

TOWN OF NORWAY

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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

JUNE 1, 2020 - 7PM

AGENDA

1. Call the Meeting to Order
2. Invocation
3. Approval of the Agenda
4. Approval of Previous Minutes
5. Approval of Treasurer's Financial Report (Attachment 1) - Clerk/Treasurer
6. Department Reports
 - a. Police Department – Chief of Police Brad Wilke
 - b. Water Department – Councilperson Travis Golden
7. Unfinished Business
 - a. 2020 Spring Round Community Development Block Grant (CDBG) Resolution
 - i. Public Hearing #1 (Needs Assessment): May 18, 2020 @ 7pm via conference call - Update
 - ii. Upcoming Public Hearing #2 (Application Informational): June 4, 2020 @ 7pm via conference call
 - b. Community Group Sponsored HKT C/O 2020 Social Distance Parade in Norway: June 2020 Update
 - c. Census 2020 Update
 - d. Winchester Avenue Improvement Project: May 5, 2020 Update
8. New Business
 - a. COVID-19 Updates
 - i. Governor's & County Directives
 - ii. Testing Update
 - b. Personnel Change – Town Hall
 - c. Proposed Budget Change – Revise Norway Town Code 8.101 Fiscal Year
 - d. Revise Norway Town Codes 5.211 & 9.211 – “Burning Trash”
 - e. Revise Town Ordinance 1, Section 2 - Standard Municipal Fine from \$500 to \$1,092.50
9. Public Comments (2 minute limit per person)
10. Announcements
 - a. Budget Review Workshop: June 22, 2020 at 7pm - **Council Chambers
 - b. Special Election for District 4 Town Councilperson: June 2, 2020 7am - 7pm
11. *Executive Session
12. Adjourn

**Note: "Upon returning to open session, council may take action on matters discussed in executive session"*

***Note: "Location subject to change"*

MINUTES
TOWN OF NORWAY COUNCIL MEETING
MAY 5, 2020

1. Mayor Tracie M. Clemons called the virtual meeting to order at 7:02pm.
2. Members Present: Mayor Tracie M. Clemons, Councilperson Bonnie Fogle, Councilperson Gregg Covington, and Councilperson Travis Golden.
3. The invocation was led by Councilperson Bonnie Fogle.
4. Councilperson Gregg Covington made a motion to accept agenda as written; seconded by Councilperson Bonnie Fogle. All in favor, so moved.
5. Mayor Clemons asked Council to review minutes and comment if necessary. Councilperson Bonnie Fogle made a motion to accept the March 2, 2020, minutes as written. Councilperson Gregg Covington seconded. All in favor, so moved.
6. Mayor Clemons asked Council to review the Treasurer's Financial Report. She shared the following balances: \$292.82 in the General Fund; \$1,611.53 in Public Service Commission Fund. Councilperson Gregg Covington made a motion to accept Financial Report; seconded by Councilperson Travis Golden. All in favor, so moved.
7. Department Reports
 - a. Police Department Report was presented by Chief Bradley Wilke. The Norway Police Department has implemented new changes to include uniforms, vests, and badges. Chief Wilke has applied for approximately \$40,000 in grants to aid in purchasing equipment and needed supplies for officer safety. The Chief is still working with Orangeburg County to transition to One Solution. Traffic Court will resume May 13, 2020, at 6:30pm. The Police Department's assistance has been requested by HKT personnel to participate in a parade for 2020 graduates. Further discussion and details will follow. Officers are writing traffic offenses in accordance with state statutes and not Town ordinances pertaining to traffic. The Chief made clear all other Town ordinances remain in effect. The Police Department continues to enforce the Governor's orders pertaining to COVID-19. Chief Wilke requested Council approve a letter to extend the jurisdictional area for traffic related violations to three miles outside Town limits. This extension will only pertain to roadways and not residents. Mayor read the letter to Council and attendees. Discussion followed. Councilperson Gregg Covington made a motion to accept the three mile extension and

approve letter requesting same from County. Councilperson Bonnie Fogle seconded. All in favor, so moved.

- b. Water Department Report was presented by Commissioner Travis Golden. The Winchester Avenue Improvement Project update was discussed. The project will encompass Third Street to Winchester Avenue to Cory Road, then Maple Street, Kinard Street, and Hunter Street to Winchester Avenue. Hydrants, valves, and taps will be replaced in this area. The process will be slow and we are hopeful disruption of service will be minimal. Commissioner Golden described procedures required to put new lines in service. Videos have been posted on social media showing what has been found in lift stations causing blockages. Improvement has been noted, but more needs to be done. Commissioner Golden also wanted to remind customers that although the Governor suspended disconnection of services due to non-payment, water bills still need to be kept current where possible or payments made to ease the overdue balance because disconnects will resume in the near future.

