

**CHAPIN TOWN COUNCIL
PUBLIC HEARINGS & REGULAR MEETING MINUTES**

**Tuesday, July 19, 2022
6:00 p.m.**

Council Chambers

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

Staff Present: Finance Director Laura Culler, Utilities Director Karalyn Miskie, Public Affairs Director Nicholle Burroughs, Police Chief Thomas Griffin, Zoning Administrator (ZA) Kevin Singletary, and Town Clerk Shannon Bowers

Guests: Jim Schaefer - American Legion Post 193

Call to Order: Mayor Koon called the meeting to order at 6:01 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

Jim Schaefer from American Post 193 led the Pledge of Allegiance and Mayor Pro Tem Clonts offered the invocation.

Public Hearings

Mayor Koon opened the public hearings portion of the meeting at 6:04 p.m.

Presentation: Amending Article 5, sections 518 and 520 and Article 2, section 201 of the zoning ordinances regarding storage building regulations: ZA Singletary explained the changes to the zoning ordinance: defining open storage, storage, and mini warehouses, removes mini warehouses from general commercial, and includes mini warehouses in interstate commercial.

Mayor Koon opened up Public Comments. There were no public comments.
Mayor Koon opened up Comments by Town Council. There were no comments by Council.

Presentation: Amending Articles 2 and 5, sections 201 and 518 of the Zoning Ordinances to include cigar stores as permitted use: ZA Singletary explained that it creates a definition for cigar stores, identifies the use as a special exception in general commercial that must be reviewed by the Board of Zoning appeals, and lists permitted uses for cigar stores.

Mayor Koon opened up Public Comments. There were no public comments.
Mayor Koon opened up Comments by Town Council. There were no comments by Council.

Mayor Koon closed the public hearings at 6:07p.m.

Review and Acceptance of Minutes

Council reviewed the June 21, 2022, public hearing and regular meeting minutes. Council Member White moved to accept the minutes as presented. Council Member Teal seconded the motion. No further discussion. Motion passed unanimously.

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

Presentation:

2021 Audit Report – Grant Davis, Mauldin & Jenkins, LLC: Grant Davis with Mauldin & Jenkins, LLC explained the 2021 Annual Audit. He brought attention to a copy of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association awarded for 2020 included in the annual report.

Mr. Davis reviewed the CAFR document highlighting the Independent Auditor’s Report on page 9. This issued an “Unmodified Opinion” indicating the financial position and results of operations for the year ended December 31, 2021. This is highlighted on page 9 of the report.

He also highlighted management’s discussion and analysis on page 13 of the report. It provides good analysis for the year under audit, which was 2021. Some financial highlights here included: a net position of \$33,282,594 (\$24,275,665 represents investment in capital assets and \$1,232,629 is considered restricted), \$7,774,300 is unrestricted and may be used to meet Town’s ongoing obligations to citizens and creditors, the Town’s total net position increased by \$1,475,256, an ending fund balance of \$876,338 (an increase of \$1,127,955).

Council noted recommendations (referred to as management points) in the Auditor’s Discussion and Analysis document: 1) Segregation of Duties and 2) Accounting and Financial Reporting Software, and asked Mr. Davis to elaborate. Mr. Davis explained the recommendation for the segregation of duties to include cross training of staff or the hiring of new staff in the areas of payroll, human resources, payroll systems management, and employee files. He also explained the recommendation (either a new system or upgrade to QS-1 for accounting) to upgrade the accounting and financial reporting software.

Public Comments Related to Municipal Matters

There were no public comments.

Reports

Communications & Zoning: Director Burroughs provided an update to council on several community items from the written report submitted:

- Next farmer’s market is August 13, with a shred event from 10:00 am to 12 noon. They will be accepting school supplies for We Care.
- Local Media highlighted a community farmer’s market on the first and third Saturdays of the month by local vendors as well.
- SCDOT commissioners and representatives met with staff to discuss the road projects for the Chapin area
- The company with the communications tower is still interested to locate on the Town Hall property, but are still in due diligence period before making a presentation to Council.
- Discussions with a second contractor for the renovation of the old town hall building are underway – the first contractor was not compatible
- The unified development ordinance committee has begun meeting to update the zoning ordinances, meetings are tentatively scheduled for the 3rd Wednesday of the month. More public input will be scheduled in the coming months.
- Several new businesses held ribbon cuttings and several staff members have been attending trainings

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- The preliminary design for the Piney Woods LLC planned development will be up to the developer to move forward for review by the planning commission
 - Architectural review board reviewed and approved plans for a storage facility on Columbia Avenue (she noted this project was submitted before changes to storage regulations were made) and the planning commission continues discussion on the capital investments projects list.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of June 2022 was \$1,477,542 and the expenses YTD as of the end of June 2022 were \$648,559. Revenue exceeded expenses by \$828,983. The revenue from Business Licenses as of the end of June was \$352,251 with an additional \$3,683.00 to date. The Hospitality Tax fund YTD was \$1,400,000 as of the end of June. The ARP fund balance is \$315,000.00 as of the end of June.

