

# TOWN OF NORWAY

PO Box 127

8403 Savannah Highway

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: 720-740-9696 Pin# 581 4891**

**Playback #: 720-740-9889 Pin# 581 4891**

**November 2, 2020**

### **MINUTES**

1. Mayor Tracie M. Clemons called the virtual meeting to order at 7:41 pm
2. Members Present: Mayor Tracie M. Clemons, Councilperson Bonnie Fogle, Councilperson Gregg Covington, and Councilperson Berley James.
3. The invocation was led by Councilperson Bonnie Fogle.
4. Mayor Clemons asked the Council to review the agenda and asked if there were any additions. As there were no additions made Mayor Clemons asked that the agenda be approved. Councilperson Covington made the motion to approve the agenda. Councilperson Fogle seconded the motion . All in favor, so moved.
5. Mayor Clemons asked Council to review minutes and comment if necessary. Councilperson Gregg Covington made a motion to accept the minutes as written with any necessary changes; no changes were suggested. Councilperson Berley James seconded the motion. All in favor, so moved.
6. Mayor Clemons asked Council to review the Treasurer's Financial Report (details are shown in the attached reports). Mayor Clemons briefly went over the 2021 Stub Budget and stated that there would be more discussion on it later in the meeting. Councilperson Berley James made a motion to accept the Treasurer's report as presented; Councilperson Gregg Covington seconded. All in favor, so moved.
7. Department Reports
  - a. Police Department Report was presented by Interim Police Chief James Thorpe. Mayor Clemons introduced Interim Chief James Thorpe. Chief Thorpe stated that at this time he does not have a report as he had only recently become Chief but stated that he would have one at the next meeting. As there was no report that was no motion to accept needed.

- b. Water Department Report was presented by Mayor Tracie M. Clemons. Mayor Clemons stated that Norway has a new Wastewater Manager. His name is Mr. James LeRoy. Mayor Clemons also shared that the town had changed chemical companies from Airgas to another company to save the town money. Mayor Clemons also stated that we had had a few leaks but that the Public Works crew have done a great job of keeping up with them. As there was no issues that needed approval there was no motion to accept needed.
- c. Parks & Recreation and Street Sanitation Report was presented by Councilperson Berley James. Councilperson James share she had no report at this time. As there was no report that was no motion to accept needed.

Unfinished Business:

- a. Hometown Economic Development Grant. Mayor Clemons share that we had not been awarded the grant but congratulated two of our neighboring towns of Springfield and Salley for being awarded the grant. As there was no issues that needed approval there was no motion to accept needed.
- b. Winchester Avenue Improvement Project Change Order Update. Mayor Clemons shared that we are waiting on the last permit from DEHEC to come She briefly reviewed that this project was to help put new water lines in. Mayor Clemons also stated that they are hoping to have this project completed before Christmas. As there was no issues that needed approval there was no motion to accept needed.

8. New Business:

- a. Municipal Annual Budget Public Hearing. Mayor Clemons went over the Stub Annual Budget for 2021 (details are shown in the attached reports). Mayor Clemons opened up for public discussion on the Stub Budget. There were no comments on the budget so Mayor Clemons read Ordinance 2020-004 to adopt the Stub Budget for 2021 (details are shown in the attached reports). And noted that a correction needed to be made and asked for a motion to accept the Ordinance 20202-004 with the correction that was made after the 2<sup>nd</sup> reading. This was also the 1<sup>st</sup> Reading of the Ordinance. Councilperson Gregg Covington made the motion to accept the Ordinance with the correction after the 2<sup>nd</sup> reading. Councilperson Fogle seconded the motion. All in favor, so moved.

10. Public Comments.


Ms. Susie Q commented from Facebook that people may have been exposed to COVID-19 as she had been diagnosed with it and was working at Gibson's Food Station Restaurant as a cook prior to her diagnoses.

