**MINUTES**

**Town of Jefferson**

**Regular Meeting**

**September 17, 2024 – 6:00 P.M.**

**Jefferson Town Hall**

**Members Present:**

James Miller – Mayor

Jane Johnson – Council Member

Alvin Myers – Council Member

Genevieve Robinson – Council Member

Tonya Rollings – Council Member

**Others Present:**

Howard Garland – Town Administrator Bennie Miles – The Link Linda Horton

Stacey Cook – Town Clerk Dorothy Myers Thomas Holley

Allison McDowell – CC&I Missy Campbell Sullivan Brian Sullivan

Lindsay Privette – Comprehensive Plan Laura Horton Tammy Martinez

Lisa Bell Ray Martinez

**Call to Order**

* **Mayor Miller** called the meeting to order @ 6:00 pm.

**Invocation**

* **Council Member Myers** gave the invocation.
* **Mayor Miller** ask that the council move Allison McDowell – CC&I and Lindsay Privette – Comprehensive Plan up on the agenda.

**FOR COUNCIL ACTION:**

1. **CC&I – Allison McDowell**
   * **Mrs. McDowell p**resented the letter for action to be taken on the building and structures that are not incompliance. She also, went into detail as to what all this letter consists of.
   * **Mayor Miller** agreed that action needed to be taken, but asked if the town lawyer, council members, and himself be able to look over the letter before taking legal action.
   * **Mrs. McDowell** mentioned that she was able to get Town Clerk Cook access to the I-works program that allows the town to see what progress is being made to properties. Mrs. McDowell also got forms printed that would allow people to fill out about issues in the town.
   * **Administrator Garland** mentioned the Bank on main street being given a letter and the individual may approach the town with an offer to buy the building.
   * **Mrs. McDowell** mentioned the lady that owes the Carl Knight gas station reached back out and is trying to get bids to start on renovation.
   * **Mrs. McDowell** mentioned she would start working on the main street upkeep. Reaching out to owners regarding broken windows, etc.
   * **Mayor Miller** mentioned the bank is a huge undertaking and we would look further into this. He also mentioned seeing drone footage of the roof and the condition it is in.
   * **Administrator Garland** mentioned the best scenario would be to put on a new roof and get the foundation back into good condition and hope that someone would come and buy the property.
   * **Mrs. McDowell** said that the gentleman that owned the bank reached out to her to ask if the town could make a suggestion on what actions the town would like to present to him.
   * **Council Member Johnson** wants to the let the public know these codes are laws on our books for safety reasons. She mentioned that the bank was a big project and this is the first step.
   * **Mr. Sullivan** asked if the codes were the same for the towns people as the town itself.
   * **Mrs. McDowell** said yes, that the town is aware of issues that need to done.
   * **Mr. Martinez** asked where the forms were located.
   * **Mrs. McDowell** stated they were at the town hall in a folder.
   * **Mr. Holley** asked is there a way to see who all the complaints are against.
   * **Mrs. McDowell** answered no, but you can come to Stacey or the Mayor and ask.
   * **Administrator Garland** mentioned Allison to state her schedule for the town.
   * **Mrs. McDowell** stated her hours were on Monday’s from 11a-12p weekly.
   * **Mrs. Sullivan** inquired were the codes online and where could you find?
   * **Mrs. McDowell/Mr. Garland** stated no, they are not online, but they are in the town hall.
   * **Mr. Martinez** asked if the bank was bought by the town would the towns people know?
   * **Mayor Miller** said we would be as transparent as possible.
2. **Chesterfield County Joint Comprehensive Plan – Lindsay Privette – Pee Dee COG**
   1. **Mayor Miller** introduced Lindsay Privette from the Pee Dee COG.
   2. **Mrs. Privette** wanted to bring the town up to speed on where Chesterfield County and all of the towns stand on the progress for a joint planning commission comprehensive plan.
   3. **Mrs. Privette** mentioned that the towns and councils would still have deciding factors in any decisions made for the town. The planning commission would just be a recommendation. She stated it would be two different ordinances. The first one would be that the town accept the comprehensive plan. The second would be the disbanding of the planning commission in Jefferson. Both ordinances would have to go thru two readings.
   4. **Mrs. Privette** stated that she is hoping that all towns would take action on these two things Oct and Nov so the Planning Commission would be up and fully running in January.
   5. **Administrator Garland** mentioned all the good information that the plan has to offer.
   6. **Administrator Garland** suggested the council move forward with this 1st reading in Oct.
3. **Proposed Jefferson Zoning Update – Lindsay Privette – Pee Dee COG**
   1. **Mrs. Privette** stated that the last time the zoning ordinance was last updated 2003.
   2. **Mrs. Privette** proposal for updating the zoning ordinance and a map update. The planning would review the update for recommendation. 12-14 months to work on this.
   3. **Administrator Garland** mentioned the map would really need to be done, due to the dating on our maps are from the 50’s and 60’s and we are on the cusps of growth from Pageland. We need an updated zoning tool to be able to grow like we want to go and not have this forced upon us. Garland mentioned we do this, the price quoted was $10,000 and we pay for this out of our ARP money.
   4. **Council member Johnson** made a motion we accept the plan.
   5. **Council member Robinson** 2nd the motion.
   6. Approval passed by unanimous vote. (5-0)

