

Public Works Committee Meeting

January 16, 2019

5:30pm

Minutes

Members present: Mr. Carlos Williams, chairman, Ms. Angela Douglas, Mrs. Annie Reid, Mrs. Stephanie Jackson-Administrator, Mr. Reginald McBeth-Public Works Director

Call to Order: The meeting was called to order at 5:31pm by Carlos Williams.

Old Business:

Special Pick Up Day: January 16 was the special pick up day. It will be carried over to tomorrow in order to complete the pick- ups. The main entry ways have been done and the arterial pick- ups will be done on January 17. We will plan an Earth Day clean up in April in order to encourage residents to participate. Councilwoman Douglas reminded Mr. McBeth to remember to address the areas that include flood planes in order to prevent flooding. Due to the accumulation of leaves on the streets, we may have to consider going back to the collection bags for leaves. The storm drains on Jewel Street need to be covered. The drain on Lincoln Court needs to be checked. The cover may need to be secured. The ditches and the culvert on Loomis Street need to be sprayed in order to kill the vegetation before the weather gets warm. Per Mr. McBeth, Clemson Extension is sponsoring a class on pesticides. One of the Public Works employees will attend the training in order to receive a certification.

Finalization of Rental Registry: Councilwoman Douglas will send a clean version of the rental registry information to Chairman Williams who will forward it to the attorney in order to have an ordinance drafted for council action.

City Leaves and Garbage Collection Update: The valves on the "one armed bandit" are going bad. One controls the arm and the other controls the packer. Chairman Williams asked if the equipment is being properly repaired. Mr. McBeth said that the maintenance is being done in house because sending the truck out for minor repairs would be very costly because this is a specialty truck (one of a kind). Most cities are now using the smaller version.

Focus on Business and Residential Code Enforcement: Chairman Williams has talked to some residents who want to open businesses downtown. We need to focus more attention on code enforcement in the downtown area. Mr. McBeth is working with a couple of people who want to upfit certain buildings in order to open businesses.

New Business

Public Works contract agreements: The Public Works Department has no contracts or agreements currently. The department is attempting to get the best price but city businesses are given first consideration. Chairman Williams stated that he would like to see a comparison report of the money spent with each business in the city in order to evaluate the process.

Status of Facilities and Maintenance Departments: Mrs. Jackson, the administrator and Mr. McBeth have scheduled a meeting in reference to this. Information is forthcoming.

Vacancies: There are currently three vacancies in the department and they have been posted. Some of the job descriptions need to be updated. Per Mrs. Jackson, as we go thru the budget process and the department heads outline their departmental needs, we will be better able to update the job descriptions. Salary recommendations will be considered during the budget process.

Uniforms: Mr. McBeth has checked on a new uniform with reflective stripes in order to be DOT compliant. Mr. McBeth was asked to be in uniform also. The team has chosen blue uniforms. The price would increase from \$10.00 per person to \$12.00 per person. Uniforms are cleaned every week. Rain jackets and pants will also be needed along with rain boots. There is also a winter wet glove that is available. All of this has been built into the Public Works budget for 2019-2020.

Executive Session: Motion was made by Chairman Williams to go into executive session. Motion was seconded by Councilwoman Douglas.

Open Session: Motion was made by Chairman Williams to return to open session. Motion was seconded by Councilwoman Douglas. While in executive session, information about the Public Works process was discussed. No action was taken.

Meeting was adjourned at 7:44pm.