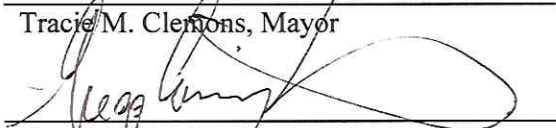
11. Announcements


- a. Mayor Clemons stated that there will be no Christmas Parade this year due to concerns about the COVID-19 virus. She shared that Dominion Electric will be out on November 17, 2020 to hang Christmas decorations for the town.
- b. Mayor Clemons shared that since we can't have the Christmas Parade this year that it has been suggested that we do an Adopt a Palm Tree for Christmas. Residents may adopt a palm tree along main street and decorate with solar Christmas lights as long as they use no nails or metal of any kind on the tree. A yard sign will be placed by each tree that is adopted stating who has adopted the tree. Mayor Clemons stated that Ms. Beulah Thompson is the contact person for this project and gave her contact number as (803) 378-2041. Mayor Clemons also stated that donations to the town for the adoptions would be accepted.
- c. Mayor Clemons stated that the 2020 Census has come to an end and shared that we are finishing up any final business that is connected with this.

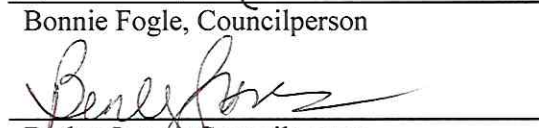
With no further business to discuss, a motion to adjourn was made by Councilperson Gregg Covington and seconded by Councilperson Bonnie Fogle. All in favor, so moved. Meeting adjourned at 8:36pm.

Date Accepted: December 7, 2020

  
\_\_\_\_\_  
Tracie M. Clemons, Mayor

  
\_\_\_\_\_  
Gregg Covington, Councilperson

  
\_\_\_\_\_  
Bonnie Fogle, Councilperson

  
\_\_\_\_\_  
Berley James, Councilperson

  
\_\_\_\_\_  
Donna J. Lynch, Clerk



NORWAY TOWN CODE

**ORDINANCE 2020-004**

**AN ORDINANCE TO ADOPT THE 2021 STUB YEAR BUDGET**


BE IT ORDAINED by the Town Council of the Town of Norway in meeting duly assembled that the attached Budgets summarized below are hereby adopted for the 2021 Stub Year, January 1 – June 30, 2021,

FUND	REVENUE	EXPENSES
General	\$138,880	\$107,312
Public Service Commission	\$167,720	\$122,870
Municipal Court	\$42,000	\$40,500
Victim Advocate Services	\$27,400	\$2,400

This ordinance shall become effective immediately upon approval at the second reading.

**ADOPTED** and **APPROVED** in meeting duly assembled this 7<sup>th</sup> day of DECEMBER, 2020.

Norway Town Council

By:   
Tracie M. Clemons, Mayor

ATTEST:

By:   
Clerk to Town Council

Public Hearing 11.2.2020  
First Reading 11.2.2020  
Second Reading 12.7.2020

NORWAY TOWN CODE

**ORDINANCE 2020-004**

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*line*

FUND	REVENUE	EXPENSES
General	\$138,880	\$107,312
Public Service Commission	\$167,720	\$122,870
Municipal Court	\$42,000	<del>\$34,500</del>
Victim Advocate Services	\$27,400	\$2,400

*\$40,500 line 11-2-2020*

This ordinance shall become effective immediately upon approval at the second reading.

