

MINUTES
SPECIAL CHERAW TOWN COUNCIL MEETING
MARCH 24, 2020
4:00 P.M.

MEMBERS PRESENT: Mayor Andy Ingram, Councilmembers: Robby Bennett, Jim Crawford, Jacqueline Ellerbe-Shannon, Cherryl Melton and Billy Wallace, Jr.

MEMBER ABSENT: Councilman Richard White.

OTHERS PRESENT: Mike Smith, Town Administrator, Clementine A. Ellis; Clerk-Treasurer, Jeffrey Watson, The Link, Rob Wolfe and Brian Rogers.

1. The invocation was offered by **Mike Smith** and the pledge was made to the American flag.
2. Mayor Ingram called upon Councilman Jim Crawford, Chairman of the Finance Committee for a recommendation to undertake a Water/Sewer Rate Study. **Councilman Crawford** stated after hearing the audit presentation from Bill Hancock of the Brittingham Group it was strongly recommended the Town look at undertaking a rate study for the Public Utilities Department and get a true cost of what the Town's water and sewer rates should be. For the past two fiscal years the Town's water/sewer fund has been operating at a significant loss. After the auditors remarks the Finance Committee met with officials from Willdan Financial Services who were recommended by Bill Hancock as well as Town Administrator Mike Smith.

The Willdan officials explained the process of what a water/sewer rate study would entail and there would be two components to this study which will cost \$40,000. Since the Town has never had a water/sewer rate study conducted the Finance Committee feels it is imperative that a comprehensive study be undertaken to ensure all future decisions be based on a fair and equitable manner.

Councilman Crawford stated in the form of a motion the Finance Committee is recommending the Town approve the proposal submitted by Willdan Financial Services for up to \$40,000 and take the funds from the Public Utilities fund balance. The motion was seconded by **Councilman Bennett**. **Councilman Crawford** stated there are two components. The first is a revenue sufficiency analysis which could be back in late April and the other is a cost of service and rate design which would be mid-summer. **Councilman Bennett** asked Town Administrator Mike Smith if the Town would have to sign an engagement letter and if so, could he contact the company to see if they would come down. Smith stated he would contact the company. The motion passed by unanimous vote.

3. There being no further business a motion was made by **Councilwoman Melton** to adjourn. The motion was seconded by **Councilman Wallace** and passed by unanimous vote. The meeting was adjourned at 5:37:p.m.

Respectfully submitted,



Clementine A. Ellis
Clerk-Treasurer

**MINUTES
CHERAW TOWN COUNCIL MEETING
MARCH 10, 2020
5:30 P.M.**

MEMBERS PRESENT: Mayor Andy Ingram, Councilmembers: Robby Bennett, Jim Crawford, Jacqueline Ellerbe-Shannon, Cherryl Melton, Billy Wallace, Jr. and Richard White.

MEMBER ABSENT: None

OTHERS PRESENT: Mike Smith, Town Administrator; Clementine Ellis, Clerk-Treasurer, Rob Wolfe, Helen Palmer, Carl Compton, Jamie Adams, Laura Greene, Delphenia Rollins, Renay Johnson, Jimmy Thompson, Reggie Davis, Mary Gillespie, Rev. Bernest Freeman, J.T. Flemming, Bahadur Al Bey, Jeffrey Watson of The Link, Marvin Murray and Brenda Ratliff.

1. The invocation was offered by **Rev. Bernest Freeman of St. Matthew Baptist Church** and the pledge was made to the American flag.
2. Mayor Ingram introduced for council's consideration the minutes of the February 11th council meeting. A motion was made by **Councilman Crawford** to approve the minutes. The motion was seconded by **Councilman Wallace** and passed by unanimous vote. Mayor Ingram introduced for council's consideration the minutes of February 20th special council meeting. A motion was made by **Councilwoman Melton** to approve the minutes. The motion was seconded by **Councilman Wallace** and passed by unanimous vote.
3. The February 2019 Financial Report was submitted for council's consideration. A motion was made by **Councilman Crawford** to approve the February Financial Report. The motion was seconded by **Councilwoman Melton**. **Councilman Crawford** had questions about revenues. The motion was passed by unanimous vote.
4. Mayor Ingram called upon Loss Control Committee Chairperson Marvin Murray for presentation of 2019 Safety Awards for Department of Year and Safety Employee of the Year. **Mr. Reggie Davis of the Recreation Department was named 2020 Safety Employee of the Year. The Public Works and Parks and Public Facilities Departments were recognized as 2020 Safety Department of the Year.** These two departments work closely and are housed in the same building. They also share employees. Mayor Ingram congratulated everyone and stated he appreciates the find job done.
5. **Second Reading of Ordinance:**

