



ADMINISTRATOR'S REPORT
OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

February 12, 2021

GENERAL INFORMATION

Reminder to file SC State Ethics Commission Statements of Economic Interests (SEI)

A reminder to the City Council the deadline for completing updated SEI's is March 30, 2021. All reports must be completed electronically. Please use this link: <https://ethics.sc.gov/>.

City Staffing plans during COVID-19

City services are provided by staff working modified schedules in teams and groups to reduce any one function from being adversely affected due to infection or quarantine from COVID-19.

Beginning February 16, 2021 work crews will work regular schedules.

City Hall will reopen to the public on March 1, 2021. City Hall staff will begin evaluating week to week the alternate two teams of two approach.

Upstate Forever Annual Conservation Monitoring of Chau Ram Expansion

Christina Sprecher, Land Stewardship Manager at Upstate Forever, walked the Chau Ram Expansion on Wednesday, February 10, 2021. The purpose of the onsite review of the property was to observe and notate the conditions. Staff accompanied Ms. Sprecher on the onsite review. The property was observed to be in a healthy state with growing trees and evidence of much wildlife. Ms. Sprecher will submit an annual report of her observations of the property to the City in the upcoming months. Council will be provided a copy of the report once it is received.

OJRSA

For a point of information, Executive Director, Chris Eleazer provided each of the three participant cities the following information via email. He also included a list of the described permits that is omitted here due to the size of the file. The City Administrator will provide the list to individual members of the Council if requested.

OJRSA permits and impact fees began the passage of Oconee County Ordinance 89-6. This county ordinance required permits to be issued for all facilities in the county that were constructed or changed use in accordance with DHEC Regulation 61-67 Appendix A Unit Contributory Loadings for Domestic Wastewater Treatment Facilities. Along with the permits was a requirement to collect impact fees for facilities whose construction or change in use increased the wastewater load on the treatment plant and required "growth to pay for growth" instead of putting the entire financial burden of upgrades on existing customers through rate increases. Any building that existed on January 1, 1990, the date the ordinance became effective, was "grandfathered" with one Equivalent Residential Unit for each water meter serving said building; an ERU is a volume that DHEC determined years ago to be 400 gallons per day and recently revised to 300 GPD to account for water-saving features being installed at homes.

The November 18, 2018 Intergovernmental Agreement signed by the cities of Seneca, Walhalla, and Westminster and Oconee County and the OJRSA also recognize permitting and impact fees.

Westminster Planning Commission

The Planning Commission met Monday, February 8, 2021. In addition to other matters considered, the Commission adopted its 2021 Meeting schedule.

2021 Planning Commission Meeting Schedule

All meetings are at 5:30

Date		Date	
No January Meeting	<i>Depot</i>	Tuesday, July 6, 2021	<i>Depot</i>
Monday, February 8, 2021	<i>Depot</i>	Tuesday, August 3, 2021	<i>Depot</i>
Monday, March 8, 2021	<i>Depot</i>	Wednesday, September 1, 2021	<i>Depot</i>
Monday, April 12, 2021	<i>Depot</i>	Monday, October 25, 2021	<i>Depot</i>
Tuesday, May 4, 2021	<i>Depot</i>	Monday, November 29, 2021	<i>Depot</i>
Tuesday, June 8, 2021	<i>Depot</i>	Wednesday, December 29, 2021	<i>Depot</i>

Beacon Mill Sewer Project

Moorhead Construction continued work this week on the rehabilitation of the sewer lines in the Beacon Mill area. The project is proceeding on schedule.

PLEASE MARK YOUR CALENDARS

February 15, 2021 – Presidents Day, City Holiday, City Offices Closed

- February 16, 2021 at 4:00 pm – FY2022 Budget Workshop at the Westminster Fire Department
- February 16, 2021 - at 6:00 pm - Westminster City Council Meeting at the Westminster Fire Department
- February 17, 2021 at 4:00 pm – OJRSA Operations & Planning Committee Meeting at OJRSA
- February 22, 2021 at 4:00 pm – OJRSA Finance & Administration Committee Meeting at OJRSA*
- February 26, 2021 – at 10:30 am – Appalachian Council of Governments Board Meeting via Zoom the link is <https://www.scacog.org/acog-board>
- February 28, 2021 at 10:00 am - PMPA Board Meeting at TBD
- March 1, 2021 at 4:00 pm – OJRSA Board Meeting
- March 8, 2021 at 5:00 pm – Westminster Planning Commission at the Westminster Train Depot
- March 16, 2021 at 4:00 pm – FY2022 Budget Workshop at the Westminster Fire Department
- March 16, 2021 - at 6:00 pm - Westminster City Council Meeting at the Westminster Fire Department
- March 18, 2021 at 10:00 am - PMPA Board Meeting at TBD
- March 26, 2021 – at 10:30 am – Appalachian Council of Governments Board Meeting via Zoom the link is <https://www.scacog.org/acog-board>

*rescheduled from February 15, 2021