

TOWN OF ESTILL  
COUNCIL MEETING AGENDA  
August 12, 2020 **RESCHEDULED**  
**Tuesday, August 18, 2020**  
6:00 pm  
\*\*\*\*\*VIA ZOOM

1. Call Meeting to Order
2. Invocation
3. Pledge of Allegiance
4. Approve of the July 8, 2020 Council Meeting Minutes
5. Approval of the July 22, 2020 Special Called Meeting Minutes
6. Approve the August 12, 2020 Council Meeting Agenda
  
7. OLD BUSINESS
  
8. Approval of Resolution 2020-09 to Authorize the Mayor to Request a Loan Under the Community Disaster Loan Program of the Federal Emergency Management Agency (FEMA) for a Maximum Amount of \$946,371.00 to Receive and Manage These Funds and For Other Purposes
  
9. NEW BUSINESS
  - A. Department Reports
    - Police Report
    - Safety & Recreation Report
    - Fire Department Report
    - Public Works Report
    - Water & Wastewater Report
    - Administration Report
  
  - B. July 2020 Income Statement
  - C. Approval of Resolution 2020-10 to Adopt Zoning and Development Fees for Services.
  - D. Approval of Ordinance 14-2020 to Amend the Town's Business License Ordinance to Provide for the Regulation of Temporary Businesses. First Reading
  - E. Approval of Emergency Ordinance 15-2020 to Extend COVID-19 Related Measures.
  - F. Approval of Resolution 2020-11 to Allow Town to Open a New Bank Account for the Community Disaster Loan.
  - G. Public Comment (sent in via mail, email or drop box)

Adjourn

*In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the Town Clerk at 803-625-3243 at least 72 hours prior to the meeting.*

Town of Estill  
Council Meeting Minutes  
July 8, 2020

The Town Council Meeting was called to order by Mayor Bowers at 6:02 pm.

**Invocation**

The Invocation was given by Councilwoman D. Bolden

**Present**

Mayor C. Bowers, Mayor Pro-Tem T. Solomon, Councilman Joe Hadwin, Councilwoman D. Bolden, Councilman Charles Savino, Town Administrator Caryn Miller, Clerk Treasurer Edna O'Banner, and Attorney Martin Harvey

**Pledge of Allegiance**

The Council stands and recites the Pledge of Allegiance.

**Approve June 3, 2020 Budget Workshop Meeting Minutes**

Mayor Bowers asked for a motion to approve June 3, 2020 Budget Workshop Meeting Minutes. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro-Tem T. Solomon. Council voted 5-0 in favor of the motion.

**Approve June 10, 2020 Council Meeting Minutes**

Mayor C. Bowers asked for a motion to approve June 10, 2020 Council Meeting Minutes. Mayor C. Bowers recognized Mayor Pro-Tem T. Solomon. The motion was offered by Mayor Pro-Tem T. Solomon; with a second by Councilman C. Savino. Council voted 5-0 in favor of the motion.

**Approval of the June 17, 2020 Special Called Council Meeting Minutes**

Mayor C. Bowers asked for a motion to approve June 17, 2020 Special Called Council Meeting Minutes. Mayor C. Bowers recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Councilman J. Hadwin. Council voted 5-0 in favor of the motion.

**Approval of the June 25, 2020 Special Called Meeting**

Mayor C. Bowers asked for a motion to approve June 25, 2020 Special Called Council Meeting Minutes. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 5-0 in favor of the motion.

### **Approval of July 8, 2020 Council Meeting Agenda**

Mayor C. Bowers asked for a motion to approve July 8, 2020 Council Meeting Agenda and to amend and add Fall Festival as item H and move Executive Session to item I. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 5-0 in favor of the motion.

### **Old Business**

**Public Hearing: Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget.** Mayor C. Bowers opened the Public Hearing. Hearing no comments, he then closed the Public Hearing.

**Approval of Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget. Second and Final Reading.** Mayor C. Bowers asked for a motion to approve Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget. Second and Final Reading. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilman C. Savino. Council voted 5-0 in favor of the motion.

### **New Business**

#### **A. Department Reports**

**Police Report- Acting Chief A.D. Williams-** Taken as info only. Chief Williams spoke about complaints they received from the 4<sup>th</sup> of July. Councilman C. Savino asked Chief how things were being handled regarding Coronavirus and making sure everyone remains safe. Councilwoman D. Bolden thanked Chief and the Police Department for their efforts for assisting with the elderly. Councilman J. Hadwin thanked the Police Department for their efforts. Councilwoman D. Bolden asked did the Police Department have enough PPE and Mayor C. Bowers indicated he is researching options to find and to get more in stock. Mayor Pro-Tem T. Solomon thanked the Police Department for getting out into the community and indicating their presence within the community. Mayor C. Bowers thanked the Police Department as well for their continued efforts within the community.

**Safety and Recreation Report- Vonzetta Strong-** Report were taken as info only.

**Fire Department Report- Chief Toone-** Report were taken as info only.

**Public Works Report- Mr. M. Hamilton-** Report were taken as info only.

**Water & Wastewater Report- Mr. M. Hamilton-** Taken as info only. Mr. Hamilton added they flushed fire hydrants last month and they will flush them again on the 20<sup>th</sup> of this month. Councilman C. Savino stated public works requested a sewage jetter and it is included in the budget for the fiscal year. Councilman D. Bolden stated in reference to the grass that was cut in the community of Newtown, debris was left behind and to remind employees to pick up debris before cutting. Councilman J. Hadwin asked Mr.

Hamilton was he able to finish compiling the list of the areas that needed streetlights within the town. Mr. Hamilton stated he did complete the list. Mayor C. Bowers requested Mr. Hamilton to get the list over to Ms. Miller so that he can notify Dominion Energy. Councilman J. Hadwin stated he was informed by citizens near Broxton and Canal streets that the streets were very dark, and lights are needed. Mayor C. Bowers added to make sure the employees are practicing efforts to stay hydrated.

**Administration Report- Caryn Miller**

- Councilwoman D. Bolden asked Ms. Miller about providing customers with a mask when they come into the Town Hall. Ms. Miller indicated individuals entering the Town Hall must have on a mask. Mayor C. Bowers indicated that we cannot provide masks to customers as an expense of the Town and that customers have methods to pay on accounts such as utilizing the drop box or calling in for assistance.
- Councilwoman D. Bolden asked were thermometers on hand to check employees as they entered the building. Ms. Miller stated thermometers have been ordered and we are awaiting arrival.
- Councilman J. Hadwin stated the CDC has bumped the body temp to 100.5.
- Mayor C. Bowers stated Senator Scott Slaton and Congressman Clyburn has requested a meeting.

**B. June 2020 Income Statement**

Mayor C. Bowers asked for a motion to take the June 2020 Income Statement as information only. Mayor C. Bowers recognized Mayor Pro-Tem T. Solomon. The motion was offered by Mayor Pro-Tem T. Solomon; with a second by Councilwoman C. Savino. Council voted 5-0 in favor of the motion.

**C. Approval of Ordinance 10-2020 to Provide for Hunting on Lands own by the Town within the Town Limits. First Reading.**

Mayor C. Bowers stated the hunting group has agreed to \$13.50 . Mayor C. Bowers also stated one of the hunters wanted to know if they could plant deer turkey food plot and it will not harm the land. Councilman C. Savino stated he would limit the ordinance to the tax ID numbers that are in question. He also mentioned lining the ordinance up with the DNR regulations. Councilman J. Hadwin stated he did look up the SC code to ensure the ordinance lined up with regulations and he feels reassured with Chief Williams stating the hunting land is safely away from citizens. Mayor C. Bowers asked for a motion to Approve Ordinance 10-2020 to Provide for Hunting on Lands owned by the Town within the Town Limits. First Reading.

**D. Approval of Ordinance 11-2020 to Lease Hunting Rights on Real Property Owned by the Town. First Reading.**

Mayor C. Bowers asked for a motion to Approve Ordinance 11-2020 to Lease Hunting Rights on Real Property owned by the Town. First Reading. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilman J. Hadwin. Council voted 5-0 in favor of the motion.

**E. Approval of Ordinance 12-2020 to Amend Ordinance 03-210 to Provide for Clarification of Terms and Conditions for the Adjustment of Water Bills. First Reading.** Councilman J. Hadwin asked for clarification of the kind of pools that were included in the ordinance. Councilman D. Bolden asked were the adjustments for the pool and the water bill separate. Ms. Miller stated the adjustments are separate as 1 per year for each one. Mayor C. Bowers asked for a motion to Approve Ordinance 12-2020 to Amend Ordinance 03-210 to Provide for Clarification of Terms and Conditions for the adjustment of water bills. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 5-0 in favor of the motion.

**F. Approval of Resolution 2020-08 Ratifying the Mayors' Executive Order date July 2, 2020 related to mandatory face masks due to Covid-19.** Mayor Pro Tem T. Solomon asked Chief Williams did businesses have signs up requesting customers to have on a mask. Ms. Miller stated she received emails from other communities who wanted to mimic the leadership within the Town of Estill with steps we have taken about Covid-19. Mayor C. Bowers asked for a motion to Approve Resolution 2020-08 Ratifying the Mayors' Executive Order date July 2, 2020 related to mandatory face masks due to Covid-19. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilman J. Hadwin. Council voted 5-0 in favor of the motion.

**G. Public Comment**  
None

**H. Fall Festival**  
Ms. Miller asked Council did they want to cancel the Fall Festival or proceed. Mayor C. Bowers stated numerous towns are postponing events and making changes due to Covid-19. Councilman C. Savino stated postponing the Fall Festival seems like the best option right now to ensure the safety our of citizens. Councilman D. Bolden stated the Fall Festival Committee had already cancelled it months ago and are looking to plan for next year.