Mayor Ingram introduced for council's consideration second and final reading of **Ordinance 2020 - 26: An Ordinance to Amend Section 12-2 Nuisances of the Town of Cheraw's Code of Ordinances and Add Language Addressing Various Actions Deemed Prohibited.** Mike Smith stated here have been several complaints over past few months and years of unsightly properties. This Ordinance will enforce people to clean up their properties **Councilwoman Melton** made a motion to approve **Ordinance 2020-26.** The motion was seconded by **Councilman Wallace** and passed by unanimous vote.

First Reading of Ordinance:

- a. Mayor Ingram introduced for council's consideration first reading of **Ordinance 2020-27: An Ordinance to Amend Section 5-9 of the Cheraw Zoning Ordinance Related to Permitted Uses in the General Commercial District.** Rob Wolfe stated this is a recommendation from the Planning Commission to remove duplex residence as a permitted use in general commercial which primarily is located on Highway 9. It will also make any residential structure which would be like apartments, condominiums, or town houses comply with mixed use development standards which require commercial on the road frontage. **Councilman White** made a motion to approve **Ordinance 2020-27.** The motion was seconded by **Councilman Wallace** and passed by unanimous vote.
- b. Mayor Ingram introduced for council's consideration first reading of **Ordinance 2020-28: An Ordinance to Amend Section 6-1 of the Cheraw Zoning Ordinance Adding Section 6-1.10 Required Parking for Disabled Persons.** Rob Wolfe stated this is mostly a compliance change. There is a minimum disabled parking that is already required by American with Disability Act and this would incorporate the language into our own zoning ordinance to make sure we stay in compliance. **Councilman Crawford** made a motion to approve **Ordinance 2020-28.** The motion was seconded by **Councilman Wallace** and passed by unanimous vote.
- c. Mayor Ingram introduced for council's consideration first reading of **Ordinance 2020-29: An Ordinance to Amend Section 5-4 High Density Residential of the Cheraw Zoning Ordinance.** Rob Wolfe stated this would encourage higher density residential development here within the Town like the accessory dwelling incorporated last month. Wolfe also stated currently in high density residences you can build duplexes, but you go through the Board of Zoning and Appeal. This would remove the process of going through the Board of Zoning and Appeal and turn into a permitted use. A motion was made by **Councilwoman Melton** to approve **Ordinance 2020-29.** The motion was seconded by **Councilman Wallace** and passed by unanimous vote.
- d. Mayor Ingram introduced for council's consideration first reading of **Ordinance 2020-30: An Ordinance to add Section 4-18 Design Standards for Automotive Dealerships to the Cheraw Zoning Ordinance.** Rob Wolfe stated this is one of the designs standards being recommended by the Planning Commission to help clean up the appearance of the town. This would help to keep order at auto dealerships so cars cannot be just parked anywhere nor crammed into spaces and not selling junk off the front of the lot but just automobiles. A motion was made by **Councilman White.** The motion was seconded by **Councilman Wallace** and passed by unanimous vote.
- e. Mayor Ingram introduced for council's consideration first reading of **Ordinance 2020-31: An Ordinance to Add Section 4-17 Design Standards for Automotive Repair Shops to the Cheraw Zoning Ordinance.** Rob Wolfe stated this is a recommendation from the Planning Commission. This deals with appearance of automotive repair shops. This requires certain aesthetics such as

tires waiting for disposal to have to go inside enclosure. You cannot store junk vehicles on site nor disassembled vehicles out in front of shop. These would have to be moved inside at night. **Councilwoman Melton** made a motion to approve **Ordinance 2020-31**. The motion was seconded by **Councilman Wallace** and passed by unanimous vote.

