



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

December 4, 2020

GENERAL INFORMATION

SCDHEC General Guidance for COVID-19

The SCDHEC releases daily data on COVID-19 on its webpage at <https://scdhec.gov/>. Additionally, the SCDHEC provides general guidance for individuals to consider regarding the spread of COVID-19. Attached is a pdf of its holiday tips which can also be viewed at <https://scdhec.gov/covid19/holiday-tips-covid-19>.

Oconee Chamber Letter

Attached is a letter from the Oconee Chamber about its current status.

US123 Near Sheriff Drive, Westminster – Emergency Culvert Replacement

Staff was notified by the SCDOT that an emergency culvert replacement is scheduled for the location marked on the attached map. As of today, the SCDOT is notifying all utilities that have assets in the area of the upcoming emergency replacement which is, in part, why Westminster was notified. A scheduled for the replacement has not been published; however, SCDOT expects the project to start after the first of the calendar year and could take 3-6 months. Further, during the construction period US123 will likely be closed and traffic detoured.

Estimates for the Local Government Fund FY 2021-2022

This week the estimates for the local government fund were provided by the Municipal Association of South Carolina. For Westminster the current allocation of \$57,330 is estimated to increase to \$58,786. The full report is attached for your review.

SCDHEC Sanitary Survey (water system)

City staff met with DHEC officials on Friday, December 4, 2020 in an informal (preliminary) meeting to make introductions since we have new team members. Additionally, the SCDHEC Sanitary Survey Engineer assigned to Westminster is new. The SCDHEC Sanitary Survey is tentatively scheduled for January 19 - 20, 2021.

PMPA

- On Tuesday I had a telephone conference call with the PMPA Finance Director, JulieAnne Kight about the PMPA 2021 budget (the PMPA fiscal year is Jan-Dec). The PMPA Board will consider the 2021 budget at its December 17, 2020 Board Meeting. Details on the budget are forthcoming.
- PMPA covers the expense of one person from the City of Westminster to attend the South Carolina Economic Developers Institute. We make first priority for the Council to fill the slot, if none of you choose to attend, I will designate a city staff member to attend. Please see the link below and let me know if you are interested in participating for 2021. There is in-state travel

involved as well as four over-night sessions. The link: <https://www.sceda.org/page/68>

CAPITAL PROJECTS

Beacon Hill Area Sewer Project

City staff, the city's contract utility engineer Troy Rosier and representatives from Don Moorhead Construction, Inc. met together in a pre-construction conference on Thursday. As a reminder, the project includes the installation of 2,952 LF of 8" gravity sewer main, (21) manholes and related appurtenances in order to replace a problematic gravity sewer main in the Beacon Hill area. The \$522,033.00 sanitary sewer improvement project is funded by a grant from the South Carolina Rural Infrastructure Authority (RIA). Construction for the project is currently schedule to start on January 10, 2021. The contractor will have 180 days to complete the project.

PLEASE MARK YOUR CALENDARS

December 7, 2020 3:30 pm – OJRSA Board Meeting at OJRSA

December 10, 2020 at 6:00 pm - City Council Meeting at the Westminster Fire Department

December 11, 2020 beginning at 6:30 PM, downtown Westminster, Christmas Parade

December 17, 2020 at 10:00 am – PMPA Board Meeting at TBA