

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, January 4, 2022
7:00 p.m.**

Council Chambers

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

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Deputy Utilities Director Karalyn Miskie, Public Affairs Director Nicholle Burroughs, Police Chief Thomas Griffin, Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

Call to Order: Mayor Knight called the meeting to order at 7:04 p.m. Mayor Knight then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met. Peter Prim from American Post 193 led the Pledge of Allegiance and Council Member Clonts offered the invocation.

Review and Acceptance of Minutes

Council reviewed the December 7, 2021 regular meeting and December 14, 2021 special called meeting minutes. Council Member Clonts moved to accept all minutes as presented. Council Member Teal seconded the motion. Motion passed unanimously.

Mayor David Knight: Yes
Mayor Pro Tem Al Koon: Yes
Council Member Leland Teal: Yes
Council Member Kay Hollis: Yes
Council Member Mike Clonts: Yes

Presentation

Mayor David Knight presented a resolution from the members of the House of Representatives of the State of South Carolina to former police chief Seth Zeigler. The resolution was presented by Mayor Knight on behalf of Representative Chip Huggins who could not attend this council meeting.

Oaths of Office

Albert Koon, Jr. - Judge Gary Reinhart administered the Oath of Office for Mayor Albert Koon, Jr.

Leland Teal - Judge Gary Reinhart administered the Oath of Office for Council Member Leland Teal

Gregg White - Judge Gary Reinhart administered the Oath of Office for Council Member Richard G. "Gregg" White

Thomas Griffin - Judge Gary Reinhart administered the Oath of Office for Chief of Police Thomas Griffin

Presentation

Mayor Al Koon presented a recognition from members of the House of Representatives of the State of South Carolina recognizing Mayor David Knight for his outstanding and dedicated public service as Mayor of the Town of Chapin. The recognition was presented by newly installed Mayor Koon on behalf of Representative Chip Huggins who could not attend this council meeting. Mayor Koon also presented Mayor Knight with a plaque commemorating his tenure as mayor from 2018 to 2021.

Public Comments Related to Municipal Matters

There were no public comments.

Reports

Communications Report: Director Burroughs updated Council on several items:

1. Old Timey Christmas – took place at the first of December 2021 in place of the annual tree lighting. Several small businesses organized the event and it was a huge success. Director Burroughs looks forward to supporting the event in the future.
2. Meetings continue to happen regarding the Chapin Dog Park. An oyster roast is being planned to raise funds in support of this project.
3. A private donation has been received by the Town to renovate the old town hall.
4. Streetscaping plans continue with the SCDOT to include mast arm traffic signals, landscaping, and better development of properties along Columbia Avenue to allow better access to business along that route.

Director Burroughs is set to graduate from the Leadership Lexington County on January 19. The event that was planned to showcase the classes project at the Dickerson Children's Advocacy Center has been postponed to March due COVID-19.

The Architectural Review Board and the Board of Zoning Appeals both have open seats available to be filled and will be noticed in the coming weeks.

Financial Report: Director Culler reported the general fund revenue as of the end of November 2021 was \$1,822,220. Expenses as of the end of November 2021 were \$1,252,657. Revenue exceeded expenses by \$569,563. Business License revenue as of the end of December 2021 was \$685,815, which was up \$265,467 from the same period in 2020. Director Culler noted that the increase in business license revenue was mostly due to the claim settlement from the Ellet Brothers property. Southern Resource Advisors has collected \$70,884.00 YTD in previously missed business license revenue. The hospitality tax fund YTD is \$1,053,588.00 as of the end of November. The cash balance ARP Fund YTD is \$406,489.00 as of the end of November. The utility fund revenue is \$4,437,726.00 and expenses are 3,882,456.00 as of the end of November. Revenue exceeded expenses by \$555,270.00.

Police Report: Captain Griffin updated Council on police department activities. He did report on calls for service from the Lexington County Communications Services, which totaled 127 calls for service. These calls include calls for traffic issues, calls from the public, etc. He informed Council that the shooting incident in the Publix parking lot had been thoroughly investigated by Officers Galinski and Ganius and the suspect has been charged. He noted this was an isolated incident with no injuries reported.

