

SANGAREE SPECIAL TAX DISTRICT (SSTD) ADVISORY COMMISSION

**Planning Meeting Minutes- January 05, 2021 6:00pm**

**Dial-in number (US): (978)990-5000**

**Online meeting ID: mbagleysangaree Access code: 175638**

**<https://join.freeconferencecall.com/mbagleysangaree>**

Chairman Drew Hauelsen called the Planning Meeting to order at 6:10 p.m. The meeting was attended by Secretary Jeannie Beard, Alternate Commissioners Pat Temple, and virtually by Vice Chairman, Michael Bagley, Commissioner Harold Green and Alternate Commissioner Todd Ellis. Also present was the SSTD General Manager Brian Callihan and Administrative Assistant, Laura Baker. Councilman Tommy Newell joined the meeting at 6:37pm.

**APPROVAL OF AGENDA** – Secretary Jeannie Beard made a motion to approve the Agenda and Vice Chairman Michael Bagley seconded. It was unanimously approved.

**APPROVAL OF MINUTES FOR December 01, 2020 Meeting** –Michael Bagley made a motion that the Minutes for the December 1, 2020 meeting be accepted which was seconded by Alternate Commissioner Pat Temple. The motion passed unanimously at vote.

**AGENDA ITEMS**

**I. General Manager's Report:** Brian Callihan, General Manager for SSTD, gave the following report to the Commission:

- A. All County offices will be closed on Monday, January 18, 2021 in observance of Martin Luther King Jr. Day. Contracted curbside services will run on schedule, Sangaree services will be delayed 1 day.
- B. Code Enforcement asked that we remind residents about outdoor burning (only yard debris generated from the residence is legal to burn), and the requirement for residents to display house numbers on dwelling, min. 4 in. high and in contrasting color. Code Enforcement has been cracking down on violations of houses without identification that cannot be seen from the street.
- C. Brian advised that the drainage department also reminded us that the easements and green areas behind property fences are not dumpsites and are illegally used as such.
- D. The SSTD office received 108 calls in December (3 regarding contracted service, 47 answered by Sangaree staff, 27 miscellaneous questions and 24 hang ups). For December, the most common calls to the SSTD office included questions regarding the schedule of curbside services, questions regarding property and vehicle taxes, and “my items are at the curb and ready for pickup”
- E. County is working on our new solid waste “Best Value Bid” package including the requirements we requested. Republic had a good month with only minimal calls for missed service.
- F. Green area maintenance – All 43 green areas received monthly maintenance. SSTD crews continue our winter cleanup and trimming service in the drier areas.
- G. Drainage ditch maintenance – County spray crew completed extensive spraying of drainage ditches in Sangaree in December.
- H. Sign maintenance – Carriage Crossing signs are being painted. Our Sangaree crew will clean and paint the framing at Carriage Crossing. The Sangaree sign on Longstreet at 17-A has been relocated with some new landscaping.
- I. Tree work – The office did not receive any requests for tree work in December. Some trimming and cleanup were completed in the green area off Paddock Way.
- J. Special Projects
  - 1. Skate Park – Project is complete! Park opened on October 19, 2020
  - 2. Cambridge Park PARD grant – Equipment was delivered the week of October 26. Planning is underway and installation should begin in January or February.
  - 3. Raintree Park shade project – Completed on September 30, 2020.
  - 4. Street sign replacement – Indian Woods (20 signs) is scheduled this year. Phase 1 (10 signs) was completed on November 18, 2020. The next round of panels will be ordered in February.
  - 5. Pavilion (Picnic Shelter) at Sangaree Park – Construction is on hold until planning and layout of Sangaree Park is complete.

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6. Parkway improvements – Phase 1 completed on November 3, 2020. Phase 2 completed on December 11, 2020. We still have \$3500 of budget available for improvements, such as curbing, etc. Councilman Newell is going to check with Berkeley County about having curbs installed along the Parkway and medians and full sidewalks on both sides.
7. Lake Shoreline project – Plants have been ordered and installation will begin in March or April.

## II. Committee Reports

- A. Fire Protection – C&B Fire Report – Chairman Todd Ellis a chart indicating type of incidents and numbers. Please see report attached.
- B. Parks and Recreation - Vice Chairman Michael Bagley reported on behalf of Chairman Ann Birch and said to avoid duplication, that report would be incorporated under unfinished business.
- C. Maintenance of Common Areas – Since Chairman Elle Meise has resigned her position on the Commission, we have no current report on this group. It is otherwise covered in the General Manager's Report.
- D. Solid Waste – Chairman Pat Temple had nothing new to report other than that Berkeley County is preparing the requirements for the Request to Bid.

