

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

**Tuesday, June 5, 2018  
7:00 p.m.**

**Town Council Chambers  
157 NW Columbia Ave, Chapin**

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**Members Present:** Mayor David W. Knight, Mayor Pro Tempore Mike Clonts, Council Member Preston Baines, Council Member Kay Hollis, and Council Member Al Koon

**Members Absent:** None

**Staff Present:** Utilities Director Andy Metts, Finance Director Laura Culler, Sanitary Engineer Dan Lambert, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

**Guests:** James Schafer, Lisa Lee Smith, Nicholle Burroughs, Nathan Powell, Eddie Wise, Jenn Moore, Mike Joseph, Cole Haile, Ken Wilson, Carter Unger, Jay Dixon, Josh Waller, Jonathan Layton, Kevin Hebert, Will Ubanks, Scott McLeod, Vicki Williams, Cadet Battalion Commanding Officer Forest Walker, and Drill Team Commander Andrew Crawford.

**Call to Order:** Mayor Knight called the meeting to order at 7:02 p.m. and determined there was a quorum. Member Baines offered the prayer and James Schafer, American Legion Post #193 led with the Pledge of Allegiance. The Mayor acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Public Hearing**

**Proposed Adoption by Reference - Lexington County Flood Damage Prevention Ordinance #16-05:** The proposed ordinance updates Chapter 11 Flood Damage Prevention in the Lexington County Land Development Manual that was adopted by reference on January 17, 2017 in “Appendix B.” Updates were necessary to meet the requirements of the Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA).

Mayor Knight opened Council comment. Council Member Baines inquired as to what is changing from what was already on the books. Town Attorney Lisa Smith didn’t have specifics but was glad to research any questions.

Mayor Knight opened public comment. Kim Murphy asked if someone could put out historical information to see exactly what has changed in regards to Lexington County Ordinance #16-05 that the Town was adopting so the public could see exactly what Council was voting on. Ms. Murphy also indicated that Lexington County Ordinance #16-05 talked about unincorporated areas and she would like to know how the unincorporated areas pertain to Chapin.

Mayor Knight explained that the unincorporated areas are Lexington County’s jurisdiction. The ordinance is adopted by reference and shall be applicable within the Town limits. Copies of the proposed Chapin Flood Damage Prevention Ordinance #010-06-2018 “Exhibit A” and Lexington County Flood Damage Prevention Ordinance #16-05 “Exhibit B” are available on the Town’s website under agenda packets.

**Proposed Adoption of Flood Insurance Study Materials (Flood Maps) for Lexington County, SC and Incorporated Areas as Identified by FEMA:** The Federal Emergency Management Association (FEMA) has updated area flood maps. Although, there are no changes to the maps within the corporate limits, it is a requirement to adopt the FEMA maps for eligible participation in the National Flood Insurance Program.

Mayor Knight opened public comment. Kim Murphy asked if the flood maps were available. The maps are kept with the Town Clerk and should be available on-line at <https://msc.fema.gov>.

Mayor Knight opened Council comment. There were no comments from Council.

Mayor Knight adjourned the Public Hearing at 7:15 p.m.

**Minutes:** Council reviewed the May 1, 2018 Regular Town Council Meeting Minutes and the May 17, 2018 Special Called Meeting Minutes. Mayor Pro Tem Clonts moved to accept the minutes as presented. Council Member Hollis and Council Member Koon seconded the motion. All were in favor, motion carried.

### **Public Comments Related to Agenda Items**

Kim Murphy voiced her concern over two items on the agenda: 1) Wastewater Treatment Plant (WWTP) Expansion Project/Utilities Change Order and 2) Utility Department 2018 Schedule of Rates and Fees/Rate Increase. Ms. Murphy referenced the projected revenue for 2017/2018 with 364 sewer taps paid-to-date in 2017 and 564 projected in 2018. The Performa put together for the WWTP Project indicated a need for 120 taps sold per year. Her concern was for the number of taps continuing to be sold, the rate increase, and if the rate increases were really necessary based on the WWTP Performa. Concerns could be addressed with Utilities Director Andy Metts.

### **Reports**

**Communications/Events Report:** Nicholle Burroughs reported on the weekly Mayor's Message promoting visibility in the Town. She indicated that exposure and engagement to the message had increased by 40% since April.

Ms. Burroughs also highlighted Town Hall Events including the Chapin Endowment Fund Ceremony, the Employee Pot-Luck Picnic, and the Memorial Day Ceremony.

