



## TOWN *of* SUMMERVILLE, SC

### *Town Council Meeting*

Council Chambers - Annex Building – 200 South Main Street  
Thursday, May 11, 2023 - 6:00 p.m.

## AGENDA

1. **Call to Order**
2. **Invocation and Pledge of Allegiance** - *Councilmember Kima Garten-Schmidt*
3. **Proclamations and Resolutions**
4. **Approval of Minutes of Previous Meetings**
  - a. *Town Council Meeting – April 13, 2023*
  - b. *Special Council Meeting / Budget Retreat – April 20-21, 2023*
  - c. *Standing Committee Meetings – May 8, 2023*
5. **Public Comment** – *For items on the May 11, 2023 Town Council meeting agenda only*  
*Public comments may not be used for political purposes.  
It is a violation of State Law. See S.C. Code Ann. § 8-13-765.*
6. **Petitions:** n/a
7. **Pending Bills and Resolutions**
  - a. Second and final reading of an ordinance to annex TMS#220-00-02-147, located on N. Maple Street and totaling approximately 10.34 acres. Currently zoned PD – OP/IP, Planned Development – Office Park/Industrial Park, in Berkeley County and will be zoned G-B, General Business, upon annexation into the Town of Summerville’s municipal limits.
  - b. Second and final reading of an ordinance to amend Chapter 8, Article II, Section 8-42(2) to exclude business licenses for insurers, insurance brokers, and telecommunication from the one-month interest free grace period for non-payment of business license taxes.
  - c. Second and final reading of an ordinance authorizing and directing the Town of Summerville to enter into an Intergovernmental Agreement relating to South Carolina Local Revenue Services; to participate in one or more local revenue service programs; to execute and deliver one or more participant program supplements; and other matters relating thereto.

*Meetings are livestreamed at [www.summervillesc.gov](http://www.summervillesc.gov)*

- d. Second and final reading of an ordinance to rezone TMS#232-00-02-131, located on Marymeade Drive and Angus Drive, approximately 12.983 acres, and owned by Invesco LP, from L-I, Light Industrial, to G-B (General Business). (Council District 2)

#### **8. Introduction of Bills and Resolutions**

- a. First reading of an ordinance to adopt an operating budget for the Town of Summerville, SC for the fiscal period beginning July 1, 2023 and ending June 30, 2024.
- b. First reading of an ordinance to amend Chapter 2 – Administration; Article II – Mayor and Council; Division 2 – Mayor; Section 2-63 – Authority to set meeting agenda
- c. First reading of an ordinance to amend Chapter 10 – Elections; Section 10-4 – Filing by candidates, Subsection (a)
- d. First reading of an ordinance to amend the Unified Development Ordinance, Chapter 5, Section 5.11.2 Required Improvement for Final Plat Approval, Subsection (A) to clarify the process in relation to the permit to operate (PTO) the water and sewer system. *Planning Commission held a public hearing and made a recommendation for approval at their meeting on April 17, 2023. Planning and Development Committee voted to move the item to full Council with a recommendation for approval at their meeting on May 8, 2023.*
- e. First reading of an ordinance to amend the Unified Development Ordinance Chapter 13, Section 13.6.1 Pre-Application Conference, Subsection (A) Mandatory Pre-application Conference to include all subdivision review. *Planning Commission held a public hearing and made a recommendation for approval at their meeting on April 17, 2023. Planning and Development Committee voted to move the item to full Council with a recommendation for approval at their meeting on May 8, 2023.*
- f. First reading of an ordinance to amend the Unified Development Ordinance (UDO) Chapter Two, Section 2.5(5)(a), Primary Building Height, Downtown Mixed-Use (D-MX) to reduce the maximum height from 55 feet to 47 feet.

#### **9. Miscellaneous**

- a. Reconsideration of Council's decision to authorize the condemnation of 205 West Luke Street and 209 West Luke Street.
- b. Discussion of change to Parks and Recreation Impact Fees
- c. Authorize Town Administrator to enter into a contract to renew services rendered by Trident Security Systems

#### **10. Public Comment - Any topic**

**Public comments may not be used for political purposes.  
It is a violation of State Law. See S.C. Code Ann. § 8-13-765.**

**11. Executive Session:** *Personnel, legal and contractual matters*

- a. Personnel Matters Related to Organizational and Salary Structure of Municipal Court
- b. Discuss Contractual Matters and Receive Legal Advice Related to Property Acquisition
- c. Discuss Personnel Matters Related to Director of Community and Economic Development

**12. Other Business**

- a. Action to be taken by Council related to Executive Session

**13. Adjourn**

*Mayor*  
Ricky Waring

*Council Members:*  
Bob Jackson  
Russ Touchberry  
Aaron Brown  
Terry Jenkins  
Kima Garten-Schmidt  
William McIntosh



*Town Administrator*  
Lisa Wallace

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

## **TOWN of SUMMERVILLE**

### **COUNCIL MEETING MINUTES**

**April 13, 2023**

#### **ATTENDANCE**

Present: Mayor Ricky Waring, Councilmembers Kima Garten-Schmidt, Bob Jackson, Aaron Brown, Russ Touchberry, Terry Jenkins and Bill McIntosh. Also in attendance were Town Administrator Lisa Wallace, Town Attorney GW Parker, and Town Clerk Beth Messervy. A quorum was met. Public and press were duly notified. The meeting took place in Council Chambers at 200 South Main Street and was livestreamed from the Town's website.

#### **CALL TO ORDER**

Mayor Waring called the meeting to order at 6:00pm on Thursday, April 13, 2023. Councilman Terry Jenkins gave the invocation, followed by the Pledge of Allegiance.

#### **PROCLAMATION PRESENTATIONS**

Mayor Waring presented proclamations for Child Abuse Awareness Month, Autism Acceptance and Awareness Month, and National Public Safety Telecommunicators Week.

He then presented a proclamation to Fire Chief Richard Waring, declaring that Fire Station #5 be named in Chief Waring's honor.

