

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, November 21, 2023
6:00 p.m.**

Council Chambers

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

Staff Present: Finance Director Laura Culler, Utilities Director Rick Bryan, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, and Municipal Clerk Shannon Bowers

Guests: Donna Tsukayama - American Legion Post 193, Jody Flowers – Chapin Community Christian Church

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 with American Legion Post 193 led the Pledge of Allegiance and Jody Flowers with Chapin Community Christian Church provided the invocation.

Mayor’s Announcements

There were no new announcements at this meeting.

Review and Acceptance of Minutes

Council reviewed the October 17, 2023 Meeting Minutes and Council Member White moved to accept as presented. Council Member Shealy 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 Member Vicky Shealy:	Yes
Council Member Gregg White:	Yes

Council reviewed the October 30, 2023 work session minutes and Council Member White moved to accept as presented. Council Member Shealy 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 Member Vicky Shealy:	Yes
Council Member Gregg White:	Yes

Public Comments Related to Agenda Items

A member of the public, Jeff Grover, commented on the zoning moratorium. He spoke in support of the proposed ordinance establishing the zoning moratorium. He spoke to managing density in the community responsibly, not just with a focus on growth and commented that Lexington County has provided provisions for this management and expressed his views that Chapin should recognize and apply those County provisions within the Town limits through ordinances as they are reviewed by the Planning Commission and Town Council. He stated that he felt those provisions were good for the community and he encouraged the Council to consider them when deliberating on the moratorium.

Reports

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

- Fall Night Out with the Chapin Police Department was held on October 26, showcasing a great partnership with County services and the event was well received.
- Old Timey Christmas to be held on December 9 on Beaufort Street
- Master Plan and Feasibility Study – held a follow-up meeting with consultants about the master plan titled “Chapin Next” and survey will be open from November 27 through January with a public engagement session planned for December 14
- Lexington County changes and impacts – a letter was received from Lexington County indicating that they would be changing a 1978 agreement with municipalities regarding road maintenance and stormwater management. The indication is that should a development annex into a municipality that meets that municipalities zoning standards, but does not meet Lexington County standards, the county will deny road maintenance and storm water services to that development. She noted the biggest concern for municipalities is that residents would still be paying taxes on services that may get withheld. She stated that this is a radical shift of policy and the Town is actively pursuing any available options that may be available to municipalities.

Administrator Burroughs also highlighted several economic development opportunities coming to the area, upcoming mediation meetings regarding the MB Kahn case, and organizational updates regarding training and strategic planning sessions.

Financial Report: Director Culler reported the revenues and fund balances for the general fund as of the end of October 2023. The general fund revenue YTD was \$1,827,195 and the expenses YTD were \$1,319,455. Revenue exceeded expenses by \$507,740. The revenue from Business Licenses was \$458,000, the Hospitality Tax fund YTD was \$2,421,000 and the ARP fund balance is \$615,000, with \$458,000 yet to be committed. She stated that projections through the end of the year put the revenues over expenses by \$249,000. She also noted that a new vehicle was purchased in October, while Lexington County C-Funds were received for the Beaufort Street sidewalk project.

The Utility fund Revenue as of the end of October 2023 was \$5,187,321 and expenses were \$4,210,009. Revenue exceeded expenses by \$977,312. She stated that while preparing the 2024 budget, she and Director Bryan identified the need for several new line items in the utility budget to provide for better tracking and usage moving forward. She also noted that revenues were

higher for October due to tap fees for Lake Tide and Pebble Branch being received and the sale of 4 vehicles.

Police Report: Chief Griffin updated Council on police department activities. There were 50 offenses, 16 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 21 tickets, 75 warning citations, 4 arrests, 10 motor vehicle collisions, 135 officer-initiated contacts, and 136 calls for service from Lexington County reported.

Chief Griffen then reported on incidents in the last month, new officer Jeff Drew, the departments participation in the WeCare thanksgiving drive, the preparation of 500 snack packs through the Chapin Rotary, successful Veterans Day events in Chapin area schools, and department continuing education sessions. He also noted that he has been nominated and accepted positions on the Leadership Lexington County 2024 group and the Greater Chapin Chamber of Commerce.

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

- Amicks Ferry water system: Hydrant tests are now complete and work has begun on the annual valve exercise program.
- Lagoon closeout: New equalization basin has been formed and awaiting compact testing. Sludge has been surveyed and lab testing is complete. Currently working with DHEC to determine how much sludge can be applied to Town property.
- Lift station at Woodlands Crossing overflowed in November. Staff worked diligently to mitigate the failure and tested water until levels returned to below normal.
- Staff is beginning the process of well abandonment or transfer to adjacent properties.
- Update on DHEC inspections on the WWTP and the water system, and the status of the DRP change, largely due to not having a P.E. on staff. Hopes to have that slot filled with new hire for special projects/grants in December.

Ordinances

1st Reading: Ordinance adopting the 2024 Municipal Budget: Mayor Pro Tem Clonts moved to approve 1st reading adopting the 2024 Budget. Council Member White seconded the motion. Council questioned why impact fees were not included in the budget. Administrator Burroughs stated that per state law, there were specific requirements that had to be demonstrated before impact fees could be implemented. Staff did not want the budget to be impacted since there is no clear time frame when impact fees could be included. Staff is actively pursuing the necessary route for impact fees. No further discussion, motion passed unanimously.

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

1st Reading: Ordinance establishing a temporary moratorium on applications and

administrative processing for permitting, development, and subdivisions: Council Member Gregg White moved to approve 1st reading establishing a temporary moratorium on applications and administrative processing for permitting, development, and subdivisions. Mayor Pro Tem Clonts seconded the motion. Discussion followed. Council questioned if the Lake Murray District standards were drastically different from Town standards. Administrator Burroughs stated the Lake Murray Overlay district and the Town's zoning ordinances are different and noted that it is difficult to make sure the zonings match up exactly because they are predicated on different rules. She provided the example that Lexington County classifies density by the road classification while the Town classifies density based on areas and utilizes minimum lot sizes. She stated the zoning moratorium is temporary and the Town is establishing the moratorium in part because the Town currently does not have a zoning official. This would help current staff to facilitate processing and puts a gap between the old ordinances and the new ordinances. It also gives staff and Council time to review and implement the new zoning ordinances. No further discussion, motion passed unanimously. The proposed moratorium will go into effect at the 1st reading, and will begin 120 days from 2nd reading.

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

Action Items**Request for Action: WWTP Lagoon Abandonment/EQ Basin Construction Budget**

Amendment: Council Member White moved to accept staff's recommendation to increase the WWTP Lagoon abandonment/EQ basin construction budget. Mayor Pro Tem Clonts seconded the motion. Director Bryan explained that from the discussion at the budget work session, utilities is moving the WWTP Lagoon Abandonment/EQ Basin Construction line item out of operating and maintenance and into capital improvements. The additional expenditure request was incorporated into the 2024 budget. Administrator Burroughs added that this provided better transparency in tracking Councils direction. No further discussion, motion passed unanimously.

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

Request for Action: Appointment to Planning Commission Executive Session: Planning

Commission Appointment: Administrator Burroughs explained that through accepting applications for the open planning commission seat and conducting interviews, staff is recommending Erin Wessinger be appointed to the Planning Commission. She stated that Ms. Wessinger is a Chapin native and local community and business member, who has prior legal experience. Council Member White moved to accept staff's recommendation to appoint Erin Wessinger to the Planning Commission. 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 Member Vicky Shealy:	Yes
Council Member Gregg White:	Yes

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 7:20 p.m.

COUNCIL APPROVED: December 19, 2023