



## MINUTES

**Council Work Session  
September 16, 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,  
Members not in attendance: Council Member Brian Jackson**

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**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 6:30 PM  
Mayor Campbell led in the Pledge of Allegiance and gave the Invocation.

**II. Municipal Clerk Update**

Municipal Clerk, Sharon Williams provided an update to Council regarding the recent training that she attended. Municipal Clerk Williams stated that the Town's employee handbook and HR records need updating. She also suggested [scinteractive.sc.gov](http://scinteractive.sc.gov) for building the town's website as the service is secure and there is no cost to the agency. Municipal Clerk Williams also mentioned there is another training opportunity available through MASC in October for the SC Business Licensing Officials Association that will cover the American Rescue Plan, the newly created Business License Renewal Center, and reporting capabilities of the new online portal for business license renewals.

Municipal Clerk Williams provided to Council a proposal received from Prosperity Lawn Care. Prosperity Lawn Care proposed to include mowing on Oak Street and maintaining the Crepe myrtle trees on Main Street. Prosperity Lawn Care also asked to re-negotiate the contracted price.

Mayor Campbell stated that when SCDOT approved the Town of South Congaree to plant the 90 Crepe myrtle trees, they were approved with the understanding that the Town of South Congaree would maintain the trees. Councilman Porter stated that he was against cutting the Crepe myrtle trees down and recommended having the trees trimmed. Mayor Pro-Tem Mabry suggested an Adopt a Tree program which would allow citizens to adopt the tree(s) and be responsible for trimming and upkeep.

Council instructed Municipal Clerk Williams to inform Prosperity Lawn Care that the contract is not negotiable and ask them to honor the current contract.

**III. Items for Discussion**

**A. JMWSC –**

Councilman Porter informed Council Guy Schmoltz, Engineer with Joint Municipal Water and Sewer Commission, will be working with him to formulate a proposal to solicit engineering firms for the Feasibility Study. The firms will then be interviewed by Councilman Porter and Mr. Schmoltz and the top 2 (two) candidates would then be interviewed by the Town of South Congaree Council.

**B. All Things Christmas –**

Mayor Campbell informed Council that Jerry Smith has volunteered to help with the parade again this year. Mrs. Kim Yarbrough, an events coordinator, has volunteered to assist Mr. Smith with the parade and with the Christmas Tree lighting ceremony. Mayor Campbell announced the parade would be on Saturday December 11, 2021, and the Christmas Tree lighting will be Sunday December 5, 2021. This year the Police Department will be having a new event “ Santa is coming to a neighborhood near You” on December 18<sup>th</sup>. The police department plans to escort Santa around town and hand out treats to the kids.

**C. Business License Ordinance –**

Council discussed proposed Ordinance 2021-006 Chapter 110 Business License. The Town must adopt the new business license ordinance for the 2022 license year. Mayor Pro-Tem Mabry instructed Municipal Clerk Williams to number the chapters instead of having sections.

**D. Part-time Code Enforcement Officer –**

Council discussed the proposed position description for a Community Compliance Coordinator that Mrs. Williams and Chief Shumpert put together. Council approved the position description with minor changes. Council discussed Officer Walker taking on additional duties as the Code Enforcement Officer.

Council took a five-minute Recess

Council reconvened at 8:50 PM

**E. American Rescue Plan Resolution**

Mayor Campbell stated per the requirements to receive ARP funds, the Town must designate an authorized representative and contact person. Council discussed Municipal Clerk, Sharon Williams being the Contact Person and Mayor Campbell acting as the Authorized Representative. Council will vote on the resolution at the Council Meeting on Tuesday night.

**F. American Rescue Plan**

Mayor Campbell provided a brief update on the American Rescue Plan. Mayor Pro-Tem Mabry asked what the Town must do to prepare to get the funds. Municipal

Clerk Williams advised she had provided the necessary information to the MASC who then forwarded it to the ARP Portal (Dept. of Admin). The Town will have to upload the pre-covid budget into the ARP Portal. Mayor Campbell asked if Council wanted to open a separate banking account specifically for the ARP funds. Council agreed to open an account at Wells Fargo.

**G. Hospitality Tax and Other Revenue Sources**

Council discussed the proposed Hospitality Tax Ordinance and Hospitality Tax packet prepared by Municipal Clerk Williams. Council will re-visit at the October meeting. Municipal Clerk Williams will assign the Hospitality Tax a chapter number in the ordinances.

**H. Town Emails**

Municipal Clerk, Sharon Williams informed Council that she is having an issue with some of the emails being sent from Council members. They are being filtered to the spam/ junk folder. She requested that Council use their Town issued email address whenever possible.

**I. Ramblin Road**

Councilman Porter asked that Council discuss writing a letter to SCDOT regarding the resurfacing of Ramblin Road. Mayor Campbell stated, per Mike Bagley, SCDOT, Ramblin Road is on the list to be resurfaced, however, the anticipated start date is 3-5 years. Mr. Bagley also stated the Lexington County CTC program does not have to abide by the Department's Priority Ranking list. This may be another route for Council to discuss.

**J. Minutes**

There were no minutes to review.

**K. Ordinance for Tow Yard**

Council agreed to discuss this at the October work session.

**L. Financial Report**

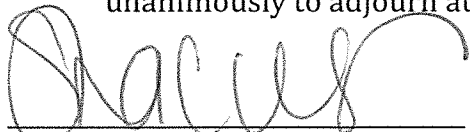
There were no financial reports to review.

**IV. Citizens Comments**

no public comment was made.

**V. Adjournment**

Council, on the motion of Mayor Campbell and seconded by Mayor Pro-Tem Mabry, voted unanimously to adjourn at 10:00 PM.



Attested by:  
Sharon Williams,  
Municipal Clerk



Approved by:  
Cindy Campbell,  
Mayor



Date Approved