

TOWN OF NORWAY

PO Box 127

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Norway, South Carolina 29113

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ALL CELLPHONES ON SILENT OR VIBRATE. DO NOT ANSWER! EXCEPT, CHIEF OF POLICE

TOWN OF NORWAY COUNCIL MEETING
Via Conference Call/Virtual: 712-770-4598 Pin# 378 539
Playback #: 712-770-5402 Pin# 378 539
JULY 6, 2020 - 7PM

AGENDA

1. Call the Meeting to Order
2. Invocation
3. Approval of the Agenda
4. Approval of Previous Minutes
5. Swearing in of Council Member
 - a. Norway Councilwoman District 4: Mrs. Berley James
 - b. Appoint Street Sanitation Commissioner
 - c. Reappoint Parks & Recreation Commissioner
6. Approval of Treasurer's Financial Report (Attachment 1) - Clerk/Treasurer
7. Department Reports
 - a. Police Department – Chief Brad Wilke
 - b. Water Department – Mayor Clemons
 - i. Winchester Avenue Improvement Project
8. Unfinished Business
 - a. Town Code Ordinance 1st Readings
 - i. Town Code 8.101 - “Fiscal Year”
 - ii. Town Codes 5.211 & 9.211 – “Burning of Trash or Creating A Bonfire”
 - iii. Town Ordinance 1, Section 2 – Standard Municipal Fine
 - b. 2020 Spring Round Community Development Block Grant (CDBG) Update
 - c. Census 2020 Update
9. New Business
 - a. Town Council District 2 Seat is Open - Special Election on September 15, 2020
 - b. Orangeburg County Wide Mask Requirement Ordinance
 - c. COVID-19 Updates
 - i. Governor’s & County Directives
 - ii. Testing Update
10. Public Comments (2-minute limit per person)
11. Announcements
12. Adjourn

MINUTES

TOWN OF NORWAY COUNCIL MEETING

- 1) VIRTUAL COUNCIL MEETING CALLED TO ORDER BY: Mayor Tracie M. Clemons at 7:03pm.
- 2) MEMBERS PRESENT: Mayor Tracie M. Clemons, Councilperson Bonnie Fogle and Councilperson Travis Golden.
- 3) INVOCATION BY: Councilperson Bonnie Fogle.
- 4) AGENDA APPROVED: Mayor Clemons made a correction to the agenda, item #8 Business, changing the Standard Municipal Fine from \$1,092.50 to \$1,087.50. Motion was made to accept the revised agenda by Councilperson Golden and seconded by Councilperson Fogle. All in favor, so moved.
- 5) APPROVAL OF MINUTES: Mayor Clemons asked Council to review the May 5, 2020 minutes and comment, if necessary. Councilperson Golden made a motion to accept the minutes as written. Councilperson Fogle seconded after requesting the following correction: page 2, #8 Business, add the word "with". All in favor, so moved. Councilperson Fogle also asked if J-Lux Beauty Box was on the agenda. Mayor Clemons said that was not on the agenda and that it had been taken care of.
- 6) TREASURER'S REPORT APPROVED: Mayor Clemons asked Council to review the report. She shared the following balances: \$2,504.26 in the General Fund, \$3,928 in the Public Service Commission Fund, and \$7,149.28 in the Norway Municipal Court Fund. Mayor Clemons said that copies of the Treasurer's report are available for review.
- 7) DEPARTMENT REPORTS:
 - a) POLICE DEPARTMENT REPORT: Presented by Police Chief Brad Wilke.
 - i. Community Group Sponsored HKT Class of 2020 Social Distance Parade in Norway, Thursday 6/4/2020: Operations plan has been submitted to the State and we are cleared to move forward. Line-up is at 2750 Cope Road. The procession will proceed down Cope Road to Hwy 321. Right towards Neeses, past Gibson's to the corner of 5th Street. Chief Wilke said that parade-goers and participants should use the back roads to go home when exiting the area.
 - ii. Traffic Court resumed session on May 13, 2020 for the first time since the COVID-19 pandemic began. Social distancing was enforced. It was successful. In addition to having a new judge, they have begun to implement some new electronics (i.e., printers) to streamline the court's process of operations during court proceedings.
 - iii. Town Ordinances and an increase in fines to be discussed later in the meeting.
 - iv. Continuing to postpone enforcement of Traffic ordinances.

v. Still looking into locking up the town's police cars.

b) WATER DEPARTMENT REPORT: Presented by Councilperson Travis Golden.

