

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

**Tuesday, November 15, 2022  
6:00 p.m.**

**Council Chambers**

---

**Members Present:** Mayor Al Koon, Mayor Pro Tem Mike Clonts, Council Member Vicky Shealy, and Council Member Leland Teal

**Members Absent:** Council Member Gregg White

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

**Guests:** Mike Williams - American Legion Post 193

**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**

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

**Mayor's Announcements:**

Mayor Koon did not have any announcements for this meeting

**Proclamation:**

Arbor Day 2022 - Arbor Day was established in 1872 by J. Sterling Morton and the first Arbor Day was celebrated by planting more than one million trees in Nebraska and is now celebrated throughout the world. Mayor Koon acknowledged a proclamation declaring Friday December 2, 2022 as Chapin Arbor Day. The Chapin Garden Club will plant and dedicate the 2022 tree to the Chapin Branch Library, at a ceremony on Friday December 2, 2022.

**Review and Acceptance of Minutes**

Council reviewed the October 18, 2022 regular meeting minutes and the November 10, 2022 special called meeting minutes. Mayor Pro Tem Clonts moved to accept the minutes as presented. Member Shealy 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 Vicky Shealy:	Yes

**Public Comments Related to Agenda Items**

A member of the public, Sandy Wade, commented on the 2023 Municipal Budget. She felt that not moving forward with a dog park was a smart decision and questioned where the income for the cell tower could be found in the budget. She also expressed her surprise by the significant increases and decreases in the 2023 budget.

---

## **Public Hearings**

Mayor Koon opened the public hearings portion of the meeting at 6:16 p.m.

### **Presentation: 2023 Municipal Budget**

Mayor Koon opened Public Comments. There were no public comments.

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

Mayor Koon closed the public hearings at 6:16 p.m.

## **Reports**

**Town Administrator Report:** Administrator Burroughs provided an update to council on several items from the written report submitted:

- The Greater Chapin Chamber of Commerce hosted its annual Holiday Open House on November 3-5, 2022. She recognized Paul Sadler and Gail Dorroh on their work on hosting a very successful event for our local businesses.
- Christmas on Beaufort – Old Timey Christmas will be held on Beaufort Street on December 10. A group of community members have taken ownership of this event and the town is participating. New Christmas decorations and banners will be incorporated for this year's event. She also noted that another installment for the town Christmas Tree will be included, with the help of Mid-Carolina Electric Co-op.
- Contract for renovation services on the Former Town Hall building is in place, items have been cleared out, and renovations should begin shortly.
- Kevin Singletary, Laura Culler, and members of the Historical Society have worked hard to install two historical signs along the Beaufort Street corridor, and plans for a ribbon cutting will be forthcoming.
- RFPs for the Beaufort Street sidewalk renovations will be going out soon.
- The planning commission finished a capital investments list that will be provided to Council for information this year, but will have as a part of the budget discussions moving forward.
- Moseley's will be relocating to a larger location in front of Chapin High School
- A planned development on Brighton Blvd. will be up for review by the Planning Commission
- There are several open positions: 2 maintenance technicians for utilities, communications specialist, and police position.

Administrator Burroughs also noted that the police department was awarded \$69,506 in grants that received some good media coverage, there was money available in the budget to purchase a new Tahoe for the police department, and she was a member of a panel with the Crooked Creek Art League to judge entries for a large-scale art installation for the town.

**Financial Report:** Director Culler reported the general fund revenue YTD as of the end of October 2022 was \$1,607,858 and the expenses YTD as of the end of October 2022 were \$1,199,066. Revenue exceeded expenses by \$408,792. The revenue from Business Licenses as of the end of October was \$408,792.00 with an additional \$1,740.00 to date. The Hospitality Tax fund YTD was \$1,764,914 as of the end of October. The ARP fund balance is \$721,752.00 as of the end of October, with the second installment of the funds deposited in October. She

---

noted that the funds need to be obligated by December 31, 2024 and spent by December 31, 2026. \$116,582 of the ARP funds have been budgeted for 2023.

