

**TOWN OF SUMMERSVILLE  
FINANCE COMMITTEE REPORT  
JUNE 1, 2016**

The Finance Committee met on Wednesday, June 1, 2016 in Council Chambers immediately following the Parks and Recreation, Planning and Development, and Public Works Committee meetings which began at 5:30 p.m. Present were Mayor Wiley Johnson, Mayor Pro-Tem Bob Jackson and Council members Walter Bailey, Aaron Brown, Christine Czarnik, Kima Garten-Schmidt, and Bill McIntosh. Also present were Town Administrator Colin Martin, Town Attorney G.W. Parker, Director of Administrative Services and Clerk/Treasurer Lisa Wallace and Finance Director Belinda Harper. Other staff members, members of the press and members of the public were also present.

<b>Welcome</b>	Mayor Johnson opened the meeting at 6:35 p.m.
<b>Presentation of Financial Report</b>	Belinda Harper presented the May 2016 financial report. The report was accepted as information.
<b>Approval of Financial Requisitions</b>	Mayor Johnson reported that there were no requests for financial requisitions.
<b>Discussion of Proposed/Upcoming Council Agenda Items</b>	Mayor Johnson suggested that Council consider transferring funds from the fund balance to cover the cost of re-implementing single stream recycling for the rest of the year and increase the solid waste collection fee beginning in January 2017. After some discussion, Mayor Johnson indicated that the upcoming Council meeting agenda will include a Resolution and/or other actions necessary to consider implement this program.
<b>Miscellaneous</b>	<p>Mr. McIntosh made a motion, seconded by Mr. Jackson, to authorize the transfer of \$24,142.52 (FEMA reimbursement) from fund balance to the stormwater capital fund. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Ms. Garten-Schmidt, to accept a grant award in the amount of \$110,500 from the S.C. Emergency Management Division for hurricane wind screens for the Police &amp; Fire stations and authorize the 25% match in the amount of \$27,625 to be paid from budgeted matching grant funds. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Ms. Garten-Schmidt, to accept the CHATS grant award in the amount of \$525,932 for the Gahagan and Sawmill Branch enhancement projects and authorize the town's portion of the project totaling \$312,483 (\$97,483 for Gahagan and \$215,000 for Sawmill Branch) to be paid from budgeted hospitality tax matching grant funds (\$91,085) and budgeted infrastructure/sidewalk projects (\$221,398). The motion carried unanimously.</p>

Mr. Brown made a motion, seconded by Mr. Bailey, to authorize (4) four police vehicles (Units 197, 198, 201, and 202) to be declared as surplus and authorize the sale of those vehicles. The motion carried unanimously.

Mayor Johnson reported that the next item on the agenda was the discussion of a proposed meeting schedule. Mr. Martin reported that the recommendation from the staff is to move the Council meetings to the second Thursday of each month at 6:00 p.m. in Council chambers and have the standing committee meetings on the Monday preceding the second Wednesday of each month beginning at 5:30 p.m. in the annex training room. The Finance Committee meeting will be held in the Council Chambers upon the adjournment of the last standing committee meeting following a 15 minute recess. Mr. Martin added that this proposal accommodates the request to have the meetings during the same week and will allow an appropriate amount of time between meetings for staff to prepare for the council meeting. It also addresses concerns from the public about the Wednesday meetings being held at the same time as Wednesday evening church services. Mayor Johnson asked Council to think about this proposal and consider any unintended consequences this change may cause before considering it at the upcoming council meeting.

**Adjourn**

There being no further business, the meeting adjourned at 7:08 p.m.

Respectfully submitted,



Lisa Wallace  
Director of Administrative Services,  
Clerk & Treasurer



**TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT**  
*"Creating Sense of Place Through Parks & Play"*

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**TO:** Lisa Wallace, Administrative Services Director

**CC:** Colin Martin, Town Administrator  
Russ Cornette, Public Works Director

**FROM:** Doyle Best, Parks & Recreation Manager

**DATE:** June 3, 2016

**RE:** June 2016 Parks & Recreation Committee Meeting Minutes

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The Parks & Recreation Committee met on Wednesday, June 1, 2016 in the Council Chambers located on the third floor of the Town Hall Annex Building. All committee members were in attendance, and Chairman Bob Jackson called the meeting to order shortly after 5:30PM.