The Chapin Farmer's Market on June 2, 2018 from 9:30 a.m. to 1:00 p.m. had almost doubled the attendance and increased vendor participation compared to the first market of the year. A great addition was El Señor's Food truck, a non-profit organization helping to provide meals on wheels to senior citizens.

**Financial Report:** Director Culler reported on the April General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$762,341 with GF YTD Expenditures at \$604,596 with a balance of 157,745.

2017 and 2018 Year-to-Date Business Licenses in force were the same at 368, however, the 2018 revenue was down by \$141,563. May will show a revenue increase with business licenses submitted from the Chapin Crossing Outparcel and Zaxby's construction projects. The revenue shortfall for 2018 will be recouped by the positions of Director of Planning & Zoning and Director of Communications and Economic Development being vacant for the first 4-5 months of 2018,

funds not utilized for the Recreational Trails Program Grant, and the Fairhaven Lawsuit Settlement.

Council Member Baines inquired as to whether budget spending reflected a base-line or if spending followed the path of revenue from business licenses. Director Culler indicated the budgets have remained steady over the last two years.

Director Culler reported on the April Utilities Fund (UF) YTD Actual Revenues at \$1,295,338 with UF Expenditures at \$739,154 with a balance of \$556,184.

**Police Report:** Calls for service for March totaled 443 for the period of April 20 - May 22, 2018. Chief Ziegler reported that the police vehicle purchased with donated funds from Mr. Brandi was now on the road. Traffic and weather safety issues were highlighted on the Town's website. The Explorer's participated in a litter pickup along Columbia Ave through Fiserv's Community Outreach Program on May 24, 2018.

The Department made official arrests on May 25, 2018 for two of the three suspects of two stolen vehicles and multiple car break-ins in the Fairhaven subdivision. Officers reached out to victims providing closure and information regarding upcoming trials.

Council Member Koon inquired as to the biggest concern in the community with calls for service being above normal. Chief Ziegler indicated there were multiple variables involved with the increased traffic stops such as pro-active officers, growth, increased traffic, and transient crime.

Member Koon also asked for comment in regards to the opioid crisis. Chief Ziegler stressed the importance of educating parents and creating a good relationship with the community.

The new Director of Planning & Zoning, Nathan Powell, was introduced during this portion of the Town Council Meeting. He will be presenting his first report next month.

**Utility Report:** Director Metts had submitted a written report and in leu of reviewing the report he has asked M.B. Kahn, the construction contractor on the Wastewater Treatment Plant (WWTP) Expansion Project, to give a brief presentation on the construction progress.

Director Metts did want to touch base on a couple of items prior to the presentation. The Utilities Department received the final version of the WWTP Discharge Permit from SC Department of Health and Environmental Control (DHEC) effective July 1, 2018 through August 2020. The parameters and limits are similar to what is in place now, however, those limits will become much stricter in September 2020. The WWTP Expansion will be able to meet these stricter limits.

The Utilities Department also received their WWTP Laboratory Certification from SC DHEC. The laboratory permit allows Town staff to perform analyses at the WWTP and is valid for three years.

**Presentation – WWTP Expansion Project:** Eddie Wise, Project Manager of M.B. Kahn presented construction updates and project milestones through May 17, 2018. Drone images were presented on site preparation, clearing and mobilization, excavation of the aeration basin, ductile iron pipe installation (under aeration basin), pipe encasement and starting of subgrade prep.

Jenn Moore, Business Development of M.B. Kahn presented marketing and public relations goals. Her focus was on community outreach and events. Noting that the WWTP Expansion Project is

the largest project to date by the Town of Chapin and its goal to protect the community through environmental sustainability.

They presented the Town with a signed shovel from the WWTP Ground Breaking Ceremony. Mayor Knight thanked them for their presentation and invited them back for project updates.

### **Old Business**

**Ordinance – Establish Chapter 20 of Chapin Town Code/Relocate Stormwater Management Ordinance of Lexington County #16-04 from “Appendix B” to Chapter 20 – 2<sup>nd</sup> Reading:** Council Member Koon moved to establish Chapter 20 of Chapin Town Code to include Stormwater Management as presented. Mayor Pro Tem Clonts seconded the motion. Ordinance #010-06-2018 establishing Chapter 20 of Chapin Town Code “Exhibit C” was approved by unanimous vote on its 2<sup>nd</sup>/Final Reading:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Baines:	Yes	Council Member Hollis:	Yes
Council Member Koon:	Yes		

