



**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, September 3, 2019
7:00 p.m.**

**Town Council Chambers
157 NW Columbia Ave, Chapin**

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

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Public Affairs Director Nicholle Burroughs, Police Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Ernie Massaro, Town Attorney Lisa Lee Smith, Lill Mood, and MaryAnn McGrath

Call to Order: Mayor Knight called the meeting to order at 7:00 p.m. and determined there was a quorum. He thanked everyone for their participation in the Labor Day Festival and congratulated Director Burroughs on her efforts to make it such a success.

Mayor Pro Tem Clonts offered the prayer and Ernie Massaro, American Legion Post #193, led with the Pledge of Allegiance. The appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Public Hearings

Proposed Amendment to the Utility Department 2019 Schedule of Rates & Fees: Mayor Knight presented the proposed ordinance to amend the Utility Department 2019 Schedule of Rates & Fees “Exhibit A.” He explained the City of Columbia increased their water rates by 7.1% and the Town, a wholesale customer of the City of Columbia, would need to pass through a 7.1% rate increase consistent with the City of Columbia.

Director Metts indicated that the base rate of \$28.54 would increase to \$30.57 for the first 2,000 gallons. For an average household of four using 6,000 gallons of water per month, this would increase their monthly bill by \$3.39.

Mayor Knight opened Public Comment. There were no public comments.

Mayor Knight opened Council Comment. There were no comments from Council.

Proposed Amendment to Section 201 Definitions and Section 515 Interstate Commercial District Uses of the Chapin Zoning Ordinance: Mayor Knight presented the proposed ordinance to amend Section 201 Definitions and Section 515 Interstate Commercial District Uses “Exhibit B.” He explained the amendment adds the definition of Retail Tobacco & Alternatives Store which includes alternative nicotine products, electronic smoking devices, e-liquid, and vapor products. The ordinance also amends Section 515 Interstate Commercial (IC) District Uses to allow for the use which places it in a highly restricted area and limits it from being 500 feet from any church, school, residence, park, or other retail tobacco and alternatives store.

Mayor Knight opened Public Comment. There were no public comments.

Mayor Knight opened Council Comment. Council Member Teal inquired if electronic smoking devices were addressed in the smoking in public places ordinance. The amendment to smoking in public places is under review and would be presented at a later date.

Proposed Amendment to Section 801 Parking Space Requirements of the Chapin Zoning Ordinance: Mayor Knight presented the proposed ordinance to amend parking space requirements to allow for pervious parking materials “Exhibit C.”

Mayor Knight opened Public Comment. There were no public comments.

Mayor Knight opened Council Comment. There were no comments from Council.

Proposed Amendment to Article 10 Architectural Review Standards of the Chapin Zoning Ordinance: Mayor Knight presented the proposed ordinance to amend Article 10 Architectural Standards “Exhibit D.” The amendment provided clarification, removed duplication, and updated lighting standards.

Mayor Knight opened Public Comment. There were no public comments.

Mayor Knight opened Council Comment. There were no comments from Council.

Mayor Knight closed the Public Hearings at 7:20 p.m.

Presentation

League of Women Voters: Lill Mood explained the League of Women Voters is a non-partisan organization that works to inform and engage citizens in the democratic process.

They promote voter participation and developed VOTE411.org, an online Voter Guide, where citizens can find answers about voter registration, polling place locations, and identification requirements.

Candidates get an invitation from the League to submit their background information and responses to questions about current issues. Voters can access candidates' responses by entering their zip code and clicking on the candidate's name.

They encourage voters to use VOTE411.org to find answers to questions about voting and to learn about the candidates.

Minutes: Council reviewed the August 6, 2019 Regular Town Council Meeting Minutes and the August 15, 2019 Special Called Town Council Meeting Minutes. Mayor Pro Tem Clonts moved to accept the minutes as presented. Council Member Hollis seconded the motion. All were in favor, motion carried.