I provided committee members with a brief update on the progress of Phase 1 of the Hutchinson Square Renovation project and requested authorization to move forward with the removal of an additional magnolia tree. Though the full construction documents for later phases have not been completed at this time, it has always been our plan to remove this magnolia tree and replace it with a large live oak. Staff has been in contact with WestRock, and they have agreed to donate a tree to the project as long as the Town covers the cost of having the tree moved and planted.

Committee member Garten-Schmidt asked if we had the capability of being able to move/plant the tree in-house. I informed her that we did not have the equipment to be able to do so. Committee member Brown asked if this item needed to be approved by full council. Lisa Wallace notified the committee that since this item would be paid for from my annual operating budget, it did not need to go before full council.

Ms. Garten-Schmidt made a motion (seconded by Mr. Brown) to authorize staff to move forward with the removal of the additional magnolia and to accept the donated tree from WestRock. The motion passed unanimously.

With no other items to discuss, Chairman Jackson adjourned the meeting at 5:38 PM.

Sincerely,

Doyle Best | Manager, Parks & Recreation | Town of Summerville

**PLANNING AND DEVELOPMENT COMMITTEE**

**REPORT** for

June 1, 2016

4:00 PM

TOWN HALL – BOARDROOM A  
200 S. Main Street, Summerville, SC

The Planning and Development Committee of Town Council met on June 1, 2016 at 5:30 PM immediately following the Parks and Recreation Committee of Town Council. The meeting was held in Council Chambers, Town Hall, 200 S. Main Street, Summerville, SC. Committee members present included Bill McIntosh, Council District 4, Chairman; Walter Bailey, Council District 3; and, Bob Jackson, Council District 6. Staff members present included Madelyn Robinson, AICP, Director of Planning & Economic Development; and, Rich Palmer, Building Official. All councilmembers including the Mayor were in attendance.

The meeting was called to order at 5:38 PM by Mr. McIntosh following the adjournment of the Finance Committee.

**New Business:**

The first item under new business was the request to annex Dorchester County TMS#130-00-00-002, 1 lot (3.25 acres), located at 100 Four Paws Lane, owned by Dorchester Society for Prevention of Cruelty to Animals, currently zoned R-4, Multi-Family Residential in Dorchester Co. and will be zoned B-3, General Business upon annexation into the Town of Summerville's municipal limits. (Council District 1) Ms. Robinson provided the introduction of the request. Mr. Jackson made a motion to send the request to full council with a recommendation for approval of first reading. Mr. Bailey seconded the motion. Following no discussion, the motion carried unanimously.

The second item was the discussion of Temporary Event Signage (campaign signs). Mr. McIntosh began the discussion stating he understood there was ongoing conversation concerning the time limit prior to an election that signs could be posted as well as whether signs are allowed in rights of ways (ROWs). Mr. McIntosh asked staff if signs were allowed in ROWs. Ms. Robinson responded that by ordinance, under prohibited signs, no signage was allowed in ROWs (unless placed by a governmental authority); but, that this is not restated in the section regarding temporary event signage such as campaign signs. Ms. Robinson added that there has been a suggestion to increase the amount of time prior to an election that a campaign sign may be posted from thirty (30) days to sixty (60) days. The Committee discussed the timing issue as well as content and whether either could be restricted. Ms. Robinson provided that at the time Council amended this section of the ordinance, the state's attorney general's opinion had been sought regarding various aspects of campaign signage. Following the receipt of that opinion, staff understood that timing before the election event as well as placement could be restricted, but size could not. The Committee voiced concerns of signage in ROWs and ultimately made a motion that carried unanimously ( by Mr. Bailey and seconded by Mr. Jackson) to have the Town's Attorney research content, placement in ROWs and on private property and provide that information to the Committee to continue the discussion.