#### **AUDIT PRESENTATION – FY ENDING JUNE 30, 2022**

Grant Davis from Mauldin and Jenkins stated that the Town received an unmodified opinion (clean opinion) for the audit of the fiscal year ending June 30, 2022. He went over the basic financial statements, as well as the General Fund balance sheet. Mr. Davis reported that of the Town's \$23.4 million Fund Balance, \$10.6 million is in the unassigned category. Using \$42 million in expenditures for FY22, Mr. Davis calculated that the Town spent roughly \$3.5 million per month in FY22. He stated that if the Town continued to spend \$3.5 million per month without taking in any revenue, the \$23.4 million fund balance would cover 7 months of expenses. Mr. Davis further explained that the \$10.6 million of unassigned fund balance would cover 3 months of operating expenses. He also stated that this is in line with the Town's fund balance policy, as well as falling within the standard benchmark of general fund operating expenses. Mr. Davis said that the Town does not have an excessive fund balance. Mr. Davis reported that the audit firm issued an unmodified opinion of the Town's compliance in federal spending of roughly \$4 million in FY22.

Mr. McIntosh asked for clarification if the Town's actual revenue exceeded projected revenue by \$1.265 million, and if the Town added \$2.674 million to Fund Balance. Mr. Davis stated that the actual revenues did exceed the projected revenues by \$1.265 million and that the expenses were underspent by \$1.4 million. He noted that for FY22, the finance purchase obligation was issued at \$2.4 million, but not all of it was spent, which is a factor in what the Town underspent. Mr. McIntosh stated that this was in the same month that the Town increased property taxes and questioned whether the Council would have raised property taxes if they had known that actual revenues exceeded the projected revenues by \$1.265 million and that \$2.674 million was added to Fund Balance.

Mr. Jackson asked if the \$2.674 million added to fund balance includes real estate property that was sold. Mr. Davis confirmed by stating that the sale of capital assets in the amount of \$1.2 million is included in the \$2.674 million to fund balance. Mr. Jackson asked that if the actual amount put into fund balance would be cut in half if the \$1.2 million in real estate property sold was subtracted from operating funds. Mr. Davis confirmed that Mr. Jackson was correct.

Mr. Jenkins thanked Mauldin and Jenkins for getting the Town back on track with its audits. Mr. McIntosh thanked Finance Director Rhonda Moore for her hard work as well.

#### **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

Mr. Jenkins made a motion, seconded by Mr. Jackson, to approve the minutes of the March 9, 2023 Council meeting, the March 15, 2023 Special Council meeting, both Special Council meetings on March 30, 2023, and the Standing Committee meetings on April 10, 2023. The motion carried unanimously.

#### **PUBLIC COMMENT – APRIL 13, 2023 AGENDA ITEMS**

Ginny Vicini with the Dorchester County Community Outreach thanked the Mayor and Council for annexing in the DCCO's new property on Miles-Jamison Road.

There being no further comments, Mayor Waring closed this part of the meeting.

#### **PETITIONS**

Mr. Jackson made a motion, seconded by Mr. Brown, to give first reading to an ordinance to annex TMS#220-00-02-147, located on N. Maple Street and totaling approximately 10.34 acres. Currently zoned PD – OP/IP, Planned Development – Office Park/Industrial Park, in Berkeley County and will be zoned G-B, General Business, upon annexation into the Town of Summerville's municipal limits. (Council District 2) The motion carried unanimously.

#### **PENDING BILLS AND RESOLUTIONS**

Mr. Jenkins made a motion, seconded by Mr. Touchberry, to give second and final reading to an ordinance to annex TMS#146-14-00-009, located on Jamison Road and totaling approximately 3.45 acres. Currently zoned CG, General Commercial, in Dorchester County and will be zoned G-B, General Business, upon annexation in the Town of Summerville's municipal limits. (Council District 3). The motion carried unanimously.

Mr. Touchberry made a motion, seconded by Mr. Jenkins, to give second and final reading to an ordinance to amend the Unified Development Ordinance (UDO), 13.3.4, Tree Protection Board (TPB) by: more fully setting forth the authority under which the TPB was created; clarify the section under which an administrative review is appropriate; and, add a new section 13.3.4(C)(5) Appeals from Decisions of the TPB. The motion carried unanimously.

Mr. McIntosh made a motion, seconded by Mr. Jackson, to give second and final reading to an ordinance to amend the Unified Development Ordinance, Chapter 3, to provide an “Event Venue” use and provide for the districts in which it is allowed in Section 3.3, and to provide for the applicable conditions to allow the use in Section 3.4. Mr. Jackson stated that he would like more information from the residents who want to use their homes as event venues before second reading. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Ms. Garten-Schmidt, to give second and final reading to an ordinance to amend the Unified Development Ordinance, Chapter 13, Section 13.8.2(A)(4) to exclude demolition of noncontributing accessory structures. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Ms. Garten-Schmidt, to give second and final reading to an ordinance to amend the Unified Development Ordinance, Chapter 15, Definitions, to provide the definition for “Event Venue” and correct the definition for “Utility Pole.” The motion carried unanimously.

Mr. Jackson made a motion, seconded by Mr. Brown, to give second and final reading to an ordinance to modify the sublease with Dorchester County for 312 North Laurel Street known as the Faith Sellers Senior Citizens Center. Mr. Jenkins clarified that the sublease extended to August 2042. Some discussion followed. The motion carried 6-1, with Mr. McIntosh voting in opposition.

### **INTRODUCTION OF BILLS AND RESOLUTIONS**

Mr. Jenkins made a motion, seconded by Mr. Jackson, to give first reading of an ordinance to amend Chapter 8, Article II, Section 8-42(2) to exclude business licenses for insurers, insurance brokers, and telecommunication from the one-month interest free grace period for non-payment of business license taxes. The motion carried unanimously.

Ms. Garten-Schmidt made a motion, seconded by Mr. Jenkins, to give first reading of an ordinance authorizing and directing the Town of Summerville to enter into an Intergovernmental Agreement relating to South Carolina Local Revenue Services; to participate in one or more local revenue service programs; to execute and deliver one or more participant program supplements; and other matters relating thereto. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Mr. McIntosh, to give first reading of an ordinance to rezone TMS#232-00-02-131, located on Marymeade Drive and Angus Drive, approximately 12.983 acres, and owned by Invesco LP, from L-I, Light Industrial, to G-B (General Business). The motion carried unanimously.

### **MISCELLANEOUS**

Mr. Brown made a motion, seconded by Mr. Jenkins, to authorize the Town Administrator to sign a Memorandum of Understanding between the Town of Summerville and the Commissioners of Public Works of the Town of Summerville to allow exemption from the Town's Tree Protection Ordinance for removing trees within SCPW's easements per UDO Section 8.2.1.C.5. The motion carried unanimously.