#### **Executive Session**

##### **Mayor Exit Regular Session and entered Executive Session at 7:11 pm**

Mayor C. Bowers asked for a motion to Exit Regular Session and enter Executive Session to discuss- Contract: Engagement Letter for Town Audit, Personnel, and Legal. Mayor C. Bowers recognized Mayor Pro Tem T. Solomon. The motion was offered by Mayor Pro Tem T. Solomon; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

##### **Mayor Exited Executive Session and entered Regular session at 7:16 pm**

Mayor C. Bowers asked for a motion to Exit Executive Session and enter Regular Session from discussing- Contract: Engagement Letter for Town Audit, Personnel, and Legal. Mayor C. Bowers recognized Council J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

Mayor C. Bowers asked for a motion to authorize himself as the designee to sign the contract for Engagement Letter for Town Audit. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 5-0 in favor of the motion.

Councilman C. Savino added that we still need to reiterate to town citizens the importance of completing the 2020 Census.

**Adjourn**

Mayor C. Bowers asked for a motion to adjourn. Mayor Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilman J. Hadwin. Council Voted 5-0 in favor of the motion.

**Mayor C. Bowers adjourned the meeting at 7:20 pm.**

**ADOPTED this 8th Day of July 2020**

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**Corrin F. Bowers III., Mayor**

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**Tammy Solomon, Mayor Pro Tem**

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**Dwanda Bolden, Councilwoman**

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**Charles Savino, Councilman**

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**Joe Hadwin Jr., Councilman**

**ATTEST:**

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**Edna O'Banner, Clerk Treasurer**

Town of Estill  
Special Called Council Meeting Minutes  
July 22, 2020

The Town of Estill Special Called Council Meeting was called to order by Mayor Bowers at 6:19 pm.

**Invocation**

The Invocation was given by Mayor Pro Tem T. Solomon.

**Present**

Mayor C. Bowers, Mayor Pro-Tem T. Solomon, Councilwoman D. Bolden, Councilman Charles Savino, Town Administrator Caryn Miller, Clerk Treasurer Edna O'Banner, and Attorney Martin Harvey

Absent: Councilman J. Hadwin

**Pledge of Allegiance**

The Council stands and recites the Pledge of Allegiance.

**Old Business**

**A. Approval of Ordinance 10-2020 to Provide for Hunting on Lands owned by the Town within the Town Limits. Second and Final Reading.**

Mayor C. Bowers asked for a motion to Approve Ordinance 10-2020 to Provide for Hunting on Lands owned by the Town within the Town Limits. Second and Final Reading. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 4-0 in favor of the motion.

**B. Approval of Ordinance 11-2020 to Lease Hunting Rights on Real Property Owned by the Town. Second and Final Reading.**

Mayor C. Bowers asked for a motion to Approve Ordinance 11-2020 to Lease Hunting Rights on Real Property Owned by the Town. Second and Final Reading. Mayor C. Bowers recognized Mayor Pro Tem T. Solomon. The motion was offered by Mayor Pro Tem T. Solomon; with a second by Councilman C. Savino. Council voted 4-0 in favor of the motion.

**C. Approval of Ordinance 12-2020 to Amend Ordinance 03-210 to Provide for Clarification of Terms and Conditions for the Adjustment of Water Bills. Second and Final Reading.**

Councilwoman D. Bolden asked is there a cap on the amount of usage to fill a pool; depending on the type of pool. Ms. Miller stated the only adjustment that will be adjusted on the bill is the sewer. Mayor C. Bowers asked for a motion to Approve Ordinance 12-2020 to Amend Ordinance 03-210 to Provide for Clarification of Terms and Conditions for the Adjustment of Water Bills. Second and Final Reading. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 4-0 in favor of the motion.

**D. Approval of Resolution 2020-09 to Authorize the Mayor to Request a Loan Under the Community Disaster Loan Program of the Federal Emergency Management Agency (FEMA) for a Maximum Amount of \$\_\_\_\_\_ to Receive and Manage These Funds and For Other Purposes.**

Mayor C. Bowers asked for a motion to Approve Resolution to Authorize the Mayor to Request a Loan Under the Community Disaster Loan Program of the Federal Emergency Management Agency (FEMA) for a maximum amount of \$\_\_\_\_\_ to receive and manage these funds and for other purposes. Ms. Miller stated this will need to be tabled due to no amount available yet. Figures will need to be adjusted to a year and a half, which is how long it will take for the prison to be repaired. The special called meeting can be rescheduled for next week to address this. Councilman C. Savino asked what are payback options and for what length of time. Ms. Miller stated if we have 3 years in a row where we show a 5% decrease the actual loan can be forgiven. Mayor C. Bowers asked for a motion to table Item D. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 4-0 in favor of the motion.

**E. Public Comments (sent in via mail, email or drop box)**

None Received

Councilwoman D. Bolden asked Ms. Miller to inform Mr. Hamilton to cut the grass at the Dentist office. Ms. Audrey will be at the dentist office giving out masks to officers and citizens from 6:00 p.m. until 8:00 p.m. on July 23, 2020.

Mayor Pro Tem T. Solomon applauded the Acting Chief for escorting the body of Perry Singleton. She thanked him for working with legacy and directing traffic and doing an awesome job.

Mayor C. Bowers thanked the Acting Chief as well and the Town of Estill for their assistance with escorting the body of Perry Singleton.

**Adjourn**

Mayor C. Bowers asked for a motion to adjourn. Mayor Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council Voted 4-0 in favor of the motion.

**Mayor C. Bowers adjourned the meeting at 6:40 pm.**

**ADOPTED this 22nd Day of July 2020**

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**Corrin F. Bowers III., Mayor**

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**Tammy Solomon, Mayor Pro Tem**

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**Dwanda Bolden, Councilwoman**

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**Charles Savino, Councilman**

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**Joe Hadwin Jr., Councilman**

**ATTEST:**

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**Edna O'Banner, Clerk Treasurer**



## **Town of Estill Agenda Item – 8 (Tabled on July 22, 2020)**

Approval of Resolution 2020-09 to Authorize the Mayor to Request a Loan Under the Community Disaster Loan Program of the Federal Emergency Management Agency (FEMA) for a Maximum Amount of \$946,371.00 to Receive and Manage These Funds and For Other Purposes

**Background:** The attached Resolution and Collateral documents are necessary for the Community Disaster Loan we are applying for to grant us a bridge due to the dramatic losses of revenue to the Utilities Fund from the damage to the Prison. We had hoped the Governor would co-sign the loan but he did not. Therefore, we must pledge future revenues to pay back the loan when the time comes.

If there are losses between now and 2023 when it will be reviewed for repayment, there is an opportunity the loan could be forgiven. Otherwise, we will have 5 years to pay the loan back.

Without this loan the Town cannot operate the water and sewer plants to provide those lifesaving services to the residents and businesses for the year and a half the Prison will be at reduced capacity. The damage to the facility is estimated at \$23 million or more in damage.

**Attachments:** Resolution and Collateral Documents

**Recommendation:** Approval of Resolution 2020-09

**Presented by:** Caryn Miller, Town Administrator

STATE OF SOUTH CAROLINA	)	
	)	RESOLUTION 2020-09
COUNTY OF HAMPTON	)	
	)	RESOLUTION TO AUTHORIZE THE MAYOR
	)	TO REQUEST A LOAN UNDER THE
	)	COMMUNITY DISASTER LOAN PROGRAM OF
TOWN OF ESTILL	)	THE FEDERAL EMERGENCY MANAGEMENT
	)	AGENCY (FEMA) FOR A MAXIMUM AMOUNT
	)	OF \$ 946,371.00, TO RECEIVE AND
	)	MANAGE THESE FUNDS AND FOR OTHER
	)	PURPOSES

AT A SPECIAL CALLED MEETING of Town Council held on August \_\_\_\_, 2020, the following was considered and adopted:

WHEREAS, the COVID-19 pandemic has brought and continues to bring about impediments to the ordinary conduct of business of the Town and its Council; and

WHEREAS, an EF5 tornado struck the town and surrounding area on March 13, 2020, causing severe damage to the town's water system and wastewater collection and treatment facility, and further causing near destruction of the town's most significant user of water, the Federal Correctional Institution located just outside the town limits; and

WHEREAS, the town's ability to operate its water and sewer system is severely jeopardized without assistance from the Federal Emergency Management Agency; and

WHEREAS, the town is projecting substantial revenue losses necessary for the continued operations of essential government services including, but not limited to, and public safety and garbage collection services; and

WHEREAS, The Federal Emergency Management Administration (FEMA), through its Community Disaster Loan Program (CDL Program), makes available low interest loans to help offset substantial revenue losses until such time as recovery efforts lead to restored revenues sources; and

WHEREAS, the Town of Estill is interested in submitting to FEMA a consideration request for a CDL Program loan in the amount of \$946,371.00, that must be repaid no later than 5 years after the execution of the note, and will be used as revenue in support of annual budgets as permitted by Law; and

WHEREAS, the described law permits local governments to accept such loan proceeds and anticipate same in support of their annual budgets; and

WHEREAS, (1) The interest rate of the loan will be equal to the 5 year maturities based on the United States Treasury obligations in effect on the date the Promissory Note is executed by FEMA; (2) The loan may be forgiven under certain circumstances; and (3) Whatever portion of the loan not forgiven will be repaid at a time when economic recovery has broadened the base of revenues in support of the budget; and

WHEREAS, refraining to accept such a loan would irresponsibly forgo relief available to the residents of the Town of Estill at a time when relief is critically needed;

**NOW, THEREFORE:** BE IT RESOLVED, by the Town of Estill City Council as follows:

**SECTION 1:** The Town Council of Estill authorizes the Mayor, Hon. Corrin F. Bowers, III or his/her authorized representative to begin all the necessary steps to present to FEMA the formal Request for a Loan of the CDL Program for an amount not to exceed \$ 946,371.00;

**SECTION 2:** If FEMA approves the loan, the Town Council authorizes the Mayor to receive and administer these funds, as provided by the Community Disaster Loan Program;

**SECTION 3:** That the Mayor is hereby authorized and designated as representative of the Town of Estill and as such may and will provide any additional information, as required, including all the guarantees contained in the request.

