

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, August 16, 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, and Town Clerk Shannon Bowers

Guests: Ron Saxton - American Legion Post 193, Scott Dinkins – Chapin Presbyterian Church, Boy Scout Troop 412 – Boy Scouts for Girls, Boy Scout Troop 411 – Lake Murray Presbyterian Church, Boy Scout Troop 815

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

Ron Saxton from American Post 193 led the Pledge of Allegiance with Boy Scout Troop 411 and Scott Dinkins with Chapin Presbyterian Church gave the invocation.

Review and Acceptance of Minutes

Council reviewed the July 19, 2022, public hearing and regular meeting minutes. Member White moved to accept the minutes as presented. 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

Executive Session

Member White moved to go into executive session to receive legal advice for M.B. Kahn Construction Co., Inc. vs. Town of Chapin and to receive legal advice for establishing the position of Town Administrator and related structural changes, pursuant to SC Cod Section 30-4-70 (a)(2). Member Teal seconded the motion. Council entered into executive session at 6:12 p.m.

Member White moved to return to open session. Member Teal seconded the motion. Council returned to open session at 7:32 p.m.

Mayor Koon acknowledged that information was received during executive session, and no actions were taken in executive session.

Public Comments Related to Municipal Matters

A member of the public, Marie Dupree, commented on the East Chapin Force Main. She stated that her family has lived on Hollyoak Lane for over 40 years. They have concerns that the survey drafted by American Engineering for the Town of Chapin for the East Chapin Force Main project. She stated they had meetings with Director Miskie, Mayor Koon, Tim Schumpert – Lexington County Administrator and Brent Hyatt – Lexington County Public Works Director in April of 2022 to express these concerns, specifically the inaccurate location of the right-of-way

access is encroaching on their property on the west side and on their property across the road on the east side. She stated that no one from the Town of Chapin or American Engineering has contacted them about these encroachments, and she wants to be sure that the survey and construction will in no way supersede the easements, restrictions, rights-of-way and conditions of record for their property.

A member of the public, Leisha Huffstetler, commented on the Town Administrator position. She stated the town is a Mayor/Council form of government with elected officials, and the Town Administrator would be a hired employee. She expressed her concern that this change would give the position too much power. She also questioned the oversight of this position and who would manage that oversight.

A member of the public, Kim Murphy, commented on the East Chapin Force Main project. She stated that plans from American Engineering are incorrect. She expressed her concern that there are other areas, in addition to the Dupree property, where this project will encroach on other properties and she stated that she does not feel that this firm has done their due diligence.

Reports

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

- The August 12 Chapin Downtown Farmers Market was successful. Emma Carter performed and Shred 360 successfully raised 207 lbs. of school supplies for We Care. The remaining farmers market dates are September 10 from 8:30-12:00, with entertainment by Curt London and October 8 from 8:30-12:00.
- Chamber Partner Luncheon – Sponsored by Lexington Medical Center on Thursday, August 18 at Our Lady of the Lake
- The Town hosted meeting for SCDOT Commissioner and elected officials including both County Representatives and State Legislators to discuss opportunities for road improvements in the Chapin area and the Central Midlands Council of Government gave an update on Highway 76 improvements.
- A communications tower is interested in locating in Chapin. The developer has visited and surveyed the location on Town Hall property and they intend to have presentation prepared for the September Council meeting.
- The old Town Hall renovations is still ongoing, staff is still working with the donor to find the right contractor for historical restorations.
- Director Burroughs spoke at the Chapin Small Business Networking Group on August 10 and at the St. Peter's Lutheran Church Prime Timers on August 11. Director Burroughs plans to attend the South Carolina Economic Development Association's August Membership Meeting
- Development on Columbia Ave Properties are increasing; staff is working with developers on shared infrastructure and development plans. The ARB held a preliminary review for Caliber Collision and potential multi-tenant property on Columbia Avenue, Brighton Blvd. Master Plan process underway, Planning Commission received preliminary proposal for Planned Development on Amick's Ferry- Waiting on Developer to submit full application; and a planned development property interested in development on Columbia Ave. but staff have not received conceptual designs to date.