The Utility fund Revenue through the end of October was \$4,443,572.00. Expenses YTD \$4,031,557.00 as of the end of October. Revenue exceeded expenses by \$412,015.00.

Director Culler also noted that the town has insurance through the insurance reserve fund for prepaid legal services for \$50,000 per year. The town has been able to submit claims to the fund for the MB Kahn lawsuit and has recovered \$7,757.50 for 2021 and \$34,614.00 for 2022 to be deposited in the utility budget in November. Included projected revenue and expenses, and included \$45,998 from “professional and technical other” to purchase the new police Tahoe.

**Police Report:** Chief Griffin updated Council on police department activities. There were 46 offenses, 26 tickets, 123 warning citations, 1 arrest, 10 motor vehicle collisions, 190 officer initiated contacts, and 136 calls for service from Lexington County reported. He noted that the officer-initiated contact numbers were up because he instructed his officers to increase patrols and make more traffic stops to be more visible as we move into the holiday season.

He also reported on an issue with counterfeit bills being circulated through town, but the incidents have been investigated and a resolution found. Two vehicles that were budgeted for have been purchased, but the department is waiting to get them upfitted for police use. Interviews are ongoing for the open police officer position. Two out of the three grants that the police department applied for were approved - \$18,000 for body cam equipment and \$50,000 for in-car video equipment. He credited Captain Galinski for the work on applying for these grants.

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

- The utility department had several employees attend the annual Operator Conference hosted by the Water Environment Association of SC.
- Easement negotiations are ongoing for the I26 project to relocate the 12-inch force main.
- The utility department completed the annual hydrant flushing near the end of October, with plans to perform this flushing in the spring time in the future.
- SCDOT has scheduled project meetings for the S48 project, but this project is still in the design phase but the Town will need to enter into an MOA with SCDOT before construction begins.
- Waiting on SCDHEC for meeting to discuss the lagoon closeout
- Water main break in the Timberlake area had residents without water for several hours. Crews were able to locate the break, repair the line, and restore service within 24 hours, and a clear test on the water lifted the temporary boil water advisory.

### **Old Business**

#### **Ordinance: Approval of the Town of Chapin 2023 Municipal Budget – 2<sup>nd</sup> reading:**

Member Teal made the motion to approve 2<sup>nd</sup> reading approving the 2023 Municipal Budget. Mayor Pro Tem Clonts seconded the motion. Motion passed unanimously.

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

---

**Executive Session**

Mayor Pro Tem Clonts made the motion to enter executive session to discuss contract negotiations for 115 Peak Street, pursuant to SC Code Section 30-4-70 (a)(2) and to discuss an appointment of a person to the BZA by a public body pursuant to SC Code Section 30-4-70 (a)(1). Council Member Teal seconded the motion. Council entered executive session at 6:47 p.m.

Mayor Pro Tem Clonts made the motion to return to open session. Council Member Shealy seconded the motion. Council returned to open session at 7:01 p.m.

Mayor Koon acknowledge that information was received and no decisions were made in executive session.

Upon returning to open session, Mayor Pro Tem Clonts moved to authorize the Mayor to sign the contract with Spectrum for the lease of 115 Peak Street. 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 Vicki Shealy:	Yes

**New Business**

**Request for Action: Appointment to Board of Zoning Appeals** – Mr. Singletary explained there was an opening for a member on the Board of Zoning Appeals. His recommendation would be to appoint Rosie Husbands to the BZA. Council Member Teal moved to accept staff’s recommendation. Council Member Shealy 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 Vicki Shealy:	Yes

**Adjournment:** Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 7:04 p.m.

COUNCIL APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Albert R. Koon, Jr., Mayor

ATTEST: \_\_\_\_\_

Shannon Bowers, Town Clerk