

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

**Tuesday, September 20, 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: Donna Tsukayama - American Legion Post 193, David Nuottilla – St. Jacob’s Lutheran Church, members of Boy Scout Troop 411

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

Donna Tsukayama from American Post 193 led the Pledge of Allegiance and David Nuottilla from St. Jacob’s Lutheran Church offered the invocation.

Review and Acceptance of Minutes

Council reviewed the August 16, 2022 regular meeting minutes and the August 23, 2022 special called 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

Oath of Office

Vicki Shealy, Chapin Town Council - Judge Gary Reinhart administered the Oath of Office for Council Member Vicki Shealy. Member Shealy filled an unexpired term through a Special Election held on September 13, 2022.

Presentation:

Chapin Police Department and Lexington County Sherriff’s Office recognition:

Mr. Brennan from Nantucket Way in Palmetto Shores, represented the 13 homeowners in that neighborhood who wished to recognize the law enforcement departments in the area. Mr. Brennan presented the Chapin Police Department and the Lexington County Sherriff’s department with wooden flags he created, thanking them for their dedication and service to the community.

Public Hearings

Mayor Koon opened the public hearings portion of the meeting at 6:15 p.m.

Presentation: Amendment to Chapter 2 of the Chapin Town Code to establish the position of Town Administrator and related structural changes.

Mayor Koon began the presentation by stating this amendment to the town code was to establish the position of a town administrator. He stated that this change has been needed for the last

several years, and acknowledged the contributions of Nicholle Burroughs and town hall staff members that have been fulfilling some of the responsibilities of a town administrator. He also noted that this process has been reviewed by the town attorney as well as a labor attorney for compliance, and has had input from the Municipal Association of South Carolina. He also stated that approximately 43 municipalities that have a mayor-council form of government have a town administrator. He then explained this position would be filled or terminated by the mayor and town council and the mayor and town council would set the compensation for this position. There would be no change to the appointments to the town boards and commissions and no change to the responsibilities of the mayor. He stated should this pass second reading; the job position will be posted to solicit applications and he and members of council will conduct interviews to select the appropriate candidate for this position.

Mayor Koon opened Public Comments. A member of the public, Leisha Huffstetler, commented on the town administrator position. She stated that this position should be stripped of all influence to council that would affect the Town's growth and business. She expressed her concern this position would hold too much power over the town's boards and commissions. She also stated this position should only administrate, not make decisions for the town.

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

Mayor Koon closed the public hearings at 6:25 p.m.

Public Comments Related to Agenda Items

There were no public comments.

Reports

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

- Lexington County Prayer Breakfast – highlighted a Tiff district for 2027 to fund expansion to Chapin Road from I26 to 76 to 176 corridors. This would begin a feasibility study process for the Chapin/Newberry areas.
- Chapin Fall Arts Festival will be October 15, 2022 on the Lawn of Mt. Horeb Lutheran Church from 9:00 a.m. to 2:00 p.m.
- Greater Chapin Area Open House will be November 3-5, 2022
- Christmas on Beaufort to be held December 10, 2022
- Communications Tower interested in locating in Chapin – Tarpon Towers is a communications mobile tower company that hosts clients such as Verizon, ATT, and T-Mobile. They have worked with approximately 37 government agencies to improve cell phone reception in those areas. They will be ready for presentation to Council at the next meeting. Things for council to consider are (1) Construction of tower in conjunction with funding a dog park on town hall property or (2) Construction of tower strictly as a revenue stream.
- Capital Project Sales Tax meeting will be held on September 21, 2022 at 6:00 p.m. at Chapin Town Hall, hosted by Lexington County.
- Received notification on the former school property that the Board of Trustees reviewed the memorandum of understanding and requested changes, but no clear indication what those changes were. The Town is currently waiting on further information.
- The Planning Commission also reviewed application for a group development along Columbia Ave, granting approval with the condition of a developer's agreement between the Town and the developers.

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- The Architectural Review Board reviewed the application for a group development along Columbia Avenue, approving plans for a Caliber Collision and deny plans with a request to resubmit for the retail spaces in that development.
 - Labor Day update: The festival was well attended and the car show was moved due to the rain. Judges for parade entries were: Christi Clark, Rachel Ripp, and Seth Zeigler. Winners for the parade were: political entry – Governor McMaster, sports – MC Little League District Three girls’ softball, school – Chapin High School Band, non-profit – Palmetto Base, business – Timberlake, and restaurant and grand prize winner– La Fogata.