**SECTION 4:** With respect to such request and receipt of funds, the Town of Estill in accordance with the requirements of the Community Disaster Loan Program of FEMA shall comply with the following:

- A. A contract with FEMA, in a manner and manner acceptable to the Director of the Agency, for payment of the amount requested and compliance with any other obligation required or acquired, as a condition of receiving the loan proceeds.
- B. Commit re-payment funds that the Town of Estill may be receiving in the future.
- C. Request an amount of funds not to exceed \$ 946,371.00.
- D. Authorize the Finance Director to create a sinking fund account that will be used to amortize the CDL service debt.
- E. Establish a payment period that does not exceed a term of five (5) years.
- F. Provide, at the discretion of the Director of FEMA, any other type of guarantee that it deems appropriate.

**SECTION 5:** That the Mayor is hereby authorized to sign any contract and / or agreement with the Director of FEMA in relation to said request and is also authorized to review and obligate such funds requested pursuant to said contract and / or agreement.

**SECTION 6:** To the extent that all or any or any of the actions authorized by this means have been carried out and / or executed by the Mayor, all are ratified and confirmed.

**SECTION 7:** Any ordinance, resolution or any of its parts that may be in conflict with this, are hereby repealed.

**SECTION 8:** The Town pledges the following listed collateral security to the Federal Emergency Management Agency (FEMA) on the Promissory Note for a Community Disaster Loan for \$946,371.00 executed on August \_\_\_\_\_, 2020 pursuant to Section 417 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, and the FEMA Regulation, 44 CFR 206, Subpart K. We further understand that failure to repay any outstanding principal and related interest on those portions of the loan which do not qualify for loan cancellation as determined by FEMA or any successor agency will result in forfeiture of as much as the listed collateral security as is necessary to collect such outstanding principal and interest (Collateral security listed below).

The promissory note is payable from and secured by a pledge of the applicant's revenues for each fiscal year while any of the loan is outstanding, after a provision has been made for the payments required in connection with any outstanding indebtedness of the application.

**SECTION 9:** Copy of this Resolution duly approved by the Town Council of Estill will be sent to the Director of Finance of the Town of Estill, to the Town Administrator, in her capacity as Budget Director of the Town of Estill, to the Town Attorney, and to the authorized officials of FEMA Community Disaster Loans Program and any other agency with interference in the process.

**SECTION 10:** This resolution will take effect immediately once signed by the Mayor.

DONE AND ENTERED THIS \_\_\_\_\_ DAY OF August, 2020

\_\_\_\_\_  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Attorney

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**LOCAL GOVERNMENT RESOLUTION - COLLATERAL SECURITY**

OMB Control Number: 1660-0083  
Expiration: 10/31/2021

**RESOLUTION**

BE IT RESOLVED BY Town of Estill Council OF Estill, Town of  
(Governing Body) (Public Entity)

THAT we pledge the following listed collateral security to the Federal Emergency Management Agency (FEMA) on the Promissory Note for a Community Disaster Loan for \$ 946,371.00 executed on August, 2020 pursuant to Section 417 of the

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, and FEMA Regulation, 44 CFR 206, Subpart K. We further understand that failure to repay any outstanding principal and related interest on those portions of the loan which do not qualify for loan cancellation as determined by FEMA or any successor agency will result in forfeiture of as much as the listed collateral security as is necessary to collect such outstanding principal and interest. (List the collateral security below. Use additional sheets if needed.)

The promissory note is payable from and secured by a pledge of the applicant's revenues for each fiscal year while any of the loan is outstanding, after a provision has been made for the payments required in connection with any outstanding indebtedness of the applicant.

Passed and approved this \_\_\_\_\_ day of August, 2020.

Corrin F. Bowers, III, Mayor  
(Name and Title)

Charles Savino, Council Member  
(Name and Title)

Tammy Solomon, Mayor Pro-Temp  
(Name and Title)

**CERTIFICATION**

I, Edna O'Banner, duly appointed and Clerk Treasurer of  
(Title)

Estill, Town of, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the Town of Estill Council of Estill, Town of  
(Governing Body) (Public Entity)

on the \_\_\_\_\_ day of August, 2020

DATED: August, 2020

Clerk Treasurer  
(Official Position) (Signature)

[SEAL]

RECORDED

I, Edna O'Banner , Clerk Treasurer , a responsible and  
(Name) (Title)

authorized official of Estill, Town of , do hereby attest that the  
(Public Entity)

Collateral Security Resolution which accompanies this form has been duly recorded at 323 Martin Luther King Jr. Boulevard  
Estill, South Carolina 29918

(Indicate where Recorded)

The Collateral Security Resolution was recorded on the \_\_\_\_\_ day of August , 20 20 .

DATED: August , 2020

Clerk Treasurer  
(Official Position) (Signature)

[SEAL]

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0083). **NOTE: Do not send your completed form to the above address.**



## **Town of Estill Agenda Item – A**

Department Reports

**Background:** These are the monthly department reports

**Attachments:** Reports

**Recommendation:** Acceptance as presented

**Presented by:** Caryn Miller, Town Administrator



## **ESTILL POLICE DEPARTMENT**

323 Martin Luther King Jr. Blvd. S  
Post Office Box 37  
Estill, South Carolina 29918  
Phone (803)625-3699 Fax (803)625-3958

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August 3, 2020

To: Mayor and Council

From A.D. Williams, Acting Chief of Police

Re: Monthly Report July 2020

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Dear Mayor and Council:

I have our attached our statistics for the month of July 2020.

### **Major Criminal Incidents and Arrest(s)**

- On July 14, 2020 Denise Baldwin Turner was observed as a passenger in a vehicle through the Town limits. A traffic stop was conducted, and Baldwin Turner was taken into custody without incident.
- On July 28, 2020, the Hampton County Sheriff's Office requested assistance in locating Barry Smart, Jr. about speaking with him regarding a burglary incident. Upon searching the area of Grayson Street and Lawton Avenue, Chief Williams observed Barry Smart, Jr. near apartment #32 at the Estill Apartments. Upon approaching Barry Smart, Jr. to detain him for the Sheriff's Office, Smart, Jr. attempted to flee on foot. After a brief foot chase, Smart, Jr. was taken into custody. A stolen firearm was recovered along with a significant amount of marijuana. Barry Smart, Jr. has pending General Session charges.

### **Goals for August**

- Solve the Annie Ave. N. Homicide
- Solve any pending or open cases
- Increase productivity
- Increase revenues
- Decrease major incidents
- Continue removing firearms possessed unlawfully
- Hiring 1-2 Officers (Full-time or Part-time for overtime reduction)
- More community engagement (Following all CDC Guidelines on Social Distancing)

### **Performance Indicators for Goals**

- ❖ Overtime has continued to reduce over each pay period with a slight rise during one pay period as outlined below
  - 04/28/20-05/11/20- 120 hours
  - 05/12/20-05/25/20- 81.25 hours
  - 05/26/20-06/08/20- 61 hours
  - 06/09/20-06/22/20- 53.25 hours
  - 06/23/20-07/06/20- 73.75 hours
  - 07/07/20-07/20/20- 50.50 hours
- ❖ Hiring a Certified Officer
  - We have only received inquiries from 2 Un-Certified applicants over the last 2 months despite the incentive of the \$2,500 sign-on bonus for a Certified Officer.
  - Hiring Un-Certified officer(s) would save the \$2,500 sign-on bonus as well as reduce the overtime with further scheduling. This also provides flexibility in starting pay as well as merit increases over time.
  - Hiring an officer(s) is also imperative for our morale. It will provide our officers with the opportunity to have more time off and avoid burnout.

### **Significant Events Past, Present, and Future**

- On July 2, 2020, Ofc. Maner and I participated in a round table discussion on race relations and law enforcement interaction. The panel consisted of pastors, political leaders, and law enforcement officers. The discussion was robust and thought provoking. Chaplin 59 of the Lowcountry sponsored the event and discussed having similar events in the future.
- On July 9, 2020, Ofc. Maner and Councilwoman Bolden assisted Mrs. Ashley Lawton with distributing fruits and vegetables to the sick and shut in.
- On July 17, 2020, Mrs. Cathryn Miller and Mrs. Ashley Lawton donated gift bags to the Police Department to show appreciation for what we do.
- On July 13, 2020, I met with Mr. Al Jenkins from Senator Tim Scott's office at the department. We discussed policing issues nationally along with Senator Scott's Legislation.
- On Sunday July 19, 2020, Ofc. Maner was accompanied by Mr. Al Jenkins while distributing water to the various churches. On Sunday July 26, 2020, Ofc. Maner was accompanied by Rep. Shedron Williams while distributing water to the various churches.
- On Sunday, July 19, 2020 the Police Department was honored to assist the Hampton County Sheriff's Office with escorting the remains of Lt. Perry Singleton to Legacy Funeral Home. On Friday, July 24, 2020 the Police Department assisted with funeral of Lt. Perry Singleton by distributing water and sport drinks.

