



MINUTES

**Council Work Session
October 12, 2023, 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, Councilmembers: Brian Jackson, Kitty Spires, and Jim Drennan. Absent: Municipal Clerk Kerri Charlton

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. A quorum was present. Mayor Campbell led in the Pledge of Allegiance and Invocation. Mayor Campbell read the Freedom of Information Act.

- Tonight's Agenda was set by the Mayor Pro-Tem, Mechelle Mabry.

II. Status of Town Sign (A), Town Hall (B), and Crepe Myrtles (C) on SC-302 6:32 PM

A. Town Sign

The Council received a quote back in March from the previous Town Clerk. The quote from Concept Unlimited was for the repair of the sign. The quote was in the amount of \$4,865. Open for discussion. Councilman Drennan requested to investigate the cost of an LED or Plasma sign for the frame that is already in place. If the cost of replacement is too high, he would like to see the sign repaired. Mayor Pro-Tem responded, "or take it down." The replacement cost would be around \$30,000 or more. The council requested the Municipal Clerk to reach out to Concept Unlimited for information and cost analysis. The council will review the information and determine if a BID proposal is needed for replacement.

B. Town Hall Facility

No proposals or quotes have been submitted at this time. Per the last correspondence from the Clerk, several companies have come to review the building; however, no quotes or plan of action have been submitted as of today. The council requested an update on all issues concerning Town Hall facilities. A Special Called Meeting will be called when there is enough information to present to the Council in reference to the Town Hall facilities.

Town Park discussion

Councilman Drennan spoke to the Barn that burned down on Lexington County property and the funds to cover the fire from the insurance policy. These funds are to be utilized for the Town Park upgrades. Councilwoman Spires requested the Town utilize a company who designs public parks to ensure against safety and liability issues. The Park upgrade would need to go out for a BID per Councilman Jackson. Open discussion continued.

C. Crepe Myrtles

The contract for lawn service with Prosperity Lawn Care covers the care of the Crepe Myrtle trees on 302. According to Blake with Prosperity, they will be trimming the Crepe Myrtle trees next week along with the shrubs in front of the Town sign. Councilman Jackson inquired about the ownership of the Crepe Myrtles by Food Lion. Mayor Campbell stated that the businesses own those trees. The council would like Sergeant Walker to contact the businesses and request those to be cut back. Councilman Drennan requested that the overhanging branches be trimmed back. Councilman Drennan commended Officer Sharpe for picking-up litter from the side of the highway. It was noted that Prosperity Lawn Care does not cut in front of areas where the property owners are responsible for the upkeep. This would be areas such as the American Legion Post and town businesses. Prosperity lawn Care asked to have Police protection while cutting in the narrow areas on 302. The council discussed the right-of-way areas and the necessity for the Town's landscaping contract to be responsible for all the right-of-way areas.

III. Adding Items to the Agenda by Councilmembers 6:58 PM:

Councilman Jackson opened with discussion stating that all Council Members are allowed to add Agenda items to the Agenda. Mayor Pro-Tem Mabry asked for clarification on the process for adding items to the agenda. Councilman Drennan responded that there should be a running list of requested items, and that they be prioritized to add to the Agenda. Councilman Drennan stated that work sessions are used to line up Tuesday Agenda items. The Agenda for Tuesday Council Meetings should be set during the Work Session by all Council Members. Mayor Campbell stated Roberts Rules of Order indicates a deadline for submission requests. Discussion to move the Council Work Session to the previous Thursday was not accommodating to all Council Members. Minutes from meetings are to be sent to the Council within one week after said meeting. A general discussion was held as to when Agenda items and supporting documents are to be distributed to Council prior to Work Sessions and Regular Meetings. Mayor Campbell stated that there will be times when emergency issues will take precedence, or an emergency meeting will need to be called. All items that are to be considered for the Thursday Work Sessions are to be submitted to the Clerk one week in advance (prior Thursday) and the Clerk is to have the Agenda and supporting documents to the Council by Monday week of Work Session by close of business. Tuesday Council Meeting Agenda will be set at the Thursday Work Session. Supporting information and documentation will be gathered and emailed to the council Friday by the end of day. Per Councilman Jackson, if requested items come in throughout the month, those can be sent as they come in.

