

**CHAPIN TOWN COUNCIL
REGULAR MEETING MINUTES**

**Tuesday, November 5, 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, Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, Police Chief Seth Zeigler, and Interim Town Clerk Nanette White

Guests: Boy Scouts of America – Troop 411 and Town Attorney Lisa Lee Smith

Call to Order: Mayor Knight called the meeting to order at 7:01 p.m. and determined there was a quorum. The appropriate notifications in compliance with the SC Freedom of Information Act had been met. Mayor Pro Tem Clonts offered the prayer and James Schafer, American Legion Post #193, led with the Pledge of Allegiance.

Minutes: Council reviewed the October 1, 2019 Regular Town Council Meeting Minutes and the October 24, 2019 Special Called Meeting – Work Session Meeting Minutes. Mayor Knight made one correction to the October 1, 2019 Minutes - Deputy Jeff Landers was corrected to read Deputy Jeff Flanders. Council Member Koon moved to accept the minutes with the correction. Mayor Pro Tem Clonts 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 Public Meeting held on October 3rd to discuss the possibility of the Hospitality Tax was not well attended despite the media coverage;
2. The Falls Arts Festival held on October 5th was held in conjunction with the Chapin Downtown Farmer's Market. The event had over thirty (30) vendors and two (2) live musicians. The events received positive feedback;
3. The On the Table event was held at Town Hall on October 22, 2019. The event was designed to build personal connections and explore how working together builds a stronger community. There were 50 participants at the event. A section of the population could have been missing because of the lack of a newspaper;
4. Director Burroughs and Mayor Knight took a Benchmarking Trip to Newberry to meet with the Mayor and City Manager. Mayor Knight plans to send a Thank You to Mayor Foster Senn and City Manager Matt DeWitt for their hospitality. The meeting was educational and informative, and was followed up with a tour of Newberry and lunch.
5. The Holiday Open Market held from October 31- November 2 had thirteen (13) participants. It was an opportunity to shop local and support Chapin businesses. There was

positive feedback from the business owners and local shoppers. Pictures and videos uploaded to the Greater Chapin Area Facebook page.

Upcoming events include:

1. Eat Smart, Move More Coalition Lexington County with Ian Ashford to find out about other grant opportunities;
2. Greater Chapin Chamber of Commerce Gala – Silent Auction will be held on November 15;
3. Two Ribbon Cuttings: Midland Hearing Associates on November 6, 2019 at 6:00 pm, and Miss Cocky Boutique on November 12, 2019 at 5:00 pm;
4. The Christmas Tree Lighting will be on December 8, 2019 at Town Hall from 5:00 - 7:00 pm. A twenty-five (25) foot Cedar Tree was donated to the Town;
5. Light It Up Chapin Contest – The Town will be awarding cash prizes for the best Christmas decorations in Town. Contest is open to all Town of Chapin Residents and Town of Chapin Businesses.

Financial Report: Director Culler reported on the September General Fund (GF) Year-to-Date (YTD) Actual Revenues at \$1,476,407 with GF YTD Expenditures at \$1,282,712 with a balance of \$193,695.

Director Culler reported on the September Utilities Fund (UF) YTD Actual Revenues at \$3,399,070 with UF Expenditures at \$2,058,368 with a balance of \$1,340,702.

She noted the following items:

1. Business License Revenue at the end of October was \$365,949, which is down by \$186,000 at this time last year, with twenty-one more licenses being issued this year;
2. Projected Revenue and Expense Thru Year End Report has been updated. The deficit of about \$9,000 is encouraging if things are kept steady. Will continue to monitor budget and looking at ways to cut expenses to come as close to target;
3. Council Member Teal asked Director Culler if her salary had been adjusted on the budget to reflect that the Utility Department is paying their portion of her salary. Director Culler responded by saying that currently a fourth of the Operating Expenses are paid by the Utility Department, and that the 2020 Budget will reflect that the Utility Department will pay a portion of Director Culler's salary.

Police Report: Chief Zeigler reported forty-one (41) offenses with seven (7) arrests, noting a couple of incidents of car break-ins at Eagle's Nest and St. Francis of Assisi Thrift Store. All information had been posted on Facebook and has led to the identification of one suspect. Chapin Police Department is coordinating their investigation, of debit card thefts and purchases made from those thefts, with Lexington County because they are dealing with same subjects.