6. Mayor Ingram called upon **Councilman Crawford, Chairperson of the Finance Committee** for the following recommendations:

a. **Councilman Crawford** stated On March 3rd the Finance Committee met with Town Administrator Mike Smith and Clerk/Treasurer Tina Ellis to discuss heating and air units at the Community Center. There are ten units at the Community Center with eight of those units being nearly 25 years old. Three of the units have gone out in the past couple of months and are not able to be repaired. These units provide heating and air to the gymnasium, the upstairs offices and conference room. It is the recommendation of the Finance Committee to authorize Town staff to bid out these units which will cost an estimated \$38,000 with the Town eligible to receive some rebates from Duke Energy but those rebates will only be around \$1,000. The funds to take pay for these units will be taken from the Town's hospitality account. The Finance Committee in the form of a motion recommends the Town look at replacing the other units on a phased schedule if possible. The motion was seconded by **Councilwoman Melton**. Mayor Ingram asked if the units are not repairable. Town Administrator Smith noted they are not repairable. The motion passed by unanimous vote.

b. The Finance Committee met on March 3rd with Town Administrator Mike Smith and Clerk/Treasurer Tina Ellis and discussed a recent bid of adding additional security cameras at Arrowhead Park. The Town had applied for a \$25,000 Parks and Recreation Development Grant (PARD) that would help in the payment for these cameras which would be placed throughout Arrowhead Park including the walking path and ballfield areas. There are already security cameras in the playground and picnic shelter area. A mandatory pre-bid conference was held on February 12 and ten companies showed up. The bid opening was held on February 28th and six companies submitted bids. The bids were as follows:

GTS Solutions	\$204,195
Johnson Controls	\$339,953.81 +\$8,165.80
Network Controls	\$109,150.44
Technology Solutions of Charleston	\$72,508
Allied Universal Tech Systems	\$187,511.61
Sandhill Communications	\$59,613.98 - \$25,000 donation
net bid	\$34,613.12

After a review of the bids the Finance Committee is recommending in the form of a motion the Town award the bid to **Sandhill Communications**. These funds will be taken from the **Hospitality Account**. The motion was seconded by **Councilwoman Melton** and passed by unanimous vote.

- c. The Finance Committee met on March 3rd to discuss a variety of topics and one issue that had been previously discussed was the need to replace the utility truck at the Fire Department that was a 1992 Ford pickup. Council had held off on replacing this vehicle since it was still operating but in September the truck's engine blew up and could not be replaced. The Fire Chief requested to replace the utility truck with the current vehicle he drives which is a 2005 model and has nearly 200,000 miles on it and purchase a new vehicle for himself which he has been requesting for the past several years.

The cost to purchase a new truck for the Fire Chief will be nearly \$44,000 and the Finance Committee is recommending Council authorize the Fire Chief order a new vehicle since it will take 10 to 12 weeks before it will be delivered with the stipulation it arrive at a time in which the payment for this vehicle will come out of the new budget year beginning July 1st and this comes in the form of a motion. The motion was seconded by **Councilman Wallace** and passed by unanimous vote.

7. Town Administrator Mike Smith asked Council to disregard his request regarding properties that were acquired through the NIP (demolition) grant. Smith stated the properties are owned by the Town of Cheraw Community Development Corporation and he will get with the committee. **Councilman White** made a motion to move forward. The motion was seconded by **Councilman Wallace** and passed by unanimous vote.

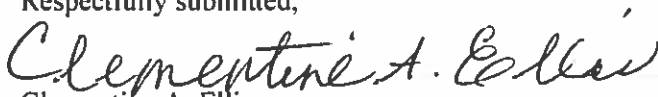
8. **For Council Information:**

9. **Citizen Comments:**

None.

10. There being no further business a motion was made by **Councilwoman Melton** to adjourn. The motion was seconded by **Councilman Wallace** and passed by unanimous vote. The meeting was adjourned at 5:49 p.m.

Respectfully submitted,


Clementine A. Ellis
Clerk-Treasurer