

**CHAPIN TOWN COUNCIL
RESCHEDULED SPECIAL CALLED MEETING MINUTES**

**Tuesday January 18, 2022
4:00 p.m.**

Electronic Meeting

Members Present: Mayor Al Koon, Mayor Pro Tempore Mike Clonts, Council Member Kay Hollis, Council Member Leland Teal, Council Member Gregg White

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

Call to Order: Mayor Koon called the meeting to order at 4:04 p.m. Town Clerk Bowers determined attendance by roll-call. 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.

Public Comments Related to Municipal Matters: There were no public comments.

New Business

Proclamation: State of Emergency due to COVID-19: Mayor Koon explained the proclamation declaring a state of emergency for the Town. Several members of council had been exposed to or tested positive for COVID-19. This proclamation will allow council and town boards to continue meeting and conducting Town business, using electronic meeting software if and when necessary. The proclamation will expire in 60 days from the date of enactment, which was January 13, 2022.

Ordinance – Amend regular Town Council meetings, date and time – 1st reading. Mayor Koon explained the reason for the ordinance to change the council meetings to the 3rd Tuesday of the month at 6:00 p.m. He felt the time change would be more convenient for most people, would allow staff to prepare reports in a timelier manner, and allow the results of the town board meetings to be presented at council meetings. This change would take effect after the 2nd reading in February.

Member White made the motion to approve the 1st reading amending the Town council meetings, moving to the third Tuesday of the month at 6:00 p.m. Member Teal seconded the motion. Motion passed unanimously.

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

Request for Action:

Artist commission for trail board: Director Burroughs explained the request for action. This request would allow staff to put out a request for proposals for the design and production of a trail map for the nature trail at town hall. Staff would like to solicit from local artists, but proposals from all over would be accepted. A weighted grade scale will be used to determine the selection and the total for the project should not exceed \$1500. Director Burroughs noted that this does not have any financial obligation at this time and members of the proposed selection committee are: Nicholle Burroughs, Anthony Andrade, Shannon Bowers, Jay Keck – South Carolina Wildlife Association, and Cindy Chin – Chapin Garden Club. Mayor Pro Tem Clonts made the motion to approve the staff request for action to begin the RFP process for the artist commission for trail board. Member Teal seconded the motion. Motion passed unanimously.

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

Unified zoning & development ordinance (UDO): Member White made the motion to approve the staff request for action to begin the RFP process for the unified zoning and development ordinance. Member Teal seconded the motion. Discussion followed. Questions were asked regarding the cost, scale of the project and time frame for completion. Zoning Administrator (ZA) Singletary explained the cost of this update to hire a consultant was included in the 2022 budget with a cost \$50,000, the update would include combing the zoning ordinances and subdivision regulations and putting them into one cohesive document. ZA Singletary stated will council’s approval, the requests for proposals would go out January 19, 2022, any questions/changes to be submitted by February 15, and opening bid date is set for March 4 at noon. He anticipates this to take 13 months to complete.

Further questions included how much time Council would have to review the updated document and how this change would affect the current zoning map. ZA Singletary explained that Council would have at least two readings and a public hearing on the completed document, but other opportunities for review will happen throughout the process with the town boards and stakeholders. Director Burroughs clarified that this update would not necessarily change the future land use map that is included in the comprehensive plan. Having this UDO in place would allow the Town to take it and the comprehensive plan to the County and bring zoning regulations for areas just outside of Town boundaries more in line with the County.

No further discussion. Motion passed unanimously.