Member White asked on the status of an annexation campaign. Director Burroughs stated without direction from council, nothing has been started, but could possibly look at it for the next budget cycle. Member White commented that he would like to see staff pursue movement on an annexation plan for the next budget cycle.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of August 2022 was \$1,558,301 and the expenses YTD as of the end of August 2022 were \$891,323. Revenue exceeded expenses by \$666,978. Director Culler also reported that she has done a comparison of the same periods in 2020 (\$553,176), 2021 (\$605,693), and 2022 (\$666,978) budgets, and the 2022 budget is on track for the end of the year.

The revenue from Business Licenses as of the end of August was \$362,557.00 with an additional \$5,458.00 to date. The Hospitality Tax fund YTD was \$1,631,103 as of the end of August. The ARP fund balance is \$315,203.00 as of the end of August.

The Utility fund Revenue through the end of August was \$3,662,310.00. Expenses YTD \$3,076,470.00 as of the end of August. Revenue exceeded expenses by \$585,840.00.

Council questioned some underestimated calculations in the 2022 budget. Director Culler noted that she would pinpoint the exact areas of discrepancy and report back.

Police Report: Chief Griffin updated Council on police department activities. There were 52 offenses, 35 tickets, 39 warning citations, 4 arrests, 9 motor vehicle collisions, 100 officer initiated contacts, and 124 calls for service from Lexington County reported.

He updated Council on the progress of 2 new police cars that were ordered in January, citing supply chain issues as to why they have not been received. He anticipates one arriving in February of 2023.

He also reported on a specific incident involving Officer Gainous during a welfare check. Officer Gainous contacted the individual and investigated the situation. The individual was a suspect from a prior incident, to which Officer Gainous detained the suspect. He noted through this investigation, Officer Gainous was exposed to dangerous materials, Irmo and Lexington County officers responded quickly and applied the proper training to get Officer Gainous the help he needed. He gave special thanks to the Irmo and Lexington County Officers for their quick response. He also thanked the Lexington County officers for their help with the Labor Day festival. They supplied 19 additional officers for the day. Chief Griffin also reported that a multi-jurisdictional meeting was held at town hall on August 25, providing the law enforcement community a chance to coordinate. He also reported that the Chapin Police department participated in first responders’ day at Piney Woods Elementary School on September 9.

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

- The utility department an application on September 12, 2022 for the SCIIP, a grant through the RIA State grant for funding for work on the East Chapin Force Main. Grant Awards will be in the first quarter of 2023.
- Meetings continue with SCDOT with the I26 and S48 projects. Currently staff is working with the DOT along the newly proposed frontage road and the 12” tech park force main relocation.
- The engineer is submitting a PER to SCDHEC in order to schedule a meeting to discuss the lagoon closeout.
- SCDOT has required the developer of Palmetto Shores to widen the roadway on Old Lexington at the intersection of Pebble Branch Drive. Staff is working with the developer to move the force mains for that location.

Old Business

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

Member Teal made the motion to approve 2nd reading amending Chapter 2 of the Chapin Town Code to establish the position of Town Administrator and related structural changes. 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
		Council Member Vicki Shealy:	Yes

New Business

Request for Action: Authorization to enter into a contract for residential solid waste disposal: Director Culler explained that Capital Waster Services are currently contracted with the town for residential waste collections, and were going up on their prices this year. Director Culler put out an RFP on August 16 that were due on September 9. Capital Waste Services was the only company to submit an RFP. Director Culler explained there would be a short turn around time to provide services that may have contributed to the lack of applicants. Capital Waste Services would increase prices from \$14.27 per month to \$16.20 (increase of \$1.93)

Mayor Pro Tem Clonts made the motion to approve staff recommendation to award a residential solid waste and disposal contract to Capital Waste Services, and to authorize the mayor and staff to execute the contract with Capital Waste Services. Member Teal seconded the motion. Motion passed unanimously.

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

Before adjournment, Mayor Koon invited Boy Scout Troop 411 to ask any questions of the council. Hearing none, he wished each of them good luck as they continued working towards their boy scout badges.

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Member Vicki Shealy seconded the motion. Meeting was adjourned at 7:16 p.m.

COUNCIL APPROVED: October 18, 2022