Utilities Report: Deputy Director Miskie updated Council on several ongoing utility projects:

1. Three bids have been received for surveying for the Indian Cove Road sewer project. Abraham Land Surveying was the lowest bid at \$5,600.00. They will sign the notice to proceed and surveying should begin shortly.
2. Lexington County has reviewed the latest submittal for the Holly Oak Road sewer encroachment permits and the Town is awaiting review from the Deputy County Administrator. Deputy Director Miskie reported that Chris from American Engineering is contacting the County again to impress the importance of moving this project forward.
3. The pre-construction meeting with Springhill Construction has taken place and supplies have been ordered. They hope to begin renovations around the first of February.
4. The developer of the White-Water Subdivision has requested agreements for water and sewer for the development and staff is working to get those finalized.
5. The second submittal for the Pebblebranch subdivision has been received and the review process will continue until all construction permits have been obtained.
6. Director Miskie is working on an Emergency Response Plan required by the EPA for utilities. This plan will outline the departments preparedness in the event of a natural or man-made disaster to include, but not limited to, main breaks, localized flooding, large scale hurricanes, earthquakes, and system contamination among some examples.

New Business

PROCLAMATION: Mayor Koon recognized January 23 through January 29, 2022 as the Town of Chapin School Choice Week. School Choice Week is celebrated across the country by millions of students, parents, educators, schools, and organizations to raise awareness of the need for effective educational options.

Request for Action – Appointment of Annual Auditor: Director Culler submitted request to approve the use of Mauldin and Jenkins, LLC to provide the yearly audit services for the period ending December 31, 2021.

Council Member Teal made the motion to approve Mauldin and Jenkins, LLC to provide the yearly audit services for the period ending December 31, 2021. Council Member White seconded. Questions were asked about the increase of \$2,000 for services and using the same firm several years in a row. Director Culler commented that an inventory of the utility department was included. The original cost assessment was low, the price increase includes the inventory and h-tax revies, and Director Culler does not expect there to be future increases. Mayor Koon commented that it would be worth investigating the use of the same firm for several years for the future. No further discussion was had. Request was approved by unanimous vote.

Mayor Al Koon: Yes

Council Member Mike Clonts: Yes

Council Member Leland Teal: Yes

Council Member Kay Hollis: Yes

Council Member Gregg White: Yes

Resolution – Election of Mayor Pro Tempore – 2-year term: Town Council is required to nominate and approve a Mayor Pro Tempore from the members of the Council for a term not to exceed two years. Council Member Teal made a motion to nominate Mike Clonts as the new

Mayor Pro Tempore. Council Member White seconded the motion. No further discussion was had. Appointment was approved by majority vote with Resolution # 01-01-2022.

Mayor Al Koon: Yes
Council Member Mike Clonts: abstained
Council Member Leland Teal: Yes
Council Member Kay Hollis: Yes
Council Member Gregg White: Yes

Resolution – Designation of Check signors: Council Member White moved to authorize the Mayor, the Mayor Pro Tem, the Finance Director, and/or the Utilities Coordinator to sign checks and negotiate instruments on behalf of the Town of Chapin. Mayor Pro Tem Clonts seconded the motion. Resolution #02-01-2022: Designation of Check Signers was approved by unanimous vote.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Council Member Leland Teal: Yes
Council Member Kay Hollis: Yes
Council Member Gregg White: Yes

Resolution - Credit Card Account Authorizations: Director Culler explained that the general fund maintains a credit card to purchase items for the Town online and renew memberships. Council Member White moved to remove the outgoing Mayor and authorize the incoming Mayor and the Finance Director to the credit card account of the Town of Chapin. Mayor Pro Tem Clonts seconded the motion. Resolution #03-01-2022: Credit Card Account Authorizations was approved by unanimous vote.

Mayor Al Koon: Yes
Mayor Pro Tem Mike Clonts: Yes
Council Member Leland Teal: Yes
Council Member Kay Hollis: Yes
Council Member Gregg White: Yes

Adjournment: Mayor Pro Tem Clonts made the motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 8:06 p.m.

Council Approved: February 1, 2022