

**MINUTES
REGULAR MEETING
WINNSBORO TOWN COUNCIL
NOVEMBER 21, 2023**

Present: Mayor John McMeekin; Mayor Pro-Tem Demetrius Chatman; Janice Bartell-Prather, Danny Miller, Jae Burroughs, Council Members; Jason Taylor, Town Manager; Kathy Belton, Assistant Town Manager; Scott Elliott, Town Attorney; Patti Davis, Town Clerk.

Absent: Chris Clauson.

The Winnsboro Town Council met in regular session on November 21, 2023, at the Winnsboro Women's Club Building. In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80 (e), as amended, the following persons and/or organizations have been notified of the time, date and location of this meeting: The Voice of Blythewood and Fairfield, The Country Chronicle and other individuals associated with the distribution list of the Town of Winnsboro.

1. CALL TO ORDER

Mayor McMeekin called the Regular Meeting to order at 6:19 p.m.

2. INVOCATION

Council Member Miller led the invocation.

3. APPROVAL OF AGENDA

Mayor Pro-Tem Chatman made a motion, seconded by Council Member Bartrell-Prather, to approve the agenda. ***The motion carried 5-0.*** Mayor McMeekin stated he just got into Town from the COG meeting along with Council Member Gilbert. They learned a lot at the meeting, and he appreciates what Council Member Gilbert has done for Fairfield County.

4. APPROVAL OF MINUTES

Council Member Bartell-Prather made a motion, seconded by Council Member Burroughs, to approve the Regular Meeting minutes from November 7, 2023. ***The motion carried 5-0.***

5. SPECIAL REPORTS/PRESENTATIONS

None.

6. PUBLIC COMMENT (3 MINUTES): THE TOTAL TIME ALLOCATED TO THIS PUBLIC COMMENT SEGMENT IS 30 MINUTES.

None.

7. PUBLIC HEARINGS

None.

8. ORDINANCES AND RESOLUTIONS

- A.** Second and Final Reading Ordinance No. 92: Historic Preservation Ordinance Establishing Local Historic Property Designation and Design Review. Mr. Elliott stated this ordinance is a model ordinance proposed by the Department of Archives, and staff did a great job putting it together. As he prepared for the meeting, he noticed in three places commentary was inadvertently left into the Ordinance for this final reading. He, therefore, recommends the Ordinance be passed with removal of the red-lined commentary. Motion made by Mayor Pro-Tem Chatman, seconded by Council Member Bartell-Prather, to approve Second and Final Reading Ordinance No. 92 with removal of the red-lined commentary. ***The motion carried 5-0.***
- B.** Second and Final Reading Ordinance No. 93: Amending the Town Policies of the Public Works Ordinance of the Town of Winnsboro to Add the Annexation Requirement for Utility Services. Mr. Taylor stated this is an ordinance that is common in towns and municipalities that have their own utilities. There are different rates for in-town residents and out-of-town residents to try to encourage people to annex, and this is one of the ways to essentially make it mandatory. If property is contiguous to the Town's border and a new service is requested, an annexation petition would be required for that new service. It would not require Town Council to approve it, but it makes the owner of the property petition to see if Town Council wishes to annex that property into the Town. Motion made by Council Member Burroughs, seconded by Council Member Bartell-Prather, to approve Second and Final Reading Ordinance No. 93. Mr. Elliott agreed that this is not uncommon, and he is a little surprised the Town has not done this already. ***The motion carried 5-0.***
- C.** Second and Final Reading Ordinance No. 94: Amending the Business License Ordinance of the Town of Winnsboro to Update the Class Schedule as Required by Act 176 of 2020. Mr. Taylor stated business license laws associated with municipalities have essentially been re-legislated by the State, and they are very rigid as far as what municipalities can and must do. This Ordinance is keeping the Town in compliance with the new laws. Motion made by Mayor Pro-Tem Chatman, seconded by Council Member Bartell-Prather, to approve Second and Final Reading Ordinance No. 94. ***The motion carried 5-0.***

9. MANAGER'S REPORT

A. Ongoing Projects:

Code Enforcement - Mr. Taylor stated there is not a lot to report. Staff is trying to make sure the Code Enforcement Officer can write tickets, and meetings are being held with Public Safety to work through this. Mayor Pro-Tem Chatman stated he has noticed some houses with possibly deceased owners, and the grass needs attention. Mr. Taylor stated the Town has to be able to do liens, and this will help with problems such as this. There are things that can be done, but they are not quick because of the notice procedures that have to be done.

Utilities – Mr. Taylor reported utility upgrades were discussed in the Finance Committee, such as adding new pumps and updating the sewer plant's filter system. There is also the potential for exploring other very positive upgrades with DHEC to the Town's plant which will be very beneficial to both the Town and the County. Hopefully, more information concerning this can be reported to Council very soon.

Redevelopment Efforts – Offers have been put together with the help of Mr. Elliott. These were previously discussed with Council and will soon be going out to the landowners. Staff is also continuing to get qualifications from firms to help the Town with design work and also marketing studies that are needed for redevelopment and to attract businesses that will be successful. A meeting was held with one of these firms today, and Mr. Taylor was very pleased with their presentation.

Fairfield Joint Water & Sewer Service – The next meeting for the Joint System is scheduled for November 28. Hopefully, advertising will be out soon for a director and also getting bank accounts set up. Mayor McMeekin stated the Joint System attorney should also be able to give the Commission an update at this next meeting. Mr. Taylor stated a time sensitive and important item to discuss is getting easements. These can be time consuming and complicated, and the Joint System is under the gun as far as a time limit to get this money spent.