- On July 21, 2020 Chief Williams attended a meeting/training hosted by the South Carolina Police Chief's Association (SCPCA). Presentations were made by the FBI, the NAACP, the Chief of SLED, the Director and Attorney for the SCCJA, and the Executive Director of the SCPCA). The topics included community relations, de-escalation training, proposed legislation, proposed regulatory action by the Training Council, reporting excessive force by officers, reporting and prosecuting officer misconduct, and the FBI's roll in investigating officer misconduct.
- On July 21, 2020 Chief Williams made a presentation to the Board of Trustees of Hampton School District 2 during their meeting. The concept of the "Dream Center" was presented for possible use of the Old Estill Middle School property on 3<sup>rd</sup> Street West. The members and participants seemed receptive to the idea. As evident by community members seeking more information regarding the "Dream Center".

Respectfully,



A.D. Williams  
Acting Chief of Police

To: Mayor and Council  
 From: A.D. Williams, Acting Chief of Police  
 Date: 08/03/2020  
 Re: **July**  
 Monthly Report

The Estill Police Department Monthly Report for **July** is as follows:

Incident Report Total		13
2	Assaults	
1	Drugs/Narcotics	
0	Burglary/Breaking & Entering	
2	Vandalism of Property	
1	Theft	
1	Weapon Violation	
2	All other offenses	
3	DV	
0	Counterfeiting/Forgery	
1	Robbery	
0	Murder	

Traffic Ticket Total		28
11	Speeding Less Than 10 MPH	
7	Speeding Between 10-25 MPH	
6	Speeding Greater Than 25 MPH	
1	Reckless Driving	
0	Passing Unlawfully	
1	Operating Uninsured	
1	Faulty Equipment	
1	Disregard Sign or Sig	
6	Non-Traffic	
1	Other Violations	
0	Driver's License Violation	
0	Vehicle in Unsafe Condition	
1	Driving Under Suspension	
0	Driving Under the Influence	

Warning Tickets	
9	Tickets

Arrestee Report	
5	Arrests

Warrant Service	
5	Warrants Served

Victim's Advocate Report	
3	Victims

# Town of Estill

## Safety/Recreation Department Monthly Report July 2020

There were no accidents or incidents reported for the month of July 2020. All fire extinguishers were checked at the Town Hall, Police Department, Public Works, Courtroom, Bull Durham Building, Library, and Treatment Plant and they all were in good condition. The parks were checked daily to make sure there was no damage and also the Bull Durham Building was checked to make sure it was clean and sanitized. The carpet on the Palmetto Hall was cleaned on 7/1/2020. The bricks in the Electrical Room and Live Oak Closet still decaying and the Palmetto Hall wall side needs painting. For the Month of July the Bull Durham Building was used on 7/18/2020 for a Birthday Party.

On 7/14/2020 Mrs. Strong met with Mrs. Tammy Thaxton who is the Director of the Hampton County Recreation Department reference to summer camp for the Town of Estill.

On 7/23/2020 the Safety/ Recreation Committee met for our monthly meeting and each department said everything was good. I reminded each department to please wear their mask, wash hands regularly, and keep social distance and also for the Public Workers to drink plenty of water or Gatorade while they are working. This concludes my monthly report.

## 2020 BULL DURHAM CENTER RESERVATIONS

Shontasha Adkins	Shontasha Adkins	(803)702-2031	2/2/2020	2:00PM	4:00PM	Birthday Party	N&W Trail
Thomas Owens	Thomas Owens	(803)942-0472	2/8/2020	3:00PM	7:00PM	Repast	Palmetto
Estill Police Dept	Dashawn Manor	(803)942-0499	2/10/2020	6:30PM	8:00PM	Community Forum	Palmetto/LO
Jasmine Ellis	Jasmine Ellis	(843)802-5435	2/15/2020	9:00AM	2:00PM	Fish Fry	Winthrop Park
Ann Dunbar	Ann Dunbar	(803)942-5898	2/22/2020	3:00PM	7:00PM	Birthday Party	Palmetto
Estill Fire Dept	Jodi Hadwin	(803)942-2828	2/29/2020	9:00AM	3:00PM	Class	Palmetto/LO
LCAA HeadStart	Georgia Beckett	(803)625-9681	3/6/2020	9:00AM	1:00PM	Recruitment Fair (Cancel Ground Wet)	N&W Trail
Deloris Bryant	Deloris Bryant	(803) 942-5906	3/7/2020	7:00PM	11:00PM	Birthday Celebration	Palmetto
Estill Police Dept	Officer Manor	(803)942-0499	3/9/2020	9:00AM	5:00PM	Crime Prevention Class	Palmetto/LO
Estill Police Dept.	Officer Manor	(803)942-0499	3/10/2020	9:00AM	5:00PM	Crime Prevention Class	Palmetto/ LO
Estill Fire Dept	Jody Hadwin	(803)942-2828	3/21/2020	9:00AM	2:00PM	CSX Training (CANCEL)	Live Oak
Estill Police Dept.	Officer Manor	(803)942-0499	4/1/2020	9:00AM	12:00Noon	Training for Law Enforcement and Judges (Cancel)	Live Oak
South Carolina Promise Zone	Julia Dempsey	(803)709-3205	4/7/2020	9:00AM	1:00PM	Business Development Training (Cancel)	Palmetto
Shandra Housey	Shandra Housey	(803)842-9387	4/25/2020	6:00PM	10:00PM	Talent & Fashion Show	Palmetto
Shamika Williams	Shamika Williams	(803)842-2914	5/8/2020	7:30PM	11:30PM	Vow Renewal	Palmetto
TIMS Class	Jody Hadwin	(803)942-2828	5/9/2020	9:00AM	1:00PM	Class (Cancel)	Palmetto
Annette Jones	Annette Jones	(803)398-6498	5/28/2020	8:00PM	12:00PM	Graduation Party	Palmetto
Donnashia Graves	Donnashia Graves	(803)842-7933	6/27/2020	5:00PM	9:00PM	Wedding	Palmetto
Yvette Holman	Yvette Holman	(803) 842-7730	7/18/2020	6:00PM	11:00PM	Birthday Party	Palmetto
Shantrell Williams	Shantrell Williams	(803)942-5806	7/18/2020	3:00PM	6:00PM	Birthday Party	N&W Trail
Mary Monroe	Mary Monroe	(803)842-1403	7/25/2020	6:00PM	11:00PM	Birthday Celebration (Cancel)	Palmetto
Town Of Estill	Caryn Miller	(803) 625-3243	7/27/2020	6:00PM	7:30PM	Hampton County Municipality Meeting	Live Oak (Cancel)
Sintaysha Singleton	Sintaysha Singleton	(803) 942-4191	8/1/2020	3:00PM	12:00PM	Wedding	Palmetto/LO

TOWN OF ESTILL Blue denotes Friday  
Yellow denotes Saturday  
Red denotes Sunday

Revised 11/21/2017

Prepared by Vonzetta M Strong Safety/Recreation Director



**Estill Fire /Rescue  
824 2<sup>nd</sup> Street East  
Estill, S.C. 29918**

07/31/2020

To: Mayor Bowers, Members of Council, and Administrator Ms. Miller

**Operations:** The Fire fighters cleaned the station bays. Mike Long painted the parking space lines around the station. We discussed having a work day to cleanup around the station and paint the flag pole.

**Training**

**1st Drill Night:** July 07, 2020 the firefighters discussed up coming classes and the conflict with the covid virus. We enjoyed a KFC dinner and then worked the equipment on the rescue truck. There were fourteen fire fighters present for drill.

**2<sup>nd</sup> Drill Night:** July 27, 2020 the fire fighters had a class on Hazmat operations. There were nine fire fighters present for drill.

**County Drill:**

The following is the summary of the incident responses from July 1, 2020 through July 31, 2020.

<b>Type of Incident</b>	<b>July</b>
Vehicle Fire	3
Structure Fire	1
Brush Fire	1
EMS	0
Medical Alarm	0
Fire Alarm	2
Carbon Monoxide alarm	1
MVC	1
Extrication/Rescue (MVC)	1

<b>Aircraft Standby (LZ)</b>	<b>3</b>
<b>Gas Leak---Spill</b>	<b>0</b>
<b>Service Call</b>	<b>0</b>
<b>Cancelled En-route</b>	<b>0</b>
<b>Assist Law Enforcement (HPD) Lighting</b>	<b>0</b>
<b>Power Line down</b>	<b>3</b>
<b>Total (in town 08) (county 08)</b>	<b>16</b>

Respectfully submitted,

Fire Chief Lanier Toone



August 6, 2020

## Town of Estill Agenda Item A

### Administrator Report for July 2020

1. Our application to SRF for \$64,000 for a Sewer Study was received and we have been approved for 100% principal forgiveness for the project.
2. The Engineers and I have been in talks with the USDA to try and make the next sewer project feasible. This one will concentrate on I&I issues as well as possibly refinancing our current debt to a lower interest rate. The savings from the refinancing will be substantial.
3. I met with the County Administrator and discussed issues of mutual interest at length. Will continue to try and meet monthly.
4. I went out with the PW crew to flush the water lines at the hydrants. I actually did some of them myself in order to learn how it is done. We had to stop due to a drop in pressure because one of our water tanks was down due to annual maintenance. Flushing will resume next week. Discovered we have some dead end lines and will discuss that issue with the Engineers and come up with solutions.
5. I have been working on a PARD application for improvements and rehabilitation of Winthrop Park.
6. I have been working on a PARD application for improvements to the walking trails as well.
7. **CODE RED Notification System is now a link on our website.** Anyone can click on the link and go to the SC EMD website to register. You can have alerts sent to your cell or home numbers or any number you want them to go to. There is no limit and best of all it is FREE!
8. The website has a new page for building and development services. On that page there are links to flyers that explain when you need a building permit and how you go about it. There are also links to flyers related to new connections to water and sewer and the permitting process. There is also a link to frequently asked questions.
9. I have created flyers to be handed out at Town Hall for Permits, Water/Sewer Connections and FAQs. We will have them displayed in the lobby for the public.
10. I completed a thorough inventory of insured cars and buildings for our Insurance renewal year. Several vehicles were taken off due to surplus, some facilities such as the sheds and machinery at the water tower at the prison were added, some very old vehicles were moved to liability only since they are not worth anything really if they are destroyed and the premiums for full comp and collision are high. Hopefully our insurance premium for the next year will come down because of the changes.

