

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING
August 23, 2022
4:00 p.m.**

AGENDA

1. CALL TO ORDER AND DETERMINE QUORUM
2. STATEMENT OF FREEDOM OF INFORMATION ACT COMPLIANCE
3. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
4. NEW BUSINESS
 - a. Ordinance: Amending Chapter 2 of the Chapin Town Code to establish the position of Town Administrator and related structural changes – 1st reading
5. ADJOURN

CHAPIN TOWN COUNCIL MEETING
PUBLIC COMMENT POLICY
PROCEDURE:

Persons wishing to make public comments concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

**TOWN OF CHAPIN
SOUTH CAROLINA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 2 AND CHAPTER 13
OF CHAPIN TOWN CODE TO ESTABLISH THE POSITION OF TOWN
ADMINISTRATOR AND RELATED STRUCTURAL CHANGES**

WHEREAS, pursuant to Town of Chapin Ordinance 2.105, the “Mayor shall serve as the Chief Executive Officer and shall be vested with all authority granted by Section 5-9-30 (not 40) South Carolina Code of Laws, 1976, as amended”; and

WHEREAS, pursuant to Town of Chapin Ordinance 2.401, the “Mayor and Council may create and establish such town offices, department and section as they deem proper for the orderly and efficient government of the town”; and

WHEREAS, pursuant to Town of Chapin Ordinance 2.122, the Mayor and Council “shall execute appropriate authority as provided in Section 5-7-30 et seq. and Section 5-9-40, South Carolina Code of Laws, 1976 as amended,...and (2.) [s]uch authority shall include establishing administrative protocols for all offices, departments, and sections of the Town as established pursuant to section 2.401 including Policy and Public Works and Utility Departments”, and;

WHEREAS, due to growth of the Town of Chapin and an increase in complexity of Town functions, the Council desires to create the position of “Town Administrator” with **a new Article VIX under Chapter 2 of the Town Code**, to be responsible to the Mayor and Council for the proper administration of the policies and affairs of the Town, day-to-day operations and such other duties as may be assigned by Mayor and Council, and;

WHEREAS, the 2022 Town Budget approved by Council does not need to be amended for the implementation of this ordinance with the hiring of a Town Administrator because of available funds within the budget from actual reductions in other personnel budgeted expenses during 2022; and

WHEREAS, **a new Town Ordinance under Chapter 2, Article IV Section 2.408, and amendments to Town Ordinances under Chapter 2 Article V Sections 2.501 and 2.502, Article VII, Section 2.701, Article VIII, Section 2.801** also need to be added and/or amended as set forth below, for consistency with the Town Administrator position and desired resulting organizational structure of the Town administrative functions.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Chapin, South Carolina, that under **Chapter 2, a new Article VIX**, titled Town Administrator shall be added after Article VIII, with new subsections being numbered Sec 2.901, 2.902 and 2.903. The new article and sections thereunder shall read as follows:

[Under Chapter 2 ADMINISTRATION.]

ARTICLE VIX. – TOWN ADMINISTRATOR

Sec. 2-901. CREATION. TOWN ADMINISTRATOR. TERM.

The position of Chapin Town Administrator is hereby created. The Mayor and Council shall appoint a Town Administrator, who shall report to the Mayor and whose term of office shall be at the pleasure of the Mayor and Council. The Town Administrator may be removed from office by a majority vote of Town Council. The compensation of the Town Administrator shall be fixed by the Mayor and Council and incorporated in the annual budget.

Sec. 2-902. QUALIFICATIONS.

The Town Administrator shall possess education, training, and administrative experiences that are commensurate with the industry standards for this position.

Sec. 2-903. RESPONSIBILITIES. POWERS. DUTIES.

The Town Administrator shall work under the supervision of the Mayor, shall be responsible to the Mayor and Council for the proper administration of all policies and ordinances of the Town, for the discharge of all delegated administrative functions including being responsible for human resources, day-to-day supervision of town functions with the authority to delegate and supervise all Town employees, acting as the zoning administrator when that position is not filled, and performing such other duties as may be required by the Mayor, Town Council or prescribed by law.

AND

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Chapin, South Carolina, that under **Chapter 2, Article IV**, a new section 2.408 titled Finance Director, shall be added and shall read as follows:

[Under Chapter 2 ADMINISTRATION, Article IV. OFFICERS AND DEPARTMENTS.

Sec. 2.408. DIRECTOR OF FINANCE.

The Town Director of Finance, whose duties are set forth in Town Ordinance Chapters 5, 7, 8, 9, 10 & 17, shall be appointed by and/or terminated by the Mayor and Town Council. The Finance Director shall be accountable to the Mayor and Council, but report administratively to the Town Administrator.

NOW, THEREFORE, BE IT FURTHER ORDAINED by the Mayor and Council of the Town of Chapin, South Carolina, that under **Town Ordinance Chapter 2 Article V, Sections 2.501 and 2.503; and under Article VII, Section 2.701; and under Article VIII, Section 2.801** shall be amended to read as follows:

[Under Chapter 2, Article V – MUNICIPAL CLERK]

Sec. 2.501. APPOINTMENT.

The Mayor and Council shall appoint an officer to be known as the Municipal Clerk who shall hold office at the pleasure of the Mayor and Council. **The Municipal Clerk shall be accountable to the Mayor and Council, but report administratively to the Town Administrator.**

Sec. 2.503. DUTIES.

The Municipal Clerk shall give notice of council meetings to its members and the public, keep the minutes of its proceedings and perform such other duties as are assigned by **the Mayor, Council, and Town Administrator.**

AND

[Under Chapter 2 ADMINISTRATION, Article VII – DEPARTMENT OF PLANNING AND ZONING]

Sec. 2.701. CREATION. DIRECTOR.

The Town of Chapin Department of Planning and Zoning is hereby created as well as the position of Director of Planning and Zoning, who shall direct and coordinate the operations and activities of the department. The Director shall report to the **Town Administrator and Mayor, and shall be appointed by and/or terminated by** the Mayor and Town Council., ~~and his/her term of office shall be at the pleasure of the Mayor and Town Council.~~

AND

[Under Chapter 2, Article VIII – DEPARTMENT OF PUBLIC WORKS AND UTILITIES]

Sec. 2.801. CREATION. DIRECTOR.

The Town of Chapin Department of Public Works and Utilities is hereby created, as well as, the position of Director of Public Works and Utilities, who shall direct and coordinate the operations and activities of the department. The Director shall report to the **Town Administrator and Mayor, and shall be appointed by and/or terminated by** the Mayor and Town Council., ~~and his/her term of office shall be at the pleasure of the Mayor and Town Council.~~

FURTHERMORE, BE IT ORDAINED THAT,

I.

This Ordinance shall at all times be available for public viewing in the Town Hall.

II.

All ordinances in conflict with this ordinance are hereby repealed only to the extent of such inconsistency; and

III.

This ordinance shall take effect and be in full force upon adoption at second reading.

PASSED AND APPROVED this the ____ day of _____.

Albert R. Koon, Mayor

ATTEST:

Shannon Bowers, Municipal Clerk

First Reading: _____ August 23, 2022 _____

Second/Final Reading: _____