- i. Councilperson Golden stated that he had been unable to speak with Christie this week, but last report he did have, they have been installing any new equipment she had in place. He stressed the need to keep things clean. No clogged filters to report and he applauded and thanked the town and its customers for being vigilant in what they're putting down the septic system and the good job they are doing keeping rags and other unwanted items out of the sewer system.
- ii. Councilperson Golden said that water-wise he had spoken to Nick Follmer with NWF Construction via email. The work on Winchester has been completed. They are wrapping up installing pipe around Maple Street. They have had some rain delays, but no major delays or equipment issues. He said that with the old system that the town does not currently have adequate maps. Hopefully we will be getting better maps in the near future. They will tap into Hunter to Kinard installing water pipe and tap fire hydrants. Everything looks good in the water department.

8) OLD BUSINESS:

- a) 2020 Spring Round Community Development Block Grant (CDBG) Resolution:
 - i. Mayor Clemons said that the needs assessment call on May 18th giving citizens the opportunity to give input on what they felt the needs of the town were had a really good turnout. All comments have been implemented and the information highlighted into a report for the grant application.
 - ii. Mayor Clemons announced that there will be a second public hearing that citizens may attend via conference call or via Facebook LIVE on Monday, June 8th at 7pm. Councilperson Fogle asked if we would be using the same phone# to call in for the hearing that was used for this meeting and Mayor Clemons responded with a "Yes." That number is (712)770-4598 using pin# 378 539.
- b) The HKT Class of 2020 Social Distancing Parade will be held on Thursday, June 4th at 12pm to celebrate our seniors. Social distancing will be enforced. The wearing of masks is encouraged.
- c) Census 2020 Update: As of May 31st the response rate is 55.2% for the state of South Carolina, 46.8% for Orangeburg County, and 37.9% in our own town of Norway. We are currently in 11th place in statewide response. Mayor Clemons stated that "more response = more money for our town" and asks that our citizens complete their 2020 Census forms and get them in. She said that the state missed out on \$10 million dollars in grant money for education, health care

and repairing our roads because of the low response rate. You may inbox her for more details.

- d) NEW BUSINESS: COVID-19 Update:
 - i. Mayor Clemons stated that the town will continue to abide by the Governor's directives as it relates to the corona virus pandemic. The governor has extended the state of emergency to June 15th at which time the Orangeburg Country Administrative Building, courthouses and county parks will reopen as well as our own park in Norway.
 - ii. The testing at HKT for COVID-19 went well. Seventy-six people were tested and all of the results came back negative. Mayor Clemons said, "Good job!" and "Thank you, Ms. Hunter."
- e) PERSONNEL CHANGE – TOWN HALL: Mayor Clemons introduced and welcomed our new assistant clerk, Ellen Brundige, to the team.
- f) PROPOSED BUDGET CHANGE – REVISE NORWAY TOWN CODE 8.101 FISCAL YEAR: Mayor Clemons proposed a change from following a calendar year (January 1st - December 31st) to a fiscal year which would run from July 1st through June 30th. The first year of this change-over would be a "stub period" beginning January 1, 2021 – June 30, 2021. Our first "true" fiscal year would start July 1, 2021 and end on June 30, 2022. This change would make it so that we fall in suit with government and would make us eligible for future additional funding. Councilperson Golden made a motion to make this change and Councilperson Fogle seconded. All in favor, so moved.
- g) REVISE NORWAY TOWN CODES 5.2.11 and 9.2.11 "Burning Trash": Mayor Clemons stated that these codes were written "back when we had a fire department".
 - i. CODE 5.2.11 - Burning Trash - Bonfires: The code now reads "It shall be unlawful for any person to build or ignite a fire in any place within the corporate limits that would endanger any property or building."
 - (a) Police Department may issue a citation for open burning within corporate limits
 - (b) Permits must be issued by the SC Forestry Commission
 - (c) Must have permission from the property owner
 - (d) Burn must be completed within the hours of 9am – 4pm
(Burning hours may change between Aug. 1st - Oct. 30th)
 - ii. CODE 9.2.11 - Burning Trash: The code now reads "It shall be unlawful to burn any trash or to have a bonfire within the corporate limits without first obtaining a permit from the Fire Chief and permission from the property owner."
 - (a) Change name of code to "Creating a Bonfire"
 - (b) Permit must be issued by the SC Forestry Commission
 - (c) Burn must be 1,000 feet from roadways.

