

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

September 21, 2020 - 7PM

MINUTES

1. **Meeting Called to Order:** 7:03pm with Mayor Clemons, Councilperson Gregg Covington, Councilperson Berley James present.
2. **Invocation:** Councilman Gregg Covington
3. **Approval of the Agenda:** A motion was made by Councilperson Gregg Covington to accept the agenda as written and Councilperson Berley James seconded. All in favor, so moved.
4. **Approval of Previous Minutes:** A motion was made by Councilperson Gregg Covington to accept the minutes of August 3, 2020 and special meeting on August 17, 2020. Councilperson Berley James seconded. All in favor, so moved. Mayor Clemons and Councilperson Gregg Covington signed off on the previous minutes. Mayor Clemons asked Councilperson Berley James to come by the Town Hall to sign off as well.
5. **Approval of Treasurer's Financial Report (Attachment 1) - Clerk/Treasurer:** Mayor Clemons discussed the financial statement per department.

General Fund for the Eight Months Ending August 31, 2020: Total Revenues = \$8,600.58, Total Expenses (exceeded income) = \$9,471.95, Net Income equates to -\$871.37. Current Assets = \$1,317.48, Total Liabilities = -\$13,372.06, Total Capital = \$14,689.54, Total Liabilities & Capital = \$1,317.48.

Public Service Commission for the Eight Months Ending August 31, 2020: Total Revenues = \$17,235.31, Total Expenses = \$18,581.56, Net Income = -\$1,346.25. Current Assets = \$1,846.87, Total Liabilities -\$900, Total Liabilities & Capital \$1,846.87.

Municipal Court for the Eight Months Ending August 31, 2020: Total Revenue \$2,502.13, Total Expenses \$2,936.38, Net Income \$-434.25. Current Assets = \$2,989.04, Total Liabilities = \$10,868.89, Total Liabilities & Capital \$2,989.04. *(Councilperson Bonnie Fogle joined the call)*

A motion was made by Councilperson Berley James to accept the financial statement as is with any necessary corrections and Councilperson Gregg Covington. All in favor, so moved.

Mayor Clemons discussed the Town's current financial forecast. The Town is still going through financial hardship due to the onset of COVID-19 since March. Mayor Clemons indicated that the Town is working to get out of debt. The Town's main sources of monthly income are water bill payments and traffic citations. Mayor Clemons indicated that customers could call the Town hall to set up payment arrangements and we are willing to work with them. The Town have about 40 daily and monthly creditors (expenses) and explain why we need those accounts to operate daily. Mayor Clemons also that the Town have inherited debt that has been passed down from

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

administration to administration by no fault of their own. Letters were sent out to some creditors informing them of the Town's financial hardship.

6. Department Reports

a. Police Department – Chief Brad Wilke:

- i. New Officer has been hired since the last meeting, Officer James Thorpe to replace the previous officer.
- ii. The police department has received two (2) property crime reports.
- iii. Forty-one (41) traffic citations with 9 arrests have been made.
- iv. New Court Restrictions have been put in place which will place a burden on the Town staff requiring that cases be continued due to COVID restrictions across the state of SC.
- v. Several Warrants and Bench Warrants have been issued in the September court date.
- vi. Gun locks provided by Project Child Safe are available at the Town Hall. They are free for all, anyone with children and gunowners. Safety first regarding child safety and stored properly at the home. The gun locks work well with pistols and rifles.

b. Water Department – Mayor Clemons

- i. Water/Wastewater Commissioner Vacancy: Mayor Clemons indicated there are no major issues with water leaks or sewer backups.
 - a. Winchester Improvement Project: As of Tuesday, September 15, NWF Construction started moving customer over to the new PVC waterline on Winchester Avenue between Third St. and Cory St. As of today (9-21-2020) all tie ends (transfer) for the customers have been completed. Clean up efforts are in progress as well. Mayor Clemons indicated that customers should notice a significant difference in their water flow.
 - b. A Change Order is still in progress for Winchester Avenue between Hunter and Kinard Streets.
 - c. The Town will have a new Wastewater Operator starting on October 1, 2020.