8. Old Business:

The Mayor announced the plan to set up a website through the company out of Georgia fell through. Mayor Clemons said she is now working the state of South Carolina to set up a website which will give us a web address extension of sc.gov. Projected date of completion is June 30, 2020.

9. New Business:

- a. 2020 Spring Round Community Development Block Grant (CDBG) Resolution. The Mayor stated the Town is applying for another CDBG grant for the spring time frame. This grant would include new water lines for Harrison Avenue and completing water lines on Winchester Avenue. A resolution must be drafted and signed by the Town as a first step toward this new grant. Mayor Clemons read the proposed resolution. Councilperson Bonnie Fogle pointed out that Winchester Avenue needed to be added to the verbiage. Councilperson Travis Golden made a motion to accept Resolution 2020-003 with the Winchester Avenue addition; Councilperson Bonnie Fogle seconded. All in favor, so moved.
- b. CDBG Public Hearing #1 (Needs Assessment), May 18, 2020 @ 7pm. After the resolution has been passed by Council, a Needs Assessment public hearing must be held to allow community involvement. The Mayor is working with Nathaniel Foutch of Lower

Savannah Council of Governments (LSCOG) to coordinate. The location will be decided and announced via social media. Councilperson Gregg Covington made a motion to accept the Public Hearing scheduled for May 18, 2020 at 7pm, location TBD. Councilperson Travis Golden seconded. All in favor, so moved. Location of Public Hearing will be announced on social media.

- c. CDBG Public Hearing #2 (Application Informational), June 4, 2020, @ 7pm via conference call. The next phase of the CDBG process requires a second public hearing be held to define the application process. Mr. Foutch with LSCOG requested this hearing be conducted via conference call. Councilperson Bonnie Fogle made a motion to accept the Public Hearing scheduled for June 4, 2020, at 7pm via conference call. Councilperson Travis Golden seconded. All in favor, so moved. Information concerning the call will be published on social media.
- d. COVID-19 Updates. Mayor Clemons stated the Town will continue to abide by the Governor's directives as it relates to the coronavirus pandemic. And, although the Governor has relaxed the Stay at Home/Work order, Gibson's Food Station will remain closed until Mr. Gibson feels it safe to resume business. The Mayor reminds all to continue to maintain social distancing and avoid crowds. Norway Park will remain closed. The public will be notified via social media when the park reopens.
- e. Community Group Sponsored HKT Class of 2020 Social Distance Parade in Norway: Ms. Melika Jackson proposed plans to honor the 2020 senior class graduating from HKT. She says with the coronavirus causing cancellation of traditional celebrations, they wanted a way to show the seniors they are important and are appreciated. Ms. Jackson states rules will be established to maintain social distancing such as participants either riding in cars or on floats. Ms. Jackson has spoken with the Mayor and Police Chief and asks approval from Council to allow the parade to proceed on May 23, 2020, starting at 11:00am. Councilperson Gregg Covington made a motion to allow the parade to take place in Norway on May 23, 2020, at 11:00am. Councilperson Bonnie Fogle seconded the motion. All in favor, so moved. Mayor stated if the Governor should resume his stay at home/work executive order, the request would be revisited.
- f. Court Changes: Court will resume on May 13, 2020, at 6:30pm. Schedule will change to every second Tuesday of each month (at 6:30pm) starting in June. Judge Angela Garrick Martin has been hired as Norway's Municipal Judge. Judge Martin has a strict dress code

which is posted both in the court house and on social media. Mayor Clemons announced a new Facebook page has been set up for Norway Police Department. The page is closely monitored and you may post concerns and questions there.

- g. Town Hall Temporary Business of Operation Change: The Assistant Clerk has requested a change of working hours. Mayor Clemons suggested the hours of operation temporarily change as follows:

Monday, Wednesday, Thursday, and Friday – 8:00am – 3:30pm

Tuesday – 8:00am – 5:30pm

The Mayor reminded everyone the drop box is available when the office is closed.

Discussion followed. Councilperson Travis Golden made a motion to accept the temporary office hours as proposed. Councilperson Gregg Covington seconded. All in favor, so moved. Mayor Clemons said the new hours will take effect Monday, May 11, 2020. The change will be posted to Facebook.

