



**CHAPIN TOWN COUNCIL
REGULAR MEETING
MINUTES**

Tuesday, July 18, 2017

Town Council Chambers

6:00 P.M. or Upon Completion of the Public Hearing

157 NW Columbia Ave, Chapin

Members Present: Mayor Skip Wilson, Mayor Pro Tempore Mike Clonts, Member Robbie Frick, Member Kay Hollis, and Member Gregg White

Members Absent: None

Staff Present: Communications Director Karen Owens, Zoning Administrator Chris Clauson, Utilities Director Andy Metts, Finance Director Laura Culler, Sanitary Engineer Dan Lambert, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Dr. Ben Sloan, Captain Troy Crump, Representative Chip Huggins, Representative Nathan Ballentine, Crystal Campbell, Mike Sorrells, JJ Casey, John Thomason, and Troop 411 from Lake Murray Presbyterian

Call to Order: Mayor Wilson noted that the meeting was noticed to begin at 6:00 p.m. or upon completion of the Public Hearing. He called the meeting to order at 5:58 p.m. and determined there was a quorum. Dr. Ben Sloan, Lake Murray Presbyterian, offered the prayer. The Mayor led with the Pledge of Allegiance and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Minutes: Council reviewed the Public Hearing Minutes of June 20, 2017. Council Member White moved to approve the minutes as presented. Council Member Frick seconded the motion. All were in favor, motion carried.

Council reviewed the Town Council Minutes of June 20, 2017. Mayor Wilson requested an amendment to the minutes, in regards to the Ordinance for Setting a Filing Fee for Elections, indicating the fees collected are not a recovery of charges imposed by Lexington County, but the fees would slightly help reduce the expenses, time, and labor the Town of Chapin incurs. Council Member White moved to approve the minutes with the amendment. Mayor Wilson seconded the motion. Town Council Minutes of June 20, 2017 were approved by a majority vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	No
Council Member White:	Yes		

Public Comment: None

Mayor’s Comments: Mayor Wilson stated in another effort to offer more transparency and accountability the Town now has a link posted on the South Carolina Comptroller General’s website under Fiscal Transparency – Local Government Spending Transparency. The website enables anyone to access the Town’s financial information. This was one goal the Mayor had when he was elected.

Recognitions

Mayor Wilson welcomed the large crowd in attendance for the Recognition of Captain Troy Crump's Retirement and thanked him for his 25 years of public service. His career successes included: Deputy, Resident Deputy, School Resource Officer, and Crime Scene Investigator, as well as, a member of the Dive and Swift Water Rescue Team for Lexington County. The Town of Chapin hired Captain Crump in 2011 and he recently completed his Master's Degree in Leadership and Criminal Justice from Anderson University. He became an instructor with the SC Whitmore School in 2015 where he will continue teaching after his retirement from the police force.

Representatives Chip Huggins and Nathan Ballentine presented Captain Crump with a Resolution signed by all current House Members and thanked him for serving his community.

Mayor Wilson went on to recognize Crystal Campbell and Mike Sorrells for their service on the Zoning Board of Appeals and presented them with Certificates of Appreciation. Ms. Campbell had served on the Board since February of 2011 and Mr. Sorrells since September of 2005.

Presentations

JJ Casey and John Thomason gave the Chapin Historical Association (CHA) update with a slide presentation created by Jaime Bohnke and Bill Rudis which is available on the Town's website under July Town Council Agenda Packets. Their efforts to date include an opinion letter from South Carolina State Historic Preservation Office (SHPO) Archives and History Center stating the Town of Chapin possess an eligible National Register Historical District and fundraising to augment the Town's 2017 budgeted amount of \$5,000 necessary for historical research, architectural fieldwork, and preparation of the nomination/presentation document.

CHA respectively requested the Town consider budgeting an additional \$5,000 in the 2018 Municipal Budget for the definition, application, and nomination of its Downtown Commercial Historical District. CHA will also begin preparing the request to SHPO for a Federal Historical Preservation Grant to support the local National Historical Register – Historic District Nomination.

Future efforts would be directed towards the Historical Harvest & Historical DVD Media Piece and securing, siting, and up-fitting a building of historical significance to become the Chapin Museum.