**Town Talk**

* **Mrs. Sullivan** asked for an update on the status on the pard grant for the recreation drainage. When were bids going out? The reason for asking is we can’t get any more pard grants until this one is done.
* **Mr. Garland** stated no updates on this.
* **Mrs. Laura Horton** had met with the Administrator and the Mayor about joining the community group and beautification committees. Name would be Jefferson Downtown Revitalization Parks Committee. Getting grants and new funding for the town. Like the hometown grant.
* **Administrator Garland** said the Hometown Grant we would have to get the business owner to put money from the business owner. We would need to get a liability waiver as well.
* **Mrs. Martinez** said basically if you approve our committee, we could approach the business owners and see if they were still interested.
* **Administrator Garland** said we would just have to wait to see if the approval from the grant is approved. What we should do is to develop an application and fill it out and prove that they own the building. (Title or Deed, etc.)
* **Mrs. Laura Horton** mentioned the bank and the owner not interested in doing anything to correct the situation. If some way the building was acquired, we could do this in steps. There are grants, Historical downtown building preservation grant thru the state, for weatherization/stabilization, that would cost the town 10% or 20% match.
* **Mr. Sullivan** mentioned Hartman Field having a dilapidated building.
* **Mrs. Laura Horton** asked did the town have the property (Hartman Field).
* **Mayor Miller** stated it was leased out until 2029.
* **Council member Johnson** had the contract.
* **Administrator Garland** read the contract and informed the town the lease maintenance is Dixie Youth responsibility.
* **Mr. Sullivan** asked why was the owners not responsible.
* **Mayor Miller** said we didn’t know who’s it was, but we could start to enforce this going forward.
* **Mrs. Laura Horton** mentioned that Hartman Field was mentioned meetings ago.
* **Administrator Garland** stated we didn’t see the lease agreements until July 2024.
* **Mr. Sullivan** asked why the town didn’t enforce the codes with this?
* **Mrs. Laura Horton** asked if the Revitalization Beautification Group gets funding for picnics, tables, and shelters would they get opposition.
* **Council member Johnson** asked could they not use the property in front of town hall for things like that, since it was the towns property.
* **Mr. Sullivan** asked could they use the property across from the town hall for parking for festival events.
* **Council member Johnson/Mayor Miller** said yes, but not to block roadways.
* **Mayor Miller** suggested could the Dixie Youth and Beautification Committee start a dialogue.
* **Council member Robinson** mentioned that the Mayor get up with the Dixie Youth to see what there standing on this matter before the committees talk.
* **Mayor Miller** agreed he would try and get with Dixie Youth regarding these matters.
* **Mr. Holley** said we would like an answer on the October meeting.
* **Mayor Miller** said he would try.