Director Culler noted that a majority of the revenue (approximately 95%) has been received from taxes, franchise fees, and business license revenue. The town will continue to receive property vehicle taxes and the business license revenue is approximately \$25,000 from being met. She also noted the Town received a majority of the funds from the insurance tax collection program and the telecommunications tax collection program. She anticipates the budget needs to be met by the end of the year.

The Utility fund Revenue through the end of June was \$2,871,195.00. Expenses YTD \$2,210,614.00 as of the end of June. Revenue exceeded expenses by \$660,581.00.

Police Report: Chief Griffin updated Council on police department activities. There were 43 offenses, 30 tickets, 51 warning citations, 5 arrests, 9 motor vehicle collisions, 125 officer initiated contacts, and 118 calls for service from Lexington County reported.

He stated that Captain Galinski was recognized by the National Alliance on Mental Illness in utilizing his crisis intervention training to assist a member of the community who was suffering from a mental health crisis. He was presented with the Crisis Intervention Team Challenge Coin for his efforts.

Chief Griffin also reported that the Chapin Police Department, along with Lexington County Sheriff's office conducted an active shooter training at Chapin High School. Mayor Koon thanked the Lexington/Richland School District 5 for allowing these departments conduct this training. Chief Griffin concluded by stating the department would be participating in Operation Southern Slow Down to bring awareness to speeding in the area, and the department would be conducting a safety check-point on August 5 in the 600 block of Columbia Avenue from 8:00 p.m. to 11:00 p.m.

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

- The utility department will be pursuing an RIA State grant for funding for work on the East Chapin Force Main
- Boykin Hills subdivision has begun construction with 198 lots and is the only subdivision in the Town of Chapin. Other subdivisions under construction are in Lexington County that include: Chapin Place South (176 lots), Night Harbor Phase 5B (25 lots), Palmetto Shores Phases 8-13 (107 lots), and Whitewater Subdivision (125 lots). Recently completed subdivisions include: Cypress Glen Phase 2 (57 lots) and Woodland Crossing Phases 4-6 (92 lots). There are other projects under review (total of 199 lots). Director Miskie reported these numbers to demonstrate to Council the utility growth within the

service area, to properly plan for future expansion to best serve the current and future users of the Town’s wastewater system.

- Meetings continue with SCDOT with the I26 and S48 projects
- The utility department has been conducting hydrant flow tests to obtain the latest flow data and updating the hydrant map, and the annual line flushing will happen in the fall
- Additional tests are scheduled for the lagoon closeout and the department is exploring options for funding through an RIA grant and will treat the sludge as a separate project

Old Business

Zoning Ordinance: Amending Article 5, sections 518 and 520 and Article 2, section 201 of the zoning ordinances regarding storage building regulations – 2nd reading:

Council Member Teal made the motion to approve 2nd reading amending Article 5, sections 518 and 520, and Article 2, section 201 of the zoning ordinances regarding storage building regulations. Council Member White seconded the motion. Motion passed unanimously.

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

Zoning Ordinance: Recommendation from Planning Commission Amending Articles 2 and 5, sections 201 and 518 of the Zoning Ordinances to include cigar stores as a permitted use – 2nd reading:

Mayor Pro Tem Clonts made the motion to approve 2nd reading amending articles 2 and 5, sections 201 and 518 of the Zoning Ordinances to include cigar stores as a permitted use. Council Member Teal seconded the motion. Motion passed three votes to one, as follows:

Mayor Al Koon:	Yes	Council Member Leland Teal:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	No

New Business

Resolution: Amending the Town of Chapin Employee Handbook: Director Culler explained the change to the employee handbook. She stated this change was for employee accrued time off, which currently reads: *Employees must use leave during the year that it is earned.*

Employees are authorized to carry over a maximum of 5 days of unused annual leave per year into the succeeding and subsequent years, not to exceed 45 days. She noted this is difficult to do for utility employees and police officers who can accrue comp. time and overtime work. In an effort to facilitate the best option, Director Culler explained the change to read: *Employees should use leave during the year that it is earned. Employees are authorized to carry over unused annual leave each year into the succeeding and subsequent years, not to exceed 45 days.* She stated this policy is more in line with the State policy.

Mayor Pro Tem Clonts made the motion to approve Resolution # 007-07-2022 amending the Town of Chapin Employee Handbook as presented. Council Member Teal seconded the motion. Motion passed unanimously.

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

Request for Action: Appointment to Planning Commission:

Mayor Pro Tem Clonts made the motion to go into executive session to discussion persons appointed to a public body, pursuant to SC Code 30-4-70 (a)(1). Council Member Teal seconded

the motion. Motion passed unanimously. Council entered into executive session at 7:12 p.m.

Council Member Teal made the motion to return to open session. Council Member White seconded the motion. Motion passed unanimously. Council returned to open session at 7:25 p.m. Mayor Koon acknowledged that information was received during the executive session and no decisions were made.

Mayor Pro Tem Clonts made the motion to remove Yvonne Hudson from the Board of Zoning Appeals and approve appointing Ms. Hudson to the Planning Commission. Council Member White seconded the motion. Motion passed unanimously.

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

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

COUNCIL APPROVED: August 16, 2022