7. Unfinished Business

- a. Town of Norway Property Sale: The Town have received payment from the purchaser for the property on September 18, in the amount of \$1,650. The payment was deposited into the Town's bank account.

b. Census 2020 Update:

- i. Deadline to complete the census is September 30. The Town received a \$500 grant to assist with marketing/promoting the Census, where \$361 is remaining. The funds must be utilized by September 30. Mayor Clemons proposed to create a competition for those that have not completed the census will get a gift card. The individual must provide a confirmation/reference # to get their gift card. Mayor Clemons indicated that the Town could help those to complete the census as well. The remaining grant money will be utilized by purchasing gift cards from the local businesses in the Town of Norway.
- ii. Census statistics include: As of September 17, Norway is at 44.6% of completed census forms, the state of SC is 43rd in the nation. There are 280,000 households remaining to complete in SC by September 30. There are three (3) ways to complete the census: (1) Dial 844-330-2020, (2) Mail-ins must be postmarked by September 30 and (3) via the website at www.2020census.gov. Mayor Clemons

indicated to call the Town hall, email or she would come to you personally to assist with completing the census.

- a. Councilperson Berley James indicated that individuals would have to provide their reference number to get a gift card. Councilperson James asked when will the gift card start.
- b. Mayor Clemons indicated that all must provide their confirmation number and it begins today, 9-21-2020.
- iii. Mayor Clemons indicated that there will be a Statewide Day of Action at the Orangeburg County Fairground on Saturday, September 26, 2020 from 10am -2pm. Services provide are COVID-19 Testing, Flu Shot Vaccination, Census 2020 Applications, Voter Registration Applications.
- c. **2020 Fall/Spring Neighborhood Community Revitalization Grant Update:** Mayor Clemons indicated that due to the low response rate from the Settlement Community, the Town was unable to apply for the CDBG grant. Mayor Clemons explained the process to apply for the grant and indicated that the Town will revisit and reapply at a later time. Mayor Clemons said once COVID-19 clears up, the Town would like to host a Town Hall Meeting to address any misconceptions and questions.

8. New Business

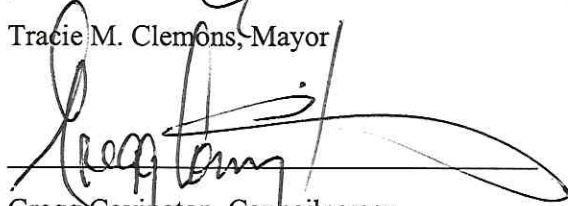
- a. **Town of Norway CARES ACT Reimbursement Approved on 9/4/2020:** Mayor Clemons said that the Town was reimbursed for services and expenses related to COVID-19 in the amount of \$2,690.18. Some of the services and expenses included the purchase of thermometers, hand sanitizer and hired a contractor to unclog the sewer system.
- b. **2020 Fall/2021 Spring Neighborhood Community Revitalization Grant Update:** We are applying for a grant for the Settlement area. Assessment forms and salary forms have been distributed. It is an 80 to 120-page application and you can only apply once per year.
- c. **HomeTown Economic Development Grant Resolution:** Mayor Clemons said that the Town is in a position to receive another grant called the HomeTown Economic Development Grant, where the deadline is Friday, September 25. The Town has a grant writer and she has indicated that the grant will be submitted by Thursday, September 24. Mayor Clemons indicated that this grant will be used towards the Willow School on Cope Rd. Mayor Clemons said this will be an ongoing project and will be done in phases. The maximum amount of the grant is \$25,000. Mayor Clemons presented the Council with a Resolution for the grant indicating that the Town will be responsible for a 5% match, which equates to \$1,250. Mayor Clemons signed off on the Resolution on behalf of the Council to submit as part of the grant application
 - i. Councilperson Gregg Covington asked what we have to do to comply to the grant as it relates to construction
 - ii. Mayor Clemons explained that any construction/renovation (HVAC, plumbing, etc..) task related to renovation the Willow School is acceptable.

9. **Public Comments:** Mrs. Lynn Garrick via FB Live asked which Town property was sold. Mayor Clemons said it was the property/land directly behind the old Town hall building.
10. **Announcements:** Mayor Clemons indicated that as of today, September 21, 2020, the Town received notice that the grant award from the SC Department of Commerce for the amount of \$622,065 for the Harrison Avenue Water Upgrade Project. Additionally, Mayor Clemons indicated that the Town of Norway Budget Workshop will take place on Monday, September 28, 2020 at 7pm at the Council Chambers at the Willow School.
- a. Councilperson Berley James recognized Mr. Legrande Steadman for litter pickup and asking all citizens to get involved with litter pickup.
 - b. Councilperson Gregg Covington asked about trick or treating during Halloween.
 - i. Mayor Clemons indicated that the Town will not host, or sponsor any Halloween events, however; citizens can host on their personal property.
11. **Executive Session:** A motion was made by Councilperson Gregg Covington to enter executive session at 7:50 pm to discuss delinquent water bill accounts and was seconded by Councilperson Berley James. All in favor, so moved.
12. **Continuation of Regular Meeting:** At 8:11pm a motion to continue the meeting was made by Councilperson Berley James and seconded by Councilperson Gregg Covington. All in favor, so moved.
- a. Mayor Clemons indicated that customers that are less than or equal to 2 months delinquent will pay 25% of their water bill payment that is currently due, while those that are greater than or equal to 3 months delinquent will pay 50% of their balance. Late fees and reconnection fees are still applicable. Notification letters will go out by Friday, September 25, with a due date by October 23, 2020.
 - i. A motion was made by Councilperson Berley James to accept the payment plan as stated and the motion was seconded by Councilperson Gregg Covington. All in favor, so moved.
13. **Adjourned:** With nothing further to discuss, Councilperson Gregg Covington made a motion to adjourn. Councilperson Berley James seconded. All in favor, so moved. The meeting was adjourned at 8:15pm.