Mr. Jenkins made a motion, seconded by Mr. Jackson, to issue a purchase order to O.C. Welch Ford in the amount of \$59,580.00 for the purchase of a Red 2022 Ford F-250 for the Fire Department. Funds to come from Fire Department Vehicles/Rolling Equipment (To be reimbursed by insurance.) The motion carried unanimously.

### **PUBLIC COMMENTS (open)**

Mayor Ricky Waring opened the floor for public comments for any topic.

Linda Whetsell thanked the Summerville Police Department for coming to her house when she called them. She stated that the music behind her house is too loud, Atlantic Street is cracking from the beginning to the end, the ditches are still flooding because of trash, people are using the bathroom in her backyard, there are too many mosquitos, and that there is debris from the granite shop behind her house.

Jason Fernandez, the VP of the Local Fraternal Order of Police, stated that the Town of Summerville needs to offer better starting salary and benefits for police officers. He compared different municipalities' starting salaries, as well as the starting hourly wages of cashiers at Parker's Gas Station. He asked Council to invest in their police officers.

Adriaan Kwist stated that his topic for public comment was "fuel to the fire." He stated that the is "sick and infuriated" at three major developments in the Town. He spoke in opposition of Dorchester County demolishing the old hospital building in the historic district. He stated that it would ruin the character of Summerville and make traffic even worse than it already is. He also spoke in opposition of the proposed sports complex on the Town's Woodlands tract. He stated that Council needs to preserve and protect the Town.

Frank Harris, FOP Lodge 48 President, echoed the comments of Mr. Fernandez. He stated that Summerville has the best Police Department in the state of South Carolina. He spoke of the need for retention in the Police Department, as well as investing in the young police officers so that they stay on board.

Peter Gorman spoke in opposition of Dorchester County's proposal of redevelopment of 500 North Main Street. He questioned how the project got so far without any public knowledge. He stated that the traffic would be significantly worse if this development is built. He also spoke on the importance of the required public hearings of the project when it goes before the Town of Summerville's Board of Architectural Review.

Heyward Hutson thanked Council for their service. He spoke in opposition of Dorchester County demolishing the old hospital building for a new development. He said that many decisions were made under the radar. He stated that Councilmembers needs to get out of the



business of development, because that runs the risk of ethics violations. He expressed his anger about the thought of relocating the Veteran’s Memorial that stands at 500 North Main Street now.

**EXECUTIVE SESSION:**

Mr. Jenkins made a motion, seconded by Mr. McIntosh, to enter into Executive Session to receive legal advice on potential purchase of real property; discuss a personnel matter regarding Director of Community and Economic Development position, and discuss a personnel matter regarding State Accommodations Tax Advisory Committee. The motion carried unanimously, and Council entered into Executive Session at 7:14pm.

Council returned from Executive Session at 7:52pm. Town Attorney GW Parker stated that Council met in Executive Session to receive legal advice on potential purchase of real property; discuss a personnel matter regarding Director of Community and Economic Development position, and discuss a personnel matter regarding State Accommodations Tax Advisory Committee. He stated that no action was taken in Executive Session.

**OTHER BUSINESS:**

Mr. Jenkins made a motion, seconded by Ms. Garten-Schmidt, to authorize the Town Attorney to pursue condemnation of 205 and 209 West Luke Street for public parking use. The motion carried unanimously.

Mr. Brown made a motion, seconded by Mr. Jenkins, to appoint Sonia Hanchard to the State Accommodations Tax Advisory Committee. The motion carried unanimously.

**ADJOURN:**

Mr. Jenkins made a motion, seconded by Mr. Jackson, to adjourn. The motion carried unanimously, and the meeting adjourned at 7:53pm.

Respectfully Submitted,

APPROVED:

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Beth Messervy, Town Clerk

Ricky Waring, Mayor



*Mayor*  
Ricky Waring

*Council Members:*  
Bob Jackson  
Russ Touchberry  
Aaron Brown  
Terry Jenkins  
Kima Garten-Schmidt  
William McIntosh



*Town Administrator*  
Lisa Wallace

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

## **TOWN of SUMMERVILLE**

**SPECIAL COUNCIL MEETING  
BUDGET RETREAT – DAY #1 OF 2  
Thursday, April 20, 2023**

### **ATTENDANCE**

Present: Mayor Ricky Waring, Councilmembers Kima Garten-Schmidt, Bob Jackson, Aaron Brown, Russ Touchberry, Terry Jenkins and Bill McIntosh. Also in attendance were Town Administrator Lisa Wallace and Town Attorney GW Parker. A quorum was met. Public and press were duly notified. The meeting took place at the Cambria Hotel at 405 Sigma Drive, Summerville, SC. The meeting was livestreamed and recorded.

### **CALL TO ORDER:**

Mayor Waring called the meeting to order at 8:45am and welcomed everyone in attendance. Town Administrator Lisa Wallace gave a brief overview of the agenda for both days of the retreat.

### **FY23 LOOKBACK**

Finance Director Rhonda Moore presented the following from fiscal year 2023: accomplishments from departments, current projects underway, a history of budgeted expenditures, total position by department since 2012, and employee costs.

### **BUDGET ASSUMPTIONS**

Ms. Moore reviewed the budget goals for fiscal year 2024, the assessed value and millage assumptions, the Oakbrook TIF growth projections, and the Midtown TIF growth projections. She also presented a series of graphs showing budgeted FY 23 revenues, budgeted FY 23 overlaid with audited FY 22, 2022 Actual versus 2023 Budgeted vs. Proposed 2024, and 2022 Actual versus Proposed 2024.

Ms. Moore stated that her projections for FY 24 revenues are somewhat conservative. She also stated that the proposed expenditures for FY 24 include an 8% Cola/Merit increase in salary for all departments.

### **DEPARTMENT BUDGET REQUESTS**

Each Division Director or Department Head gave an overview of their budget for FY 24. For the Administration Department, Ms. Wallace stated that the budget includes additional personnel expense for a full time Town prosecutor. She also pointed out that in operational expenses, she is proposing an extra \$100,000 in professional fees to move forward with plans for the design of Police, Fire, and Court facilities. Ms. Wallace reminded Council that Information Technology and Human Resources also fall under the Administration Department.