11. The CDBG Demolition Grant for the Church Street area is moving along. Asbestos testing has been done.
12. The CDBG Demolition Grant for the Morrison Area is ready to go as well. Letters to the property owners went out and title searches have been completed.
13. Continue to meet with Michelle Knight and we are moving forward on Phase III of the WWTP work. We are applying for a grant through the CARES Act that may get us a grant at 100%. Otherwise it will be an 80/20.
14. Have been meeting with a newly formed group that is working to bring broadband to underserved communities. We have discussed a possible project for Estill that may be a part of a larger project they are working on. Specifics are not concrete yet but I will continue to be involved.
15. I have contacted DHEC and The USDA in relation to the Utilities and our needs and will continue with monthly meetings to ensure communications are flowing.
16. The website has been updated as time permits me to do so in several areas.
17. I have signed the FEMA agreement for the first round of applications to FEMA for COVID 19 reimbursements. We are only receiving 75% of the actual costs incurred for the PPE and other supplies. The payments should be coming soon
18. I am working with FEMA and the Cares Act people to see about reimbursements for other COVID related expenses this past month to see how and if we can be reimbursed.
19. I have signed the FEMA agreement for reimbursement of expenses related to the tornado. We are only receiving 75% of the actual costs incurred. The payment should be coming soon.
20. Continue to monitor and move forward with the CDL for the Utilities. The financial calculations are completed and once the Resolution is signed, they will begin the process of issuing the loan.
21. The application to the BZA to renovate an older building on MLK was approved and we are moving forward with the plans approval process and building permits process.
22. I have completed the rate comparison for development services rendered study and am presenting an Ordinance and suggested fees at this meeting for your approval.
23. Continue to work on getting help with the Town's Comprehensive Plan or Future Land Use Map. I am working with MASC and LCOG to see how they can assist us. I also have looked at a firm I have worked with before to see if they can help us at a really low cost. I am waiting on cost estimates at this time.
24. The Cares Act 1.2 billion that came to the State for COVID-19 does not cover reimbursement for job retention. However, they will reimburse for the 25% not covered by FEMA in our application. I continue to work with the State on this issue as the guidelines and applications are an ever changing and moving target.
25. I reviewed and approved several Building Permit Applications.
26. Have had meetings with the coordinators of the Promise Zone to see how we can benefit from that designation.
27. The repairs at the prison water tower compound due to the tornado have been completed.
28. Will be meeting with the SC Main Street Program this month.



## **Town of Estill Agenda Item – B**

July 2020 Financial Statements

**Background:**

**Attachments:** Report

**Recommendation:** Acceptance as presented

**Presented by:** Caryn Miller, Town Administrator

TOWN OF ESTILL  
GENERAL FUND  
INCOME STATEMENT FOR PERIOD ENDING 07/31/2020  
Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
<b>REVENUES</b>				
1 Non-Operating Grants	-	0%	653,240.00	653,240.00
2 Property Taxes	-	0%	444,153.00	444,153.00
3 Vehicle Taxes	-	0%	45,366.00	45,366.00
4 Business License	5,598.32	11%	50,760.00	45,161.68
5 MASC	-	0%	139,191.00	139,191.00
6 Court Fines	10,260.51	19%	54,000.00	43,739.49
7 City Ordinance Fines	-	0%	2,400.00	2,400.00
8 Victim Advocate Fines	-	0%	3,276.00	3,276.00
9 Traffic School Fees	-	0%	140.00	140.00
10 Aid to Subdivision	-	0%	50,786.00	50,786.00
11 LOST - Property	-	0%	131,060.00	131,060.00
12 LOST - Municipal	-	0%	66,250.00	66,250.00
13 Merchants Inventory Tax	-	0%	14,920.00	14,920.00
14 Accommodations Tax	-	0%	15,000.00	15,000.00
15 Franchise Fees	-	0%	137,600.00	137,600.00
16 Towing Fees	250.00	5%	4,560.00	4,310.00
17 Miscellaneous Income	6.00	0%	4,000.00	3,994.00
18 Donations Income	300.00	15%	2,000.00	1,700.00
19 Fax & Copy Machine Use Income	3.00	3%	108.00	105.00
20 Building Rental Income	350.00	4%	10,000.00	9,650.00
21 Short-Term Vendors	-	0%	2,000.00	2,000.00
22 Admission Fees Income	-	0%	300.00	300.00
23 Election Filing Fees	-	0%	300.00	300.00
24 Interest Income - Bank Accts	-	0%	150.00	150.00
<b>TOTAL REVENUES</b>	<b>16,767.83</b>	<b>1%</b>	<b>1,831,560.00</b>	<b>1,814,792.17</b>

TOWN OF ESTILL  
GENERAL FUND  
INCOME STATEMENT FOR PERIOD ENDING 07/31/2020  
Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
<b>EXPENSES</b>				
<b>ADMINISTRATIVE</b>				
25 Bonuses	-	0%	271.00	271.00
26 Payroll	2,516.66	8%	31,402.00	28,885.34
27 Payroll Tax - FICA	192.54	8%	2,423.00	2,230.46
28 Workers Compensation	238.75	24%	1,000.00	761.25
29 Retirement	416.76	8%	5,001.00	4,584.24
30 Contract Labor	-	0%	1,625.00	1,625.00
31 Supplies	131.57	4%	3,000.00	2,868.43
32 Insurance	-	0%	8,376.00	8,376.00
33 Fuel	58.41	1%	4,000.00	3,941.59
34 Administrative Fees	-	0%	25,000.00	25,000.00
35 Legal	1,814.88	7%	26,000.00	24,185.12
36 Audit Services	-	0%	14,100.00	14,100.00
37 Bookkeeping Services	768.00	8%	9,216.00	8,448.00
38 Other Professional Services	-	0%	10,923.00	10,923.00
39 Training and Workshops	-	0%	4,000.00	4,000.00
40 Telephone	910.44	9%	10,000.00	9,089.56
41 Per Diem - Employees	-	0%	2,759.00	2,759.00
42 Lodging	-	0%	12,000.00	12,000.00
43 Office Supplies	136.06	8%	1,700.00	1,563.94
44 Postage	37.25	1%	2,600.00	2,562.75
45 Dues and Subscriptions	181.43	3%	6,688.00	6,506.57
46 Advertising	200.67	10%	2,000.00	1,799.33
47 Dog Pound	416.00	8%	5,000.00	4,584.00
48 Bank Charges	-	0%	275.00	275.00
49 Beautification	-	0%	1,000.00	1,000.00
50 Econ. Development	3,067.64	1%	545,445.00	542,377.36
51 Donations	-	0%	600.00	600.00
52 Repairs and Maintenance	716.35	10%	7,200.00	6,483.65
53 Lease Maintenance	375.06	9%	4,400.00	4,024.94
54 Land Lease	-	0%	756.00	756.00
55 Meals for Staff	-	0%	800.00	800.00
56 Miscellaneous Expense	-	0%	1,000.00	1,000.00
<b>TOTAL ADMINISTRATIVE</b>	<b>12,178.47</b>	<b>2%</b>	<b>750,560.00</b>	<b>738,381.53</b>

TOWN OF ESTILL  
GENERAL FUND  
INCOME STATEMENT FOR PERIOD ENDING 07/31/2020  
Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
<b>POLICE</b>				
57 Bonuses	-	0%	487.00	487.00
58 Payroll	18,945.14	6%	311,189.00	292,243.86
59 Overtime	2,461.19	6%	41,648.00	39,186.81
60 Payroll Tax - FICA	1,508.26	6%	24,398.00	22,889.74
61 Workers Compensation	13,001.25	25%	51,630.00	38,628.75
62 Employee Insurance	7,914.16	19%	41,040.00	33,125.84
63 Retirement	3,866.10	6%	67,419.00	63,552.90
64 Contract Labor	-	0%	4,560.00	4,560.00
65 Utilities	144.19	8%	1,700.00	1,555.81
66 Supplies	206.13	5%	4,000.00	3,793.87
67 Uniforms	-	0%	3,000.00	3,000.00
68 Insurance	-	0%	31,936.00	31,936.00
69 Fuel	1,585.56	5%	35,000.00	33,414.44
70 Training and Workshops	-	0%	1,500.00	1,500.00
71 Inmate Housing	-	0%	2,000.00	2,000.00
72 Victim Advocate Expense	175.00	5%	3,276.00	3,101.00
73 Dispatching	2,738.22	8%	32,910.00	30,171.78
74 Telephone	2,039.45	9%	23,580.00	21,540.55
75 Per Diem - Employees	-	0%	2,000.00	2,000.00
76 Lodging	-	0%	2,000.00	2,000.00
77 Office Supplies	-	0%	500.00	500.00
78 Postage	-	0%	200.00	200.00
79 Dues and Subscriptions	236.50	5%	5,214.00	4,977.50
80 Bank Charges	-	0%	72.00	72.00
81 PD Equipment	-	0%	4,200.00	4,200.00
82 Equipment/Capital Improvements	-	0%	100,000.00	100,000.00
83 Repairs and Maintenance	4,957.26	17%	30,000.00	25,042.74
84 Lease Maintenance	61.63	3%	2,400.00	2,338.37
85 Meals for Staff	-	0%	275.00	275.00
86 Miscellaneous Expense	-	0%	1,000.00	1,000.00
87 Motorola Radios Lease	-	0%	6,526.00	6,526.00
88 PD Vehicles Loan	896.48	8%	10,758.00	9,861.52
<b>TOTAL POLICE</b>	<b>60,736.52</b>	<b>7%</b>	<b>846,418.00</b>	<b>785,681.48</b>

