

**CHAPIN TOWN COUNCIL
REGULAR MEETING
CHAPIN TOWN HALL, CHAPIN, SOUTH CAROLINA
March 17, 2026
6:00 P.M.**

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Invocation and Pledge of Allegiance

Mayor's Announcements

Review and Acceptance of Minutes

February 17, 2026 Public Hearing Minutes

February 17, 2026 Regular Meeting Minutes

Reports

1. Police Report

2. Utility Report

Public Comments

Adjourn

**CHAPIN TOWN COUNCIL
PUBLIC HEARING MINUTES**

**February 17, 2026
6:00 P.M.**

Council Chambers, Chapin Town Hall

Members Present: Mayor Bill Mitchell, Council Member Warren Burritt, Mayor Pro Tem Ainslee Bost, Council Member Mike Clonts

Members Absent: Council Member Vicky Shealy

Call to Order: Mayor Mitchell called the meeting to order at 6:00pm. Mayor Mitchell then determined that there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Public Hearings

Presentation: Ordinance amending Chapter 2: Administration and Chapter 13; Police of the Chapin Town Code, through adoption of amendments to §§2.408, 2.701, 2.801, and 13.101 giving the Town Mayor Authority to Appoint and Terminate the Director of Finance, the Director of the Department of Planning and Zoning, the Director of the Department of Public Works, and the Chief of Police.

Speakers:

Liesha Huffstetler: A former reporter and town politics participant, she expressed support for restoring strong mayor-council governance based on her observations from past town meetings.

John Campbell: Emphasized the importance of decisive leadership, arguing against a committee-based decision-making process.

Erin Wessinger: Expressed her concerns regarding the proposed ordinance giving the mayor extensive authority over town governance.

Lill Mood: Expressed concern that the ordinance does not spell out basic standards for human resource management or include requirements for a council-approved personnel procedure.

With no other speakers, the meeting was adjourned at 6:12.

COUNCIL APPROVED: _____

ATTEST:

Susan Mills, Municipal Town Clerk

DRAFT

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**February 17, 2026
6:00 P.M.**

Council Chambers, Chapin Town Hall

Members Present: Mayor Bill Mitchell, Council Member Warren Burritt, Mayor Pro Tem Ainslee Bost, Council Member Mike Clonts

Members Absent: Council Member Vicky Shealy

Call to Order: Mayor Mitchell called the meeting to order at 6:17pm following the Public Hearing. Mayor Mitchell then determined that there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Invocation and Pledge of Allegiance

Mayor Mitchell asked American Legion member, Mr. Peter Prim, to lead us in the Pledge of Allegiance. Followed by Bill Miller providing the Invocation.

Mayor's Announcements

There were no additional announcements.

Review and Acceptance of Minutes

Council reviewed the January 20, 2026 Regular Meeting Minutes. Council Member Burritt moved to accept the minutes as presented. Mayor Pro Tem Bost second the motion. Motion passed unanimously.

Mayor Bill Mitchell:	Yes
Mayor Pro Tem Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Mike Clonts:	Yes

Reports

Police Report: Chief Griffin was absent, so Captain Ryan Galinski updated Council on January police department activities. Total offenses: 50. Assistance to other agencies: 9 times. Tickets issued: 30, along with 100 warning citations and 4 arrests. Notable incidents included pharmacy burglary, which is under investigation with the DEA's assistance.

Officers completed various training programs.

The upcoming award banquet is scheduled for March 4 to recognize police department achievements.

Utilities Report: Utility Director Rick Bryan gave a brief report that he was awaiting grant approvals and ongoing engineering work for the wastewater treatment plant and other projects.

Finance Report: Malane Pike gave a partial overview of the town finances. Also, interviewing for a full-time Director of Finance position was in process and the position should be filled by next month.

Executive Session:

Council Member Clonts made a motion to go into executive session. Council Member Warren Burritt seconded the motion. Motion passed unanimously.

Mayor Bill Mitchell:	Yes
Mayor Pro Tem Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Mike Clonts:	Yes

Council entered executive session at 6:34 p.m.