10. Public Comments

Darnell Johnson introduced himself as a candidate for Orangeburg County Sheriff. He stated his platform is based on the rebirth of the agency to include implementing advanced technology. He discussed additional ideas for improvement. Discussion followed. Mayor and Council wished Mr. Johnson good luck on his campaign.

11. Announcements

- a. Winchester Avenue Improvement Project Update, May 5, 2020: Mayor Clemons said NWF Industries will began construction today and the project is slated to run through August. She asks all please be patient; the Town will keep you informed. Again, we hope for minimal disruption of services, but please bear with us as we grow and improve.
- b. Today Orangeburg Council on Aging partnered with Blue Cross/Blue Shield to bring a meal delivery program to Norway. Meals will be available to seniors age 60 and over who reside in Norway. Pickup will be at the Senior Center located at 105 St. John Avenue every Tuesday through June 2 from 2:00 – 3:30pm. Requirements to participate in the program will be posted to Facebook.

12. Executive Session:

- a. A motion was made by Councilperson Gregg Covington to end the conference call and Council go into Executive Session to discuss the Town's burn ordinance and a water customer's account. Councilperson Bonnie Fogle seconded. All in favor, so moved. Executive Session started at 7:58pm.

customer's account. Councilperson Bonnie Fogle seconded. All in favor, so moved.

Executive Session started at 7:58pm.

b. Motion was made by Councilperson Gregg Covington to end Executive Session.

Councilperson Bonnie Fogle seconded. All in favor, so moved.

c. The following actions were taken during Executive Session:

(1) Further discussion with the Fire Chief will follow concerning the Town's burn ordinance.

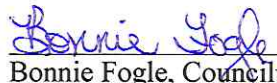
(2) J-Lux Beauty Box has been operating in the Town of Norway without a business license or backflow device for some time. Therefore, Council agreed the Police Chief would issue a citation for operating without a business license. Council further agreed the business's water service would be disconnected due to the lack of a current backflow device report in order to protect Norway and its citizens. Mayor Clemons said service cut-off will occur tomorrow, May 6, 2020, at 8am.

With no further business to discuss, a motion to adjourn was made by Councilperson Gregg Covington and seconded by Councilperson Bonnie Fogle. All in favor, so moved. Meeting adjourned at 8:35pm.


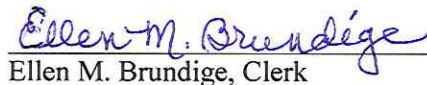
Date Accepted: June 1, 2020



Tracie M. Clemons, Mayor



Bonnie Fogle, Councilperson


Gregg Covington, Councilperson
Travis Golden, Councilperson

Ellen M. Brundige, Clerk

N/A PER Mayor
Clemons
7.2.2020

Norway General Fund
Income Statement
For the Five Months Ending May 31, 2020

	Current Month	Year to Date
Revenues		
Audit Income	\$ 0.00	\$ 10,852.18
Town Business Licenses	232.49	7,705.03
CheckFreePay Income	101.70	279.90
Orangeburg County Tax Income	4,358.59	37,319.58
Town Share Court Fines	23.04	3,403.94
Donation Income	300.00	686.48
Facility Use Rental Income	0.00	75.00
Garbage Fee Income	2,390.67	11,778.04
Council Paid Health Ins	0.00	1,739.46
Insurance Claims Receipts	0.00	19,705.40
MASC Ins Tax Coll Program	5,421.91	5,421.91
Merchant's Inventory	0.00	118.85
Setoff Debt Collection	755.75	1,290.38
Telecommunications Tax Collect	0.00	2,459.84
Town of Norway Income	0.00	159.00
Trade	0.00	82.31
Vehicle Sales	0.00	3,500.00
	<hr/>	<hr/>
Total Revenues	13,584.15	106,577.30

Expenses		
Accounting Services	0.00	1,350.00
Advertising Expenses	100.00	526.58
Audit Expenses	300.00	300.00
Bank Fees	0.00	18.00
Building Repair	0.00	575.00
Business License Overpayment	0.00	67.50
Copier Lease	189.08	856.52
Court Expenses	160.00	160.00
Court Fines paid by DSO	317.88	777.51
Debt Set Off Exp	0.00	57.31
Donations	300.00	350.00
Facility Rental Deposit Refund	0.00	75.00
Fuel	0.00	2,092.83
Garbage Collection Service	1,000.00	5,842.24
Housekeeping	0.00	1,283.17
Insurance	0.00	578.00
Landscaping on Main	1,700.00	1,700.00
Legal fees	0.00	75.00
Lift Station Repairs	0.00	18,983.89
Materials/Supplies	73.94	499.92
Memberships	0.00	1,443.50
Office Supplies	0.00	1,692.91
Payroll	5,500.00	38,926.69
PD Equipment	100.00	100.00
PD Radio Expense	0.00	408.42
PD Supplies	585.69	630.59