**ADOPTED** and **APPROVED** in meeting duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Norway Town Council

By: \_\_\_\_\_

Tracie M. Clemons, Mayor

ATTEST:

By: \_\_\_\_\_  
Clerk to Town Council

Public Hearing 11-2-2020  
First Reading 11-2-2020  
Second Reading \_\_\_\_\_

**NORWAY MUNICIPAL COURT  
PROPOSED BUDGETS AND ACTUALS**

Account ID	Account Description	2018 Actual	2019 Budget	2019 EOY EST	2020 BUDGET	2020 EOY EST (up to 10/31/20)	Jan-June 2021 BUDGET
Court Income	Court Fines Income Revenue	\$103,400.00	\$115,000.00	\$52,000.00	\$110,000.00	\$25,660.00	\$42,000.00
<b>EXPENSES</b>							
State Treasurer		51,255.00	58,700.00	24,846.00	54,300.00	16,486.00	15,000.00
	Municipal DUS DPS Pullout	258.00	150.00	267.00	250.00	728.00	75.00
	Municipal Drug Surcharge	945.00	500.00	133.00	1,000.00	184.00	250.00
	Municipal Law Enforce Surcharge	6,206.00	8,000.00	3,437.00	5,000.00	2,134.00	3,000.00
	Municipal CJA	60.00	50.00	14.00	50.00	11.00	25.00
	Municipal Assess State 107.5%	43,786.00	50,000.00	20,995.00	48,000.00	13,429.00	12,000.00
Town of Norway		46,414.00	50,000.00	22,250.00	50,000.00	9,670.00	23,000.00
Victim's Services		5,928.00	6,300.00	3,228.00	5,700.00	1,434.00	2,500.00
	Municipal Assessment	5,500.00	6,000.00	2,637.00	5,300.00	1,028.00	2,000.00
	Municipal Surcharge	428.00	300.00	591.00	400.00	406.00	200.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Expenses</b>	<b>\$103,597.00</b>	<b>\$115,000.00</b>	<b>\$50,324.00</b>	<b>\$110,000.00</b>	<b>\$27,590.00</b>	<b>\$40,500.00</b>

Public Hearing: 11.2.2020

1st Reading: 11.2.2020

2nd Reading: 12.7.2020

Approved by Council: Chairman

*Mayor 12.7.2020*

TOWN OF NORWAY, SOUTH CAROLINA  
PUBLIC SERVICE COMMISSION  
REVENUES AND EXPENSES  
PROPOSED BUDGETS AND ACTUALS

	2019 BUDGET	2019 EOY EST	2019 ACTUAL	2020 BUDGET	2020 EOY EST (up to 10/31/20)	Jan-June 2021 BUDGET
<b>OPERATING REVENUES</b>						
Water Service	\$ 113,000	\$ 118,575	\$ 115,835	\$ 119,000	\$ 113,322	\$ 119,000
Wastewater Service	73,000	74,973	74,529	75,000	69,357	33,000
Reconnect	1,800	1,313	1,397	1,500	385	210
Tap Fee	1,100	-	-	-	-	-
Late Fee	12,000	13,512	13,509	13,500	12,414	4,200
Adjustments	-	(578)	(634)	(600)	(160)	300
DHEC Water Fee	5,300	5,448	5,415	5,500	5,254	2,400
DHEC Waste Water Fee	2,000	2,479	2,413	2,500	2,244	1,200
Fire Hydrant Maintenance	13,000	13,932	13,664	14,000	10,857	6,000
Garbage	-	-	-	-	393	450
Lift Station Reimbursement (FHC & OCSD)	700	572	572	700	600	-
Initial Water Connect Fee (Non-Refund Dep	4,500	3,208	2,887	3,200	2,503	-
Debt-Set Off Collection	-	196	168	-	608	-
Restricted Funds (Capital Penny Sales)	-	-	-	-	-	198,068
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 226,400</b>	<b>\$ 233,630</b>	<b>\$ 229,756</b>	<b>\$ 234,300</b>	<b>\$ 217,777</b>	<b>\$ 365,788</b> (without penny sales = \$167,720)
<b>OPERATING EXPENSES</b>						
Backflow Test	150	87	130	150	295	-
Chemicals, Analysis & Treatment	8,300	11,863	11,183	11,850	5,520	5,200
Contract Labor	750	1,018	1,018	1,260	0	-
COVID-19 Expenses	-	-	-	-	2,376	400
DPU Water Purchase	65,000	71,087	65,145	69,000	78,523	40,200
Equipment Rental	-	-	-	-	37	1,200
DHEC (permit fees/lab fees/fines)	2,500	2,359	3,924	3,000	7,114	4,850
Garbage	-	-	-	-	546	300
Materials/Supplies	1,800	6,705	5,265	5,000	11,697	700
Office Supplies/Software	1,400	1,353	1,446	1,400	500	-
Payroll	50,000	44,667	49,250	50,000	43,200	18,000
Postage - Water Only	1,500	1,027	-	1,400	1,300	-
Repairs/Maintenance	8,110	7,040	7,536	8,000	6,430	1,200
Return Check Fees	100	-	12	-	133	-
Sample Testing (Included with WW Operate	-	600	580	500	-	-
USDA RD Bond Payments	45,240	45,240	45,240	45,240	45,240	22,620
USDA RD Reserve Repayment	1,200	1,200	1,200	1,200	1,200	600
Electricity - Water/Wastewater Only	16,000	15,336	15,245	15,000	16,755	9,600
W/WW Operator	24,000	25,787	22,890	21,300	48,798	18,000
Water Deposit Refunds	-	-	-	-	-	-
	<b>\$ 226,400</b>	<b>\$ 235,369</b>	<b>\$ 230,065</b>	<b>\$ 234,300</b>	<b>\$ 269,664</b>	<b>\$ 122,870</b>