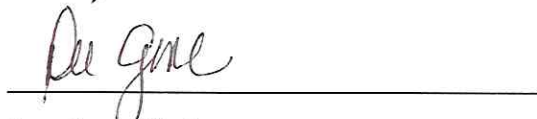
DATE ACCEPTED: October 5, 2020



Tracie M. Clemons, Mayor



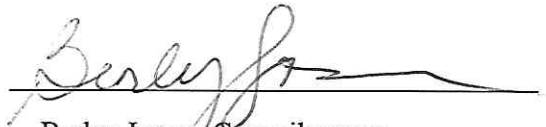
Gregg Covington, Councilperson



Dee Gore, Clerk

ABSENT PER Mayor Clemons

Bonnie Fogle, Councilperson



Berley James, Councilperson

**Norway General Fund
Income Statement
For the Eight Months Ending August 31, 2020**

	Current Month	Year to Date
<i>Revenues</i>		
Audit Income	\$ 0.00	\$ 10,852.18
Town Business Licenses	120.00	7,860.03
Census Income	0.00	816.60
CheckFreePay Income	56.40	435.00
Orangeburg County Tax Income	1,010.65	41,844.53
Town Share Court Fines	1,115.37	6,867.73
Donation Income	0.00	686.48
Election Filing Fee	0.00	5.00
Facility Use Rental Income	0.00	75.00
Franchise Fee Income	0.00	18,582.24
Garbage Fee Income	2,312.96	18,865.24
Council Paid Health Ins	0.00	1,739.46
Homestead Exemption Prog	0.00	3,727.23
Insurance Claims Receipts	0.00	19,705.40
MASC Ins Tax Coll Program	3,727.95	34,991.35
Merchant's Inventory	0.00	237.70
Payroll Income	0.00	1,599.19
Restitution	0.00	25.03
Setoff Debt Collection	257.50	2,558.38
Telecommunications Tax Collect	0.00	2,459.84
Trade	0.00	82.31
Training Refund	0.00	35.00
Vehicle Sales	0.00	3,500.00
Total Revenues	8,600.83	177,550.92

<i>Expenses</i>		
Accounting Services	0.00	2,500.00
Advertising Expenses	0.00	384.09
Audit Expenses	0.00	600.00
Bank Fees	0.00	18.00
Building Repair	150.00	1,364.31
Business License Overpayment	0.00	67.50
Census Expenses	0.00	183.40
Copier Lease	191.83	1,402.93
Court Expenses	0.00	160.00
Court Fines paid by DSO	232.50	1,707.51
COVID-19 Expenses	0.00	507.86
Debt Set Off Exp	0.00	57.31
Donations	0.00	396.00
Election Expense	0.00	932.40
Equipment	248.46	248.46
Facility Rental Deposit Refund	0.00	75.00
Fuel	275.27	3,240.10
Garbage Collection Service	0.00	9,342.24
Housekeeping	0.00	1,283.17
Insurance	0.00	578.00

For Management Purposes Only

**Norway General Fund
Income Statement
For the Eight Months Ending August 31, 2020**

	Current Month	Year to Date
IT & Equipment	774.21	774.21
Landscaping on Main	0.00	4,200.00
Legal fees	0.00	1,323.91
Lift Station Repairs	0.00	18,983.89
Materials/Supplies	108.96	4,318.21
Memberships	0.00	1,643.50
Memorial Day Expenses	0.00	46.91
Office Supplies	25.15	2,164.60
Payroll	4,250.00	62,390.75
PD Equipment	0.00	2,746.73
PD Radio Expense	0.00	619.03
PD Supplies	0.00	630.59
PD Vehicle	0.00	2,769.67
PD Cell Phones/Data	100.00	1,064.28
PD Fuel	0.00	3,791.36
PD Software	0.00	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	0.00	626.00
PSC DSO funds	0.00	550.87
PSC Expenses	0.00	11,312.08
Employee Reimbursement	250.00	881.88
Repairs/Maint.	163.56	684.26
Alarm	0.00	491.00
Training/Travel/Per Diem	0.00	129.00
Transportation Fee	0.00	100.00
Power/phone/gas	2,192.60	21,067.87
Vehicle Maint/Repair	509.41	1,561.78
Christmas Parade Expenses	0.00	125.35
Total Expenses	9,471.95	172,873.91
Net Income	\$ (871.12)	\$ 4,677.01

