



## Public Works Committee Meeting City Hall Conference Room

September 19, 2018, 5:30 p.m.

### MINUTES

**Present:** Chairman Carlos Williams; Committee Members Angela Douglas and Annie Reid; City Administrator Stephanie Jackson, Public Works Director Reginald McBeth and Sylvia Young.

**Call to Order:** Chairman Williams called meeting to order at 5:54 p.m.

#### OLD BUSINESS:

**Public Works Organizational Chart** – Mr. McBeth gave the Committee an update concerning Public Works Department organizational chart. Chairman Williams expressed to the Committee the importance of each department maintaining organizational charts and employee location indicators chart/board that helps the public identify where an employee is located within a City Hall. Mr. McBeth suggested to the Committee that an employee location chart with magnetized labels can be revised as needed.

#### NEW BUSINESS:

**Public Works Department Update** – Mr. McBeth gave the Committee an update concerning the Public Works Department. The Committee and Mr. McBeth discussed the following items:

- Removing brush and debris after Hurricane Florence
- Two new employees are working out well within the department
- Adjusting pressure on residential garbage truck to prevent damaging wheels on containers.
- Container lids not closing completely due to excess garbage. City needs to enforce the purchase of blue bags for excess garbage and putting warning notices on containers for violators.
- Illegal dumping of items at city residents' property
- Chester Housing Authorities (CHA) – a two weeks pick-up schedule has been set to remove junk and debris from apartment complexes.
- Promoting Chester County Household Hazardous Waste and Paper Shredding Day - Saturday, October 13, 2018.

**Keep America Beautiful** – The Committee discussed Palmetto Pride and county partnership for beautification efforts. Chairman Williams advised Mr. McBeth to research Palmetto Pride for grant availability. After much

discussion, Chairman Williams agreed to contact Shane Stuart, Chester County Supervisor about Palmetto Pride, Keep American Beautiful project.

**Public Education in Case of Emergencies** – Councilwoman Douglas stated, “Good job Chester!” She informed the Committee that she was very pleased with the efforts of the city during Hurricane Florence. She stated that the city done an excellent job preparing for Hurricane Florence. Mrs. Jackson gave the Committee a report concerning city and county preparations for Hurricane Florence.

**Storm Water Issues** – Mr. McBeth gave the Committee an update concerning clearing storm water drains. The Committee discussed with Mr. McBeth their concerns about storm water drains issues. The Committee and Mr. McBeth had much discussion about areas in city that has storm water problems.

**Strategic Planning Date** – The Committee agreed to wait until next meeting to plan dates for the Strategic Planning Sessions.

**Sell of Old Garbage Trash Cans** – Mr. McBeth request the Committees’ approval to sell old garbage trash cans. After a brief discussion, the Committee advised Mr. McBeth to dispose of old garbage trash cans.

**Sell of Old Out of Service Truck/Equipment** - The Committee and Mr. McBeth discussed the sale vs auctioning of old out of service truck and equipment.

**Assistant Director Restructure** - The Committee agreed to remove item from agenda for a later discussion.

#### **EXECUTIVE SESSION:**

**Public Works Personnel Matter** – The Committee agreed to postpone discussion for the item Public Works Personnel Matter until next meeting.

With no further discussion, Chairman Williams made a motion to adjourn meeting. Councilwoman Douglas seconded the motion. The motion carried unanimously. The meeting adjourned at 6:52 p.m.

Sincerely submitted by,

Sylvia Young