**Ordinance – Adopt by Reference the Flood Damage Prevention Ordinance of Lexington County #16-05 – 2<sup>nd</sup> Reading:** Mayor Pro Tem Clonts moved to adopt by reference the Flood Damage Ordinance of Lexington County, SC allowing the County of Lexington, in conjunction with the Town of Chapin, to enforce the Lexington County Flood Damage Ordinance #16-05 within the corporate limits of the Town of Chapin. Council Member Hollis seconded the motion. Flood Damage Prevention Ordinance #011-06-2018 “Exhibit D” was approved by unanimous vote on its 2<sup>nd</sup>/Final Reading:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Baines:	Yes	Council Member Hollis:	Yes
Council Member Koon:	Yes		

**Ordinance – Adopt Flood Insurance Study Materials for Lexington County, SC and Incorporated Areas Prepared by Department of Homeland Security’s FEMA – 2<sup>nd</sup> Reading:** Council Member Baines moved to adopt the Lexington County Flood Insurance Study (maps) as identified by FEMA in accordance with the National Flood Insurance Program standards. Mayor Pro Tem Clonts seconded the motion. Adoption of Flood Insurance Study Materials Ordinance #012-06-2018 “Exhibit E” was approved by unanimous vote on its 2<sup>nd</sup>/Final Reading:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Baines:	Yes	Council Member Hollis:	Yes
Council Member Koon:	Yes		

### **New Business**

**Proclamation – “Chapin Day of Champions:”** Mayor Knight presented Chapin High School individuals/teams and coaches with the “Chapin Day of Champions” Proclamation “Exhibit F.” The following parties were recognized for earning State Championship titles: Cheerleader of the Year, Wrestling Champion, Girl’s Pole Vault Champion, Chapin High School Band, Chapin High School Baseball, Chapin High School Boys’ Soccer, Chapin High School Competitive Cheer, and Chapin High School NJROTC.

**Ordinance – Amend Utility Department 2018 Schedule of Rates and Fees – 1<sup>st</sup> Reading:**

Mayor Pro Tem Clonts moved to approve an increase to the Town of Chapin water rates which is consistent with the rate increase charged to the Town for water purchased from the City of Columbia. Council Member Koon seconded the motion. The Utility Department 2018 Schedule of Rates and Fees Ordinance “Exhibit G” was approved by unanimous vote on its 1<sup>st</sup> Reading:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Baines:	Yes	Council Member Hollis:	Yes
Council Member Koon:	Yes		

Mayor Pro Tem Clonts noted that the Town purchases the majority of its water from the City of Columbia. The City of Columbia is in the process of increasing their water rates and the Town needs to be prepared to accept and pass on the increased water rates by early July.

Mayor Knight indicated the proposed increase was 9.76% and he would need to meet with Columbia’s Mayor Steve Benjamin to discuss the Town being charged a wholesale rate instead of the out-of-town commercial rate.

Director Metts provided answers to questions from Council Member Baines including: 1,400 water customers served by the Town of Chapin; and the Town water rate increase to mirror the City of Columbia’s in regards to percentage because of a structure difference in fees charged.

**Public Comments - Open**

Stan Shealy commented that the original water agreement with the City of Columbia indicated the Town would always receive a wholesale rate.

Kim Murphy commented in regards to the marketing presentation by M.B. Kahn indicating that some people have a different perspective of the WWTP in that it is not only to protect the environment but about development, bringing in more people, more homes, and more crime; which should be considered in the marketing campaign.

Ms. Murphy also commented on the WWTP Expansion Project Change Order pointing out that according to the Attorney General you can not go into executive session in regards to a contract that has already been signed.

**Executive Session:** Mayor Pro Tem Clonts moved to enter into Executive Session to discuss/receive legal counsel on the SCE&G and MCEC Franchise Agreement, Compensation of Town Council Ordinance, and WWTP Expansion Project Change Order under Section 30-4-70 (a) (2) of South Carolina. Council Member Koon seconded the motion.

Council Member Baines had contacted the Attorney General’s Office in regards to executive session and indicated there must be some information given to the public about the topic or subject to inform the public specifically what the body is receiving legal counsel about 24 hours prior to the meeting to meet Freedom of Information Act (FOIA) requirements.

Mayor Knight stated that the public had been notified within the appropriate time frame and given topics of discussion that Council was to receive legal counsel on. He also gave background information in regards to the items being addressed.

The motion to enter into Executive Session was approved by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Baines:	Yes	Council Member Hollis:	Yes
Council Member Koon:	Yes		

Executive Session was entered into at 8:25 p.m. Council re-entered the Rescheduled Regular Town Council Meeting at 8:54 p.m.

**Adjournment:** Mayor Knight moved to adjourn Town Council. Council Member Baines seconded the motion. The meeting was adjourned at 8:54 p.m.

COUNCIL APPROVED: July 3, 2018