Assistant Finance Director Dan Cabral reviewed the Finance Department's budget request, which included the 8% proposed Cola/Merit increase in salaries. He stated that he cut down a lot of line items from the budget to make the 8% work. Mr. Cabral finished by saying that the Town will be doing a RFP on the yearly audit services.

Judge Trey Jameson presented the Municipal Court's budget requests. He stated that the Court is down to 4 clerks with 1 open position that he would like to keep open, perhaps for interns. He also pointed out that Clerk of Court Mandy Pitcock has increased the amount of money gained from setoff debt. Judge Jameson stated that the only increase in salary expenses is the 8% that all departments are asking for.

Don Brown, Director of Building Services, stated that he is not asking for anything in the Building Department except for the 8% increase in salaries. He did request that the Town needs to find a way to get building inspectors' salaries in alignment with the surrounding municipalities, as the Town is losing inspectors to cities such as Goose Creek and North Charleston.

Russ Cornette, Director of Public Works and Town Engineer, presented the Public Works Department's budget requests. He stated that there is a proposed increase in professional fees so that the Town can get a third-party review to speed up the process of stormwater permitting.

Chief Doug Wright presented the Communications Department's budget. He stated that not much changed with their operating expense, and that the 8% was added into the salaries line item.

Chief Wright then presented the Police Department's budget. He stated that the biggest change is the increase in salaries for which he reduced line items from the FY 23 budget to cover. He pointed out that the full time prosecutor position was taken out of the Police Department and included in the Administration Department budget instead. Chief Wright stated that there are a lot of costs in the Police Department that can be paid for with Local Hospitality and Accommodations Tax funds. He then presented slides showing the disparity between the starting salaries in the Town of Summerville PD versus surrounding municipalities.

Chief Richard Waring presented the Fire and Rescue Department's budget. He stated that there were no operational increases. He pointed out that the Town's starting salary for firefighters is much lower than neighboring municipalities and counties. Chief Waring stated that the 8% is a great first step, but that the Town needs to continue to do in years to come. He explained that adding Station 6 means that they need a more manageable span of control for Battalion Chiefs, but that the department is already staffed for that.

Jessi Shuler, Director of Planning, presented her budget proposal. She stated that she did include the proposed 8% increase in salaries and pointed out that the GIS position moved from IT to Planning, so the operational costs for her department have increased since last year. She did, however, state that she decreased her operational budget by over \$26,000 through reducing certain line items. She stated that the jobs in the Planning Department are highly specialized, and the Town can only keep good employees if they pay more.

Parks and Recreation Director Amy Evans presented her budget for FY 24. She stated that in FY 23, the Town was unable to get the starting salaries of P&R employees to \$15/hour, and that she would like to do that this year, as well as the 8% increase on top of that. Ms. Evans explained that a newly funded position (Programmer) is included in the budget, and that she would like to permanently fund this position. The employee who has been serving as Programmer generated \$32,000 in revenue from the programs that he planned and implemented. Ms. Evans pointed out that the Parks and Rec Department is different from other departments because they generate revenue, but that as revenue increases, the expenses increase, too.

Mark Campbell, Streets Manager, presented his budget. He stated that the 8% increase is a good start, but that the Town needs to get the start pay of the lowest paid employee up to \$15/hour as well. Mr. Campbell pointed out that he decreased the amount of overtime in his FY 24 budget.

Dan Corbin, Maintenance Manager, presented his budget for FY 24. He stated that he is not asking for any additional people, but that he has to compete for employees with private sector jobs starting at \$30/hour. Mr. Corbin pointed out that the Maintenance Department actually saves the Town money by working on the vehicles and equipment in house, rather than sending out to a dealership or private maintenance shop. Mr. Corbin did include the 8% Cola/Merit raise in his budget, but also stated that 8% still does not make him competitive with private sector jobs. Mr. Corbin then said that the Town has a warranty program that saves \$17,000 a year in replacement parts.

Mr. Cornette presented the Building and Grounds budget, stated that he was able to reduce expenses by \$50,000. He pointed out that most of the increases in expenses are not within their control, and the items that they do have control over did not change much from FY 23.

Ryan Dews, Stormwater Manager, stated that his department requires specialized types of work, and that the starting salary needs to be \$15.77/hour with the 8% on top of that. He pointed out that his department competes with other municipalities as well as with jobs in the private sector. Mr. Dews stated that he was able to reduce his operational costs by \$25,000 for FY 23. During the budgeting process, he requested a 10% increase for his department's employees' salaries, but that 8% is what he was given.

Ms. Moore stated that the Town pays Dorchester County a 5% fee to collect stormwater fees from Town residents, and she feels that the Town needs to negotiate that agreement away.

### **FY 24 PROPOSED EXPENDITURES**

Ms. Moore presented all of the expenditures combined with the 8% salary increase included. She stated that operating budgets are lower for FY 24 because Department Heads trimmed them in order to get more money for their employees. Ms. Wallace asked Ms. Moore to recompute the numbers to get the starting salary to \$15/hour and add the 8% in as well.

### **CAPITAL REQUESTS**

Ms. Moore presented a list of capital items requested by the Division Directors and Department Heads, but that not everything made the cut of the final list. She stated that American Rescue Plan Funds could be used for some of the capital requests. She also stated that the Town could use general fund balance to fund ordinary expenses such as police cars. Some discussion followed amongst Councilmembers regarding a comprehensive capital funding plan. Ms. Wallace stated that the presentation would delve into capital funding during the discussion of a new fund balance policy.

### **BUDGETED DEBT SERVICE**

Ms. Moore reviewed the Town's current bonds and lease purchases.

### **RECESS FOR LUNCH**

Council and staff recessed for a lunch break at 12:00pm and then resumed the meeting at 1:00pm.

### **STAFF CAPITAL REQUESTS**

Chief Richard Waring presented the Fire Department's capital requests: replacement of a fire engine, administrative vehicles, SCBA units, Station 2 kitchen upgrade, and box trucks.

Chief Doug Wright presented the Police and Communication Department's capital requests: firewall replacement, body worn cameras, FUSUS software, portable radios, 20 vehicles, and tasers.