Public Comment Related to Municipal Matters: None

Reports

Communications/Events Report: Director Burroughs highlighted the following events and communication activities:

1. The August 1, 2019 Community Engagement Council Luncheon sponsored by Central Midlands Community Foundation had presentations on the Bluebird Trail by Cindy Chin and Sail Into Chapin by Barbara Teusink;

2. The August Farmer's Market was well attended;
3. The Chapin Labor Day Festival began with:
 - a. The Justin Pepper 5K Race on Saturday - August 31, 2019;
 - b. Saturday Night Concert w/Tokyo Joe hosted by the Topsy Toad and Miss Cocky's – August 31, 2019;
 - c. Sunday Evening Concert w/Noel Lindler & the Bank Walkers – September 1, 2019; and
 - d. Labor Day Festival and Parade, Monday – September 2, 2019.

The Sail Into Chapin Arts Project proved to be a great success. The on-line auction of thirteen sailboats raised \$10,000 and showcased the arts in Chapin. The sailboats will remain in place until the end of September when they will be claimed by the successful bidders. The Crooked Creek Art League will plan different projects every year.

Upcoming events include:

1. Farmer's Market – Saturday, September 7, 2019 from 9:00 a.m. to 1:00 p.m.;
2. Chapin Town Hall will host the Lexington County Municipal Association Meeting – Thursday, September 26, 2019 at 6:00 p.m.; and
3. Fall Arts Festival sponsored by the Coffee Shelf and Purple Martin will held in conjunction with the Chapin Farmers Market – Saturday, October 5, 2019.

Financial Report: Director Culler reported on the July General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,411,249 with GF YTD Expenditures at \$1,005,168 with a balance of \$406,081.

Business License Revenue through the end of August was \$360,996 which is down \$187,000 from the same period last year, however, there were twenty more licenses issued. The GF is now able to accept credit card payments for business licenses, sign permits, zoning permits, room rentals, etc.

Director Culler reported on the July Utilities Fund (UF) YTD Actual Revenues at \$2,573,769 with UF Expenditures at \$1,613,161 with a balance of \$960,608.

Police Report: Chief Zeigler reported fifty-nine offenses with seven arrests. Noteworthy items included:

1. Officer Campbell assisted with capturing the suspect of the Peak Exit Food Lion burglary. He surveyed the suspect at the Chapin Pitt Stop near I-26, engaged in pursuit until Richland County Officers were able to take over, where they finally apprehended the suspect in Eastover;
2. Officer Campbell also assisted in a DUI case where the suspect drove twelve miles backwards before sideswiping another vehicle and being detained;
3. Officers assisted in controlling traffic on two occasions when water lines and a gas line were cut by a telecommunications contractor who was running lines in the easements along Columbia Ave.

Utility Report: Director Metts reported on the Wastewater Treatment Plant (WWTP) construction project. The Town is currently in change order negotiations with the contractor. Equipment start-up will begin in the next couple of weeks and the WWTP will be on-line sometime between October and November, 2019.

The Oak Brook Landing Sewer Collection System uses a small diameter sewer collection system with solid interceptor tanks. It was discovered to have a higher than normal level of solids that were blocking the collection system. The property owners were notified to have their tanks pumped. The collection lines will be cleaned once the tanks are pumped and project should be complete within the next two weeks.

Chapin water customers have complained about an earthy taste to their water. Chapin purchases its water through the City of Columbia for distribution to its customers. The City of Columbia is treating algae at their water plant and the problem should be resolved within the next two weeks.

The Chapin Utilities Department has prepared for pending Hurricane Dorian. The generators are fueled and tested, a bypass pump is staged at the WWTP for possible high flow levels, and employees are ready to respond.

Director Metts provided Council with the quarterly “Chapin Utility News Splash” prepared by Town Engineer Dan Lambert.

