

**Kershaw County Planning and Zoning Commission
Minutes - Special Called Meeting
March 18, 2010, 5:30 p.m.
County Council Chambers, 515 Walnut Street
Camden, SC 29020**

Members in Attendance: Lewis Shaw, Charles Cottingham, George Gibson, Dan Matthews, and Richard Simmons

Members Absent: David Brown and Karen Eckford

Staff in Attendance: Carolyn Hammond and John Newman

Call to Order

Chairman, Lewis Shaw, called the meeting to order at 5:30 p.m.

FY 2010-2011 CIP - Department Head Presentations

Lewis Shaw explained the purpose of the CIP to the department heads in the audience. Department head presentations followed.

Chris Jones - IT

In order of priority, the IT director presented the following CIP projects:

- The phone system needs to be upgraded. It was installed in 2001, is out of date, at the end of its useful life, and is expensive to maintain. The new system would have direct dial numbers, an automated attendant, and the ability to expand.
- Work station/server replacements and server virtualization are necessary because there are many old computers and servers that need replacing. Until last year's leasing program began, there had been no replacement cycle. Mr. Jones would like to continue the current leasing program for work stations. He would also like to take the 16 existing servers and replace them with three. By doing this, it would save the County \$119-thousand over five years by cutting power usage and maintenance. The new servers would also have disaster recovery features that the County does not currently have.
- MS Exchange would allow e-mail to be provided through the County, eliminate the need to pay a third party vendor, and would create e-mail security that we currently do not have.
- An upgrade of outdated software and the purchase of new printers for the Assessor's office are needed and would save the County money.
- Internal wireless service within the Government Building.
- A wireless tower for the Sheriff's office would save \$35-thousand yearly.
- Live streaming video would provide County residents access to County Council meetings.

Rosalind Watson - Voter Registration

- New voting equipment to meet Federal guidelines will be required within the next five years. The estimated cost is \$700-thousand. Some of this will be paid for with Federal funding, but the amount is unknown.
- Digitized imaging of all voter registration records will result in more efficient elections. The one-time cost of equipment and setup is \$10-thousand.
- An additional early voting location will be needed within the next two years.

- Photo ID's may be required in the future.

Steve McCaskill - Sheriff

- The Sheriff would like to add ten cars and one new deputy per year. This will make his department more efficient and place manpower where it needs to be.
- The addition of an automated fingerprint system is needed. They have applied for several grants to acquire this equipment
- Ten new laptops need to be added each year. The current laptops that the deputies keep in their vehicles are breaking down.
- The department needs to start replacing radio units. They have received some grant funds to begin this process.

James Davis - Recreation

Mr. Davis stated that the Recreation Department has been following a 28-year master plan that was developed by Seamon-Whiteside. In the past, the plan has been implemented in three-year increments with a huge majority of the funding coming from grants acquired by former Assistant County Administrator, Brenda Wilhite. In order of greatest need, his requests are:

- Woodward Park – Upgrade ball fields, construct a building containing new Recreation Department offices, community kitchen, classrooms, gym, locker rooms, and indoor pool (\$9,600,000).
- Kershaw West – Lights for the ball fields (\$500-thousand), press box and restrooms (\$600-thousand), and a walking track (\$30-thousand).
- Bethune – Replace the burned gym and move the tennis courts to the recreation complex. The replacement of the gym is to be covered by insurance funds.
- Westville – Complete the ball field (\$20-thousand) and build new tennis courts (\$65-thousand).
- Mt. Pisgah – Add two ball fields, a walking track, lights, and playground equipment.

Billie McLeod – Register of Deeds

- The Register of Deeds explained that since 2002, they have been using a scanning system that generates electronic images in their computer system which allows documents to be viewed and retrieved much more quickly than in the past. She is requesting funding so real estate documents dated from 1990-2002 may also be converted to digitized images and be linked to their computerized indexing system. The cost to convert rises each year, and is currently \$65,310.
- Ms. McLeod's department handles a huge volume of documentation and is heavily used by attorneys, paralegals, title abstractors, banks, mortgage companies, real estate agents, appraisers, surveyors, contractors, credit bureaus, and the public. The ability to offer online services would greatly reduce the traffic flow in the ROD office. Online services would also reduce telephone and walk-in inquiries; reduce computer, printer, and copier costs; reduce the need for additional computer workstations in the records room; reduce the need for additional staff in the customer service area; and benefit other departments within the County.

Amy Schofield - Library

Ms. Schofield passed out detailed information and informed the Commission that the figures before them had been revised and are different from those submitted to Mr. Moody.

- A new library in the West Wateree area is very much needed. The Camden library is small for the number of citizens it serves. The Bethune library has the least amount of need. West Wateree is the greatest current need with Camden following closely behind.
- Because of expanding growth, all areas of service at the Camden and Elgin libraries are up dramatically, having at least doubled.
- Industry standards recommend 1.25 square feet for each person in the service area. The Elgin and Camden libraries are already deficient in square footage, and this does not take into consideration future growth. There is no room to expand the collection, technology, and children's' programs. Young adult areas are needed at both libraries, but there is no space.
- There is the possibility of the acquisition of Federal funding to build the Boylan Haven Mather Memorial Library on Mather Academy's former site. The new library would be 29-thousand square feet in size and require a 45% match.

Wesley Adamson – Solid Waste

- Mr. Adamson's greatest need is repaving of the road to the landfill because dust in the building is causing serious problems with the computers, the electrical system, and the scales. Equipment must be blown out two times a day.
- Relocation of the Bethune recycle center is the second greatest need. It is very small and has no room to expand in its current location. He would like to relocate it to a portion of the Bethune Recreation Department property.
- A bobcat is the third most needed item. It is used to load tires into trailers and to pick up glass.
- Mr. Adamson requests a tagalong trailer to carry the backhoe.
- The Lugoff recycle center was built on filled land and because of sinking, it must be repaved once every two years.
- A new truck is requested to haul materials to the Bluff Road landfill.
- Fence repair is needed at all recycle centers.
- If a cardboard baler were purchased, it would eliminate the necessity of hauling cardboard to Columbia.
- The scales at the landfill are currently below ground. They often flood and water must be pumped out before they can be used. They need to be replaced with above-ground scales.
- The building at Park Road is in need of electrical upgrades.
- A rubber tire backhoe is necessary for packing containers before they are hauled to Waste Management. This equipment would pay for itself within three to six months because the County is charged by the container.
- A labor position is requested.

Clay Young stated that a transportation study and a sewer study are needed. He reported that he and Camden City Manager, Kevin Brunson have been meeting with Richland County and Palmetto Utilities to see if there is a way they can work together on the sewer.

In reference to CIP information, Mr. Shaw asked Mr. Young what he was expecting to get back from Mr. Moody, and if Mr. Moody was going to provide the rationale behind the requests. Mr. Young said Mr. Moody has the information and that Administration is going to present it to County Council, too. Mr. Shaw pointed out that the figures the Commission had received from Mr. Moody did not include operating costs. Mr. Young replied that the information had been sent back to Mr. Moody so that he could supply those costs. Lewis Shaw pointed out that the Planning Commission will need to discuss what they had heard from the department heads. Time for this will need to be scheduled.

Other Items

Mr. Shaw told the Commission that he would be unable to attend the April 8th meeting. If all the requested information has not been received, there may not be an April 8th meeting.

Adjournment

There being no further business, the Chairman called for a motion to adjourn. Dan Matthews made the motion, Richard Simmons seconded, and all voted in favor.

Respectfully submitted,

Carolyn B. Hammond

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Secretary