- (d) Material to be burned must be from THAT property.
- (e) Dirt must be minimized.
- (f) No asphalt, natural or synthetic plastics, rubber or heavy oils
- (g) Must be controlled in a 55-gallon drum
- (h) Household trash and leaves may NOT be burned (limbs only)
- (i) Fire must be extinguished no later than 10pm.
- (j) Only clear fuel may be used to start a burn (i.e., gasoline, charcoal lighter fluid or propane).
- (k) Plastics, garbage and motor oil are prohibited from being used as an accelerant.

After lengthy discussion, Councilperson Golden made a motion to accept the revised codes and Councilperson Fogle seconded. All in favor, so moved.

- iii. REVISE TOWN ORDINANCE1 Section 2 – Standard Municipal Fine from \$500 to \$1,092.50 (amended to \$1,087.50 by Mayor Clemons at start of meeting): Currently the minimum fine is \$500 x 2.075 (assessment fee), a \$25 enforcement fee and a \$25 victim's advocate fee. Chief Wilke stated that the assessment fee is state mandated and not set by the town. Mayor Clemons reminded Council that this change would need to be read in August and October before passed. Councilperson Fogle made a motion to accept the increase of fines and Councilperson Golden seconded. All in favor, so moved.

9) PUBLIC COMMENTS:

- a) Sandy Blake welcomed Ellen Brundige to Norway and said, "Congratulations!"

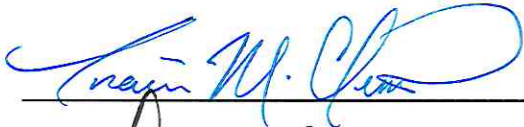
10) ANNOUNCEMENTS:

- a) BUDGET REVIEW WORKSHOP: June 22, 2020 at 7pm in Council Chambers
- b) SPECIAL ELECTION FOR DISTRICT 4 TOWN COUNCILPERSON: June 2, 2020 7am-7pm

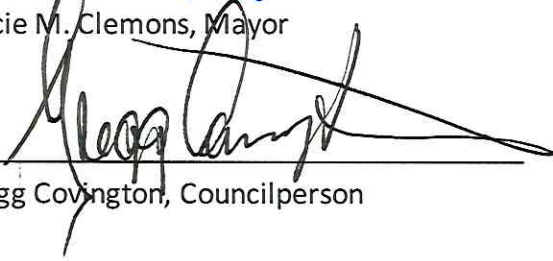
11) EXECUTIVE SESSION: None

12) ADJOURN: With no further business to discuss, a motion to adjourn was made by Councilperson Fogle and seconded by Councilperson Golden. All in favor, so moved. Meeting adjourned at 8:14pm.