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

Discussion:

Capital project sales tax: Director Burroughs updated council on the capital project sales tax. Lexington County is wanting to add a Capital Project Sales Tax to the referendum for the election in November 2022. All municipalities in the county were contacted by a consulting firm requesting a project wish list of items needing to be completed that could be funded by this sales tax. Director Burroughs noted several items that had been submitted in 2014, but the project did not get passed. Through conversations with Lexington County and the consulting firm, it was made clear that projects that centered on traffic improvements would be considered a higher priority. Items in the list to be submitted included: 1. Lexington Avenue enhancements (to include streetscaping, sidewalks, bike paths, landscaping, etc.), 2. North west bypass connecting the technology park and town hall, 3. Connection between Woodthrush and S-48, 4. Northwest Columbia Ave to town limits sidewalk completion, 5. Intersection redesign at northwest Columbia Avenue and Chapin Road. She did note that these projects were not set in stone as the capital project sales tax would still have to be put to the public for a vote before moving forward.

It was suggested that the intersection at Peak Street and Columbia Avenue be added to the list. Director Burroughs noted that intersection may already be impacted by the S-48 project and the Columbia Ave widening project. She stated that Joe Dever, local Chapin resident and past planning commission chair, is on the committee reviewing these projects and will be representing the Chapin area. Project submissions are due Alliance Consulting by February 8, 2022.

Old School Property: Director Burroughs updated council on the Old School Property. She stated there have been several discussions between the Town and the school district, (current and former administrative staff, current and former superintendent, facilities, etc.). The Town requested an opportunity to discuss utilizing a public/private partnership to develop the property with the school district. She stated that the Town was told at the time, it was not a good time to approach the discussion, but would be informed if the situation were to change. It has recently come up that the school district needed to offload unused property to address other concerns throughout the school district. Director Burroughs stated that the Town was not made aware that the old school property was on the list of those properties to be discussed by the school district. Former Mayor Knight issued a message regarding its development, and Director Burroughs recommended the next steps would include a feasibility study to determine how to best utilize the property. She did indicate that this was addressed as a major concern from the community in the comprehensive plan. Director Burroughs and Mayor Koon were invited to attend a facility meeting for the school board where this topic was being discussed, but were not allowed an opportunity to speak. This led to Director

Burroughs making a presentation at a later school board meeting and the motion was made by the school board that the Town would have 16 months to conduct a feasibility study, but should an offer for the property come within that time frame, the Town would have 90 days to respond and/or complete the study. Director Burroughs reported that a memo of understanding is being drafted. Once completed, the Town could start the RFP process.

Annexation study: Member White began the discussion by stating he would like the Town to conduct an annexation study to see what benefits there would be for the Town. Mayor Koon also supported the idea of an annexation study, since this is a topic that has been discussed in the past, but never acted on. He suggested the possibility of hiring a consultant to assist staff with the groundwork for the study. Director Burroughs stated that most annexations happen now with new development coming into town. She noted that most of those are conducted through a 100% method. She stated that staff would like to see the use of a 75% method, which allows the Town the opportunity to pair annexations with other properties, and that hiring a consultant would be beneficial. Council was generally in agreement about getting a study done, and Mayor Koon directed staff to begin building that process.

Old Town Hall Building: Director Burroughs wanted to inform council that a private citizen, Pat Lewandowski and her family, donated money in order to have the old town hall renovated and preserved. Staff has consulted building inspectors and contractors to get a scope of the work, and believes renovations can be done with this donation. Director Burroughs stated that staff is wanting to locate a contractor that specializes in historic renovations for this project.

Executive Session: Discussion of employment of a person regulated by a public body pursuant to SC Code section 30-4-70 (a)(1): Mayor Pro Tem Clonts made the motion to go into executive session pursuant to SC Code section 30-4-70 (a)(1), for discussion of employment of a person regulated by a public body and pursuant to SC Code section 30-4-70 (a)(2), for discussion of negotiations incident to proposed contractual arrangements. Member Teal seconded the motion. Council went into executive session at 5:29 p.m.

Member White made the motion to enter back into regular session. Mayor Pro Tem seconded the motion. Motion passed unanimously. Council entered back into regular session at 6:19 p.m. No further action was taken by council.

Adjourn: Mayor Pro Tem Clonts made the motion to adjourn the meeting. Member Teal seconded the motion. The meeting was adjourned at 6:20 p.m.

COUNCIL APPROVED: February 1, 2022