

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING MINUTES**

**Thursday July 20, 2023
6:00 p.m.**

Council Chambers

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

Staff Present: Town Administrator Nicholle Burroughs, Director of Finance Laura Culler, Police Chief Thomas Griffin, Town Attorney Lisa Smith

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.

Presentation

Update on Council Strategic Initiatives: Administrator Burroughs began the discussion by giving a brief overview of how the strategic initiatives were developed. She listed the strategic initiatives set by council as:

1. Greater Retention of Officers
2. Safety Manual
3. Accounting, Budgeting and Procurement Modules
4. Annexation Strategy
5. Master Plan and Feasibility Study
6. Effluent Line for Wastewater Treatment Plant
7. Procurement Policy
8. Billing Software Utility
9. Financial Strategy
10. Security of IT Systems

She noted that in consulting with Police Chief Griffin, her plan moving forward for police retention would allow for a 2.5% pay increase, over multiple years in addition to their merit-based pay, to bring the Town more in line with Lexington County starting salaries.

In developing a safety manual, while there is no major cost involved in developing the safety manual, the most immediate expenditures (such as training, equipment, driver safety courses, and continuing education classes) will need to be considered for the future as ongoing expenditures.

Staff is currently in the process of evaluating accounting, budgeting, and procurement modules to find the best fit for the town. The current evaluation process is not including billing software currently. Funds can be used through the ARPA fund for implementation of these modules, but the budget would need to be prepared in a way that would absorb the reoccurring costs in the next 3 to 5 years. An upgrade to this software is necessary for security purposes, as the current software used (Quickbooks) is not designed for governmental accounting.

Administrator Burroughs then gave an update on the annexation strategy and the status Unified Zoning and Development Ordinance (UDO). An RFP for an annexation consultant is planned as a part of the implementation of the UDO, with work from an annexation consultant to begin in

2023. This was an expenditure that was budgeted for 2023, but noted that there could be additional future costs associated with an annexation study. She also gave a brief update on the remaining goals.

Administrator Burroughs additionally gave a brief description of the millage rate increase based off discussion at the last Council meeting. She stated that ARPA funds can be used for projects that need to be implemented, but maintenance/reoccurring costs for those projects have not been incorporated into the budget. She compared Chapin’s millage rate to that of other towns in Lexington County and neighboring towns in Newberry County and observed that Chapin’s rate is not substantially higher than most surrounding areas. Additional cost estimates are based on Council’s direction of the strategic initiatives. Administrator Burroughs expressed her concern that if there were no ARPA funds, the current budget does not account for items that should be considered as “normal” operating costs, with no room in the budget to plan for future expenditures. She advised Council to take the millage rate increase with the proviso to better set the Town up for the future.

Executive Session

Council Member White moved to go into executive session to discuss negotiations incident to a proposed contractual arrangement related to the Administrator Contract, pursuant to SC Code 30-4-70 (a)(2) and to discuss employment matters pursuant to SC Code 30-4-70 (a)(1). Council Member Shealy seconded the motion. Council entered executive session at 7:09 p.m.

Council Member White moved to return to regular session. Council Member Shealy seconded the motion. Council resumed regular session at 7:49 p.m.

Upon returning to open session, Mayor Pro Tem Clonts made the motion to approve the administrator contract and authorize the Mayor to sign. Council Member Shealy seconded the motion. No further discussion, motion passed unanimously.

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

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member White seconded the motion. Meeting was adjourned at 7:50 p.m.

COUNCIL APPROVED: August 15, 2023