Russ Cornette presented the Building and Grounds capital requests: Town Hall door replacement millwork, and a pickup truck for the maintenance technician.

Mr. Cornette also presented the Engineering Department's capital requests: road resurfacing, Central Avenue sidewalk project, Lee Street sidewalk, West 5<sup>th</sup> Street sidewalk, Irongate ADA compliant ramps, and a traffic study to identify projects to be funded by the Dorchester County penny tax. Some discussion followed regarding the sidewalk projects.

Dan Corbin, Maintenance Manager, presented the Maintenance Department's capital requests: auto-lift truck and power pusher.

Mark Campbell, Streets Manager, presented the Streets Department's capital requests: replacements of three vehicles/equipment (F450, debris trucker, wheel loader).

Amy Evans, Parks and Recreation Director, presented the Parks and Recreation Department's capital requests: replace the 1999 Chevy 3500, concrete wall repair of the press box at Gahagan, Cuthbert Community Center outdoor pavilion design, fixing the gazebo in Azalea Park, zero turn mowers, park signage, splash pad at Doty Park, and kayak rental station.

Ryan Dews, Stormwater Manager, presented the Stormwater Department's capital requests: pipeliners to fix pipes in yards without digging up the yards.

Council gave their feedback to the capital requests. Mr. McIntosh stated that one of the three sidewalks needs to be done. Ms. Garten-Schmidt stated that resurfacing and sidewalks need to be listed in separate fund. Mr. Jenkins stated that the Town needs to find money for resurfacing and building sidewalks. Mr. McIntosh stated that resurfacing is an annual project and should not be paid for out of fund balance. He suggested using fund balance for the sidewalks projects because those are already permitted and would be a one-time purchase for construction.

**PRESENTATION OF OTHER FUNDS:**

Ms. Moore reviewed the Hospitality and Accommodations Tax funds, the Impact Fees fund, the American Rescue Plan fund, and the Sanitation fund. She stated that she projects revenue at \$6 million for Hospitality tax in FY24. She stated that the Local Accommodations Tax (ATAX) has a \$2 million fund balance, but it is restricted to tourism-related projects. She stated that the current combined fund balance for impact fees is \$2.4 million. She stated that there are \$1,022,726 ARPA funds available to distribute, and that the capital plan earmarks roughly \$999,000 of ARPA money.

Mr. Cornette presented the Sanitation Fund. He stated that the current rate for residents for solid waste collection is \$145.68. The cost to the Town from Carolina Waste is increasing at the beginning of August. Mr. Cornette proposed an increase to the resident fee to \$167.74 to cover the higher costs from Carolina Waste so that the Town doesn't have a deficit. He also stated that \$173 would cover the cost of Carolina Waste and recycling, as well as some capital for the Street Department. Some discussion followed.

**ADJOURN**

There being no further business, Mr. Jenkins made a motion, seconded by Mr. McIntosh, to adjourn. The motion carried unanimously, and the meeting adjourned at 3:08pm.

Respectfully Submitted,

APPROVED:

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Beth Messervy, Town Clerk

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Ricky Waring, Mayor

*Mayor*  
Ricky Waring

*Council Members:*  
Bob Jackson  
Russ Touchberry  
Aaron Brown  
Terry Jenkins  
Kima Garten-Schmidt  
William McIntosh



*Town Administrator*  
Lisa Wallace

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

## **TOWN *of* SUMMERVILLE**

**SPECIAL COUNCIL MEETING  
BUDGET RETREAT – DAY #2 OF 2  
Friday, April 21, 2023**

### **ATTENDANCE**

Present: Mayor Ricky Waring, Councilmembers Kima Garten-Schmidt, Bob Jackson, Aaron Brown, Russ Touchberry, Terry Jenkins and Bill McIntosh. Also in attendance were Town Administrator Lisa Wallace and Town Attorney GW Parker. A quorum was met. Public and press were duly notified. The meeting took place at the Cambria Hotel at 405 Sigma Drive, Summerville, SC. The meeting was livestreamed and recorded.

### **CALL TO ORDER:**

Mayor Waring called the meeting to order at 8:45am.

### **MISCELLANEOUS:**

Before the discussion on fund balance started, Ms. Wallace recapped that in the discussion from the previous day, a full-time prosecutor and Parks & Rec programmer were in the budget. She also stated that staff would bring the Sanitation Fund options back to the Finance Committee with more information. She recapped that staff would like the bump to a starting salary of \$15/hour as well as the 8% for increased salaries.

Mr. Jenkins stated that he would like to increase the starting salary to \$15 per hour before the 8% salary increase was taken into consideration. He then stated that he would like to increase the 8% to 10%, pulling from the fund balance, but the money would not actually come from fund balance because that are enough vacant positions to cover the increase. Mr. Jackson agreed. Mr. Jenkins stated that the department heads would be in charge of how to distribute the 10% based on their needs. Ms. Wallace asked Mr. Jenkins to confirm that he would like a 10% “bucket” and not an “across the board raise” of 10%. Mr. Jenkins confirmed. He stated it would cost roughly \$400,000 to fund the 10%.

Mr. Touchberry complimented the Town staff and stated that the Town needs to increase their pay to retain them and show them that the Council values their work.

Mr. Brown asked if the Department Heads will decide how the 10% will be distributed amongst employees. Mr. Jenkins confirmed that that is what he said. Mayor Ricky Waring agreed. Ms.



Garten-Schmidt stated that this is a great step forward and that the Town employees deserve the raise.

Ms. Wallace said that she and Ms. Moore would recalculate the numbers to bump the 8% to 10% and bring the numbers to Council at the first reading of the budget.

Mr. McIntosh stated that he was concerned about doing even the 8% raise 8% does not “get it done.” He stated that he is not happy with employees who make over \$100,000 a year getting an 8% raise because it sends a message to taxpayers that the Town is rewarding our higher paid employees with even more money.

Chief Wright stated that he does not think that the Town should diminish higher level employees, especially because their counterparts in other municipalities and counties get paid more than Town staff does. He stated that when the Town doesn’t give higher paid people a raise, it’s just “kicking the can down the road.”

Some discussion followed regarding the difference in pay structure amongst departments. Mr. Touchberry stated that Council should rely on the division directors and department heads to distribute the raise as they feel necessary. Mr. McIntosh stated that the Town has a Council-form of government, meaning that the Council is the top of the Administration for the Town.