Public Hearing

1st Reading:

2nd Reading:

Approved by Council:

11.2.2020

11.2.2020

12.7.2020

*Mayor*

12.7.2020




**TOWN OF NORWAY, SOUTH CAROLINA  
GENERAL FUND REVENUES AND EXPENSES  
PROPOSED BUDGETS AND ACTUALS**

	2019 BUDGET	2019 EOY EST	2019 ACTUAL	2020 BUDGET	2020 EOY EST (up to 10/31/20)	Jan-June 2021 BUDGET
<b>OPERATING REVENUES</b>						
Building Permit (County)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Income	-	-	-	-	-	39,000
Business License (local)	7,500	7,553	7,583	7,600	7,905	7,050
Brokers Tax MASC	1,200	1,337	1,337	1,400	1,340	-
Insurance Tax Coll (MASC)	32,000	34,021	34,021	34,000	35,033	28,000
Telecommunication Tax MASC	3,000	2,800	2,697	3,000	2,460	2,300
Court Fines	50,000	22,250	21,246	50,000	9,670	4,700
Park Rec Building Rental	-	200	200	600	75	0
Franchise Fees	21,500	20,345	20,345	21,500	18,582	18,000
Garbage Collection Fees	29,000	29,600	29,223	29,600	23,704	10,200
Orangeburg County Taxes	41,000	41,000	37,743	43,000	44,333	23,900
Checkfreepay Payments	850	833	807	900	639	365
Homestead Exemption	4,100	3,967	3,967	4,300	3,727	3,727
Old Town Hall Rent	2,600	600	600	-	-	1,000
Setoff Debt Program	-	-	-	-	2,764	400
Merchant's Inventory	7,500	7,651	770	7,600	357	238
Restricted Funds ( <i>Health Insurance Premium &amp; Harrison Ave CDB Grant</i> )	-	-	-	-	-	625,486
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 200,250</b>	<b>\$ 172,157</b>	<b>\$ 160,538</b>	<b>\$ 203,500</b>	<b>\$ 150,589</b>	<b>\$ 764,366</b> (without CDB Grant = <b>\$138,880</b> )
<b>OPERATING EXPENSES</b>						
Advertising	\$ 400	\$ 300	\$ 341	\$ 200	\$ 385	300
Audit Expenses	34,000	30,000	2,000	30,000	20,600	18,000
Event Expenses	500	500	-	500	50	-
Salaries	65,000	73,500	62,540	70,000	68,691	51,000
Court Expenses (jury list & postage)	200	-	-	-	160	-
Garbage Collection	18,600	18,700	15,636	18,600	9,342	12,000
Fuel - Lawn Mowers, Auto	4,500	4,500	3,016	4,500	3,304	1,300
Contract - Copier	1,800	1,800	1,625	1,800	1,759	1,350
Office Supplies	2,000	1,800	2,293	1,800	2,599	150
Professional Services	2,400	2,400	1,955	2,400	3,000	-
Main/Repairs - Building	5,100	4,900	4,900	-	1,364	3,000
Main/Repairs - Auto	1,500	2,000	2,009	2,000	2,131	400
Main/Repairs - Mowers & Equip	2,000	1,000	4,265	1,000	820	400
New Equipment	1,000	-	-	-	2,300	-
Travel & Training	-	240	240	-	150	700
Dues & Subscriptions	1,000	1,450	1,502	1,400	154	200
Park Rec Building Deposit Refund	-	50	50	100	75	-
Town Utilities (elec/phone/gas)	40,000	31,600	29,853	31,600	29,448	15,000
PW/Town Materials/Supplies	-	2,600	1,981	2,600	5,482	400
PW Grant Match Funds/Expenses	-	665	665	-	-	84,000
Casual Labor	500	3,600	-	2,000	-	-
Donations/Funerals	300	400	542	400	600	200
PD Expenses	12,000	12,396	17,758	12,000	14,906	2,700
Election Expenses	-	400	386	-	1,400	-
Insurance (Auto, Bldg., etc.)	16,000	21,000	21,112	20,000	12,253	-



