

**CHAPIN TOWN COUNCIL  
PUBLIC HEARINGS & REGULAR MEETING MINUTES**

**Tuesday, April 18, 2023  
6:00 p.m.**

**Council Chambers**

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**Members Present:** Mayor Al Koon, Mayor Pro Tem Mike Clonts, Council Member Gregg White, Council Member Vicky Shealy, Council Member Leland Teal

**Staff Present:** Finance Director Laura Culler, Utilities Director Karalyn Miskie, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, and Town Clerk Shannon Bowers

**Guests:** Matt Zambrano - American Legion Post 193

**Call to Order:** Mayor Koon called the meeting to order at 6:00 p.m. 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.

**Invocation and Pledge**

Matt Zambrano with American Legion Post 193 led the Pledge of Allegiance and Mayor Pro Tem Clonts gave the invocation.

**Mayor's Announcements**

Mayor Koon acknowledged the boy scout troops in attendance at this meeting.

**Proclamation**

**National Food Allergy Week, May 14-20, 2023:** Mayor Koon acknowledged the DeVriendt family and presented them with a proclamation for National Food Allergy Week. The DeVriendt family spoke to the challenges of taking vacations and trips while having food allergies in their family.

**Review and Acceptance of Minutes**

Council reviewed the March 21, 2023 regular meeting minutes and Member Teal moved to accept as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes
Council Member Leland Teal:	Yes

**Public Comments Related to Municipal Matters**

There were no public comments.

**Reports**

**Town Administrator's Report:** Administrator Burroughs updated Council on several items that included:

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- Police Banquet: Thanked the department for a wonderful event, that was held on March 30
  - Service honoring Dorinda Reed was held at Town Hall in the memorial garden on April 14, garden is growing and had approximately 100 people in support of the Chapin Garden Club and to honor Mrs. Reed's memory.
  - Mayor's Prayer Breakfast will be held on April 21, 2023 at 8:00 a.m., speaker to be Charlie Bedenbaugh with Refreshing Outlook, key sponsors: Bakon and Whitaker Funeral Home
  - Blood drive also on April 21, 2023 from 10:00 a.m. to 3:00 p.m.
  - Community Service Day will be held April 22, 2023, beginning with a breakfast at 7:00 a.m. sponsored by the American Legion Post 193, as well as a national bass tournament on Lake Murray
  - American Legion Post 193 will hold a Memorial Day celebration at Town Hall on May 29, 2023
  - Hosted a virtual Q&A with developers for the Master Plan & Feasibility Study and was encouraged by the number of firms that participated or expressed interest in wanting to partner on the project. Deadline for bids is being extended to accommodate on-site visits.
  - The Unified Zoning and Development Ordinance scheduled has been delayed, expanded the contract with MRB Group to include update to the town's overlay districts. There will be a council work session in the coming months to get an introduction to the document as well as public engagement opportunities, targeting early fall.
  - MASC Achievement award for the Chapin Arts Trail, highlighting the partnerships with non-profits to make an impact in the community. Will be presented the award at the MASC annual meeting July 27-30.

Administrator Burroughs also noted that a second strategic session is going to be held on April 28, 2023 at the Hyatt Columbia/Harison to finalize goals from the first session, the Chapin Historical Society is working to put together a video for Chapin, and the communications specialist will be with the Town beginning April 24. She also gave updates on the progress of the communications tower construction, Beaufort Street construction, and the S48/I26 construction.

**Financial Report:** Director Culler reported the general fund revenue YTD as of the end of March 2023 was \$392,346.00 and the expenses YTD were \$410,677. Expenses exceeded revenue by \$18,331.00. She did note that most of the income is due in June and the business license renewals are due at the end of the month. She reported that numbers for 2023 were approximately \$63,000 ahead in business license revenue from 2022, and that the income and expenses are ahead of where they were this time in 2022. She noted that numbers seem to be in line where they need to be. The revenue from Business Licenses as of the end of March was \$152,006.00. The Hospitality Tax fund YTD was \$1,868,048.00 as of the end of March. The ARP fund balance is \$703,547.00 as of the end of March.