Stormwater Manager Ryan Dews asked for confirmation that the 10% bucket would be distributed by department heads as they feel necessary. Mr. Jenkins confirmed that statement.

Mr. Brown stated that all departments need to implement an annual written evaluation of employees so that there is a record of everyone’s performance.

Ms. Wallace stated that staff would work on getting 10% into the numbers and present a proposal to Council.

Mayor Waring stated that it is not good that after the first day of the budget retreat, staff was led to believe that everyone was getting an 8% raise, but that now some Councilmembers were saying something different. He stated that a 2% cost of living adjustment is not enough.

Mr. Jackson stated that Council needs to recognize that each department is different and can distribute the raises as necessary. Chief Richard Waring stated that all of the department heads have a solid plan as to how they will distribute the money and that they share their plans with each other. He stated that all department heads are very transparent with their employees when it comes to this subject. He also stated that the Town needs to use this raise as a starting point for recruitment and retention.

Ms. Wallace stated that staff would work on getting 10% into the numbers and present a proposal to Council.



**FUND BALANCE DISCUSSION:**

Ms. Moore stated that Council needs to update the Fund Balance policy to fall in line with how auditors view “committed” funds versus how the Fund Balance policy explains them. She stated that the unassigned target is 30% of fund balance. Ms. Moore stated that the proposed new policy shows what the Town actually has in fund balance to spend. Some discussion followed.

**FEE SCHEDULES:**

Planning Director Jessi Shuler, Parks and Recreation Assistant Director Tim Orvin, and Public Works Director Russ Cornette gave their proposed updates to the Planning & Zoning, Parks & Recreation, and Engineering/Stormwater fee schedules to be a part of the FY24 budget.

**EMPLOYEE BENEFITS PROGRAMS AND RETENTION INITIATIVES:**

Ms. Wallace stated that Town staff has met with four brokerage firms to explore ideas to make health insurance and benefits better for employees. She also stated that staff will bring recommendations to Council about a retiree health insurance plan.

Human Resource Director Chris Grant presented the current employee benefits, as well as employee retention ideas to explore.

**PURCHASING POLICY:**

Ms. Wallace stated that the threshold of what purchases need Council approval is too low, set at \$25,000 by the current ordinance. Mr. Jenkins asked if the items are budgeted, and Ms. Wallace confirmed that even budgeted items \$25,000 and over need Council approval. Mr. Jackson stated that the change order policy in the current purchasing ordinance needs to be reviewed. Mr. Cornette stated that all large projects will have change orders.

**OPEN DISCUSSION:**

Mr. McIntosh made a motion to give first reading to an ordinance to partially rescind the 2022 property tax increase by 4 mills. There being no second, the motion failed.

Mr. Touchberry thanked staff for their hard work on the proposed budget for FY24.

Mr. Jackson stated that Ms. Wallace should take 10% to give division directors and department heads raises.

Ms. Garten-Schmidt stated that the Town should start charging for parking in the garage for special events to recoup some money for maintenance of the parking garage. Mr. McIntosh stated that for events downtown, parking spaces in the garage should collect a premium between \$10-\$20 per spot. Mr. Jenkins stated that the concerns when this subject was brought up last year were from the merchants, who were concerned that their employees would have to pay to park in the garage. Ms. Garten-Schmidt stated that she and Mr. Touchberry had spoken to the merchants last year. Mr. Cornette stated that this same idea was discussed at last year’s budget retreat, but that in subsequent days it was considered an “ill-conceived staff proposal.” Mr. McIntosh stated that there are roughly 5 or 6 events during which the Town could charge for parking.

**EXECUTIVE SESSION:**

Mr. McIntosh made a motion, seconded by Mr. Jenkins, to enter into Executive Session to discuss personnel matters related to Associate Municipal Judge(s), personnel matters related to pay programs/salary adjustments (if needed), personnel matters related to the Director of Community and Economic Development position, and personnel matters related to the Organizational Structure. The motion carried unanimously, and Council entered into Executive Session at 11:13am.

Council returned from Executive Session at 1:30pm. Town Attorney GW Parker stated that Council met in Executive Session to discuss personnel matters related to Associate Municipal Judge(s), personnel matters related to pay programs/salary adjustments (if needed), personnel matters related to the Director of Community and Economic Development position, and personnel matters related to the Organizational Structure, and that no action was taken in Executive Session.

**ADJOURN:**

There being no further business, Mr. McIntosh made a motion, seconded by Mr. Jackson, to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 1:31pm.

Respectfully Submitted,

APPROVED:

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Beth Messervy, Town Clerk

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Ricky Waring, Mayor



## TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT

*"Creating Sense of Place Through Parks & Play"*

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**TO:** Beth Messervy, Town Clerk

**CC:** Lisa Wallace, Town Administrator

**FROM:** Amy Evans, Parks & Recreation Director

**DATE:** May 9, 2023

**RE:** May Parks & Recreation Committee Minutes

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The Parks & Recreation Committee met on Monday, May 8, 2023 in the Council Chambers of the Town Hall Annex. Chairman Bob Jackson who attended virtually and committee members Aaron Brown and Kima Garten-Schmidt participated in the meeting. The meeting was called to order at 5:30 PM.

On March 30, 2023, Dr. Bob Brookover from Clemson University's Department of Parks, Recreation, and Tourism Management facilitated a workshop with Council. Ms. Evans recapped the purpose of the workshop which was to review where we are currently, where we want to be, and how do we get there. Ms. Evans highlighted a few of the workshop recommendations. Mr. Jenkins recommended that the Parks & Recreation Committee put together a committee to look at the viability and potential locations for an indoor sports complex. Mr. Touchberry requested that the committee focus on meeting the needs of Town residents. It was noted that the committee should consist of representatives from the Town, Dorchester County, Dorchester District Two school district, and members of the community. Ms. Garten-Schmidt made a motion (seconded by Mr. Brown) to form a committee for this purpose. Motion passed unanimously.

The second item on the agenda was P&R Impact Fees. Mr. Brown noted that these were currently discounted 80%. Ms. Wallace shared that it was approximately a year ago when these were last reviewed. Ms. Evans shared that park impact fees are only collected on new residential construction and could be utilized for a variety of projects and uses. Ms. Garten-Schmidt made a motion (seconded by Mr. Brown) to send park and recreation impact fees to full council for discussion. Motion passed unanimously.

