

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, October 18, 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: Tony McCall - American Legion Post 193, Wanda Rapley – Providence A.M.E.

Call to Order: Mayor Koon called the meeting to order at 6:02 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

Tony McCall from American Post 193 led the Pledge of Allegiance and Wanda Rapley from Providence A.M.E. gave the invocation.

Review and Acceptance of Minutes

Council reviewed the September 20, 2022 public hearings and regular meeting minutes and the October 6, 2022 work session minutes. Council Member White moved to accept the September 20, 2022 minutes as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

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

Council Member White moved to accept the October 6, 2022 work session minutes as presented. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

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

Executive Session

Mayor Pro Tem Clonts moved to go into executive session to receive legal advice pursuant to SC Code 30-4-70 (a)(2) and to discuss employment by a public body pursuant to SC Code 30-4-70 (a)(a1) as stated on the agenda. Council Member Teal seconded the motion. Council entered executive session at 6:09 p.m.

Mayor Pro Tem Clonts moved to return to open session. Council Member Teal seconded the motion. Council returned to open session at 8:33 p.m.

Mayor Koon acknowledged that information was received during executive session, and no actions were taken in executive session. He opened the floor for any motions. Council Member White made the motion, based on interviews and information received in executive session, to hire Nicholle Burroughs to the Town Administrator position. Council Member Teal seconded the motion. No further discussion. Motion passed unanimously.

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

Proclamations

Mayor Koon presented a proclamation declaring October 30 – November 5, 2022 as Environmental Systems Operators Week. He thanked Director Miskie and the men and women that work for the Town of Chapin and the many contributions made by Environmental Systems Operators to our quality of life while raising awareness of the importance of protecting and conserving our natural resources.

Mayor Koon presented a proclamation to Mr. Paul Sadler, Director of the Greater Chapin Chamber of Commerce, in recognition of National Chamber of Commerce Day on October 19, 2022. The Greater Chapin Chamber of Commerce works with the businesses, merchants, and industry to advance the civic, economic, industrial, professional, and cultural life of the Town of Chapin.

Mayor's Report

Mayor Koon stated this was an agenda item he added to give an update on the Town. He thanked Council for their work in considering the Town Administrator position and noted the importance of this position for the Town moving forward. He also thanked the entire Town Staff for the work they do each day to make the Town successful.

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:

- She noted that the Farmer's Market event is going to be re-directed to an evening event for 2023, and that transition is reflected in the budget for 2023. She felt an evening event has a greater opportunity for the businesses in our community.
- Chamber partner luncheon October 20, 2022 hosted at Our Lady of the Lake, 195 Amicks Ferry Road. Presenting will be Prisma Health
- The Communication Tower looking to locate in Chapin has received their survey and will be ready to make a presentation to Council at the next special called meeting of Council next month.
- The Greater Chapin Area Holiday Open House will be November 3-5, 2022
- Chapin Chamber Awards Gala November 18, 2022 held at the Cotton Press in Little Mountain – The Town has been nominated for an award and staff look forward to the event.
- Christmas on Beaufort December 10

Director Burroughs also updated council on the status of several ongoing projects:

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- Old Town Hall – request for action submitted, Historical Society is working on clean out of building and installing the 2nd historical marker.
 - Unified Zoning and Development Ordinance Committee is holding an Open House November 20, 2022 from 4:00 to 6:30 p.m. to gather input from the public for this project.
 - Hotel development – a proposal has been submitted to a developer for a hotel and 2 potential location sites have been identified.
 - Former school property – waiting to hear back from the district, no update to date
 - Staff is working on annexation of several properties on Columbia Avenue to prevent future development issues as the corridor develops.
 - Planning Commission reviewing a capital investments list in November
 - Planning Commission also approved group development with conditions to include Caliber Collision and potential multi-tenant property (Shoppes at Chapin) on Columbia Avenue – working on a developer’s agreement.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of September 2022 was \$1,593,110.00 and the expenses YTD as of the end of September 2022 were \$1,003,098.00. Revenue exceeded expenses by \$590,012.00. Director Culler also reported on the projected numbers through the end of 2022. She compared the projected numbers to the budget and the numbers are tracking well for the general fund. She anticipates the revenue at the end of the year to be \$177,000 over expenses. She expected to use about \$194,000 from the fund balance for 2022, but she stated that she does not foresee that happening.

