

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, August 15, 2023
6:00 p.m.**

Council Chambers

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

Members Absent: Council Member Gregg White, Council Member Vicky Shealy,

Staff Present: Finance Director Laura Culler, Utilities Director Karalyn Miskie, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, Planning & Zoning Manager Kevin Singletary, and Town Clerk Shannon Bowers

Guests: Mark Harvey - American Legion Post 193, Patrick Hollohan – Lake Murray Evangelical, Naomi Campbell – Municipal Association of South Carolina, Barbara Tuesink and Yvonne Beyer – Crooked Creek Art League, Ryan Burlison – Gray Television

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

Mark Harvey with American Legion Post 193 led the Pledge of Allegiance and Patrick Hollohan with Lake Murray Evangelical gave the invocation.

Mayor's Announcements

There were no new announcements at this meeting.

Review and Acceptance of Minutes

Council reviewed the July 18, 2023 Public Hearing minutes and Mayor Pro Tem Clonts moved to accept as presented. Council Member Teal 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 reviewed the July 18, 2023 regular meeting minutes and Council Member Teal moved to accept as presented. Mayor Pro Tem 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 reviewed the July 20, 2023 special called meeting minutes and Mayor Pro Tem Clonts moved to accept as presented. Council Member Teal seconded the motion. No further discussion. Motion passed unanimously.

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

Public Comments Related to Agenda Items

There were no public comments

Presentation

2023 Municipal Association of SC Achievement Award: Administrator Burroughs, Mayor Koon, Yvonne Beyer, and Barbara Tuesink accepted a presentation by Naomi Campbell from the Municipal Association of South Carolina for the 2023 MASC Achievement Award for the 1,000 – 5,000 population category for the Chapin Art Trail project.

Police Department Presentation: Chief Griffin presented council a promotional video made for the police department by Ryan Burlison with Gray Television. He stated this was an effort to showcase many of the good things the department does, and will be a template for other departments across the country. He thanked Mr. Burlison and Officer Safely and Officer Campbell for their help in putting the video together, and presented Mr. Burlison with a police department patch and challenge coin.

Keep the Midlands Beautiful Presentation: Administrator Burroughs began the presentation by stating that Keep the Midlands Beautiful is a non-profit organization committed to combating litter in our area. Staff members Kevin Singletary and Kelsey Wise have been in contact with Keep the Midlands Beautiful to increase awareness for recycling and litter control in the Chapin area. Mayor Koon represented the Town of Chapin in the campaign commercial for Keep the Midlands Beautiful, which will be debuted at the Columbia Fireflies game on August 20.

Reports

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

- Communications Specialist Dylan Francis presented on the Labor Day Festival to the Chapin Small Business Networking Group, including events: August 26-September 2 - Taste of Chapin Restaurant Week, September 2 – Latin Night, September 3 – Boots on Beaufort, and September 4 – Labor Day Parade and Festival
- Crossroads Church on Beaufort Street requested a vault installation which was approved, landscaping to match current landscaping in the area
- RFP's will be finalized for September to rent the historic town hall building
- Updates on committee/board meetings and several economic development happenings
- Updates on the S-48 project.

Administrator Burroughs also thanked Pat Lewandowski for her support and donation in renovation of the historic town hall, commended Little Mountain on a successful reunion and parade, and acknowledged the Labor Day sponsorships.

Financial Report: Director Culler reported the revenues and fund balances for the general fund as of the end of July 2023. The general fund revenue YTD was \$1,653,874 and the expenses YTD were \$917,362. Revenue exceeded expenses by \$736,512. She noted that several revenue streams received to date have been higher than what was budgeted for, and she will continue to monitor expenses through the end of year. The revenue from Business Licenses was \$400,017, and Director Culler noted that she is still collecting business licenses to date. The Hospitality Tax fund YTD was \$2,191,873 and the ARP fund balance is \$656,380, with \$499,682 yet to be committed.

The Utility fund Revenue as of the end of July 2023 was \$2,934,973 and expenses were \$2,981,025. Expenses exceeded revenue by \$46,052. She stated they are monitoring the fund and are still waiting on expected tap fees and that the increase in expenses did include the lagoon closeout funds.

Police Report: Chief Griffin updated Council on police department activities. There were 41 offenses, 4 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 19 tickets, 65 warning citations, 9 arrests, 20 motor vehicle collisions, 142 officer-initiated contacts, and 135 calls for service from Lexington County reported.

Chief Griffin also informed council of a burglary at Chapin Chop House that officers are still investigating, July 19 officers held an active shooter training at Chapin High School and July 20 officers attended a Crisis Intervention workshop. The department will be hosting a scam and fraud prevention to several area church groups and the SC Criminal Justice Academy will be conducting a policy manual audit to ensure compliance.

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

- SCDOT – We are currently having regularly scheduled meetings with SCDOT regarding I26 and the road widening of Columbia Avenue. We received a reimbursement for the I26 project and staff has already begun request for an additional reimbursement. They will update council as needed for upcoming issues, coordination and/or projects.
- Lagoon – Town staff, the engineer, and our attorney recently spoke regarding finalizing the lagoon contract. The engineer will be discussing the contract with the contractor but we plan to begin within the next few weeks.
- Lake Tide Summit – Town staff and the developer have been working diligently to finalize the water agreement. The sewer package is complete except for fees to be paid by developer.
- Boykin Hills and Palmetto Shores– Should have a permit to operate (PTO) in the coming weeks for two phases of Boykin Hills and have received the PTO for phase 13 of Palmetto shores.
- Updated council on department meeting with the CATES Center and open positions in the department.

Ordinances

2nd Reading: Ordinance providing a general property tax millage rate adjustment for tax year 2023: Mayor Pro Tem Clonts moved to approve the 2nd reading providing a general property tax millage rate adjustment for tax year 2023. Council Member Teal seconded the motion. No further discussion, motion passed, votes as follows:

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

1st Reading: Ordinance amending the business license ordinance of the Town of Chapin to update the class schedule as required by Act 176 of 2020: Administrator Burroughs explained this change as a part of the business license standardization. The change updates the class schedule that regulates licenses for businesses. Mayor Pro Tem Clonts moved to approve the 1st reading amending the business license ordinance to update the class schedule as required by Act

176 of 2020. Council Member Teal seconded the motion. No further discussion, motion passed unanimously:

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

Resolutions

Community Development Block Grant Participation: Administrator Burroughs explained, by agreeing to participate in the program, should the Town be eligible for funding through the CDBG program, the Town would only be competing for funds from towns in Lexington County, instead of the entire state.

Mayor Pro Tem Clonts moved to approve resolution number 008-08-2023 for participation in the Community Development Block Grant Program. Council Member Teal seconded the motion. No further discussion was held, motion to approve passed unanimously.

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

Action Items

Request for Action: Appointment to Planning Commission: Administrator Burroughs explained staff's recommendation to the planning commission.

Council Member Teal moved to accept staff's recommendation to appoint Josh Edwards to the planning commission. Mayor Pro Tem Clonts seconded the motion. No further discussion was held, motion passed unanimously.

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

Adjournment: Mayor Pro Tem Clont made a motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 7:07 p.m.

COUNCIL APPROVED: _____

Albert R. Koon, Jr., Mayor

ATTEST: _____
Shannon Bowers, Town Clerk