## III. Unfinished Business

- A. Trenholm Road repair – status update – Todd talked to our new Senator Brian Adams over the holidays. Senator Adams said he is planning on attending the February Public meeting and hopes to have an announcement at that point. It was also recommended that Berkeley County take possession of all the state roads in Sangaree to simplify road repair issues. Tommy is to talk to Brian Adams on procedures for doing this.
- B. New Technology Proposals – Michael Bagley reported the following on the different technology issues before the commission:
  1. Zoom – The cost would be \$149.00, and SSTD would own the software outright. It is more than adequate for our current and near future needs. A motion was made by Todd Ellis and Seconded by Jeannie Beard that the Board approve purchasing Zoom. The motion passed by unanimous approval.
  2. Ooma phone – This issue has been postponed until the February 2021 meeting.
  3. Project Management software – Michael has checked out several and has recommended Trello to track different projects so none fall through the cracks. This was also approved, and Michael has offered to train anyone who wishes training on the software.
  4. Help Desk / Ticket System – The system Michael recommended is called “Fresh Desk” and further discussion of this item was postponed until the February meeting after Michael and Laura have had a chance to check it out.
- C. Update on security cameras for green spaces – A question was raised as to who Berkeley County uses for their security cameras. Tommy suggested going with the best and most reasonable. Bart Coghill has offered to help Michael build a wireless camera. Allistar Camera systems may also be a viable option.
- D. Sangaree Park design concepts -
  1. Mailer – It was decided that the Commission would hold a special meeting to discuss different Sangaree Park concepts based on information already received in different surveys. That meeting is scheduled for January 22, 2021 at the Library.
  2. Pavilion update – Tommy is going to check with David from Berkeley County regarding the concrete slab for the pavilion and if there is a possibility that Berkeley County can pour the slab for us. It may be a “catch 22” for Tommy, so we will be cautious in going forward in this matter.
  3. Split-rail fence – It was recommended that a split rail fence be installed at the drive edge of the Park to prohibit additional damage to the green areas by vehicles driving through the soft field. The cost was estimated to be roughly \$1,000. Jeannie Beard made a motion, seconded by Pat Temple, to proceed with the fence in an effort to reduce additional grounds work in the Park.

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4. Parking area - It was recommended that a natural parking area be created on the Hampton Trace side of the ditch with grading by the SSTD crew.  
Drew was also going to demonstrate disc golf in that particular area, which would utilize the parking area recommended above.
- E. Basketball at Pierre Park – This matter was postponed until Michael could check with some of the residents of Pierre Park, since their objections led to the removal of the basketball goal posts several years ago. It was suggested that the area might have new residents who would be more amenable to a basketball court in their neighborhood.
- F. Solar Lighting Placement – A test of solar lights has been discussed briefly several times. There are still several questions regarding their use, including where would be best to test them. Since there are lights around the pond already, the general consensus was to test them at the skate park since it gets dark so early. They could be set for on-demand or automatic shut-off at dark or, arbitrarily at 9:00. It was suggested that Ann check with Andrew Green regarding whether or not they would require separate or special poles and if they come with an over-ride timer. Other questions which need answering are how long do they last, and will they actually lower the SSTD utility bills. This issue was tabled pending additional information.
- G. Park Directional Signage – Brian can get us information on the signage available from Berkeley County, which apparently may be only “Playground Area” signs. He is also going to price directional signs indicating Park/Playgrounds by name, i.e., Tomaka/Raintree Park with an arrow indicating which way the park is. These signs would be limited to immediate area, for example, Pierre Park sign on Beauregard and on Longstreet, Sangaree Park by Library and/or along Parkway by Library, etc. Brian was unsure what we were looking for regarding signage. Since so many residents are unaware of parks within Sangaree, we do need some signage to direct residents to parks, particularly those within their specific area. We currently have parks which are unknown to most residents: Pierre Park, Raintree, Cambridge, and Lyons Cove. Most residents are familiar with our new Sangaree Park, although signage would be appropriate there also.

Also discussed was where residents think the Dog Park should go, and what all should be included in Sangaree Park. A suggestion was made to discuss where to place basketball goals and other park issues at special meeting of the Advisory Commission. One was scheduled for January 18, 2021 and a second for January 22, 2021 to discuss Sangaree Park issues.

New Business

- A. There was no new business.

Announcements -- The next Planning Meeting will be February 02, 2021 at 6:00pm at the Library with a Quarterly Public meeting to be held virtually.

Additional Agenda Items, if needed – no further items.

ADJOURNMENT – A motion for adjournment was made by Jeannie Beard, seconded by Michael Bagley, and the meeting adjourned at 7:30.