10. OLD BUSINESS

A. Request of Action – Gas, Water and Sewer Department. Request to Approve an Additional Allocation of Funds to Purchase a Pump Station to be Placed at PS#3 (\$42,834.50). Mayor Pro-Tem Chatman stated this was approved in the Finance Committee. It was originally approved

in the last budget, and now approval is needed for this to be paid from the current budget. Mayor McMeekin stated it was approved in the last budget year, but it is now needing to be paid in the new budget year. Motion made by Mayor Pro-Tem Chatman, seconded by Council Member Burroughs, to approve the Request of Action. Council Member Miller inquired if the money is available and has been moved over, and Mr. Taylor said it is available. ***The motion carried 5-0.***

11. NEW BUSINESS

- A.** Request for Public Funds – Debra McDaniel, Community Christmas Dinner. Mayor Pro-Tem Chatman stated this item was approved in the Finance Committee. Mrs. McDaniel is in District 3, but she serves the entire Town. He has participated the last two years, and a total of 700-800 plates are provided. Mrs. McDaniel has some sponsors who assist her, and she does this every year. Motion made by Mayor Pro-Tem Chatman, seconded by Council Member Burroughs, to approve the request for Public Funds. ***The motion carried 5-0.***
- B.** Request of Action - Allocation of Funds to Cover the Engineering Services Related to the Tertiary Filter Replacement of the Wastewater Treatment Plant in Response to the Consent Orders Issued by DHEC. Mr. Taylor stated this is an item the Town is required to do, because DHEC has found the Town in violation of these filters not being run correctly. The Town does want to run the plant efficiently and be able to process more wastewater. There is also money in a bond that had been issued previously of a little over \$1M that can only be used for sewer. The Town very wisely kept this instead of giving it back to the bonding agency, because the money is now needed for this project. Council Member Bartell-Prather inquired if there is enough money to cover this request, and Mr. Taylor stated it is enough to cover what is being asked for currently, which is all the engineering. It will, however, not be enough to cover the entire project, but there is some time before that will be needed. Mayor McMeekin stated the Town had a good interest rate and made the decision to keep this funding in case there was something needed in the future, and it does have to be spent specifically in the area of sewer. Motion made by Mayor Pro-Tem Chatman, seconded by Council Member Burroughs, to approve the Request of Action. Council Member Miller inquired of the cost of the project. Mr. Taylor stated the total cost will be \$1.8M, and Mr. Wright stated the engineering costs are \$293,000. Council Member Miller inquired if there was a bidding process, and Mr. Taylor stated the ultimate construction will be bid out. Legal services and engineering do

not need bids, and instead, a request for qualifications is used. ***The motion carried 5-0.***

- C.** Request of Action - Allocation of Funds to Purchase a Used Vehicle to Allow the Meter Readers to have Five Vehicles. Mr. Taylor stated this request also went before the Finance Committee, which is the request for \$7,500 to purchase a vehicle. The Town has developed a good relationship with State Surplus. This vehicle was listed for \$11,000 and was offered to the Town for \$7,500. The vehicle is a Ford Explorer with less than 40,000 miles. This vehicle will go to the meter readers. At times, two employees have to ride together, which is not efficient. Motion made by Mayor Pro-Tem Chatman, seconded by Council Member Bartell-Prather, to approve the Request of Action. ***The motion carried 5-0.***
- D.** Planning Commission Appointment – Lauren Stines, District 4. Mr. Taylor stated it is critical that the Planning Commission have members. Motion made by Council Member Burroughs, seconded by Council Member Bartell-Prather, to approve the appointment of Lauren Stines to the Planning Commission. Mayor McMeekin stated this will still leave vacant seats, so all Council Members need to find people to put on the Planning Commission. Mr. Taylor stated it would not be good if someone requested a rezone or something of that nature and staff is not able to act quickly. He further stated this could hold up potential growth. ***The motion carried 5-0.***
- 12. EXECUTIVE SESSION: (The following statement is provided in compliance with the South Carolina Freedom of Information Act: Subsequent to Executive Session, Council may take action on matters discussed in Executive Session.)**

- A.** Economic Development/Contractual Matter - Discussion Concerning Downtown Revitalization Pursuant to S.C. Code §30-4-70(a)(2).

The Clerk stated the executive session is not needed, and Mr. Elliott stated an update can be given without going into executive session. The Town has procured appraisals on three parcels that are in desperate need of either updating or tearing down. He will be drafting a letter subject to Mr. Taylor's approval next week to notify the landowners that the Town will offer the appraised amount for their property. It will also be pointed out that there are other avenues of recourse if the offer is not accepted. Mayor McMeekin stated he has spoken with Representative McDaniel, and she is very interested in moving forward. Mr. Elliott stated this will be very good

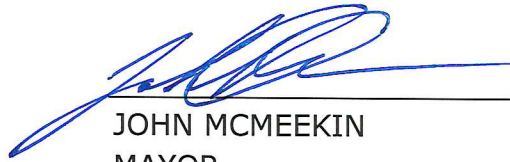
use of her help to the Town. Mayor McMeekin stated he appreciated Mr. Elliott giving this update in regular session, because anytime this can be done, it will build trust.

13. ADJOURN

At 6:44 p.m., Council Member Miller made a motion, seconded by Mayor Pro-Tem Chatman, to adjourn. ***The motion carried 5-0.***



PATTI L. DAVIS
TOWN CLERK



JOHN MCMEEKIN
MAYOR