



MINUTES

Council Work Session
April 15, 2021, 6:30pm
South Congaree Town Hall
Council Chambers
119 West Berry Rd.
West Columbia, SC, 29172

Members in Attendance: Mayor Cindy Campbell, Mayor Pro-Tem Mechelle Mabry and Council Members Jim Drennan, Bobby Porter, and Brian Jackson
Also in attendance: Town Clerk Sharon Williams and Town Bookkeeper Marsha Harsey
The public was duly notified of the date, time, and place of the meeting.

I. Call to Order.

Mayor Campbell called the meeting to order at 6:37 PM
Mayor Campbell led in the Pledge of Allegiance and gave the Invocation.

II. Items for Discussion

A. 2018-19 Audit Update-

Mayor Campbell provided an update to council regarding the remaining items needed by the C.P.A. The items were provided by the bookkeeper, Marsha Harsey.

Ms. Harsey stated that the audit report showed a discrepancy in the bank balance and the reconcile balance. The bank balance shows a balance of 385,573.40 and a book balance of 404,927.13. She stated that the previous bookkeeper showed checks or Efts had cleared when they really had not.

Pro-Tem Mabry stated that uncleared checks need to be turned over to State Unclaimed Property and not absorbed back into the account.

Councilman Porter stated that it should not be that difficult to streamline a budget of a million dollars.

B. 2020-21 Budget Performance Review- Council reviewed the combined budget performance and requested that the Construction Plan Review Fee be moved under "Other Revenue" on the budget. Council also requested an update from the Planning Commission regarding the Comprehensive Plan and the payment milestones and timeline.

Pro-Tem Mabry presented council with a proposal on individual budget line items that could be transferred to and from that would balance the budget based on the Finance Committee report given to council on the overage and shortage of budget line items. She stated council must vote on this and the transfer of monies should be moved at one time.

- C. **2021-22 Budget** – Council discussed the 2021-22 budget proposal that was provided by Pro-Tem Mabry on the re-occurring expenses and when they are paid (monthly, quarterly and/or annually).

Councilmember Porter stated that \$35,000 – \$40,000 needs to be added for the water feasibility study.

Pro-Tem Mabry informed council and Bookkeeper Harsey that the Profit and Loss by department is not being shown for the transfer out for victims advocate. This needs to be added to show an accurate balance for the General Fund. Ms. Harsey stated she would work on adding that field.

- D. **Architectural Review Board** – Council discussed the need for an Architectural Review Board and if the Town of South Congaree meets the requirements for one. Councilmember Drennan stated that the board is needed when you have historical areas and buildings in town, and he feels council should have that preview. He also stated the ordinance, and the comprehensive plan should spell out what is allowed to come into town, the builder's plans should match our ordinances. Councilman Porter stated that the Town of South Congaree does not meet the criteria for an ARB because the town does not have a historical district.

Pro-tem Mabry asked who reviews the plans to say they match and meet our ordinances for paint color, building design and materials used to build new buildings.

Mayor Campbell requests that we have a board to review the plans against the town ordinances when submitted by a builder(s). Councilmember Porter asked that council consider if a new board is needed and allowed by law to review. Council will table this discussion until more information is collected and provided.

- E. **Zoning Board of Appeals** – Council discussed the current members of the board and the community residents that expressed interest in volunteering for the Zoning Board of Appeals. Council will vote to fill the one vacant position in the Regular Scheduled Council Meeting.

- F. **Land Development Ordinance from Lexington County**- Council reviewed and discussed the Lexington County Land Development Ordinance. Mayor Campbell stated that she received an e-mail from Sherry Armstrong with Lexington County Land Development informing the town that the Town's Storm Water Ordinance is out of date, and we need to adopt a new ordinance and provide documentation to Lexington County.

Pro-Tem Mabry stated that we must present the ordinance to council for a vote to include the changes in our current ordinance. Councilmember Jackson stated that we would not use Lexington County Ordinance number.

G. Construction and Building Permit Fees- Municipal Clerk, Williams, provided council with an update on construction and building permit fees. Mrs. Williams also provided council with a copy of the Business License Renewal Letter and a copy of the new Standardized Business License Application.

H. Landscape Scope of Work- Council reviewed the current scope of work and discussed what should be added before accepting bids for work. Council decided to discuss it further in Executive Session during Tuesday's Council Meeting.

I. New Revenue Sources and Enhancement Opportunities- Council discussed a 2% Hospitality Tax as a new revenue source presented by Jeff Shacker with the MASC. Council discussed having a public meeting with the businesses that would be affected.

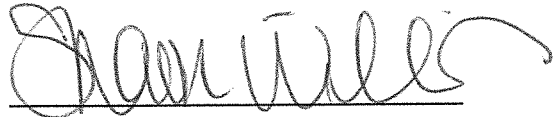
J. Council Packets- Council discussed what to include in the Council Packets and when council would like to receive the information. Council agreed they would like to have the packets delivered electronically prior to the work session and printed out for discussion during the meeting.

- Council packets for work sessions should include page numbers,
- Bank statements and bank statement reconciliation,
- Minutes from Commissions,
- Information on agenda items,
- List of any businesses or permitting that were turned down or a new business that applied for licensing, and
- Minutes to be approved.

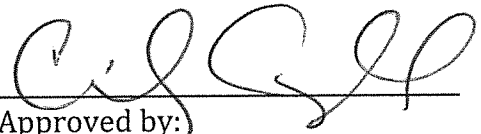
Council requested that checks be prepared by each Friday and available to be signed on Mondays.

III. Adjournment

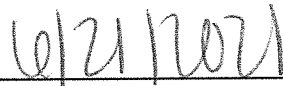
Council, on the motion of Mayor Campbell and seconded by Councilman Porter, voted unanimously to adjourn at 9:49 PM.



Attested by:
Sharon Williams,
Municipal Clerk



Approved by:
Cindy Campbell,
Mayor



Date Approved