For Management Purposes Only

**Norway General Fund
Income Statement
For the Five Months Ending May 31, 2020**

	Current Month	Year to Date
PD Vehicle	0.00	2,162.41
PD Cell Phones/Data	0.00	764.28
PD Fuel	372.33	2,297.17
PD Software	0.00	600.00
PD Training	0.00	35.00
PD Uniforms	0.00	58.16
PD Vehicle Main/Repairs	0.00	1,201.38
Postage	110.00	330.00
PSC DSO funds	312.87	312.87
PSC Expenses	52.00	2,424.66
Employee Reimbursement	0.00	332.48
Repairs/Maint.	0.00	1,160.01
Alarm	98.00	332.00
Training/Travel/Per Diem	0.00	129.00
Transportation Fee	100.00	100.00
Uniform Service	0.00	531.04
Power/phone/gas	2,344.61	13,957.89
Vehicle Maint/Repair	0.00	917.37
Christmas Parade Expenses	0.00	125.35
	<hr/>	<hr/>
Total Expenses	13,716.40	107,141.65
	<hr/>	<hr/>
Net Income	\$ (132.25)	\$ (564.35)
	<hr/>	<hr/>

Norway General Fund
Balance Sheet
May 31, 2020

ASSETS

Current Assets		
Town Of Norway	\$	2,504.26
		<hr/>
Total Current Assets		2,504.26
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	2,504.26
		<hr/> <hr/>

LIABILITIES AND CAPITAL

Current Liabilities		
Coronavirus Testing	\$	(102.00)
Memorial Day Reserve		(123.10)
Palmetto Pride Grant Reserve		(1,620.53)
PD Body Web Cams		(2,119.59)
New PD Car Reserve Funds		(2,246.59)
Xmas Gifts Reserve		(251.28)
Christmas Parade Funds Reserve		(481.08)
		<hr/>
Total Current Liabilities		(6,944.17)
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		(6,944.17)
Capital		
Retained Earnings		10,012.78
Net Income		(564.35)
		<hr/>
Total Capital		9,448.43
		<hr/>
Total Liabilities & Capital	\$	2,504.26
		<hr/> <hr/>

**Public Service Commission
Income Statement
For the Five Months Ending May 31, 2020**

	Current Month	Year to Date
<i>Revenues</i>		
Debt Set-off	\$ 312.87	\$ 370.18
Public Service Commission	19,945.57	94,092.22
	<hr/>	<hr/>
Total Revenues	20,258.44	94,462.40
	<hr/>	<hr/>
<i>Expenses</i>		
Business License Trans	187.20	187.20
Chemicals	0.00	1,800.00
DPU Water	6,599.95	32,105.68
Equipment Rental	0.00	37.00
Fines / Fees	589.75	2,179.50
Garbage Expenses	148.04	364.90
Materials/Supplies	500.00	1,566.70
Office Supplies (checks,forms)	0.00	104.06
Payroll	3,500.00	18,000.00
Postage	105.00	560.00
Repairs/Maint.	269.52	3,488.22
USDA RD Payment	3,770.00	18,850.00
USDA Reserve Repayment	100.00	500.00
Power	1,372.51	7,504.19
WW Operator	800.00	5,825.00
	<hr/>	<hr/>
Total Expenses	17,941.97	93,072.45
	<hr/>	<hr/>
Net Income	\$ 2,316.47	\$ 1,389.95
	<hr/> <hr/>	<hr/> <hr/>

**Public Service Commission
Balance Sheet
May 31, 2020**

ASSETS

Current Assets		
Adjustments	\$	1,542.93
Public Service Commission		3,928.00
Water Service		(1,542.93)
		<hr/>
Total Current Assets		3,928.00
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>3,928.00</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
		<hr/>
Total Liabilities		(900.00)
Capital		
Retained Earnings		3,438.05
Net Income		1,389.95
		<hr/>
Total Capital		4,828.00
		<hr/>
Total Liabilities & Capital	\$	<u>3,928.00</u>

**Public Service Commission
Services****For the Period From May 1, 2020 to May 31, 2020**

Filter Criteria includes: Report order is by Customer ID, Item ID. Report is printed in Detail Format.