Upon returning from executive session, Mayor Mitchell stated that in compliance with the SC Freedom of Information Act, no votes were taken in executive session and no matters were decided. Council Member Clonts made a motion to return to regular session. Council Member Burritt seconded the motion. Motion passed unanimously.

Mayor Bill Mitchell:	Yes
Mayor Pro Tem Bost:	Yes
Council Member Warren Burritt:	Yes
Council Member Mike Clonts:	Yes

Council resumed regular session at 7:39p.m.

Council Member Clonts moved that we authorize Mayor Mitchell to pay the remaining amount due to satisfy the contractual matter of a prior employee and to move funds out of the town's reserve as such becomes necessary to meet this obligation. Second by Mayor Pro Tem Bost. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Council Member Burritt moved to authorize the mayor to enter in a contract for services of a municipal clerk with terms as described in executive session. Second by Mayor Pro Tem Bost. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Resolutions

A resolution was introduced aiming to promote civility and decorum during town business. Council members emphasized the importance of respectful interactions, even in disagreement. Council Member Clonts moved that we approve the resolution pledging to practice and promote civility in the Town of Chapin. Second by Council Member Burritt. Motion passed unanimously.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: Yes

Ordinances

2nd Reading: Ordinance amending Chapter 2: Administration and Chapter 13: Police of the Chapin Town Code, through adoption of amendments to §§2.408, 2.701, 2.801, and 13.101 giving the Town Mayor Authority to Appoint and Terminate the Director of Finance, the Director of the Department of Planning and Zoning, the Director of the Department of Public Works, and the Chief of Police. This ordinance brings our ordinances into compliance with state law governing the duties of a mayor under the Mayor-Council form of government. Mayor Pro Tem Bost moved to approve the 2nd reading. Second by Council Member Burritt. Motion passed by majority vote.

Mayor Bill Mitchell: Yes
Mayor Pro Tem Bost: Yes
Council Member Warren Burritt: Yes
Council Member Mike Clonts: No

Adjournment

Council Member Clonts made a motion to adjourn the meeting. Mayor Pro Tem Bost seconded the motion.

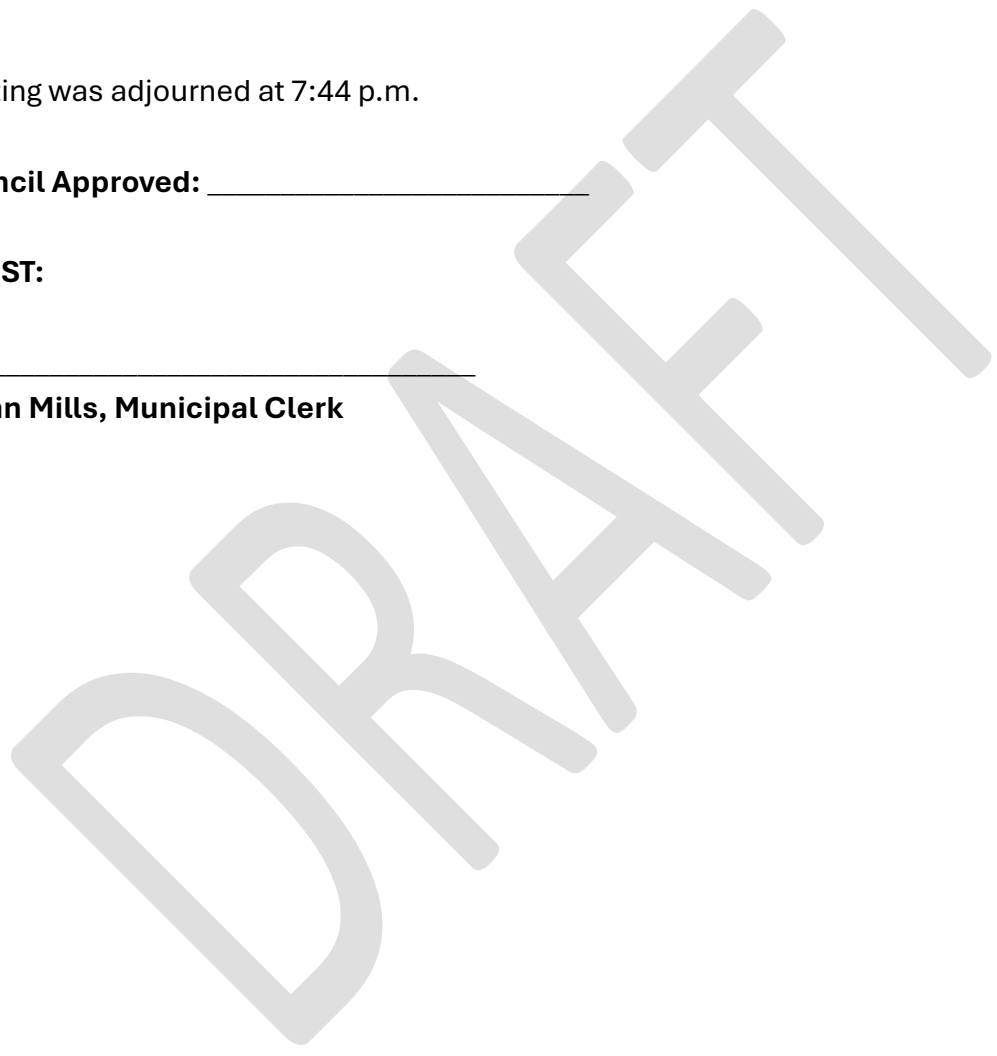
- Mayor Bill Mitchell: Yes
- Mayor Pro Tem Bost: Yes
- Council Member Warren Burritt: Yes
- Council Member Mike Clonts: Yes

