

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, October 17, 2023
6:00 p.m.**

Council Chambers

Members Present: Mayor Al Koon, Council Member Leland Teal, Council Member Vicky Shealy, Council Member Gregg White

Members Absent: Mayor Pro Tem Mike Clonts

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

Guests: Moses Cohen - American Legion Post 193, David Nuotilla – St. Jacob’s Lutheran Church

Call to Order: Mayor Koon called the meeting to order at 6:01 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

Moses Cohen with American Legion Post 193 led the Pledge of Allegiance and David Nuotilla with St. Jacob’s Lutheran Church provided the invocation.

Mayor’s Announcements

There were no new announcements at this meeting.

Review and Acceptance of Minutes

Council reviewed the September 14, 2023 Special Called Meeting Minutes and Council Member Teal moved to accept as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

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

Council reviewed the September 19, 2023 regular meeting minutes and Council Member Teal moved to accept as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	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, Kim Murphy, commented on the control of overdevelopment. She commented that in the utility report for October, she read that the East Chapin Force Main is reaching capacity. She spoke in favor of slowing development in that area and that the Council has the power to manage development by limiting the issuance of sewer taps. She stated she is submitting a Freedom of Information Act Request for sewer availability letters and sewer extensions and would ask that Council consider halting the development along the East Chapin Force Main route until it can be better managed.

A member of the public, Sandy Wade, commented on the ordinance amendment. She commented that she disagreed with the proposed changes to the Town code. She stated it removes the ability of Council to have a say in the hiring and firing of the directors of finance, public works and utilities, planning and zoning, and chief of police. She expressed her concern that these changes place too much power in the hands of one individual and would not give Council any recourse should they disagree with the Mayor's decision. She asked Council to consider not approving this change to truly represent those that elected them.

Reports

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

- She attended the Leadership Government Institute on October 4-6
- The Town of Chapin Police Department is hosting a Fall Night Out at Town Hall on Thursday October 26, 2023 from 6:00 p.m. to 8:00 p.m.
- A Master Plan and Feasibility Study advisory committee held a kick off meeting, which included advisory panel and stakeholders (police, school district, library, chamber, and surrounding property owners). This panel will function to ensure consultants are on track with the Town's vision for the former school property. There will be two public engagement events. The end result will include market analysis and development plan.
- Future plans to hold ribbon cutting event for the mural and old town hall
- Mavis Tire and Auto held a preliminary review with the ARB
- UDO is fully vetting out requirements for Article 6 with the ARB

Before concluding her report, she informed Council that Planning and Zoning Manager Kevin Singletary has submitted his resignation. UDO completion may be delayed until a new person is hired, but the timeline is on track for a January RFP release for an annexation consultant. She also noted that the 2024 Budget workshop will be on October 30, 2023.

Financial Report: Director Culler reported the revenues and fund balances for the general fund as of the end of September 2023. The general fund revenue YTD was \$1,767,001 and the expenses YTD were \$1,180,461. Revenue exceeded expenses by \$586,540. The revenue from Business Licenses was \$449,816.00, the Hospitality Tax fund YTD was \$2,345,027.00 and the ARP fund balance is \$644,297.00.

The Utility fund Revenue as of the end of September 2023 was \$3,922,764 and expenses were \$3,842,591. Revenue exceeded expenses by \$80,173.

Director Culler noted that the Town has collected all the expected income for the year, with an additional \$3,269 police grant for new vests. Other expenses that were not budgeted for were

related to professional services (consultants and new hire onboarding) and property (fire panel replacement, a/c repairs, and sprinkler system testing). She also noted that the directors have met regarding the 2024 budget and are ready to present to Council. She has submitted everything to Edmunds and is scheduled for meetings with their team to begin implementing the software.

Police Report: Chief Griffin updated Council on police department activities. There were 68 offenses, 16 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 57 tickets, 102 warning citations, 12 arrests, 11 motor vehicle collisions, 225 officer-initiated contacts, and 125 calls for service from Lexington County reported.

He gave updates on several incidents in town in the last month. The first incident happened at 1153 Chapin Rd., with reports of an assault and kidnapping. Officers investigated and arrests were made with no other incidents. A second suspect was located in another state and the Chapin PD worked with SLED to extradite the individual back to SC. The second incident happened at a traffic stop in the Publix parking lot, which led to the arrest of the suspect after officers initiated a search when the suspect did not comply with officer instructions. Chief Griffin then gave a brief update on service events, training, and continuing education for the department.

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

- Amicks Ferry water system: Water restrictions were lifted on September 21 and the department is conducting its annual fire hydrant flow test. They will be meeting with Columbia Water about options for high water demands in the summer months.
- SCDOT projects: the department met with SCDOT on the S48 project, with easements due in the third quarter of 2024.
- Lagoon closeout: Construction has started and is making good progress and they are preparing to test the sludge in the coming week.
- Lake Tide Summit and East Chapin Force main projects are still ongoing. He commented that the development in that area and recent rain events have caused pressure problems. He noted the East Chapin Force Main was designed to ease that pressure and get the water to the WTTP faster. He stated until the force main is installed, the water cannot get to the WWTP. They are looking at impact fees in the budget to try and help fund larger projects like the East Chapin Force Main.
- SCDHEC has issued violations in the past for the departments use of 5 wells, that are in poor condition. The Department is exploring the option to abandon the wells in preparation for the next SCDHEC inspection. They are also scheduled to inspect the wastewater treatment plant.

Executive Session

Council Member White moved to enter executive session to discuss employment matters pursuant to SC Code Section 30-4-70 (a)(1). Council Member Teal seconded the motion. Council entered executive session at 7:29 p.m.

Council Member Teal moved to resume regular session. Council Member White seconded the motion. Council resumed regular session at 8:40 p.m.

Upon returning from executive session, Council Member White moved to accept staff's recommendation for filling the Director of Utilities position and authorize the Mayor to extend an offer. Council Member Teal seconded the motion. No further discussion, motion to approve passed unanimously.

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

Ordinances

1st Reading: Ordinance amending Chapter 2 and Chapter 13 of the Chapin Town Code:

Council Member White moved to table the discussion about the ordinance amending Chapter 2 and Chapter 13 of the Chapin Town Code. Council Member Teal seconded the motion. No further discussion, motion passed unanimously.

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

Adjournment: Council Member Shealy made a motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 8:42 p.m.

COUNCIL APPROVED: November 21, 2023