TOWN OF ESTILL  
GENERAL FUND  
INCOME STATEMENT FOR PERIOD ENDING 07/31/2020

Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
<b>MUNICIPAL COURT</b>				
89 Bonuses	-	0%	108.00	108.00
90 Payroll	3,051.18	7%	44,611.00	41,559.82
91 Overtime	12.48	4%	346.00	333.52
92 Payroll Tax - FICA	227.36	7%	3,356.00	3,128.64
93 Workers Compensation	-	0%	309.00	309.00
94 Employee Insurance	3,307.98	15%	22,463.00	19,155.02
95 Retirement	507.34	7%	7,445.00	6,937.66
96 Insurance	-	0%	96.00	96.00
97 Fuel	-	0%	500.00	500.00
98 Other Professional Services	-	0%	2,400.00	2,400.00
99 Training and Workshops	-	0%	1,500.00	1,500.00
100 Court Expense	-	0%	35,100.00	35,100.00
101 Per Diem - Employees	-	0%	700.00	700.00
102 Lodging	-	0%	1,200.00	1,200.00
103 Office Supplies	-	0%	500.00	500.00
104 Postage	35.75	7%	500.00	464.25
105 Dues and Subscriptions	-	0%	2,196.00	2,196.00
106 Equipment/Capital Improvements	-	0%	1,000.00	1,000.00
<b>TOTAL MUNICIPAL COURT</b>	<b>7,142.09</b>	<b>6%</b>	<b>124,330.00</b>	<b>117,187.91</b>
<b>FIRE</b>				
107 Bonuses	-	0%	5,654.00	5,654.00
108 Payroll	236.25	8%	2,835.00	2,598.75
109 Bonuses for Volunteer Firemen	-	0%	10,500.00	10,500.00
110 Payroll Tax - FICA	18.08	3%	649.00	630.92
111 Workers Compensation	1,080.25	25%	4,320.00	3,239.75
112 Retirement	39.12	8%	469.00	429.88
113 Supplies	-	0%	1,000.00	1,000.00
114 Uniforms	-	0%	5,700.00	5,700.00
115 Insurance	-	0%	5,859.00	5,859.00
116 Fuel	61.53	10%	600.00	538.47
117 Telephone	239.05	9%	2,700.00	2,460.95
118 Repairs and Maintenance	329.77	5%	6,000.00	5,670.23
119 Lease Maintenance	-	0%	400.00	400.00
<b>TOTAL FIRE</b>	<b>2,004.05</b>	<b>4%</b>	<b>46,686.00</b>	<b>44,681.95</b>

TOWN OF ESTILL  
GENERAL FUND  
INCOME STATEMENT FOR PERIOD ENDING 07/31/2020  
Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
<b>FALL FESTIVAL</b>				
120 Payroll	-	0%	1,400.00	1,400.00
121 Payroll Tax - FICA	-	0%	107.00	107.00
122 Fall Festival Expense	-	0%	8,000.00	8,000.00
<b>TOTAL FALL FESTIVAL</b>	<b>-</b>	<b>0%</b>	<b>9,507.00</b>	<b>9,507.00</b>
<b>BUILDING and GROUNDS</b>				
123 Utilities	1,398.51	8%	17,500.00	16,101.49
124 Utilities - Library	417.35	6%	7,200.00	6,782.65
125 Supplies	-	0%	200.00	200.00
126 Pest Control	337.00	20%	1,700.00	1,363.00
127 Repairs and Maintenance	-	0%	8,000.00	8,000.00
<b>TOTAL BUILDING and GROUNDS</b>	<b>2,152.86</b>	<b>6%</b>	<b>34,600.00</b>	<b>32,447.14</b>
<b>TOTAL EXPENSES</b>	<b>84,213.99</b>	<b>5%</b>	<b>1,812,101.00</b>	<b>1,727,887.01</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(67,446.16)</b>		<b>19,459.00</b>	

TOWN OF ESTILL  
 OPERATIONS and MAINTENANCE FUND  
 INCOME STATEMENT FOR PERIOD ENDING 07/31/2020  
 Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
<b>REVENUES</b>				
1 Water Sales	52,562.69	6%	836,280.00	783,717.31
2 Sewer Sales	63,778.68	6%	1,030,200.00	966,421.32
3 Impact Fees	-	0%	600.00	600.00
4 Reconnect Fees	920.00	15%	6,000.00	5,080.00
5 Account Establishment Fees	15.00	8%	180.00	165.00
6 Penalties	1,699.25	6%	27,997.00	26,297.75
7 Returned Check Fee	-	0%	210.00	210.00
8 Land Rental Income	605.00	4%	14,510.00	13,905.00
9 Interest Income - Bank Accts	-	0%	70.00	70.00
10 Interest Income - Other Investment	-	0%	2,000.00	2,000.00
<b>TOTAL REVENUES</b>	<b>119,580.62</b>	<b>6%</b>	<b>1,918,047.00</b>	<b>1,798,466.38</b>
<b>EXPENSES</b>				
<b>WATER &amp; WASTEWATER</b>				
11 Bonuses	-	0%	596.00	596.00
12 Payroll	30,981.74	8%	396,791.00	365,809.26
13 Overtime	200.48	5%	4,143.00	3,942.52
14 Payroll Tax - FICA	2,271.24	8%	29,472.00	27,200.76
15 Workers Compensation	5,703.25	22%	25,367.00	19,663.75
16 Employee Insurance	6,432.00	19%	34,398.00	27,966.00
17 Retirement	5,093.19	8%	66,395.00	61,301.81
18 Contract Labor	-	0%	18,000.00	18,000.00
19 Utilities	8,378.53	7%	114,000.00	105,621.47
20 Supplies	297.96	2%	15,000.00	14,702.04
21 Uniforms	903.44	8%	11,800.00	10,896.56
22 Chemicals	614.11	4%	16,000.00	15,385.89
23 Lab. Analysis	905.00	4%	21,708.00	20,803.00
24 Insurance	-	0%	27,796.00	27,796.00
25 Fuel	493.32	3%	16,000.00	15,506.68
26 Legal	1,814.88	11%	17,200.00	15,385.12
27 Audit Services	-	0%	12,000.00	12,000.00
28 Bookkeeping Services	768.00	8%	9,216.00	8,448.00
29 Consulting - WWTP	5,900.00	9%	68,400.00	62,500.00
30 Other Professional Services	1,077.50	11%	10,091.00	9,013.50

TOWN OF ESTILL  
 OPERATIONS and MAINTENANCE FUND  
 INCOME STATEMENT FOR PERIOD ENDING 07/31/2020

Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
31 Training and Workshops	-	0%	1,000.00	1,000.00
32 Telephone	237.13	2%	11,000.00	10,762.87
33 Per Diem - Employees	-	0%	500.00	500.00
34 Lodging	-	0%	500.00	500.00
35 Office Supplies	-	0%	1,700.00	1,700.00
36 Postage	255.85	8%	3,180.00	2,924.15
37 DHEC Permits	-	0%	14,410.00	14,410.00
38 Dues and Subscriptions	87.49	5%	1,854.00	1,766.51
39 Advertising	200.66	13%	1,500.00	1,299.34
40 Bank Charges	-	0%	700.00	700.00
41 Equipment/Capital Improvements	-	0%	63,000.00	63,000.00
42 Engineering	-	0%	30,000.00	30,000.00
43 Safety	-	0%	2,000.00	2,000.00
44 Repairs and Maintenance	12,922.89	7%	181,728.00	168,805.11
45 Lease Maintenance	388.17	9%	4,400.00	4,011.83
46 Equipment Rental	-	0%	500.00	500.00
47 Miscellaneous Expense	-	0%	3,000.00	3,000.00
48 Interest on Debt	47.60	0%	77,006.00	76,958.40
49 Revenue Bond Principal	-	0%	250,000.00	250,000.00
50 2014 Backhoe Loader Principal	846.56	8%	10,352.00	9,505.44
<b>TOTAL WATER &amp; WASTEWATER</b>	<b>86,820.99</b>	<b>6%</b>	<b>1,572,703.00</b>	<b>1,485,882.01</b>
<b>STREETS</b>				
51 Bonuses	-	0%	108.00	108.00
52 Payroll	3,561.85	8%	45,864.00	42,302.15
53 Overtime	-	0%	459.00	459.00
54 Payroll Fall Festival	-	0%	500.00	500.00
55 Payroll Tax - FICA	216.57	8%	2,784.00	2,567.43
56 Workers Compensation	2,327.50	37%	6,349.00	4,021.50
57 Employee Insurance	2,180.62	21%	10,208.00	8,027.38
58 Retirement	573.28	7%	7,671.00	7,097.72
59 Street Lights - Utilities	5,279.35	8%	64,404.00	59,124.65
60 Street Signs - Utilities	110.51	8%	1,380.00	1,269.49
61 Supplies	-	0%	2,500.00	2,500.00
62 Chemicals	-	0%	1,000.00	1,000.00
63 Insurance	-	0%	6,229.00	6,229.00
64 Fuel	819.28	6%	13,000.00	12,180.72
65 Equipment/Capital Improvements	-	0%	3,990.00	3,990.00
66 Repairs and Maintenance	619.93	3%	21,000.00	20,380.07

