

**PLANNING AND DEVELOPMENT COMMITTEE**

**REPORT** for

September 11, 2023

5:30 PM

The Planning and Development Committee of Town Council met on September 11, 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 virtually. Staff members present included Jessi Shuler, AICP, Director of Planning and other Town staff.

The meeting was called to order at 5:38 PM immediately following the Parks and Recreation Committee meeting.

**Annexation:**

Ms. Shuler introduced the request by the Town of Summerville to annex TMS# 152-00-00-269, located along the Sawmill Branch Canal behind 118 Sellars Cir., and totaling approximately 1.8 acres. Currently zoned TRM, in Dorchester County and will be zoned PL, Public Lands, upon annexation into the Town of Summerville's municipal limits. (Council District 5). She stated that the Planning Commission held a public hearing and made a recommendation for approval at their meeting on August 21, 2023. She also reminded the Committee that this was the same property that they previously accepted as a donation. Mr. Touchberry made a motion to send the item 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.

**Public Hearing Signage:**

Ms. Shuler explained that they received an email with a complaint about the difficulty in noticing and reading the public hearing signs that are posted along road frontage. She explained that they use the current size because it is a standard sign size, which makes it much more cost effective, particularly since they often must replace signs that either get stolen or damaged by lawnmowers or cars, as they are required to be placed along the road frontage. Ms. Shuler noted that the ordinance required certain information be included on the signs, so the signs also had to be erasable, and easily placed by one person. Mr. Touchberry asked if staff received many complaints about the signs, and Ms. Shuler responded that they had received complaints previously, but not too many. Further discussion ensued about the safety of reading the signs from the road and posting them along the road. Mr. Jackson requested that staff research the cost of the next size up for the signs. Ms. Shuler agreed to research that cost for consideration as the existing signs needed to be replaced.

Following no additional business or discussion, the meeting was adjourned at 5:45 PM on a motion by Mr. Touchberry, and a second by Mr. Jackson.

Respectfully submitted,



Jessi Shuler, AICP  
Director of Planning

September 12, 2023

*Mayor*  
Ricky Waring

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



*Town Administrator*  
Lisa Wallace

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

## **TOWN *of* SUMMERVILLE**

### **PUBLIC WORKS AND COMMITTEE ON WATER SUPPLY September 11, 2023**

The meeting was called to order at 5:46pm by Chairperson Kima Garten-Schmidt. Mr. Touchberry was present. Mr. Russ Cornette, Town Engineer and Public Works Director, was also present. A quorum was met.

Mr. Cornette stated that while there is a painted crosswalk on South Main Street at South Hampton Street, there is no signage marking it as a crosswalk. Mr. Touchberry asked if it was possible to put flashing lights on the crosswalk signs. Mr. Cornette stated that the SCDOT requires a study to warrant flashing lights, because it is a SCDOT road, and that he would get in touch with the DOT to request the study. He also stated that he can start getting signs installed at the intersection.

Mr. Touchberry made a motion, seconded by Ms. Garten-Schmidt, to move the quit-claim deed request to full Council for first reading of the ordinance. The motion carried unanimously.

Mr. Touchberry stated that he has received several citizen inquiries about a crosswalk on West Carolina Avenue at Laurel Street. Mr. Cornette stated that a raised crosswalk with flashing lights would work there, but there is no funding for it right now. Ms. Garten-Schmidt made a motion, seconded by Mr. Touchberry, to move the item to full Council for further discussion. The motion carried unanimously.

Mr. Cornette stated that the Town funded the clean-up and road building for the debris management site on Stokes Bridge Road, which is owned by the Commissioners of Public Works. He explained that CPW now has the property for sale, which poses a threat to the Town for use of the acreage that they lease from CPW. Mr. Touchberry made a motion, seconded by Ms. Garten-Schmidt, to move the item to full Council for further discussion. The motion carried unanimously.

There being no further business, the meeting adjourned at 5:56pm.

Respectfully submitted,

  
Beth Messervy, Town Clerk

# TOWN *of* SUMMERVILLE, SC

## FINANCE COMMITTEE REPORT

### September 11, 2023

The Finance Committee met on Monday, September 11, 2023. Present were Mayor Waring and Committee members Bob Jackson (via Zoom), Aaron Brown, Kima Garten-Schmidt, Russ Touchberry and Terry Jenkins. 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 5:57pm.
<b>Presentation of Financial Statements</b>	Finance Director Rhonda Moore presented the August 2023 financial statements.
<b>Financial Requisitions</b>	<p>Mr. Brown made a motion, seconded by Mr. Jenkins, to issue a purchase order to Coast Construction Group in the amount of \$228,341.14 for the construction of a sidewalk along West First North Street. Ms. Wallace explained that \$174,699 would be funded with CDBG funds, and \$53,643 from budgeted capital. The motion carried unanimously.</p> <p>Mr. Jenkins made a motion, seconded by Ms. Garten-Schmidt, to issue a purchase order to Mini-Mixer, LLC in the amount of \$33,600.00 for a two-yard concrete mixer. \$11,200 to come from Stormwater fund balance, \$11,200 to come from municipal impact fees, and \$11,200 to come from Parks and Recreation Impact fees. Mixer will be assigned to and operated by the Street Department. The motion carried unanimously.</p> <p>Mr. Brown made a motion, seconded by Mr. Jenkins, to issue a purchase in the amount of +/- \$55,292.25 to MES for the purchase of 15 sets of turnout gear, shipping cost not included. Request from Fire Department. Funds to come from budgeted operating funds. The motion carried unanimously.</p> <p>Mr. Jenkins made a motion, seconded by Mr. Brown, to issue a purchase order to Blanchard Machinery in the amount of \$129,343.00 for a Caterpillar 420 Backhoe. This is on state contract. Funds to come from park and recreation impact fees. Request from the Parks and Recreation Department. The motion carried unanimously.</p> <p>Mr. Jenkins made a motion, seconded by Mr. Touchberry, to issue a change order to Southeast Pipe Survey in the amount of \$40,860.00 to add 180 feet of 24" CIPP (cured in place pipe) liner to a current estimate for work in the Scott's Mill subdivision. Funds to come from Storm Water Fund Balance. The motion carried unanimously.</p>
<b>Surplus Vehicles</b>	Mr. Jenkins made a motion, seconded by Ms. Garten-Schmidt, to declare the Fire Department's 1993 Pierce Arrow fire engine as surplus and to further authorize the sale of the vehicle. The motion carried unanimously.

	Mr. Jenkins made a motion, seconded by Ms. Garten-Schmidt, to declare WT 126 (Pipehunter combination sewer vac/ jetter trailer) from the Stormwater Department as surplus and to further authorize the sale of that equipment. Proceeds to go to Stormwater Fund Balance. The motion carried unanimously.
<b>Contract</b>	Mr. Jenkins made a motion, seconded by Mr. Touchberry, to enter into a contract with Creech & Associates for architectural services for municipal public safety facilities. The motion carried unanimously.
<b>Fund Balance Policy</b>	Ms. Moore explained that the main difference in the current policy and the proposed policy is terminology to make it more clear for rating agencies to review the Town's finances. She also stated that the proposed policy increases disaster and recovery amount to \$5 million from \$3 million. Mr. Touchberry made a motion, seconded by Mr. Jenkins, to adopt the fund balance policy as presented. The motion carried unanimously.
<b>Executive Session</b>	N/A
<b>Other Business</b>	N/A
<b>Adjourn</b>	Mr. Jenkins made a motion, seconded by Ms. Garten-Schmidt, to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 6:12pm.

Respectfully submitted,



Beth Messervy, Town Clerk