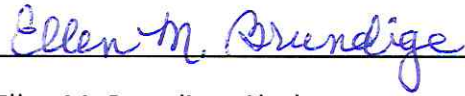
DATE ACCEPTED: July 6, 2020



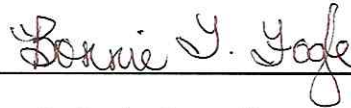
Tracie M. Clemons, Mayor



Gregg Covington, Councilperson



Ellen M. Brundige, Clerk



Bonnie Fogle, Councilperson



Berley James, Councilperson



Norway General Fund
Income Statement
For the Six Months Ending June 30, 2020

	Current Month	Year to Date
Revenues		
Audit Income	\$ 0.00	\$ 10,852.18
Town Business Licenses	0.00	7,705.03
Census Income	816.60	816.60
CheckFreePay Income	46.80	326.70
Orangeburg County Tax Income	0.00	37,319.58
Town Share Court Fines	1,906.62	5,310.56
Donation Income	0.00	686.48
Election Filing Fee	0.00	5.00
Facility Use Rental Income	0.00	75.00
Franchise Fee Income	18,582.24	18,582.24
Garbage Fee Income	2,511.09	14,289.13
Council Paid Health Ins	0.00	1,739.46
Homestead Exemption Prog	3,727.23	3,727.23
Insurance Claims Receipts	0.00	19,705.40
MASC Ins Tax Coll Program	25,841.49	31,263.40
Merchant's Inventory	118.85	237.70
Payroll Income	1,599.19	1,599.19
Setoff Debt Collection	1,010.50	2,300.88
Telecommunications Tax Collect	0.00	2,459.84
Trade	0.00	82.31
Training Refund	35.00	35.00
Vehicle Sales	0.00	3,500.00
Total Revenues	56,195.61	162,618.91

Expenses		
Accounting Services	575.00	1,925.00
Advertising Expenses	7.51	384.09
Audit Expenses	300.00	600.00
Bank Fees	0.00	18.00
Building Repair	0.00	1,214.31
Business License Overpayment	0.00	67.50
Census Expenses	183.40	183.40
Copier Lease	298.44	1,154.96
Court Expenses	0.00	160.00
Court Fines paid by DSO	697.50	1,475.01
COVID-19 Expenses	0.00	10.53
Debt Set Off Exp	0.00	57.31
Donations	200.00	396.00
Election Expense	782.40	932.40
Facility Rental Deposit Refund	0.00	75.00
Fuel	722.00	2,814.83
Garbage Collection Service	2,500.00	8,342.24
Housekeeping	0.00	1,283.17
Insurance	0.00	578.00
Landscaping on Main	0.00	1,700.00
Legal fees	0.00	75.00

For Management Purposes Only

Norway General Fund
Income Statement
For the Six Months Ending June 30, 2020

	Current Month	Year to Date
Lift Station Repairs	0.00	18,983.89
Materials/Supplies	2,221.67	3,242.10
Memberships	200.00	1,643.50
Memorial Day Expenses	46.91	46.91
Office Supplies	325.32	2,018.23
Payroll	14,089.06	53,015.75
PD Equipment	798.20	898.20
PD Radio Expense	138.71	547.13
PD Supplies	0.00	630.59
PD Vehicle	607.26	2,769.67
PD Cell Phones/Data	50.00	814.28
PD Fuel	832.08	3,129.25
PD Software	933.36	1,533.36
PD Training	0.00	35.00
PD Uniforms	0.00	58.16
PD Vehicle Main/Repairs	0.00	1,201.38
Postage	76.00	406.00
PSC DSO funds	238.00	550.87
PSC Expenses	2,216.50	4,641.16
Employee Reimbursement	0.00	182.48
Repairs/Maint.	0.00	520.70
Alarm	106.00	438.00
Training/Travel/Per Diem	0.00	129.00
Transportation Fee	0.00	100.00
Power/phone/gas	2,609.97	16,717.86
Vehicle Maint/Repair	90.00	1,007.37
Christmas Parade Expenses	0.00	125.35
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Total Expenses	31,845.29	138,832.94
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Net Income	\$ 24,350.32	\$ 23,785.97
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**Norway General Fund
Balance Sheet
June 30, 2020**

