



TOWN OF NORWAY

PO Box 127

8403 Savannah Highway

Norway, South Carolina 29113

Phone: (803) 263-4300 / Fax: (803) 263-4114

Town of Norway Council Business Meeting

January 15, 2021

131 Firefighter Lane, Orangeburg, SC 29115

January 15 - 16, 2021

1. **Call the Meeting to Order:** Meeting called to order by Mayor Tracie Clemons at 12:51 pm.
2. **Present:** Mayor Tracie Clemons, Councilperson Berley James, Councilperson Bonnie Fogle.
3. **Absent:** Councilperson Gregg Covington, Councilperson Kelvin Crosby.
4. **Invocation:** Invocation given by Councilperson James.
5. **Approval of the Agenda:** Councilperson James made a motion to accept the agenda as written. Councilperson Fogle seconded the motion. All in favor, so moved.

Friday, January 15, 2021

6. **Business Topics:**

- a. **Treasurer/Finance:** Mayor Clemons discussed inherited debt and went over the budget and asked that after we get the audits done that the Town try to get a million-dollar loan to get the Town out of debt and use the rest to set up a safety net and to put the \$100,000 back for the water tanks that we are required to have on hand. Councilperson James asked what needed to be done to get ready for the accounting firm to come in and do the audits. Councilperson James graciously volunteered to help prepare the paperwork for the audits. Mayor Clemons shared that we are in the position to get funding from two different sources: one amount was for \$465,000 that would be used for water/sewer infrastructure, and another amount for \$39,000 from audit revenue that would be earmarked for paying back loans. Mayor Clemons stated that we can't get these funds until the audits are done.
- b. **Goal Facilitation:** Mayor Clemons turned the floor over to Mr. Charlie Barrineau from MASC to go over goal facilitation. Mr. Barrineau explained the process and asked Council to give a list of goals and to prioritize these goals. Discussion followed. After the discussion, the following goals were set for the 2021 year:

Must Do

- (1) Making sure audits get done.
- (2) Equipment for Public Works (PW)
- (3) Safety Training for PW, External Communication, and Citizen Assets

Should Do

- (4) Research Bonds
- (5) Codification
- (6) Combat Litter

Could Do

- (7) Maintenance
- (8) Brand Image
- (9) Board Committee

c. **Review of 2020 Accomplishments:** Before beginning the discussion on the departments Mayor Clemons expressed concern about Councilpersons coming to meetings late or not showing up. Mayor Clemons expressed that everyone's time is valuable and that it was frustrating to continually start meetings late because of Councilpersons coming to meetings late whether by phone or in person.

d. Departments:

(1) **Town Hall** – Mayor Clemons discussed IT upgrades to the Town Hall. She discussed that staff is going to have ongoing continuing education. She also discussed the potential for the Town to start using a payroll company called Datapay. It would allow direct deposit and would help with Ms. Gore not having to come in on her days off if she has taken time off. Mayor Clemons also expressed that it would help keep track of where staff was logging in from and it would make it easier to keep up with employee's time.

(2) **Public Works** – Mayor Clemons stated that Wastewater is doing great and that with all the tests results that have come in, the Town is now in compliance. Mayor Clemons stated that Wastewater Manager Mr. James LeRoy would be replacing light bulbs on the light poles owned by the Town. Mayor Clemons shared that Public Works has started flushing fire hydrants in the Town in preparation for cleaning out the water tanks. The next step is to get the water tanks clean and do maintenance on the hydrants. Mayor Clemons stated that the lift stations are good although, there are a few trees in the area that need to be trimmed back. The tentative date for starting to drain the water tanks is February 3, 2021. Mayor Clemons shared that South Carolina Rural Water Association (SCRWA) is helping the Public Works crew locate and exercise valves. Mayor Clemons shared that the Town is progressing with updating the water infrastructure but that it is a slow process and asked for patience while the Town continues forward with these improvements.

(3) **Parks and Recreation** – Please see attachment.

(4) **Court** – Please see attachment. Mayor Clemons the court system has been closed again due to the COVID-19 pandemic and the Town of Norway will be impacted with loss of income due to citations not being paid.