IV. Facebook and Website Permissions 7:14 PM

Discussion: Councilman Drennan discussed events he submitted for Facebook posts and the Town website. Clarification was requested as to who posts to the Facebook page and the Town website. Councilman Drennan stated that any submissions by Council should be communicated through our Facebook and Town page. Mr. Drennan stated that per the Town Clerk, she has access to post Town related events and/or events within the Town to the Town Website. Mayor stated that in years past, the Town paid a person to post to Facebook. Mayor Pro-Tem Mabry asked if Kerri, the Town Clerk, has access to the Facebook page. Mayor Campbell stated, "No she does not. Prior clerks had access, but they were posting daily non-informational posts." Discussion continued in reference to

what should and should not be posted on the Facebook page. Mayor Pro-Tem Mabry suggested that the Town Clerk send out to all of council the emails and requests that come in for postings so they can reply. Councilman Drennan suggested placing a "Voting" tab in the email for council to respond in reference to submitted items for posting to the Town website or Facebook. A policy needs to be written and voted on in reference to postings on all Town platforms. Discussion continued with examples. Councilwoman Spires asked the council how the Clerk would know information about all the events happening in town, where this information would come from, and how she would evaluate the importance.

V. Safe Built Duties as Code Enforcement and Zoning Administrator 7:29 PM

Councilman Drennan opened the discussion of Officer Walker serving as the Code Enforcement officer. Councilman Drennan recommended that all Code Enforcement and Zoning Administration be placed with SAFEBuilt so that Sergeant Walker could be released fulltime to Police only duties and schedule. Discussion continued with the duties and responsibilities of a Code Enforcement officer. According to Councilman Jackson and Councilman Drennan, Joshua Thomas from SAFEBuilt suggested that "he could be sworn in by Chief Shumpert and write citations for the Town." Mr. Thomas also told them that their company does this in four other towns they service. Mayor Campbell clarified that Mr. Thomas is not yet certified. Councilwoman Spires expressed the need for on-site Code Enforcement seven (7) days a week. Councilman Drennan stated that the Police Department can write citations at any time for our Ordinances, Councilwoman Spires redirected by questioning, "Then why don't they?" Councilman Drennan reiterated that Code Enforcement could be better served by placing Officer (SGT) Walker back out protecting for safety and allowing SAFEBuilt to take full responsibility. Mayor Pro-Tem Mabry inquired on the training need for Code Enforcement. There is a State testing Certification course and exam required. The council discussed that the Police Department needs some guidance on checking for Business Licenses and Permits. Mayor Pro-Tem inquired as to who serves as our Zoning Administrator. Mayor Pro-Tem stated that she will reach out to SAFEBuilt and ask them to come to a Council meeting to clarify their roles and expectations with the Town of South Congaree.

VI. CPA Contract Expiration 7:45 PM

The CPA contract with Green Finney Cauley expired in July. The Council discussed moving forward with contract renewal or remaining on the month-to-month contract. The new yearly amount of \$41,050.00 was approved in the new Budget. Councilman Drennan suggested hiring an on-site accountant. Mayor Campbell asked, "where would we house the on-site accountant?" Mayor Pro-Tem Mabry suggested relocating Sergeant Walker's office back to the Police Department side to accommodate an on-site accountant. Councilman Drennan expressed his concerns referencing "hidden" invoices and "missing" \$18,000 that was received in the 2022-2023 budget. Councilman Drennan stated he has reached out to GFC with no reply as to where the placement of the \$18,000.00. Mayor Campbell responded to Councilman Drennan by asking him to refrain from statements that could lead to legal liabilities from our CPA firm. Mayor Campbell stated she will reach out to GFC and ask them to come to a meeting. Discussion continued between Council in reference to the process. Councilman Jackson questioned the increase in fees for Green Finney Cauley, and how it came to meet the new budget requirements. Councilwoman Spires informed the Council she reached out to inquire as to any new fees in preparation

to the fiscal budget. Councilman Drennan continued with his concerns referencing Lexington School District Two and his understanding of an over-payment to the Town of South Congaree.