Meeting was adjourned at 7:44 p.m.

Council Approved: _____

ATTEST:

Susan Mills, Municipal Clerk





Chapin Police Department

157 NW Columbia Ave
Chapin, S.C. 29036
803-345-6443

Thomas W Griffin
Chief of Police

Town Council February 2026

Offenses Reported	42
Assisting Other Agency Reports	5
Ticket Count	34
Warning Citations	122
Arrest	9
Motor Vehicle Collisions	4
Officer Initiated Contact	397
Calls for Service	289



Utilities and Public Works Monthly Report

for month of FEBRUARY 2026

1. **Amick's Ferry Water System** – Lindsey Grahams office verbally confirmed the Town was awarded the \$1,589,196.00 congressional grant for this project. The town's portion is \$397,300.00 already included in the Town's 2026 budget. Awaiting official notification from EPA of award before moving forward with project.
2. **WWTP** – Engineering of upgrade continuing. Evaluating AECOM change order request for effluent line subsurface survey & easement recording, for financial prudence before making a recommendation.
3. **East Chapin Force Main** – After turning on our new 16" force main a leak surfaced within the Chapin Place subdivision on the older 12" force main portion that was also not yet in service. After exposing the main it was found an electrical grounding rod had been drove into our pipe causing the leak. Damage was repaired and force main is now in service. Evaluation effects on existing sewer collection system.
4. **Primrose Ln Force Main** – RIA approved contract with Lake Murray Utilities Contractor and issued a start construction date of March 23rd.
5. **New Development** – All new proposals for development postponed at this time until released by Mayor to reengage. Creating a current tap waiting list to help mayor to determining future tap release policy.
6. **S-48 New Road Proj**- S-48 MOA signed and returned to SCDOT. Awaiting SCDOT's signed copy back before starting to secure easements. SCDOT is still requesting two easement documents be signed by the Town on this same project.
7. **Maintenance**- 192 work-orders completed in February along with completing ECFM project. One water main break and sewer main break. Busy month.
8. **Public Works**- Gearing back up for summer mowing needs. Performed several office tasks to facilitate rearranging offices.
9. **Personnel**- Two utilities billing clerks have accepted our employment offers and will start March 16, 2026.
10. **General**- Continue to assist the Admin side of Town Hall until replacements are hired. Continuing to use TD Bank after their closing of Chapin Branch. TD has provided us a deposit scanner so checks can be deposited to the bank without going to the Irmo branch. A payment scanner has also been ordered from Edmunds to speed payment processing.