Ms. Evans shared that the department had recently received several requests from individuals looking to rent facilities for the purpose of hosting for-profit events. Ms. Evans shared that the special event permit guide limits the use of town property for profit except for the purpose of raising funds for a designated 501(c) 3 or eleemosynary organization.

There was general agreement among Council that the same policy should apply to rentals. Ms. Evans stated that she would incorporate this into the Department's policies and procedures manual and into rental contracts.

When reviewing proposed fees and changes for parks and recreation at the budget retreat held on April 21, 2023, Mr. Jackson suggested staff create a non-resident fee for tennis leagues similar to other leagues. The current rate for tennis leagues is \$40. Ms. Evans proposed \$40 for residents and \$60 for non-residents. This amended fee was added to the other fees and changes that were previously proposed to Council and will be included with the first reading of the budget ordinance.

Ms. Evans shared that the restroom facility for Jessen boat landing was received. It is currently not open to the public as electrical, plumbing, and site work still needs to be completed. Ms. Evans also shared that project staff were currently working on rebuilding two bridges at the Oakbrook Trails. This project is expected to be complete in two weeks.

With no other business to discuss, Mr. Brown made a motion (seconded by Ms. Garten-Schmidt) to adjourn. Motion passed unanimously and the meeting adjourned at 5:52 PM.

Sincerely,  
Amy Evans  
Parks & Recreation Director  
Town of Summerville

**PLANNING AND DEVELOPMENT COMMITTEE**

**REPORT** for

May 8, 2023

5:30 PM

The Planning and Development Committee of Town Council met on May 8, 2023. The meeting was held in the Council Chambers of Town Hall, 200 S. Main Street, Summerville, SC. Committee members present included Terry Jenkins, Council District 2; Russ Touchberry, Council District; and Bob Jackson, Council District 6, attended via Zoom. Staff members present included Jessi Shuler, AICP, Director of Planning and other Town staff.

The meeting was called to order at 5:52 PM immediately following the Parks and Recreation Committee meeting.

**UDO Amendments:**

Mr. Jenkins asked Ms. Shuler to introduce and briefly explain both UDO amendments. Ms. Shuler noted that both amendments were minor changes and introduced the ordinance to amend the Unified Development Ordinance, Chapter 5, Section 5.11.2 Required Improvement for Final Plat Approval, Subsection (A) to clarify the process in relation to the permit to operate (PTO) the water and sewer system. She explained that this amendment is proposed by staff to address the chicken and egg problem in relation to receiving a permit to operate (PTO) water and sewer. Per the current language a PTO is required prior to recording a final plat; however, certain water and sewer providers will not issue a PTO without TMS#s and addresses, which cannot be assigned until after a final plat is recorded. Ms. Shuler then introduced the ordinance to amend the Unified Development Ordinance Chapter 13, Section 13.6.1 Pre-Application Conference, Subsection (A) Mandatory Pre-application Conference to include all subdivision review. She stated that this amendment is being proposed to clarify that subdivisions require a pre-application conference even if new streets are not created to ensure that all planning/zoning, access, stormwater, and utility issues are addressed. As the ordinance already states, this can be waived if it is not needed. Mr. Touchberry made a motion to send both amendments to the full Council with a recommendation for approval, and Mr. Jackson made the second. Mr. Jenkins called for the question, and the motion passed unanimously.

Following no additional business or discussion, the meeting was adjourned at 5:55 PM on a motion by Mr. Touchberry, and a second by Mr. Jenkins.

Respectfully submitted,



Jessi Shuler, AICP  
Director of Planning

May 9, 2023



## **PUBLIC SAFETY COMMITTEE**

### *Minutes from May 8, 2023 Meeting*

The meeting was called to order at 5:56pm. Committee members Terry Jenkins, Aaron Brown and Bill McIntosh were present. Police Chief Doug Wright and Fire Chief Brent Melcher were also present.

Chief Melcher gave a quarterly update of the Fire and Rescue Department, highlighting the incident reports, significant incidents, training, education, and recruitment activities.

Chief Wright gave a quarterly update of the Police Department, highlighting the calls for service, grant application status, and community involvement.

Mr. Brown stated that there had been a number of reports of shots fired in the Robynwyn neighborhood in his district. He asked Chief Wright to explain what has been going on in that subdivision. Chief Wright explained that residents in Robynwyn are not calling the police to report the shots fired. He stated that he and the Town's PIO are collaborating on a public service announcement regarding reporting crimes and suspicious activity to the police department. Chief Wright also explained that he has a set team of officers proactively policing the area, as several other crimes have been committed there. He also stated that all of his officers train for proactive policing, as the department is intelligence-led.

There being no further business, Mr. Jenkins made a motion, seconded by Mr. Brown, to adjourn. The motion carried, and the meeting adjourned at 6:17pm.

Respectfully submitted,

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Beth Messervy, Town Clerk

*Mayor*  
Ricky Waring

*Town Administrator*  
Lisa Wallace

*Council Members:*  
Bob Jackson  
Russ Touchberry  
Aaron Brown  
Terry Jenkins  
Kima Garten-Schmidt  
William McIntosh



*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

## **TOWN *of* SUMMERVILLE**

### **PUBLIC WORKS AND COMMITTEE ON WATER SUPPLY May 8, 2023**

The meeting was called to order at 6:16pm by Chairperson Kima Garten-Schmidt. Present were members Kima Garten-Schmidt, Bill McIntosh and Russ Touchberry; Mr. Russ Cornette, Town Engineer and Public Works Director, was also present.

Mr. Cornette presented a request from the residents of Pine Forest Country Club to make the intersection of Congressional Boulevard and Glen Abbey Drive a three-way stop. He stated that the HOA submitted a petition for it. Mr. McIntosh made a motion, seconded by Mr. Touchberry, to approve the stop sign. The motion carried unanimously.

Mr. Cornette then presented a request from Dorsey Tire Group, asking for the Town's assistance in improving Yancy Street, where the business just purchased property. Mr. Cornette stated that to pave what needs to be paved would cost \$229,000, and he suggested that he should ask the CTC for funding assistance. Some discussion followed. Mr. McIntosh made a motion, seconded by Mr. Touchberry, to authorize Mr. Cornette to submit a request to the CTC, as well as to encourage Dorsey Tire Group to contact the Dorchester County Economic Development office for assistance. The motion carried unanimously.