Following no additional business or discussion, the meeting was adjourned at 5:55 PM with a motion by Mr. Jackson and a second by Mr. McIntosh.

Respectfully submitted,

Madelyn Robinson, AICP  
Director of Planning & Economic Development

June 2, 2016

Wiley Johnson, Mayor

*Council Members:*

Bob Jackson, Mayor Pro-Tem  
Walter Bailey  
Aaron Brown  
Christine Czarnik  
Kima Garten-Schmidt  
William McIntosh



*Town Clerk and Treasurer*  
Lisa L. Wallace

*Town Attorney*  
G.W. Parker

## **Town of Summerville**

### **MINUTES**

### **PUBLIC WORKS COMMITTEE MEETING**

**June 1, 2016**

Present: Bill McIntosh, Kima Garten-Schmidt, Christine Czarnik, Walter Bailey, Aaron Brown, Bob Jackson, Mayor Johnson, Colin Martin, Russ Cornette

Kima Garten-Schmidt called the meeting to order at 6:00 p.m. on Wednesday, June 1, 2016.

#### **1. Stop Sign Request**

Staff received a request from the Arbor Oaks Homeowners Association for additional stop signs on Arbor Oaks Drive in a 90degree curve and cul-de-sac. The letter of request and sketch is attached for reference. The HOA believes the signs will help slow traffic and act as a traffic calming solution. Staff has no issue with the request, and recommends approval. Members of the committee discussed the request, had no issue with the additional stop signs, and were agreeable to the staff recommendation. No motion was made.

#### **2. Single-Stream Recycling**

The past couple months, staff has presented potential solutions and revenue sources for those solutions to reestablish single-stream recycling in Summerville. The May 2016 Public Works Committee staff report was provided a reference in the staff report.

The only new information staff has to present regarding recycling is the results of the on-line survey conducted to collect citizen input on recycling and an opt-in recycling program. The survey results were provided and briefly covered by staff. There was also discussion of an opt-in program by Waste Pro. Councilman Brown and Councilman Bailey also participated in the discussion. The opt-in program entails the Town not providing recycling services at all, and citizens that choose to recycle may contract curbside recycling services with Waste Pro directly. The cost of the program would depend on citizen participation, so costs have not been determined by Waste Pro at this time. Councilman McIntosh made a motion to send the recycling item to full council for further discussion without a recommendation. Councilwoman Czarnik seconded the motion and it passed unanimously.

#### **3. Discussion of Roads**

Mayor Johnson requested the discussion of roads be added to the agenda. Staff recognized Mayor Johnson to explain the request. The Mayor explained he would like a roads condition assessment list to help prioritize which roads get resurfaced annually. He also would like to know what roads in Summerville the SCDOT plans to resurface annually. Cornette explained staff developed a roads condition assessment list in 2011,

and the Dorchester CTC had a roads condition assessment list prepared for the entirety of Dorchester County in 2013 by an engineering consultant. Both lists also include state roads. Staff uses these lists as well as institutional knowledge from the Town Street Department to prioritize annual resurfacing lists. Members of the Committee requested a map and list of roads that differentiates State roads, from Town roads, from County roads. Staff will work to prepare this material to provide to Council. No action was taken.

**4. Downtown Crosswalks**

Councilwoman Czarnik requested this item be added to the agenda because of her concern of pedestrian safety at the midblock crosswalk on West Richardson Avenue in front of Town Hall. Cornette said additional pedestrian crossing signs could be added on the road shoulder at the crosswalk that may help motorists become more aware of pedestrians crossing. Cornette also added that during the development of the Bear Island Road plans, the Town received approval from the Federal Highway Administration to use Rapid Rectangular Flashing Beacon devices at crosswalks. SCDOT has not approved the use of these devices on state roads, but Cornette will pursue their approval at the West Richardson Avenue crosswalk. No action was taken.

*There being no further business the meeting was adjourned at 6:25 p.m.*

Respectfully submitted,



Russell W. Cornette