

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING – WORK SESSION**

**Thursday, October 24, 2019
2:00 p.m.**

**Town Hall - Community Room
157 NW Columbia Ave, Chapin**

Members Present: Mayor David W. Knight, Mayor Pro Tempore Mike Clonts, Member Kay Hollis, Member Al Koon, and Member Leland Teal

Staff Present: Finance Director Laura Culler, Utility Director Andy Metts, Police Chief Seth Zeigler, Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Interim Town Clerk Nanette White

Guests: Lisa Lee Smith

Call to Order: Mayor Knight called the meeting to order at 2:03 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Items of Discussion

Proposed 2020 Municipal Budget

Director Culler highlighted the following increases and possible revenue streams for the 2020 Budget:

Known Expenses/Increases

1. Salaries and Benefits, 2% merit increase
2. Operating
 - a. New contract with Magistrate from Lexington County
 - b. Municode, supporting expenses to codify Town Ordinances – Online code \$1,355, Admin support \$225, Supplements \$3,800
 - c. Paid Jurors
 - d. SC Insurance Reserve Fund, Renewals increased by 20%
 - e. Comprehensive Plan Update, \$30,000 for 2020 (Survey for regional storm drainage basins in Town were not pursued in 2019)
 - i. Administrator Ashford is reviewing the Plan

Possible Revenue Streams

1. Millage increase \$25,000 (based on actual 2018 of \$160,000 & projected 2019 of 164,000)
2. Franchise Fees, based on actual increase from 3% to 5%
3. Insurance Tax Collection Program/Telecommunication Tax Collection Program increase of 5%, based on actuals (2016-\$415,100; 2017-\$445,740; 2018-\$506,938; 2019-533,944)

There was a 38% loss of business in Chapin. Director Culler will be looking into three services next year that assist in collection of business license revenue. After reviewing the services, Director Culler will then present the best option to the council.

Director Metts highlighted the following increases and possible revenue streams for the 2020 Budget. 2019 Water/Sewer Billings contained both water and sewer revenue. 2020 budget will contain just sewer billings.

Known Expenses/Increases

1. Automotive Equipment – Two (2) utility vehicles need replacing
2. Chemicals to control odor at pump stations, increase of \$100,000
3. Debt service payment on State Revolving Fund loan for Waste Water Treatment Plant Construction
4. Waste Water Treatment Plant will come online
5. Salaries and Benefits, new full-time clerk and 2% pay for performance increase per employee

Possible Revenue Streams

1. Water and Sewer Billings
2. Water tap fees
3. Sewer inspections

Member Teal brought forward the discussion that Utilities should share the administrative cost if using the services of the Director Culler

Hospitality Tax as it pertains to the Budget:

1. Income, \$340,000
2. Expenses
 - a. Road Enhancement Project, \$300,000
 - b. Bike/ Pedestrian Plan, \$25,000
 - c. Christmas Decoration, \$10,000
 - d. Marketing, \$5,000

Hospitality Tax Discussion – First Draft: Council agreed that the First (1st) Reading will be at the Regular Town Council Meeting, November 5, 2019 at 7:00 PM, Section 8.910 would be changed from a Annual Report to a Monthly Report, the ordinance shall become effective upon adoption at the Second (2nd) Reading at the Regular Town Council Meeting, December 3, 2019, and, collections on sales tax will begin February 1, 2020, so as to give all impacted businesses the ability to make the necessary modifications to their systems.

Proposed Ordinance for Speed Limits in Subdivisions: Mayor Knight proposed an ordinance to the Council to discuss authorizing and enforcing reduced speed limits in residential subdivisions in the Town of Chapin. Referenced were S.C. Code 1976, § 56-5-1520, Town Code 17, Sections 223 and 225.

Council addressed concerns about posted speed limits not being enforced in certain subdivisions, Fairhaven was one such subdivision.

Lisa Lee Smith, Town of Chapin Attorney requested to defer this ordinance to the Regular Town Council Meeting in December, rather than November to allow her time to review the ordinance in detail.

Proposed Amendment of Chapter 14, Article 12 – Smoking in Public Places, Lisa Lee Smith Presented what was requested: make amendments to the Town of Chapin smoking ordinance to expand the prohibition of smoking, to include vaping, electronic cigarettes, and newer type smoking devices.

1. New definitions – Electronic Smoking Device, Medical Facility, Medical Research Facility, Public Place, Retail Tobacco and Alternatives Stores, Additional language as to how Smoking will be defined, and Smoking Materials
2. Expansion to prohibit smoking in all its forms, in public places and exceptions
3. Reasonable distance – extending the prohibited distance of ten (10) feet to twenty-five (25) feet from any Public Place or from any door which is used as an entrance to or exit from an enclosed area where smoking is prohibited.
4. Increase penalties – an infraction will be declared to be a public nuisance; each infraction will be separate; escalating fine structure; remedy for establishments that are in violation of the ordinance.

Council requested to defer this ordinance for further review.

November 5, 2019 Town Council Agenda Items:

1. Reports: TOC Communications, Financial, Police, and Utilities
2. Ordinance - Hospitality Tax, 1st Reading
3. Ordinance - 2020 Budget, 1st Reading
4. Ordinance - Franchise Fee, 1st Reading
5. Motion to move to an Executive Session to discuss Status Reports of Easements

Executive Session: Mayor Knight moved to enter into Executive Session in regards to Employment Matters. Council Member Clonts seconded the motion.

Executive Session was entered into at 4:40 PM. Council re-entered the Special Called Meeting at 5:19 p.m.

Adjournment: Mayor Knight moved to adjourn the Special Called Meeting - Work Session. Mayor Pro Tem Clonts seconded the motion. The meeting was adjourned at 5:20 p.m.

COUNCIL APPROVED: _____ November 5, 2019