

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, September 19, 2023
6:00 p.m.**

Council Chambers

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

Members Absent: Council Member Gregg White

Staff Present: Finance Director Laura Culler, Interim Utilities Director Rick Bryan, Town Administrator Nicholle Burroughs, Police Chief Thomas Griffin, Communications Specialist Dylan Francis, and Town Clerk Shannon Bowers

Guests: Marc Tsukayama - 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

Marc Tsukayama with American Legion Post 193 led the Pledge of Allegiance and Mayor Koon asked Mayor Pro Tem Clonts to provide the invocation.

Mayor's Announcements

There were no new announcements at this meeting.

Review and Acceptance of Minutes

Council reviewed the August 15, 2023 Public Hearing minutes and Mayor Pro Tem Clonts moved to accept as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

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

Council reviewed the August 15, 2023 regular meeting minutes and Mayor Pro Tem Clonts moved to accept as presented. Council Member Shealy seconded the motion. No further discussion. Motion passed unanimously.

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| Mayor Al Koon: | Yes |
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Public Comments Related to Agenda Items

There were no public comments

Presentation

2023 Labor Day Parade Winners: Administrator Burroughs commented that Communication Specialist Dylan Francis did a great job in organizing this years' event and thanked him for his work on putting the festival together. Mr. Francis then gave council an overview of the Labor Day parade and festival, which included highlights from Latin Night, Boots on Beaufort, and the festival. He then introduced the 2023 parade winners:

- School – Chapin High School Volleyball Team
- Restaurant – La Fogata
- Political – Lt. Governor Pam Evette
- Non-School Sport – Cheer Passion
- Non-Profit – Lexington Jeepers
- Business – Lakewood Tree Farm
- Overall Winner – Timberlake Country Club

Reports

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

- UDO: Planning and Zoning Manager Kevin Singletary will be giving a presentation to the Chapin Rotary Club on September 21 and more community engagement opportunities are forthcoming
- Fall Night Out with the Chapin Police Department and Lexington County Emergency Services will be held at Town Hall on October 26
- Old Timey Christmas will be held on Beaufort Street on December 2
- Updates on projects: RFP's will be going out soon to rent the newly renovated Historic Town Hall, information has been provided to the consulting firm for the master plan and feasibility study with meetings to potentially take place the first of October, brief update on grants process through the USDA as a result of updated census numbers, and the recent media coverage surrounding Labor Day.
- Economic Development: zoning permits have been issued for Boykin Hills and AT&T, sign permits have been issued, ribbon cuttings, and Chapin Chamber Business After Hours events coming up, and progress on the SCDOT road projects

Administrator Burroughs commended Chief Griffin on a successful police policy audit, thanked the staff who volunteered their time for the Labor Day festival and commented on the overall success of the event, the new Chapin mural being installed, and acknowledged the efforts of Director Culler in researching and sourcing companies for financial software.

Financial Report: Director Culler reported the revenues and fund balances for the general fund as of the end of August 2023. The general fund revenue YTD was \$1,718,432 and the expenses YTD were \$1,054,562. Revenue exceeded expenses by \$663,870. The revenue from Business Licenses was \$437,732.00, the Hospitality Tax fund YTD was \$2,272,003.00 and the ARP fund balance is \$657,00.00, with \$499,682 yet to be committed. Director Culler highlighted several revenue sources that were higher than budgeted for: franchise fees for Dominion, insurance/telecommunications tax through MASC, and the local options tax on businesses that serve liquor.

The Utility fund Revenue as of the end of August 2023 was \$3,513,531.00 and expenses were \$3,363,647.00. Revenue exceeded expenses by \$149,884.00. She stated they are monitoring the

fund and are still waiting on expected tap fees but have received some that had been expected from earlier in the year. The increase in expenses did include the lagoon closeout funds.

Police Report: Chief Griffin updated Council on police department activities. There were 45 offenses, 10 assisting other agency reports (calls outside the departments jurisdiction, mainly Lexington County), 57 tickets, 190 warning citations, 5 arrests, 11 motor vehicle collisions, 307 officer-initiated contacts, and 122 calls for service from Lexington County reported.

He updated council on an incident in the Firebridge subdivision on reports of suspicious activity. Officers responded quickly and handled the situation without incident. He then informed council of recent speaking engagements, upcoming trainings, and an upcoming business watch on October 5 in partnership with the Chapin Chamber of Commerce. He also reported a successful policy audit conducted by the South Carolina Criminal Justice Academy which found the department's policies to be in compliance with state law.

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

- Amicks Ferry water system: there has been a high demand on the system in the early hours of the morning, leading to the department restricting usage during those hours. The department will be conducting cost analysis to determine how best to resolve the issue. Interim Director Bryan stated that a lift on the restrictions is forthcoming.
- SCDOT projects: the department is still conducting meetings with SCDOT for utilities relocation for the I-26 project and they are preparing for meetings regarding the S-48 project.
- Lagoon closeout: a pre-construction meeting has been conducted and work should begin in the coming weeks.
- Projects: Lake Tide Summit was separated into a smaller project to lower cost and easier management and Boykin Hills has a permit to operate for phases 1 and 2(a).

Interim Director Bryan also updated council on the open positions in the department and stated that they are reassessing the positions and evaluating what is needed in order to find the best fit for the department.

Ordinances

2nd Reading: Ordinance amending the business license ordinance of the Town of Chapin to update the class schedule as required by Act 176 of 2020: Administrator Burroughs explained this change as a part of the business license standardization. The change updates the class schedule that regulates licenses for businesses. Mayor Pro Tem Clonts moved to approve the 2nd reading amending the business license ordinance to update the class schedule as required by Act 176 of 2020. Council Member Shealy seconded the motion. No further discussion, motion passed unanimously:

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Resolutions

Fund expenditure for financial software under the American Rescue Plan Act Fund:

Administrator Burroughs explained the resolution to provide an ARP fund expenditure for financial software. Director Culler then explained the process to provide the office with the best tools moving forward. Three companies were evaluated; Edmunds, Harris, and Springbrook. Zoom meetings were held to explore the software and request demos of each. Director Culler, Administrator Burroughs, Utilities Coordinator Susan Wright, former Utility Director Karalyn Miskie/Interim Director Bryan coordinated with each company over multiple meetings to decide on the best software. Director Culler then spent additional time communicating with each company for more information to make the best determination for the Town.

Staff is requesting \$40,747.50 is needed for Professional Services - Implementation, Conversion Services, Hosting Services, and Software Services Subscription for the 1st year of a 5-year agreement with Edmunds GovTech for Financial Software. Edmunds is a family-owned company with over 50 years of experience, cloud-based security, multiple back-up locations, up-to-date modules, web, and mobile apps for productivity which includes: HR, payroll, requisitions, work orders, procurement, invoice entry tracking, etc. Director Burroughs noted that the committee prioritized council goals and this software will help administration to work more efficiently. She commended Director Culler for her hours of work on this project and in successful negotiations for a lower price.

Mayor Pro Tem Clonts moved to approve resolution no 009-09-2023 for the fund expenditure for financial software. Council Member Teal seconded the motion. No further discussion, motion passed unanimously.

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| Mayor Pro Tem Mike Clonts: | Yes |
| Council Member Leland Teal: | Yes |
| Council Member Vicky Shealy: | Yes |

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member Teal seconded the motion. Meeting was adjourned at 7:15 p.m.

COUNCIL APPROVED: October 17, 2023