The revenue from Business Licenses as of the end of September was \$373,092.00. The Hospitality Tax fund YTD was \$1,697,955.00 as of the end of September. The ARP fund balance is \$315,263.00 as of the end of September. She also noted that she expects the second of the ARP funds to be deposited soon, but it has not been submitted to date. The Utility fund Revenue through the end of September was \$4,053,215.00. Expenses YTD \$3,705,182.00 as of the end of September. Revenue exceeded expenses by \$330,033.00.

Police Report: Chief Griffin updated Council on police department activities. There were 35 offenses, 16 tickets, 29 warning citations, 2 arrests, 9 motor vehicle collisions, 92 officer initiated contacts, and 132 calls for service from Lexington County reported.

Chief Griffin stated that he and the mayor recently held a speaking engagement at Mt. Horeb Lutheran Church, that went very well and was well received by the community. The Chapin Police Department participated in Helpers Week at the daycares in the Chapin community. He also noted that Captain Galinski recently completed an FBI command college course, Officer Williams completed a crisis negotiation course, and Officer Harrington completed a detective course. These training sessions will better help the officers in their day-to-day operations.

Chief Griffin also informed Council that he is in the process of starting a Chapin Police Officers Foundation. It will be a 501(c)(3) non-profit organization providing support for efforts that enhance officers’ ability for crime prevention and public safety through the funding for specialized equipment, training, officers’ assistance, and cooperative community programs. He stated this would be an organization, separate from the department and Town to help supplement programs when the regular budget falls short, as well support for officers and those in the community as needed.

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

- The City of Columbia had a water main break on October 1 at Murray Lindler and Old Bush River Road. Chapin did not lose water, but the supply in the Town tanks did get low. The Town’s 12-inch force main was hit October 3 located at Murray Lindler and Lakeshore. Town utility staff responded quickly and redirected flow to an interconnected force main.
- Construction on the Indian Cove force main is progressing and Director Miskie hopes to have an update at the next meeting.
- 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.

New Business

Ordinance: Approval of the Town of Chapin 2023 Municipal Budget – 1st reading:

Director Culler explained a change from the work session discussion, that included a \$2,000 increase to the ARP Fund budget for building and grounds to accommodate for upgrades to the electrical at the old firehouse.

Director Miskie explained changes to the utility budget from the work session discussion. After speaking with the mayor, she adjusted the revenue to include a sewer rate increase of \$.50 for in-town and \$1.00 for out of town for businesses, residential and availability fees. She also added a new grease trap re-inspection fee. Council also wanted to include a 3% revenue projection for new structures being built to allow more room in the budget for capital projects.

Council Member White made the motion to approve 1st reading of the 2023 Municipal Budget as amended to include a 3% revenue projection for the utility budget. Council Member Shealy seconded the motion. Motion passed unanimously.

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

Request for Action: Former Town Hall Renovations:

Director Burroughs explained the request to approve the allocation of funds for the renovation of the “Old Town Hall” building located at 107 Lexington Avenue, Chapin, SC 29036.

Constructed in 1948 the building is of historic significance to the Town, but has been unoccupied and unused for many years. The Town, thanks to a generous donation of \$21,812.71, has the funds available for specific repairs to preserve and maintain the building. Other contractors specializing in historic renovations did not work out, but the Town has found an individual to perform the work. He will break down the quotes as projects are happening, but staff wants to allocate the full amount donated for the project to use as a part of the budget for renovations to move forward. While this number is under the procurement amount the mayor is authorized for, staff is asking for the full donated amount up front for transparency.

Mayor Pro Tem Clonts made the motion to approve the staff request for action, authorizing the mayor to proceed with the allocation of donated funds for the execution of renovation activities at the old town hall. Council 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 Vicky Shealy:	Yes
Council Member Leland Teal:	Yes		

Request for Action: ARP Fund Purchases:

Director Culler explained the Town has identified the use of lost revenue for expenditures for government services. During the recent Town Hall renovation, it was determined that certain desks, chairs, bookcases, and file cabinets were needed to furnish new spaces or replace worn out items. Also, the projector in the Community Room needed to be replaced. It was also determined that two microphones and two lapel microphones would be needed as well.

Council Member Shealy made the motion to approve the request for action to approve the purchase of new office furniture, projector, and microphones with ARP Funds in the amount of \$21,650.40. Council 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 Vicky Shealy:	Yes
Council Member Leland Teal:	Yes		

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 9:11 p.m.

COUNCIL APPROVED: November 15, 2022