregg White: Yes

Adjournment: Mayor Pro Tem Clonts made the motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 8:03 p.m.

Council Approved: April 19, 2022