Chief Zeigler noted the following positive community engagement:

1. The Police Department received a \$10,000 donation from the Group that oversees the St. Francis of Assisi Thrift Store, as a way to thank them for their help during a time when donations were being stolen. The Police Department was asked to pick two big ticket items and the two items chosen were Stop Sticks and Ballistic Shields;
2. No Shave November campaign is going well. The goal is \$1000 to help with Research for Children's Cancers, as of today it had reached \$825;

3. Halloween Festival had a low turnout, but it was enjoyed by everyone that attended, so will try to hold again next year;
4. Council Member Koon pointed out the number of narcotic and drug equipment violations and arrests made from those violations, and asked Chief Zeigler to comment on opioid epidemic in the Town and if he sees our community doing better, worse, or the same from one year ago to today. Chief Zeigler pointed out that officers are being productive in making cases and believes that our Community is not as involved in drug activity as it may have once been. When asked by Council Member Teal about how the officers go about telling if someone is under the influence, Chief Zeigler explained the standardized practices that the officers follow.
5. Chief Zeigler pointed out that because of their policing, Chapin Police Department was awarded Top Small Police Department in South Carolina and Officer Blake Gainous was awarded Officer of the Year for Small Police Departments last year. The officers continue to actively enforce the laws, which helps deter criminal activity.

Utility Report: Director Metts updated the Council on continuing projects:

1. East Chapin Sewer Force Main Project: staff has been working diligently to obtain all easements required for construction;
2. There was a complaint of odor in the Night Harbor Subdivision, it was determined that it was due to an excessive algae bloom in Lake Murray. The City of Columbia has modified their treatment process to remove much of the algae. The Town, along with representatives from DHEC, super chlorinated the main water line along the street in Keepers Court and then flushed the line. The system has returned to normal and the residents now have better tasting water with no odor;
3. Work continues at the Waste Water Treatment Plant. Many of the structures and their mechanical and electrical components have been tested and are ready for operation. The influent structure and the belt press are the two remaining components that need testing. Start-up date will be between the first to mid-December. The Administration Building should be completed by mid-January;
4. Four of the Department's licensed environmental operators attended the Environmental Operators Conference in Myrtle Beach, which gave them continuing education credit that is then used to satisfy requirements needed for license renewals.

Town Report: Mayor Knight introduced Ian Ashford as the new Zoning Administrator and looks forward to a report from him at the next Regular Town Council Meeting.

Old Business - no old business to report.

New Business

Ordinance – Establishing Chapter 8 Article IX Hospitality Tax of Chapin Town Code – 1st

Reading: Mayor Knight reported that a lot of preliminary work has been done to see what kind of impact it would have in the Community. The 2% Hospitality Tax will be on sales of prepared meals and beverages, and will begin February 1, 2020 to allow businesses to become acquainted with the tax and make adjustments to their systems. Taxes will be remitted to the town and will be used specifically for tourism related items. Reporting will be on a monthly basis. The 2nd Reading will be at the December 3, 2019 Regular Town Council Meeting.

Mayor Pro Tem Clonts moved to approve the 1st Reading of the Ordinance Establishing Chapter 8 Article IX Hospitality Tax of Chapin Town Code. Council Member Koon seconded the motion: The 1st Reading 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		

Ordinance – Proposed 2020 Municipal Budget – 1st Reading: Director Culler informed the Council that after the discussion during the work session, the decision to allocate a portion of her salary to the Utility Department, since she does supervise some of the staff in the Utility Department as far as finances were concerned, had been done. Totals in budget did not change because they were able to move line items around in the Budget. That change was approximately \$25,000. Salary expenses were reduced to increase the General Fund by \$25,000 so that those funds could be allocated to the Sidewalk Project on Beaufort Street. The 2nd Reading will be at the December 3, 2019 Regular Town Council Meeting.

Council Member Koon motioned to approve the submitted 2020 Budget for 1st Reading. Mayor Pro Temp Clonts seconded the motion. The 1st Reading 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		

Ordinance – Franchise Fee – 1st Reading: Mayor Knight introduced an ordinance that establishes a franchise fee for a new trash service because Advanced Disposal would be terminating all services to the Town of Chapin at the end of September. Mayor Knight and Council Member Teal thanked Director Culler for her hard work in obtaining the best proposal for the Town. Capital Waste Services will be the exclusive provider for three years and because of their exclusivity, Capital Waste will pay the Town \$1.25 per customer, per quarter, which amounts to approximately \$2,000 per year. The 2nd Reading will be at the December 3, 2019 Regular Town Council Meeting.

Mayor Knight made the motion to Establish a Franchise Fee for the Collection and Disposal of Residential Solid Waste and Recyclables. Council Member Teal seconded the motion. Council Member Koon pointed out that he did not have a copy of the Ordinance. A copy was provided so as to give him an opportunity to read the Ordinance. The 1st Reading 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		

Executive Session: Council Member Teal made the motion to move into Executive Session to discuss the Status Report on Easements for the East Chapin Sewer Project. Mayor Pro Tem Clonts seconded the motion. The motion to enter into Executive Session 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		

Executive Session was entered into at 7:53 p.m. Council re-entered the Regular Town Council Meeting at 9:09 p.m. Mayor Knight announced the voting results: Mayor Pro Tem Mike Clonts - 53 votes, Council Member Kay Hollis – 56 votes, Write-Ins – 2.

Adjournment: Council Member Teal moved to adjourn the Town Council Meeting. Council Member Hollis seconded the motion. The meeting was adjourned at 9:11 p.m.

COUNCIL APPROVED: December 3, 2019