Reports

Financial Report: Director Culler noted the following items at, near, or over the budgeted amount. Expenses: #6028 Workmen's Compensation Insurance (171%), #6336 Postage (99%), #6405 Property Security Services (109%), #6425 Vehicle Repair (72%), 6435 Repair and Maintenance (155%), and #6605 Software (92%). Revenues: #4101 Business License (94%), #4102 Franchise Fees (93%), #4990 Miscellaneous Income (1,512% - Turkey Pointe Settlement). She also indicated the Town is responsible for a 2% increase for retirement beginning July 1, 2017 with a 1% credit coming from the Public Employee Benefit Authority (PEBA), hopefully in the 2017 budget year. Mayor Wilson requested projected revenues for the General Fund for the remainder of 2017 at next month's meeting.

Director Culler reported on the General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,517,305 with GF YTD Expenditures at \$790,723 with a balance of \$726,582. YTD Revenues are under budget by \$175,245 and YTD Expenses are under budget by \$901,827 with 50% of the year elapsed.

Director Culler reported on the Utilities Fund (UF) YTD Actual Revenues at \$2,529,087 with UF Expenditures at \$1,218,571 with a balance of \$1,310,515. YTD Revenue is under budget by \$767,063 and YTD Expenses are under budget by \$2,077,579 with 50% of the year elapsed.

Police Report: Chief Zeigler reported 364 calls for service. The Police Department has been two officers down since the May/June time frame but this should be rectified soon. Mayor Wilson thanked and appreciated the dedication and coverage given to the Town by the Department.

Utility Report: Director Metts reported on the Wastewater Treatment Plant. Approval of the Preliminary Engineering Report by the Department of Health and Environment Control (DHEC) and additional information requested was forwarded to the State Revolving Fund (SRF). Final review of the construction plans and loan application should be complete in July 2017 with final project approval during August 2017.

Budgeted matching grant funds have been held for standby emergency pumps for Pump Stations #10 and #42, the Town's two largest sewer pump stations, in anticipation of a possible Hazard Mitigation Grant, but purchase is needed for installation to occur by the end of FY 2017. If the grant is approved during FY 2017 Council could consider a budget amendment to allocate additional funds as the local matching funds.

The construction of the Chapin Technology Park Sewer System has been completed and inspected. A Permit-to-Operate (PTO) from DHEC is required prior to Lexington County turning the system over to the Town. The Utility Department is reviewing the deeds and easements that were received this week with warranty documents coming in next week. Finalization and acceptance by the Town's Utility Department is anticipated by the end of July 2017.

The City of Columbia is initiating a water rate increase with a residential increase of 4.75% and commercial rates identified above that amount. The commercial rate is what the Town pays to the City of Columbia as wholesale which is passed through to the Chapin water customer. The Utility Department plans to increase its water rates in the like amount and would present next month.

Mayor Wilson thanked the Utility Department for their efforts in keeping Chapin utility costs down. He explained that Chapin water rates had gone up 4% in 2011, 4% in 2012, 0% from 2013-2015, and 8% (10% Columbia increase/Town of Chapin assumed 2%) in 2016 all which were pass through amounts from the City of Columbia. The sewer rates were increased one time by \$5 in 2016 in that same period beginning with 2011.

Zoning Report: Administrator Clauson reported on the status of current zoning and sign permits, indicating approval of a renovation for Chapin Dental and mobile vendor permit for Ultimate Fireworks.

The 2015 Hazard Mitigation Grant Review Team requested additional information including detailed engineered drawings, site plans, scope of work, and costs. The Town is working towards a deadline of July 22, 2017 but all required information is unlikely given the 30-day notice period.

The Fairhaven Subdivision hearing is scheduled on or before October 31, 2017. A revised summons to include the spouse in the lawsuit will be filed July 21, 2017 with all discovery prior to October 6, 2017.

Old Business

Ordinance – Re-Zone Property Located at 161 Columbia Ave: Council Member White moved to approve the Re-Zone of property located at 161 Columbia Ave from Single Family Residential (RS-1) to Neighborhood Commercial (NC). Mayor Pro Tem Clonts seconded the motion. Ordinance #015-07-2017 “Exhibit A” to Re-Zone Property at 161 Columbia Ave was approved on its 2nd/Final Reading by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Ordinance – Amend Unified Development Fee Schedule: Mayor Pro Tem Clonts moved to amend the Unified Development Fee Schedule establishing rates and fees for certain development items, services, and permits. Council Member White seconded the motion. Ordinance #016-07-2017 “Exhibit B” to amend the Unified Development Fee Schedule was approved on its 2nd/Final Reading by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Ordinance – Setting a Filing Fee for Elections: Council Member White moved to establish Candidate Filing Fees for the Office of Mayor and Council Member. Mayor Pro Tem Clonts seconded the motion. Ordinance #017-07-2017 “Exhibit C” Setting a Filing Fee for Elections was approved on its 2nd/Final Reading by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Ordinance – Establishing Article 8 of Chapter 8, Town Owned Rental Facilities: Mayor Pro Tem Clonts moved to establish Article 8 of Chapter 8 of Chapin Town Code to detail Town owned rental facilities use policies and rate schedule as presented. Council Member Frick seconded the motion. Ordinance #018-07-2017 “Exhibit D” Establishing Article 8 of Chapter 8 was approved on its 2nd/Final Reading by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