**Norway General Fund
Balance Sheet
August 31, 2020**

ASSETS

Current Assets		
Town Of Norway	\$ 1,317.73	
Total Current Assets		1,317.73
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>1,317.73</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Census Restricted	\$ (316.60)	
Annual Insurance Pymt Reserve	(6,000.00)	
IT Support	(1,775.79)	
Memorial Day Reserve	(76.19)	
Palmetto Pride Grant Reserve	(1,620.53)	
PD Body Web Cams	(2,119.59)	
New PD Car Reserve Funds	(731.00)	
Xmas Gifts Reserve	(251.28)	
Christmas Parade Funds Reserve	(481.08)	
Total Current Liabilities		(13,372.06)
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		(13,372.06)
Capital		
Retained Earnings	10,012.78	
Net Income	4,677.01	
Total Capital		<u>14,689.79</u>
Total Liabilities & Capital	\$	<u>1,317.73</u>

Public Service Commission
Income Statement
For the Eight Months Ending August 31, 2020

	Current Month	Year to Date
<i>Revenues</i>		
Debt Set-off	\$ 0.00	\$ 608.18
Public Service Commission	17,102.64	157,468.11
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Total Revenues	17,102.64	158,076.29
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<i>Expenses</i>		
Backflow Testing	0.00	95.00
Business License Trans	0.00	187.20
Chemicals	0.00	3,200.00
COVID-19 Expenses	0.00	2,160.00
DPU Water	6,599.95	51,925.59
Equipment Rental	0.00	37.00
Fines / Fees	1,114.75	4,344.25
Garbage Expenses	30.00	545.85
Materials/Supplies	0.00	3,818.91
Office Supplies (checks, forms)	0.00	104.06
Payroll	5,000.00	26,000.00
Postage	105.00	805.00
Repairs/Maint.	436.18	4,210.43
Returned Check	132.86	132.86
Return Check Fee	12.00	12.00
USDA RD Payment	3,770.00	30,160.00
USDA Reserve Repayment	100.00	800.00
Power	1,280.82	11,348.52
WW Operator	0.00	19,013.47
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Total Expenses	18,581.56	158,900.14
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Net Income	\$ (1,478.92)	\$ (823.85)
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Public Service Commission
Balance Sheet
August 31, 2020

ASSETS

Current Assets		
Adjustments	\$	1,542.93
Public Service Commission		1,714.20
Water Service		(1,542.93)
		<hr/>
Total Current Assets		1,714.20
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
Total Assets	\$	<hr/> <hr/> 1,714.20

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
Total Liabilities		<hr/> (900.00)
Capital		
Retained Earnings		3,438.05
Net Income		(823.85)
		<hr/>
Total Capital		2,614.20
Total Liabilities & Capital	\$	<hr/> <hr/> 1,714.20

Norway Municipal Court
Income Statement
For the Eight Months Ending August 31, 2020

	Current Month	Year to Date
<i>Revenues</i>		
Court Fines Income	\$ 2,502.13	\$ 15,928.81
Total Revenues	<u>2,502.13</u>	<u>15,928.81</u>
<i>Expenses</i>		
Ticket Fine Overpaid	0.00	50.00
Office Supplies	0.00	60.68
SC Ticket Portion	1,633.26	9,658.32
Town Ticket Portion	1,115.37	6,867.73
Victim's Assistance Expense	187.75	1,278.73
Total Expenses	<u>2,936.38</u>	<u>17,915.46</u>
Net Income	<u>\$ (434.25)</u>	<u>\$ (1,986.65)</u>

Norway Municipal Court
Balance Sheet
August 31, 2020

ASSETS

Current Assets		
Norway Municipal Court	\$	2,989.04
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Total Current Assets		2,989.04
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
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Total Assets	\$	2,989.04
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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
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Total Current Liabilities		10,868.89
Capital		
Retained Earnings		(5,893.20)
Net Income		(1,986.65)
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Total Capital		(7,879.85)
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Total Liabilities & Capital	\$	2,989.04
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