TOWN OF ESTILL  
 OPERATIONS and MAINTENANCE FUND  
 INCOME STATEMENT FOR PERIOD ENDING 07/31/2020  
 Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
67 Equipment Rental	-	0%	2,000.00	2,000.00
68 Miscellaneous Expense	-	0%	1,000.00	1,000.00
69 Decorations	-	0%	2,000.00	2,000.00
<b>TOTAL STREETS</b>	<b><u>15,688.89</u></b>	<b>8%</b>	<b><u>192,446.00</u></b>	<b><u>176,757.11</u></b>
<b>TOTAL EXPENSES</b>	<b><u>102,509.88</u></b>	<b>6%</b>	<b><u>1,765,149.00</u></b>	<b><u>1,662,639.12</u></b>
<b>SURPLUS/(DEFICIT)</b>	<b><u>17,070.74</u></b>		<b><u>152,898.00</u></b>	
<b>DEBT SERVICE FUNDS</b>				
70 Depreciation Account	6,000.00	17%	36,000.00	
71 Contingency Account	9,600.00	17%	57,600.00	
	<b><u>15,600.00</u></b>	<b>17%</b>	<b><u>93,600.00</u></b>	

TOWN OF ESTILL  
 REFUSE FUND  
 INCOME STATEMENT FOR PERIOD ENDING 07/31/2020  
 Expected percentage 8%

	<u>JUL YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
<b>REVENUES</b>				
1 Sanitation Collections	9,577.01	8%	117,720.00	108,142.99
2 Interest Income - Bank Accts	-	0%	30.00	30.00
<b>TOTAL REVENUES</b>	<b>9,577.01</b>	<b>8%</b>	<b>117,750.00</b>	<b>108,172.99</b>
<b>EXPENSES</b>				
3 Refuse Disposal	6,838.83	8%	83,351.00	76,512.17
4 Yard Waste Disposal	-	0%	3,600.00	3,600.00
5 Insurance	-	0%	1,349.00	1,349.00
6 Fuel	-	0%	500.00	500.00
7 Audit Services	-	0%	3,000.00	3,000.00
8 Bookkeeping Services	384.00	8%	4,608.00	4,224.00
9 Bank Charges	-	0%	50.00	50.00
10 Repairs and Maintenance	-	0%	5,000.00	5,000.00
11 Miscellaneous Expense	-	0%	3,000.00	3,000.00
<b>TOTAL EXPENSES</b>	<b>7,222.83</b>	<b>7%</b>	<b>104,458.00</b>	<b>97,235.17</b>
<b>SURPLUS/(DEFICIT)</b>	<b>2,354.18</b>		<b>13,292.00</b>	
<b>RESERVE FUNDS</b>				
12 Contingency Account	8,400.00	100%	8,400.00	
	<b>8,400.00</b>	<b>100%</b>	<b>8,400.00</b>	

**TOWN OF ESTILL**  
**Bank Account Balances at 07/31/2020**

	Balance
<b>GENERAL FUND</b>	
Operating	74,088
Gross Revenue	307,129
BB&T	4,819
Reserve Account	<u>100,951</u>
	<b>486,987</b>
<b>O&amp;M FUND</b>	
Operating	39,101
Gross Revenue	<u>437,241</u>
	<b>476,342</b>
<b>REFUSE FUND</b>	
Operating	11,980
Gross Revenue	10,720
Debt Service	14,348
Contingency	<u>23,329</u>
	<b>60,377</b>

**cmiller323townofestill@gmail.com**

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**From:** Maia Pavlova <pmaia@mpaccountingsc.com>  
**Sent:** Wednesday, August 5, 2020 10:37 AM  
**To:** Caryn Miller; 'Edna O'Banner'  
**Subject:** July income statements  
**Attachments:** Income Statements 7-2020.pdf; Bank Accounts as of 7-31-2020.pdf

Attached are the income statements as of the end of July.  
8% is the expected figure in the percentage column.

**General Fund:**

The Fund shows a deficit of \$67,446. The deficit is expected at this time and will continue to grow for the first half of the fiscal year. For a second consecutive month, the Court Fines collections (line 6) are exceeding the expectations. Some of the old unpaid fines have been received through the MASC collection program. The Fund received revenue for the prior fiscal year of about \$87,000. The funds have been used to pay FY2020 bills which kept the bank accounts balance unchanged from the prior month.

Worker's Compensation is high for all departments because it is paid for the entire quarter. Another category with a notable high percentage is Employee Insurance. The reason is that SC PEBA collects an advance payment for the last month of the fiscal year and thus the Town made two payments in July. This category will be higher than budgeted all year until June when the advance payment will be applied and the monthly bill will be very low.

PD Repairs (Line 83) – the entire amount is for vehicle repairs.

**O&M Fund:**

The O&M Fund starts with a surplus of \$17,071. The billing for the Prison fell to 42% below the normal. The Town resumed transfers to the Depreciation and Contingency bank accounts in July following auditor's recommendations. The Town should consider long-term cash flow forecasting to possibly avoid a situation of not being able to pay wages, utilities, and other expenses that keep it operational.

**Refuse Fund:**

The Refuse Fund is on a surplus of \$2,354. The bill payments in both O&M and Refuse funds have increased in July after implementing again the penalties and reconnection fees.

Please feel free to contact me with questions.

Thanks,  
Maia

Maia Pavlova, AP

***MP Accounting, LLC***

Summerville, SC

Tel: 843.376.4767 Fax: 888.283.2942

[pmaia@mpaccountingsc.com](mailto:pmaia@mpaccountingsc.com)

send secure messages and documents to

<https://www.encyro.com/mpaccounting>

 Please consider the environment before printing this email



## **Town of Estill Agenda Item – C**

Approval of Resolution 2020-10 to Adopt Zoning and Development Fees for Services

**Background:** In the past two months I have received and worked on various things related to building permits, plat approvals, combining land, subdividing land, etc... The Town currently does not charge for any of these services and some of them are very time consuming. Staff did research into what other agencies charge for these services and has put together a list of fees associated with those services.

Back in 2012 when the Ordinance for Zoning was passed, there were no rates attached to it although it was referenced in the Ordinance that there were some established. Staff has not found anything in their files or computer files that would help guide us to what was created back then. These are revenues that go into the General Fund that have been lost over the years because we have not charged them.

It is imperative that the Town charge for services rendered related to all development activities. They are supposed to be self-sustainable in their operation or at least bring in some revenue to offset the cost of doing business. To date in my estimation the Town has left \$1,030 on the table that could have been collected into the General Fund. The week of August 10 through the 14<sup>th</sup> I approved 4 more Building Permits which left an additional \$120.00 not charged. There are other pending submittals that should come in later this month.

The Town Attorney has deemed it not necessary to adopt new rates by Ordinance but rather by Resolution

**Attachments:** Resolution and back up

**Recommendation:** Approval of Resolution 2020-10

**Presented by:** Caryn Miller, Town Administrator

RESOLUTION 2020-10

STATE OF SOUTH CAROLINA	)	
	)	A RESOLUTION TO AMEND THE TOWN OF
COUNTY OF HAMPTON	)	ESTILL FEE SCHEDULE FOR ZONING AND
	)	DEVELOPMENT FEES FOR SERVICES
TOWN OF ESTILL	)	

In accordance with the authority conferred by the South Carolina Code of Laws, 1976, Title 6, Chapter 7, as amended, and for the continued purpose of promoting the health, safety, and general welfare of the citizens of the Town of Estill; Council finds it necessary and appropriate to change the fee schedule as provided by Section 9.3 of the Zoning and Development Standards Ordinance, as amended by ordinance adopted on December 5, 2012, and related sections not otherwise included in the Zoning and Development Standards Ordinance.

Section 1. Building, Zoning, and Development Fees are changed and adopted as shown in Appendix A of this Resolution and hereto included.

Section 2. Severability. If any provision, paragraph, word, section or article of this Resolution is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and chapters shall be remain valid and in full force and effect.

Section 4. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval, as provided by law.

INTRODUCED AND ADOPTED THE \_\_\_\_ DAY OF AUGUST 2020.