New Business

Approval of South Carolina Department of Juvenile Justice (DJJ) Agreement: The Memorandum of Agreement is a renewal agreement for FY 2017-2018 that provides for secure detention services for juveniles with the SC DJJ. The agreement has the same conditions and terms

as last year with a per-diem rate of \$50 per day for any Chapin juvenile housed at the detention facility.

Mayor Pro Tem Clonts moved to accept the Memorandum of Agreement for the provision of secure detention services with the Department of Juvenile Justice's Detention Center for FY 2017-2018 as presented. Council Member White seconded the motion. SC DJJ Agreement "Exhibit E" was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Ordinance – Update to Article 7, Section 703.8, of the Zoning Ordinance: The proposed Ordinance updating Article 7, Section 703.8 "Exhibit F" would increase property buffers on higher impact uses, as well as, adding the Single Family Residential 3 (RS-3) Designation. The ordinance originated due to buffers not being adequate for noise levels to adjacent properties.

Council Member White moved to amend Section 703 of the Zoning Ordinance to further define buffer yard requirements as presented. Council Member Frick seconded the motion. Ordinance to update Article 7, Section 703.8, of the Zoning Ordinance was approved on its 1st Reading by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Ordinance – Lease Property Located at 102 Lexington Ave: Mayor Pro Tem Clonts felt this item should be held until after executive session. Mayor Wilson explained that the ordinance doesn't approve a specific lease but allows the Mayor to sign a lease at 102 Lexington Ave. The lease would have to be approved by Council.

Council Member White moved to authorize the Mayor to enter into an agreement for the lease of building and grounds at 102 Lexington Ave. Council Member Frick seconded the motion. Ordinance to Lease Property Located at 102 Lexington Ave "Exhibit G" was approved on its 1st Reading by majority vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	No
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Request of Action – Bike/Pedestrian Master Plan: Administrator Clauson explained that the Town was approached by the Central Midlands Council of Governments (COG) to pool local matching funds from Chapin, Batesburg-Leesville, and Swansea for a Federal Funded Grant to hire a consultant to conduct a multi-jurisdictional bike and pedestrian master plan. The plan would benefit all three areas by creating a greater project budget and scope of work. The combined document (master plan) would separately address each municipality. It would include sidewalks, possible trails, and bike paths within the greater Chapin area.

Council Member White moved to approve the commitment of funds in the amount of \$8,000 in the 2018 Municipal Budget as a local match for Chapin, Batesburg-Leesville, and Swansea Bike and Pedestrian Master Plan and authorize the Mayor to submit a fund committal letter to the

Central Midlands COG. Council Member Frick seconded the motion. The Request for Action for a Bike/Pedestrian Master Plan “Exhibit H” was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Executive Session:

- a. Section 30-4-70 (a) (2) – Discussion of Victim Advocate Agreement
- b. Section 30-4-70 (a) (2) – Discussion of Rental Agreement on Town Owned Property
- c. Section 30-4-70 (a) (2) – Discussion of Town Owned Property Appraisal

Council Member White moved to enter into Executive Session to discuss the Victim Advocate Agreement, a rental agreement on Town Owned Property, and a Town Owned Property Appraisal under Section 30-4-70 (a) (2) of South Carolina. Mayor Pro Tem Clonts seconded the motion. The motion to enter into Executive Session was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

Executive Session was entered into at 7:01 p.m. Council re-entered the Regular Town Council Meeting at 7:52 p.m. Council may take action on matters discussed in Executive Session.

Victim Advocate Agreement: Council Member White moved to accept the Victim Advocate Agreement as presented. Mayor Pro Tem Clonts seconded the motion. The motion to accept the Victim Advocate Agreement was approved by unanimous vote:

Mayor Wilson:	Yes	Mayor Pro Tempore Clonts:	Yes
Council Member Frick:	Yes	Council Member Hollis:	Yes
Council Member White:	Yes		

The identity of the Victim Advocate will be withheld until a contract has been signed.

Adjournment: Council Member White moved to adjourn Town Council. Mayor Pro Tem Clonts seconded the motion. The meeting was adjourned at 7:53 p.m.

COUNCIL APPROVED: August 15, 2017