Old Business

Ordinance – Amend Utility Department 2019 Schedule of Rates and Fees: Mayor Pro Tem Clonts moved to approve the 7.1% increase to the Town of Chapin water rates consistent with the rate increase charged to the Town for water purchased from the City of Columbia. Council Member Koon seconded the motion. Amendment to the Utility Department 2019 Schedule of Rates and Fees, Ordinance #006-09-2019 “Exhibit E” was approved on its 2nd/Final Reading by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Ordinance – Amend Section 14.1202 Definitions. Retail Tobacco Store of Chapin Town Code: Council Member Koon moved to amend Chapin Town Code Chapter 14 to define Retail Tobacco & Alternatives Store. Council Member Teal seconded the motion. Amendment to Section 14.1202 Definitions. Retail Tobacco Store, Ordinance #007-09-2019 “Exhibit F” was approved on its 2nd/Final Reading by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Ordinance – Amend Section 201 Definitions and Section 515 IC Interstate Commercial District Uses of the Chapin Zoning Ordinance: Mayor Pro Tem Clonts moved to amend Articles 2 and 5 of the Chapin Zoning Ordinance to define Retail Tobacco & Alternatives Store and allow in the Interstate Commercial (IC) Zoning District. Council Member Koon seconded the motion. Amendment to Section 201 Definitions and Section 515 IC District Uses, Ordinance #008-09-2019 “Exhibit G” was approved on its 2nd/Final Reading by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Ordinance – Amend Section 801 Parking Space Requirements of the Chapin Zoning Ordinance: Council Member Koon moved to amend Article 8 Parking of the Chapin Zoning Ordinance to allow for pervious parking materials. Council Member Hollis seconded the motion. Amendment to Section 801 Parking Space Requirements, Ordinance #009-09-2019 “Exhibit H” was approved on its 2nd/Final Reading by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Ordinance – Amend Article 10 Architectural Review Standards of the Chapin Zoning Ordinance: Council Member Teal moved to amend Article 10 of the Chapin Zoning Ordinance as presented. Council Member Hollis seconded the motion. Amendment to Article 10 Architectural Review Standards, Ordinance #010-09-2019 “Exhibit I” was approved on its 2nd/Final Reading by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

New Business

Request for Action – Authorization to Enter into a Contract for Residential Solid Waste Disposal: A Request for Proposal (RFP) was posted on August 1, 2019 and two were received by the deadline of August 23, 2019 at 2:00 p.m. for the collection of residential solid waste and disposal. The provider and monthly prices quoted for services were: Capital Waste Services at \$14.27 per month and Wells Sanitation Service, LLC at \$25.00 per month.

Mayor Pro Tem Clonts moved to authorize the Mayor and staff to award and enter into a Residential Solid Waste Disposal contract with Capital Waste Services. Council Member Koon seconded the motion. The Request for Action (RFA) “Exhibit J” was approved by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

The contract included a franchise fee of \$1.25 per customer per quarter, estimated at \$2,000 per year. A Franchise Fee Ordinance would be forthcoming.

Request for Action – Re-Appointment of Architectural Review Board Members: Town Council reviewed the Request for Action “Exhibit K” to re-appoint Architectural Review Board (ARB) Members Harmon Reed, serving as the professional Architect, and Bryson Tucker, serving as the Professional Engineer.

Council Member Koon moved to re-appoint ARB Members Harmon Reed and Bryson Tucker to each serve an additional three-year term. Council Member Teal seconded the motion. Harmon Reed and Bryson Tucker were re-appointed to the ARB by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Ordinance – Amend Chapter 8 Finance, Budget and Taxation Article VI Business Licenses: Clerk Hammond indicated that the Business License Ordinance needed to be reflected in Town Code for transparency purposes and proposed adopting the 2019 Model Business License Ordinance “Exhibit L.”

She explained that the 2015 Model Business License Ordinance was adopted in 2015 and is referenced on the website but not within our Town Code. MASC Field Services Manager Jeff Shacker recommended adopting the 2019 Model Business License Ordinance to update Town Code but suggested keeping the current rate and class schedules from 2015 until an analysis could be done on the rate and class schedules. He would be able to assist Director Culler in this process and suggested looking at it in a year.

Mayor Pro Tem Clonts moved to adopt the 2019 Model Business License Ordinance as presented. Council Member Koon seconded the motion. The ordinance to adopt the 2019 Model Business License was approved on its 1st Reading by unanimous vote:

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Adjournment: Mayor Pro Tem Clonts moved to adjourn the Town Council Meeting. Council Member Koon seconded the motion. The meeting was adjourned at 8:15 p.m.

COUNCIL APPROVED: October 1, 2019