ASSETS

Current Assets		
Town Of Norway	\$ 28,227.51	
Total Current Assets		28,227.51
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	28,227.51

LIABILITIES AND CAPITAL

Current Liabilities		
Census Restricted	\$ (316.60)	
Memorial Day Reserve	(76.19)	
Palmetto Pride Grant Reserve	(1,620.53)	
PD Body Web Cams	(2,119.59)	
New PD Car Reserve Funds	(705.97)	
Xmas Gifts Reserve	(251.28)	
Christmas Parade Funds Reserve	(481.08)	
Total Current Liabilities		(5,571.24)
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		(5,571.24)
Capital		
Retained Earnings	10,012.78	
Net Income	23,785.97	
Total Capital		33,798.75
Total Liabilities & Capital	\$	28,227.51

Public Service Commission
Income Statement
For the Six Months Ending June 30, 2020

	Current Month	Year to Date
<i>Revenues</i>		
Debt Set-off	\$ 238.00	\$ 608.18
Public Service Commission	20,875.29	114,967.51
Total Revenues	<u>21,113.29</u>	<u>115,575.69</u>
<i>Expenses</i>		
Business License Trans	0.00	187.20
Chemicals	700.00	2,500.00
COVID-19 Expenses	1,155.00	1,455.00
DPU Water	6,609.96	38,715.64
Equipment Rental	0.00	37.00
Fines / Fees	525.00	2,704.50
Garbage Expenses	80.30	445.20
Materials/Supplies	2,237.89	3,804.59
Office Supplies (checks,forms)	0.00	104.06
Payroll	2,000.00	20,000.00
Postage	140.00	700.00
Repairs/Maint.	505.44	3,693.66
USDA RD Payment	3,770.00	22,620.00
USDA Reserve Repayment	100.00	600.00
Power	1,278.89	8,783.08
WW Operator	3,642.55	9,467.55
Total Expenses	<u>22,745.03</u>	<u>115,817.48</u>
Net Income	<u>\$ (1,631.74)</u>	<u>\$ (241.79)</u>

Public Service Commission
Balance Sheet
June 30, 2020

ASSETS

Current Assets		
Adjustments	\$	1,542.93
Public Service Commission		2,296.26
Water Service		(1,542.93)
		<hr/>
Total Current Assets		2,296.26
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
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Total Assets	\$	<u>2,296.26</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Repairs/Maintenance Payable	\$	(900.00)
		<hr/>
Total Current Liabilities		(900.00)
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
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Total Liabilities		(900.00)
Capital		
Retained Earnings		3,438.05
Net Income		(241.79)
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Total Capital		3,196.26
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Total Liabilities & Capital	\$	<u>2,296.26</u>

Norway Municipal Court
Income Statement
For the Six Months Ending June 30, 2020

	Current Month	Year to Date
<i>Revenues</i>		
Court Fines Income	\$ 1,255.00	\$ 12,051.92
Total Revenues	1,255.00	12,051.92
<i>Expenses</i>		
Office Supplies	0.00	60.68
SC Ticket Portion	2,981.07	7,507.43
Town Ticket Portion	1,906.62	5,310.56
Victim's Assistance Expense	397.57	1,029.92
Total Expenses	5,285.26	13,908.59
Net Income	\$ (4,030.26)	\$ (1,856.67)

**Norway Municipal Court
Balance Sheet
June 30, 2020**

ASSETS

Current Assets		
Norway Municipal Court	\$ 3,119.02	
Total Current Assets		3,119.02
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>3,119.02</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Police Dept Holding Account	\$ (154.14)	
SC Ticket Portion	5,142.90	
Town Ticket Portion	5,228.00	
Victims Assistance Funds	652.13	
Total Current Liabilities		10,868.89
Capital		
Retained Earnings	(5,893.20)	
Net Income	(1,856.67)	
Total Capital		<u>(7,749.87)</u>
Total Liabilities & Capital	\$	<u>3,119.02</u>