(5) **Police** – Mayor Clemons shared that as of January 4, 2021, Chief James Thorpe has resigned as Police Chief of Norway. Mayor Clemons shared that for now Chief Thorpe is still on record as being the Chief of Norway as she searches for someone to fill the vacancy. Mayor Clemons finished off the report by sharing that as of now the Police Department has basic police equipment.

e. **Code Ordinances:** Proposed Ordinance Codification changes – Mayor Clemons shared a list of Town Ordinances that need to be changed or modified. (Please see attached agenda for the list.) Mayor Clemons asked Council to go through their Ordinance books and become familiar with these so that they could be discussed at another time.

f. **Adjournment:** Councilperson Berley James made a motion to adjourn for the day. Councilperson Bonnie Fogle seconded it. All in favor, so moved.

Saturday, January 16, 2021

1. **Call the Meeting to Order:** Meeting called to order by Mayor Tracie Clemons at 10:05 am.
2. **Present:** Mayor Tracie Clemons, Councilperson Berley James, Councilperson Bonnie Fogle came late.
3. **Absent:** Councilperson Gregg Covington, Councilperson Kelvin Crosby.
4. Mayor Clemons asked if there were any comments or concerns about the information that was discussed yesterday. There being none, Mayor Clemons shared that she would go on with the agenda. Mayor Clemons shared that she would cover the Water Wastewater Department last since it would take most of the time.

5. 2021 Department Topics:

- a. **Streets and Sanitation** – Mayor Clemons suggested making teams for Town clean-up and maintenance. She suggested dividing the Town into sections and have volunteers help with litter control. Mayor Clemons also suggested getting citizens in the outlining areas to help as well.
- b. Mayor Clemons shared that she had done a comprehensive study on the roads in Town and had written up a report on things that needed to be taken care. Mayor Clemons explained that she would be turning that report over to the Town’s DOT Representative Mr. Walt Holliday. Mayor Clemons also stated that she would like to see speed bumps placed on Winchester and Harrison Avenues to help deter speeding in that area. Councilperson James suggested getting “Children at Play” signs in those areas as well.
- c. **Parks and Recreation** – Mayor Clemons shared that the Town will try and restore the basketball and tennis courts. She also shared that the Town is looking into getting a new swing set for the park and the possibility of updating the camera system. Mayor Clemons shared that the Town was trying to set up a tennis program and would be forming a committee to study it. Mayor Clemons shared that it is a total of \$75.00 to rent the building at the park. (Please see attachment)
- d. **Police Department** – Mayor Clemons shared that the Town is in the process of looking for a full-time police chief and that the goal for 2021 is to have a full-time Chief of Police by April and one part-time officer ASAP with the possibility of having a 2nd part-time officer by September.
- e. **Ways and Means** – Mayor Clemons shared that the matching funds for the grant for the Harrison Avenue project will come from the Capital Penny Sales Tax funds. Mayor Clemons shared that from the penny sales tax there will be \$30,000.00 put back for future matching grant funds and there will be money set aside for a generator. Mayor Clemons shared that several of the surrounding towns will be meeting to discuss going together to get a jetter to help the towns with water and sewer issues. Mayor Clemons shared that it wouldn’t be feasible for the towns to buy one individually because the price of one is between \$8,000 -\$10,000.
- f. **Water/Wastewater Department** – Mayor Clemons reiterated the information that was shared yesterday about the valve and hydrant flushing process that is going on in Town. Mayor Clemons asked if there were any questions regarding this information. Mayor Clemons discussed the current water rates and shared a report that was done by SCRWA. (Please see attached report.) Mayor Clemons went over the report and discussion followed.

6. Mayor Clemons said a hot lunch would be served after the meeting. With no other business to be discussed Councilperson Berley James made the motion to adjourn the meeting. Councilperson Bonnie Fogle seconded it. All in favor, so moved. Meeting adjourned at 12:05 pm.

Tracie M. Clemons, Mayor

Bonnie Fogle, Councilperson

Gregg Covington, Councilperson

Berley James, Councilperson

Kelvin Crosby, Councilperson

Donna J. Lynch, Clerk