VII. State Law on Terms for Planning Commission and Zoning Board of Appeals 7:57 PM

Mayor Pro-Tem Mabry opened with an inquiry on terms set for the members of these Boards. Should there be staggered terms? Discussion continued concerning the terms and staggering the time limits. Per Mayor Pro-Tem Mabry, the Council voted to set the commission members. Concerns surfaced as to the replacement process of open positions for new members to apply for the current positions are not on a staggered term. Councilman Drennan questioned the number of positions allowed on the Planning Commission. Per the Town Ordinance, the Planning Commission has a minimum of five (5) members to a maximum of seven (7). Currently, there are six (6) active members. The current session started on October 2, 2022, according to chairperson Wally Shangle. Mayor Pro-Tem clarified with seven (7) members a minimum of four (4) present is a quorum. Chairperson Wally Shangle stated that all members started at the same time. The Council stated they have the option to vote someone off and then back on to create a staggered format going forward. Member Debbie McIver stated that she and Mike Gordon would be the two members who have served the longest and could be voted on to create the staggered format. Mayor Pro-Tem Mabry listed the current Planning Commission members. Wally Shangle, chairperson, stated that Debbie McIver needs to be on the Planning Commission because of her expertise in Real Estate. Mayor Pro-Tem discussed forms and applications needed for the Planning Commission. Ms. McIver requested an interactive website for the Town to allow citizens to know their Zoning and Municipality regulations. Mayor Pro-Tem Mabry presented Title 6 - Local Government - Provisions Applicable to Special Purpose Districts and Other Political Subdivisions: CHAPTER 29 South Carolina Local Government Comprehensive Planning Enabling Act of 1994. SECTION 6-29-1150. Submission of plan or plat to planning commission; record; appeal. See link for more information: <https://www.scstatehouse.gov/code/t06c029.php> Ms. McIver suggested a forms tab on the website to accommodate all the Planning and Zoning forms with specific descriptions. The Council will have the Municipal Clerk order Comprehensive Guide for all of Council and Planning Commission members. Discussion continued for clear and precise steps for citizens and staff to process requests.

- 8:22 PM Councilman Jackson requested to revisit the need of surveillance cameras. He stated at the last meeting his windshield was busted out of his 84 Chevrolet. He asked if the Council had ever received information from the Chief on an updated system. Councilman Jackson stated he was parked right in front of Town Hall in the Victims Advocate parking space. Mayor Campbell reiterated it is dark in this area at night. The Council will request this information from Chief Shumpert. Councilman Drennan will reach out to Chief for a new Quote on a Security System.

VIII. Items to be added to the Regular Scheduled Council Meeting on October 17, 2023, 8:26 PM

- Removal and re-appointment of Planning Commission members
- Addition of the 7th member of the Planning Commission
- Printer Upgrade
- Transfer of funds from the United Bank to the Local Government investment pool.
- Minutes Approval
- Business License Standardization amendment 1st reading (Discussion continues between Council)
- Funds from Lexington County Recreation and Aging.

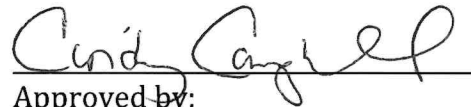
IX. Citizens Comments 8:34 PM-No Comments

IV. Adjournment of Council Work Session:

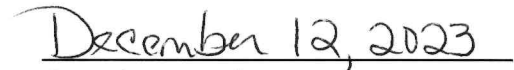
The council, on the motion of Mayor Campbell, seconded by Councilman Jackson, voted to adjourn the meeting at 8:37 PM. Motion carried with unanimous vote of council.



Attested by:
Kerri Charlton,
Municipal Clerk



Approved by:
Cindy Campbell,
Mayor


Date Approved