Name	Item ID	Amount
Capital Penny Sales Tax III		739.00
		739.00
Debt Set-off		312.87
		312.87
Loutisha Goodwin		52.00
		52.00
PSC Customer Receipts	Adjustments	125.35
	Deposit	160.40
	DS	183.01
	DW	438.09
	Fire Hydrant	1,060.64
	Garbage	148.04
	Late Fee	1,147.33
	Reconnect	102.58
	Sewer	6,267.91
	Water	9,521.22
		19,154.57
Report Totals		20,258.44

Norway Municipal Court
Income Statement
For the Five Months Ending May 31, 2020

	Current Month		Year to Date	
<i>Revenues</i>				
Court Fines Income	\$	6,009.27	\$	10,796.92
Total Revenues		6,009.27		10,796.92
<i>Expenses</i>				
Office Supplies		0.00		60.68
SC Ticket Portion		29.70		4,526.36
Town Ticket Portion		23.04		3,403.94
Victim's Assistance Expense		2.76		632.35
Total Expenses		55.50		8,623.33
Net Income	\$	5,953.77	\$	2,173.59

Norway Municipal Court
Balance Sheet
May 31, 2020

ASSETS

Current Assets		
Norway Municipal Court	\$	7,149.28
		<hr/>
Total Current Assets		7,149.28
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	7,149.28
		<hr/> <hr/>

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
		<hr/>
Total Current Liabilities		10,868.89
Capital		
Retained Earnings		(5,893.20)
Net Income		2,173.59
		<hr/>
Total Capital		(3,719.61)
		<hr/>
Total Liabilities & Capital	\$	7,149.28
		<hr/> <hr/>

Town of Norway Community Needs Assessment Survey Public Hearing

Thursday, May 21, 2020 @ 7pm
via Teleconference Call and Facebook LIVE

Purpose:

To apply for a grant to replace waterlines on Harrison, Steadman Winchester and 3rd Avenues, to ask for input from the community and to discuss other needed improvements to the town.

Mayor Clemons opened the meeting by introducing Mr. Nathaniel Foutch, giving him the floor. Mr. Foutch gave a listing of nine areas that the town could ask for assistance with...

- infrastructure improvements
- neighborhood revitalization
- public facilities
- limited rehabilitation
- public services
- downtown revitalization
- demolition and clearance
- brownfields improvements
- other projects that meet CDBG criteria.

Mr. Foutch then invited those in attendance to comment with what they see as the needs in Norway and announced that there were be Needs Assessment Surveys left with Mayor Clemons for those unable to attend the hearing who would like to drop by and fill one out.

Mayor Clemons was first to comment and began by saying that the greatest need lies in the upgrading of our water and sewer systems - replacing galvanized pipe that had been installed back in the 1920's. "The entire town needs new water lines", she said. Other needs mentioned were the repaving of roads, tree thinning and the removal of excessive trees, replacing fire hydrants, the installation of road safety signs, addressing the need for more affordable and better housing (housing development), and the need for more businesses (industries) to come in to our town to provide more job opportunities and growth.

Councilman Covington commented next about our water supply and the fact that we need to have a backup plan and supply in case of an emergency situation.

Councilman Golden agreed with Mayor Clemons that we need assistance with our water and sewer, installing signage "Slow... Children Playing" and speed bumps on certain roads.

Mayor Clemons then mentioned to Mr. Foutch that the meeting was also being broadcast LIVE on Facebook and that there were 15 or more people watching, some of which had made comments.

Kellee Boyleston - "Would love to see some litter control, face uplifts on the buildings on the main road that aren't being used."

Joan Fields - "Housing. More grocery stores."

Dorell Cooper - "Water lines."

Mr. Foutch stated that he had a good sense of what was needed from the assessment on his end. Mayor Clemons asked if there were any more comments from the Facebook LIVE viewers.

Berley James - "Transportation."

Betty Casteal - "Broadband. Cellphone towers."

Latwanna Flake responded via the conference call with a suggestion about renovating some of the town's vacant buildings to rent out for functions to raise money for the town and bringing entertainment events to the old Willow School building. She also suggested the creation of a "Beautification Committee" to organize clean-up crews to pick up litter on some of our back roads.

Mr. Foutch stated that he appreciates everyone's participation and candor in letting him know what the needs are. He will be drafting a grant for us this spring.

Mayor Clemons gave her contact info for anyone who wants to respond with ideas and expressed that she wants input from the community on their town. "It's not about the leadership making these decisions. It's about you putting in your input to where you live in this community."

Mayor Clemons closed out the hearing at 7:21pm.