**FOR COUNCIL ACTION:**

1. **Approval Minutes from August 20, 2024 Council Meeting**
   1. **Council member Johnson** made a motion to approve the minutes.
   2. **Council member Robinson** 2nd the motion.
   3. Approval passed by unanimous vote. (5-0)
2. **Jefferson Christmas Parade**
   1. **Mayor Miller** stated the people that were doing the parade are no longer interested. Would anyone be interested in running the parade and house judging, please let us know.
   2. **Mayor Miller** went into detail as to the process to get parade permissions.
   3. **Mr. Sullivan** said parking on the streets during the parade should not be permitted.
   4. **Mrs. Laura Horton** asked could it be possible to reserve the sandhill telephone parking lot for the handicap.
   5. **Mayor Miller** suggested that we get the parade going before we discuss the parking situation.
3. **Jefferson Community Center Roof Repairs**
   1. **Administrator Garland** spoke on this subject for the bids.
   2. **Council member Johnson** made a motion we accept the lowest bid by Eubanks Home Improvements.
   3. **Council member Rollings** 2nd the motion.
   4. Approval passed by unanimous vote. (5-0)
4. **Beautification Committee Approval – Laura Horton**
   1. **Council member Johnson** made a motion to approve the Jefferson Downtown Revitalization & Parks Committee.
   2. **Council member Robinson** 2nd the motion.
   3. Approval passed by unanimous vote. (5-0)
5. **Times for Halloween in Jefferson**
   1. Thursday October 31, 2024 6-8pm
   2. **Council member Johnson** made a motion to approve the date and time of Halloween in Town.
   3. **Council member Myers** 2nd the motion.
   4. Approval passed by unanimous vote. (5-0)
6. **Full Time Employee Christmas Bonus**
   1. Given to Employees in October 2024.
   2. **Council member Johnson** made a motion to approve what’s in the budget for the Christmas Bonus.
   3. **Council member Rollings** 2nd the motion.
   4. Approval passed by unanimous vote. (5-0)

**FOR COUNCIL INFORMATION:**

1. **Financial Report**
   1. The financial report was submitted for council’s information.
2. **Water/Sewer Report**
   1. **Administrator Garland** said he resubmitted the going under the sidewalks for the water line project to DOT and awaiting approve. Then we could go out for bids.
3. **Fire Department Report** 
   1. **Administrator Garland** stated there were a list of nonworking Hydrants. He stated that he was working with Cody Mitchell for next year’s budget.
4. **Administrative Report**
   1. **Administrator Garland** stated we had reached out to CC&I to move forward with the use of Chesterfield County for permits, beginning October 1, 2024.
   2. **Administrator Garland** also, stated he was still working on the Hometown Grant that was due by September 29, 2024.
5. **Council and Staff Time**
   1. **Town Clerk Cook** mentioned that it was asked when we would have the Town Clean Up Day in Fall.
   2. **Mayor Miller** stated to reach out to Waste Management to try and get the trash cans before the Fall Festival, but if not then we could try to get them before Thanksgiving.
   3. **Council member Rollings** wanted an update for the Duke Energy lighting.
   4. **Administrator Garland** stated no word as of yet, but had contacted and was told a few towns were ahead of us.
   5. **Council member Johnson** stated that she had contacted the funeral homes regarding the bigger trucks at the cemetery. She stated that the funeral homes would put signs out to let people know that a funeral was taking place.
   6. **Council member Johnson** also mentioned the green trash can holders. Who was putting these out and when was it starting.
   7. **Mayor Miller** mentioned it would be the water/sewer guys when the water books were being read.
   8. **Council member Johnson** mentioned that Sandhill Medical wanted permission to put a message on the out-front sign.
   9. **Mayor Miller** stated he didn’t see a problem with that at all.
   10. **Council member Robinson** wanted to thank everyone for coming and their involvement in the town. Stated that they welcomed suggestions and thanked the town for bringing the concerns to the meeting.
6. **Mayor’s Report**
   1. **Mayor Miller** wanted to let the town know how much he appreciated everyone. He stated that often we get caught up in the big things and small things get over looked, but are just as important.

6. **Executive Session (If Needed)**

7. **Adjournment**

* **Council Member Myers** made motion to remove Rachael Rollings, Charles W. Raley, and Tammy Withrow from the Local Government Pool. Need to add Stacey Cook, Gerald Withrow Jr., and James Miller.
* **Council Member Rollings** seconded the motion.
* Approval by unanimous vote. (4-0)

Respectfully submitted,

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Stacey Cook

Town Clerk