There being no further business, the meeting adjourned at 6:24pm on motion of Mr. Touchberry, seconded by Mr. McIntosh.

Respectfully submitted,

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Beth Messervy, Town Clerk



# TOWN of SUMMERVILLE, SC

## FINANCE COMMITTEE REPORT

May 8, 2023

The Finance Committee met on Monday, May 8, 2023. Present were Mayor Waring and Committee members Bill McIntosh, Kima Garten-Schmidt, Aaron Brown, Russ Touchberry and Terry Jenkins. Bob Jackson participated in the meeting via telephone. Also present were Town Administrator Lisa Wallace, Town Attorney G.W. Parker, and Town Clerk Beth Messervy. Other staff members, members of the press and members of the public were duly notified. The meeting was held in Council Chambers on the third floor of the Annex Building at 200 S. Main Street and livestreamed from the Town's web site.

<b>Welcome</b>	Mayor Waring called the meeting to order at 6:25pm.
<b>Presentation of Financial Statements</b>	Finance Director Rhonda Moore presented the April 2023 financial statements.
<b>Drone Project Proposal</b>	Chris Makowski, the Town's Public Information Officer, presented a proposal for the purchase of a drone for the Town of Summerville to be used for public safety, infrastructure, and communications applications. He also reviewed the different grants he can apply for to fund the drone, the training, and the software.
<b>Financial Requisitions</b>	<p>Mr. McIntosh made a motion, seconded by Mr. Brown, to issue purchase order to Motorola Solutions in the amount of \$31,185 for radio management and licenses. Request from Communications. Funds to come from budgeted communications maintenance funds. The motion carried unanimously.</p> <p>Mr. Brown made a motion, seconded by Mr. McIntosh, to issue a purchase order to AmChar Wholesale, Inc. in the amount of \$34,828.50 for 35 FN15 SRP G2 Rifles. Request from Police Department. Funds to come from Federal Drug Funds. The motion carried unanimously.</p> <p>Mr. McIntosh made a motion, seconded by Mr. Touchberry, to authorize the Town Administrator to enter into a contract effective July 1, 2023 with Russell Landscape for landscape services for the I-26 199 Interchange, Bear Island Road, and Main St Medians in the amount of \$90,390. Funds to come from budgeted hospitality tax funds. Sealed bids were collected. The motion carried unanimously.</p> <p>Mr. McIntosh made a motion, seconded by Mr. Touchberry, to issue a purchase order to CDW-G in the amount of \$35,866.40 for the purchase of 4 Juniper Ethernet Switch and accessories for the Fire Department. Funds to come from Fire Equipment – American Rescue Plan. The motion carried unanimously.</p>
<b>Memorandums of Understanding</b>	Ms. Garten-Schmidt made a motion, seconded by Mr. Touchberry, to authorize the Town Administrator and Chief of Police to enter into updated memorandum of understandings with the Dorchester County Sheriff's Office, Charleston County Police Department, North Charleston Police Department, and Mount Pleasant Police Department. The motion carried unanimously. The Committee also gave Chief Wright permission to negotiate with Charleston County Aviation Authority and Dorchester School District Two for use of a police dog that can sniff out black powder and explosives.

	<p>Mr. Brown made a motion, seconded by Mr. McIntosh, to authorize the Town Administrator and Chief of Police to enter into memorandum of understanding with the City of Myrtle Beach Police Department for assistance during Atlantic Beach Bike Fest during Memorial Day weekend 2023. The motion carried unanimously.</p>
<b>Grant and Change Orders</b>	<p>Mr. Jenkins made a motion, seconded by Mr. McIntosh, to authorize the Town Administrator to Execute the Rural Infrastructure Authority Grant Agreement in the amount of \$340,422 for Springview Lane Drainage Improvements. The motion carried unanimously.</p> <p>Ms. Garten-Schmidt made a motion, seconded by Mr. Jenkins, to issue a change order to GEL Engineering in the amount of \$9,400 for work on a section of sidewalk along Water Edge Drive not included in the original scope of the Ashley River Preserve project, but needed for connectivity. Request from Parks and Recreation Department. Funds to come from fund balance and reimbursed with Oakbrook TIF bond proceeds. The motion carried unanimously.</p>
<b>Considerations for FY24 Budget</b>	<p>Finance Director Rhonda Moore presented the projected revenues for the next three years, the capital purchase recommendations, and the proposed expenditures for FY 24. She stated that these represent the same budget that was presented at the Budget Retreat in April, with the proposed 8% increase in salary line items.</p> <p>Mr. McIntosh thanked Ms. Moore and Town Administrator Lisa Wallace for their work on the budget, making it the most transparent budgeting process he has been through with the Town. He stated that he does not want to spend out of fund balance for an additional 2% on top of the 8% pay increase, as this is a recurring expense. Mr. Touchberry stated that spending out of fund balance for recurring expenses can damage the Town’s bond rating. He suggested a mid-year budget review to see how actual revenues were comparing with projected revenues, offering a possible chance to fund the additional 2% from some other revenue source. Mr. McIntosh agreed that the mid-year budget review is the best practice. Ms. Moore stated that she would put together the budget ordinance for first reading at the May 11, 2023 Council meeting.</p>
<b>Solid Waste Collection Fee</b>	<p>Mr. Cornette presented three scenarios for the solid waste collection fee, based on the increase in the Carolina Waste contract that begins August 1, 2023. The first scenario had no increase on the residents’ rate, which resulted in a \$247,000 deficit to the Town. The second scenario increased the residents’ rate to \$161.10 per year, which resulted in a break even for the Town. The third scenario increased the residents’ rate to \$176.25 per year, which resulted in a surplus of \$241,321 that the Town could use for capital purchases. This would free up money in the FY24 budget that was previously being earmarked for capital purchases. Some discussion followed regarding the services that are provided in the solid waste collection fee. Ms. Wallace stated that the budget ordinance would include the solid waste collection fee for the third option, since that is what the majority of Council was in favor of.</p>
<b>Adjourn</b>	<p>Mr. Jenkins made a motion, seconded by Ms. Garten-Schmidt, to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 7:10pm.</p>

Respectfully submitted,

Beth Messervy, Town Clerk