**TOWN OF NORWAY, SOUTH CAROLINA  
GENERAL FUND REVENUES AND EXPENSES  
PROPOSED BUDGETS AND ACTUALS**

Water/Sewer Maintenance Expenses	10,000	2,500	1,700	-	31,445	-
Town Hall Security System (alarm)	<u>600</u>	<u>600</u>	<u>626</u>	<u>600</u>	<u>652</u>	<u>212</u>
<b>TOTAL OPERATING EXPENSES</b>	<u><b>\$ 219,850</b></u>	<u><b>\$ 218,901</b></u>	<u><b>\$ 176,996</b></u>	<u><b>\$ 203,500</b></u>	<u><b>\$ 213,070</b></u>	<u><b>\$ 191,312</b></u> (without matching grant fund = <b>\$107,312</b> )

Public Hearing 11-2-2020  
 1st Reading: 11-2-2020  
 2nd Reading: 12-7-2020  
 Approved by Council:   
 MAYOR 12-7-2020

**VICTIM ADVOCATE BUDGET  
TOWN OF NORWAY  
JAN. 1 – JUNE 30 STUB YEAR 2021 BUDGET**

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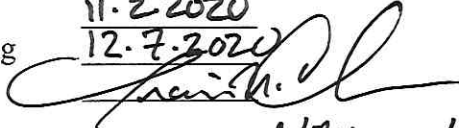
Prior Year Fund Carryforward Balance December 31, 2020 (estimated)	\$ 26,000.00
Anticipated Revenue Collection	<u>\$ 1,400.00</u>
Estimated Budget Funds Available	<b>\$ 27,400.00</b>

**Recurring Expenses**

Salaries	\$ 0
Office Supplies	\$ 0
Equipment Maintenance Contract	\$ 0
Training/Seminars (OVSEC Approved Certification/Cont. Ed.)	\$ 0
Victim Services Conferences (Victim Right Week, LEVA Conference, etc.)	<u>\$ 0</u>
Total Recurring Expenses (annually)	<b>\$ 0</b>

**Non - Recurring Expenses (estimated)**

State Victim Assistance Program (Proviso 59.15)	\$ 2,400.00
Total Non - Recurring Expenses	<b>\$ 2,400.00</b>

Public Hearing	<u>11.2.2020</u>
First reading	<u>11.2.2020</u>
Second reading	<u>12.7.2020</u>
Approved	 Mayor 12.7.2020