The Utility fund Revenue through the end of March was \$1,146,450.00 and expenses YTD \$1,209,505.00. Expenses exceeded Revenue by \$63,055.00. She noted that water and sewer tap fees were the largest income in the first quarter of 2022 and we have not seen a large amount this year so far. There were 2 debt service payments in the first quarter of 2022, and there has been 1 in each quarter this year.48

**Police Report:** Chief Griffin updated Council on police department activities. There were 39 offenses, 12 assisting other agency reports (calls outside the departments jurisdiction, mainly

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Lexington County), 27 tickets, 69 warning citations, 4 arrests, 15 motor vehicle collisions, 215 officer-initiated contacts, and 126 calls for service from Lexington County reported.

Chief Griffin also reported on the train vs. truck accident outside of town limits, but Chapin officers responded in a timely manner. He noted that the awards banquet a success, and thanked the council and staff for their support. Officer Walker Campbell was awarded officer of the year. The new officer, David Fairbanks is set to be added to the rotation at the completion of his driving course. He also updated council on the status of the new police equipment, the officer's foundation, and upcoming events that the department will be attending.

**Utilities Report:** Director Miskie provided council with an update on the written report submitted, which included:

- Director Miskie spoke to the concerns regarding the budget and that the department is expecting tap fees throughout the year and plans that into the budget which is designed to be more conservative.
- The department identified an area along Murray Lindler Rd. for overflow issues. These issues were identified from the 2015 floods, and with the recent rain events, have identified where a new man hole will need to be installed.
- A re-bid for the lagoon closeout is scheduled for May 2
- Public works is overseeing the construction of the Beaufort Street Sidewalk project and hopes to begin the first week of May.
- Indian Cove Road force main has a permit to operate and the department is currently waiting on two residents to complete the process.
- Field trip from after school program was a success, thanked the staff for their presentations

### **New Business**

#### **1<sup>st</sup> reading: Ordinance for an intergovernmental agreement relating to South Carolina**

**Local Revenue Services:** Director Culler explained that the Town currently participates in the Insurance Tax Program, Brokers Tax Program, and the Telecommunications Tax Program through the Municipal Association of South Carolina (MASC) for business license tax collections. With Act 176 standardizing the business license tax programs and the rebranding of the MASC tax collections programs to the South Carolina Local Revenue Services, an ordinance update is required to reflect the name change of the program. Council Member Teal moved to approve 1<sup>st</sup> reading for the intergovernmental agreement relating to South Carolina Local Revenue Services. Mayor Pro Tem Clonts seconded the motion. No further discussion was held, motion to approve passed unanimously.

Mayor Al Koon:	Yes
Mayor Pro Tem Mike Clonts:	Yes
Council Member Gregg White:	Yes
Council Member Vicky Shealy:	Yes
Council Member Leland Teal:	Yes

#### **Resolution: Fund expenditure for agenda management software and technology under the**

**American Rescue Plan Act Fund:** Administrator Burroughs stated that this expenditure was previously approved in the 2023 budget and this resolution is to track the expenditures. She stated that previous software is no longer supported to manage agendas. The clerk software through CivicPlus will integrate into the town's website for better workflow. The purchase of

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iPads for the Town will help council utilize the program. Council Member White moved to approve resolution number 003-04-2023. Council Member Teal seconded the motion. No further discussion was held, motion to approve passed unanimously.

Mayor Al Koon: Yes  
Mayor Pro Tem Mike Clonts: Yes  
Council Member Gregg White: Yes  
Council Member Vicky Shealy: Yes  
Council Member Leland Teal: Yes

**Adjournment:** Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member Shealy seconded the motion. Meeting was adjourned at 7:07 p.m.

COUNCIL APPROVED: May 16, 2023