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- The grand Sponsor for the Labor Day Parade is Lexington Medical Center. The Town received grant money from Lexington County \$2,500 towards advertising of the festival, which will kick off on August 28 – September 3 with the Taste of Chapin, in partnership with the Greater Chapin Chamber of Commerce and sponsored by Happy Fork. The Justin Pepper 5K will be on Saturday September at 7:00 am in Crooked Creek Park. She noted that Lexington County denied the request for the 5k or any community groups to use Brighton Park, so the race has been moved to Crooked Creek Park. A free concert – Boots on Beaufort will be held on Sunday September 4 beginning at 7:00 p.m. on Beaufort Street featuring Maddie Ryn and Noel Lindler. Friends of the Library Book Sale at Town Hall will be Monday September 5 after the parade. The Labor Day Festival Parade starts at 9:30 am and roads close at 9:00 a.m. The parade route is HireRight to St. Peter’s Church Road and the Theme is By the Water. There will be vendors on Clark Street and Beaufort Street and a Classic Car Show sponsored by the Auto Shop located in Chapin- Registration ends at 11:00 am

Council inquired about the progress for an annexation consultant and progress for properties to be annexed. Director Burroughs explained there were not a large number of annexation petitions coming in on a regular basis and her recommendation to the Council would be to hire an annexation consultant to work on an annexation campaign as a part of the next budget cycle.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of July 2022 was \$1,519,885 and the expenses YTD as of the end of July 2022 were \$778,526. Revenue exceeded expenses by \$741,359, with three payrolls for the month of July. The revenue from Business Licenses as of the end of July was \$356,479 with an additional \$1,656.00 to date. The Hospitality Tax fund YTD was \$1,553,310 as of the end of July. The ARP fund balance is \$315,149 as of the end of July. She also noted that she expects the second of the ARP funds to be deposited around September or October. The Utility fund Revenue through the end of July was \$3,236,735. Expenses YTD \$2,682,249 as of the end of July. Revenue exceeded expenses by \$554,486.

Director Culler did note that a request for proposals has gone out for residential solid waste services for the Town of Chapin. Proposals will be due September 9, and Director Culler anticipates a request for action will be ready for the September meeting. Council asked further questions about the budget projections through the end of the year and ARP fund expenditures. Director Culler noted that the budget is on track to be balanced by the end of the year. Specific ARP projects have not been identified, but there may be the potential to identify projects through the budget cycle.

Police Report: Chief Griffin updated Council on police department activities. There were 46 offenses, 40 tickets, 83 warning citations, 6 arrests, 9 motor vehicle collisions, 132 officer initiated contacts, and 188 calls for service from Lexington County reported.

Chief Griffin also reported that traffic concerns have increased due to school being back in session, several law enforcement agencies came together for a safety stop as a part of the Southern Slowdown campaign, the Police department is participating in a program with Uplift Lexington County to provide resources to individuals with mental health concerns, the Coffee with a Cop at Generations happening once a month has been successful, and information regarding the grant applications submitted by the department should be anticipated for mid-

September. Chief Griffin also informed Council that Officer Gainous and Officer Harrington had contact with a criminal operation at a local establishment that was resolved without incident.

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, which is identified in the utility capital improvement projects. They are working with the engineer to submit an application by September 12, 2022.
- Utility department recently met with Newberry County Water & Sewer Authority to discuss a potential water expansion/upgrade. The SCIIP grant has money available for regional infrastructure improvements, which prompted the meeting. It was a positive meeting however due to time constraints and priority of utility projects; the department will not pursue the grant in this round of funding.
- Meetings continue with SCDOT with the I26 and S48 projects, with many meeting for the I26 project happening on site.
- The effluent line has been installed in the carrier pipe under I26, and tests were performed and passed on August 4, 2022. The wastewater treatment plant was shut down briefly to tie into the new line on August 9.
- The utility department and our engineer have gathered all required information requested by SCDHEC for the lagoon closeout. The department has requested a meeting with SCDHEC and are waiting on a response.
- There has been a delay with the construction of the Indian Cove sewer lines. Engineers have had trouble locating the lines, and work continues with Metts Construction on this project.

New Business

Resolution - Application to the South Carolina Rural Infrastructure Authority grant program for the East Chapin Force Main project:

Director Miskie explained the SCIIP grant application through the SC RIA. The grant money would be used to construct a 16” force main and a 6” line near Wessinger Rd. and a 12” road near Primrose Ln that will tie into Old Lexington Hwy, for the East Chapin Force Main. This resolution would allow the utilities department to move forward with the grant application process to pursue these funds. The application does require a 15% local match.

Mayor Pro Tem Clonts made the motion to approve Resolution # 008-08-2022 authorizing the mayor to sign the application applying for the grant from the SCRIA. 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

Ordinance: Amending Chapter 2 of the Chapin Town Code to establish the position of Town Administrator and related structural changes – 1st reading:

Council Member White made the motion to amend the agenda to remove the 1st reading amending Chapter 2 of the Chapin Town Code to establish the position of Town Administrator and related structural changes from the agenda. Mayor Pro Tem Clonts seconded the motion. Motion to remove the item from the agenda 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 8:16 p.m.

COUNCIL APPROVED: September 20, 2022