

# 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>
<p><b>Grant and Change Orders</b></p>	<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>
<p><b>Considerations for FY24 Budget</b></p>	<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>
<p><b>Solid Waste Collection Fee</b></p>	<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>
<p><b>Adjourn</b></p>	<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



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.

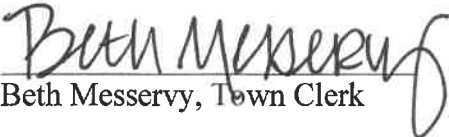
Chief Melcher gave a quarterly update of the Fire and Rescue Department, highlighting the incident reports, significant incidents, training, education, and recruitment activities.

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,

  
Beth Messervy, Town Clerk

*Mayor*  
Ricky Waring



*Town Administrator*  
Lisa Wallace

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

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

## **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,

  
Beth Messervy, Town Clerk