AYES:

NAYS:

ABSENT:

NOT VOTING:

\_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_ (SEAL)  
TOWN CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Martin Harvey, Town Attorney

**APPENDIX A**

**TOWN OF ESTILL  
PLANNING, ZONING, AND BUILDING FEE SCHEDULE**

**Building Permits Fees:**

Building Permit Application Zoning Approval	\$30.00
Tree Removal Zoning Approval	\$30.00
Sign Zoning Permit Approval	\$30.00

**Zoning Fees:**

Zoning Letter	\$50.00
Application for Conditional Use Permit	\$100.00
Rezoning Application (+ Planning Commission submittal) < 100 acres	\$250.00
100-300 Acres	\$300.00
300 or >	\$400.00
Planning Commission Application Submittal	\$250.00
Board of Zoning Appeals Application Special Exception or Variance	\$300.00
Board of Zoning Appeals Zoning Administrator Decision Appeals	\$450.00

**Development Fees:**

Minor Plat subdivision 5 lots or less	\$50.00 + \$10.00 per lot
Preliminary Plat Submission	\$200.00 + \$10.00 per lot
Final Plat	\$100.00 + \$10.00 per lot
Existing Plat Certification (small 5 lots or less)	\$50.00
Existing Plat over 5 lots	\$50.00 + \$10.00 per lot
Combination of lots into one parcel Certification	\$50.00
Plan Review Residential Single Family	\$100.00
Plan Review Residential Multi-family (small one building)	\$150.00
Plan Review Residential Multi-family more than one building	\$150.00 + \$10 per unit
Plan Review Residential Subdivisions	\$300.00 \$10.00 per lot
Plan Review Commercial (Single building)	\$100.00
Plan Review Commercial Subdivisions	\$250.00 +.06 per square foot
Planned Development /Agreements	\$400.00 minimum + \$10 per acre

**Other fees:**

Street Name Changes		\$100.00 + \$150.00 sign fee
Cell Tower Application Approval	New	\$500
	Co-Location	\$100.00
Zoning Regulations Book Copies		\$25.00







## **Town of Estill Agenda Item – D**

Approval of Ordinance 14-2020 to Amend the Town’s Business License Ordinance to Provide for the Regulation of Temporary Businesses. First Reading

**Background:** At a recent meeting there was discussion with Council related to these temporary businesses that come in to the Town on weekends and sell either produce or other items (sometimes during special events). They do not have a business license, are usually all cash transactions, and they often compete with our own local businesses. The Town Attorney and Staff are proposing a way to regulate these vendors and has placed this Ordinance on the Agenda for your consideration. There would be a charge of \$30.00 per occurrence and they would have to follow our zoning laws as well. Our Zoning laws dictate where they can set up, how far from an intersection, prohibits sales from tractor trailers, and dictates distancing and signage. This is an additional revenue stream available to the Town which will help fund the General Fund.

**Attachments:** Ordinance and back up

**Recommendation:** Approval of Ordinance 14-2020 on First Reading

**Presented by:** Caryn Miller, Town Administrator



(D) *INVESTIGATION BY THE TOWN CLERK'S OFFICE.* The Town Clerk shall examine each application filed under this ordinance for a permit and shall make, or cause to be made, such further investigation of the application and the applicant as the Town clerk shall deem necessary. The permit will also be issued when the Town Clerk determines the following facts:

- (1) That all of the statements made in the application are true;
- (2) That the applicant has not engaged in any fraudulent transaction or enterprise; and
- (3) Nothing in the proposal will violate any provision of the Zoning Ordinance of the Town, or any other law or ordinance.

(E) *FEES FOR PERMIT.* Before a permit is issued, there shall be paid to the Town Finance Director the sum of \$30.00 for a permit which allows a temporary business to operate at one location for forty-eight hours or less within the Town.

(F) *PERMIT NONTRANSFERABLE.* Any permit issued under this ordinance shall be nontransferable.

Section 2. If for any reason any sentence, clause, or provisions of this Ordinance shall be declared invalid, such shall not affect the remaining provisions thereof.

Section 3. This Ordinance shall become effective on the approval of Council.

FIRST READING: \_\_\_\_\_ 2020

SECOND READING: \_\_\_\_\_, 2020

BE IT ENACTED, this the \_\_\_\_ day of \_\_\_\_\_, 2020, as witness our hands and seals, in Council done, at Estill, South Carolina.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Martin Harvey, Town Attorney



## **Town of Estill Agenda Item – E**

Approval of Emergency Ordinance 15-2020 to Extend COVID-19 Related Measures.

**Background:** On June 10, 2020 The Council passed Ordinance 09-2020 extending the COVID-19 Emergency Procedures for the Town. That Ordinance expires August 10. Recent events and the continued rise of the positive cases in our area and nationwide substantiate the need to continue the state of emergency and continue the provisions established to deal with this ever changing pandemic. This Ordinance extends our emergency procedures for an additional 60 days.

**Attachments:** Ordinance

**Recommendation:** Approval of Emergency Ordinance 15-2020.

**Presented by:** Caryn Miller, Town Administrator

STATE OF SOUTH CAROLINA ) AN EMERGENCY ORDINANCE TO  
 ) TEMPORARILY SUSPEND THE NORMAL  
 ) OPERATING PROCEDURES OF ESTILL TOWN  
 ) COUNCIL MEETINGS AND TO AUTHORIZE  
 ) THE ESTILL TOWN ADMINISTRATOR TO  
COUNTY OF HAMPTON ) DEVELOP AND ENACT A PLAN IN ORDER TO  
 ) ENSURE CONTINUITY IN THE DELIVERY OF  
 ) GOVERNMENT SERVICES IN LIGHT OF THE  
 ) COVID-19 OUTBREAK; AND MATTERS  
TOWN OF ESTILL ) RELATED THERETO  
 )

WHEREAS, the number of newly reported COVID-19 cases remain constant, Council has determined that the same public health concern that required extraordinary protective measures and vigilance that led to the adoption of Ordinance 04-2020 and 09-2020; and

WHEREAS, Section 5-7-250 of the South Carolina Code of Laws empowers Council to enact emergency ordinances affecting life, health, or safety; and

WHEREAS, in light of the foregoing, Estill Town Council deems it proper and necessary to adopt this emergency ordinance in order to: (a) temporarily suspend the normal operating procedures of Estill Town Council; (b) to authorize the Estill Town Administrator to develop and enact a plan in order to ensure continuity in the delivery of government services in light of the COVID-19 outbreak; and (c) authorize the Town of Estill Town Administrator to revoke special events permits for a temporary period;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Municipality of Estill, in Council assembled, that:

1. The Town of Estill temporarily suspends the normal operating procedures of Town Council meetings and hereby allows for the Mayor and Councilmembers to remotely participate in voting and operational procedures by telephone or other means of

electronic communication provided that the provisions of the South Carolina Freedom of Information Act are complied with.

2. All deadlines imposed by Town Ordinance, applicable to the municipality or applicant, shall be suspended, during this temporary period.
3. The Town Administrator is authorized to develop and enact a plan in order to ensure continuity in the delivery of government services in light of the COVID-19 outbreak.
4. The Town Administrator is authorized to cancel and revoke any special events permits issued prior to the date of this ordinance for events taking place for 60 days after this ordinance is enacted.
5. This emergency ordinance shall be terminated by the issuance of another ordinance or shall automatically expire on the 61<sup>st</sup> day after enactment of this ordinance, whichever date is earlier.

SIGNED, SEALED AND DELIVERED THIS \_\_\_\_\_ DAY OF August, 2020.

\_\_\_\_\_  
Corrin Bowers, Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Martin Harvey, Town Attorney  
Introduced: August 12, 2020  
Final Reading: August 12, 2020



## **Town of Estill Agenda Item – F**

Approval of Resolution 2020-11 to Allow Town to Open a New Bank Account for the CDL.

**Background:** The Town Needs to open a separate account for the Community Disaster Loan proceeds in order to ensure proper accounting of deposits and withdrawals related to the loan. This Resolution accomplishes that.

**Attachments:** Resolution

**Recommendation:** Approval of Resolution 2020-11

**Presented by:** Caryn Miller, Town Administrator

STATE OF SOUTH CAROLINA )  
 ) RESOLUTION 2020-11  
 COUNTY OF HAMPTON )  
 ) RESOLUTION AUTHORIZING OPENING  
 TOWN OF ESTILL ) OF BANK ACCOUNT FOR RECIEPT AND  
 ) DISBURSEMENT OF LOAN PROCEEDS

AT THE REGULAR MEETING OF TOWN COUNCIL OF TOWN OF ESTILL, held on August 12, 2020, Council received a presentation from its Administrator on the need for opening of a bank account to deposit proceeds from its Community Disaster Loan made by the Federal Emergency Management Agency, recently authorized by Town Council; Now therefore, it is

RESOLVED, that the Town of Estill shall establish a bank account with Palmetto State Bank, which shall exclusively receive deposits from the loan made to the Town by the Federal Emergency Management Agency for Community Disaster relief, and which shall exclusively disburse authorized expenditures, according to the terms of the Community Disaster Relief Loan transaction between the Town and the Federal Emergency Management Agency.

RESOLVED FURTHER, that the Town Administrator, or her designee, shall be authorized to execute and deliver any documents and take all further action necessary to carry out the intent and purpose of this Resolution, including, but not limited to, depositing a minimal sum from the Town's Utilities Operations and Maintenance Account to open the account.

RESOLVED FURTHER, that all prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed to the extent they are consistent with the terms as stated herein. All prior resolutions or parts thereof in conflict with this resolution are hereby repealed to the extent of the conflict.

This Resolution shall take effect immediately.

DONE AND ENTERED THIS \_\_\_\_\_ DAY OF AUGUST 2020

\_\_\_\_\_

Mayor

\_\_\_\_\_

Council Member

\_\_\_\_\_

Council Member

\_\_\_\_\_

Council Member

\_\_\_\_\_

Council Member

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

Town Clerk

\_\_\_\_\_

Town Attorney

**PUBLIC COMMENT**

**Attached**

My computer is down so can't  
print this - please make copies for  
town manager, mayor & council.  
Thank you very much

→ FOR CARYN MILLER ←

Suggested historical marker  
for Fountain Est. 11 - Thank you for your help!

Aug 14, 1965 - Aug 14, 2010

marker availability late next year

On Aug 14, 1965 more than 10,000 people came to Estill for an event which received national attention with much newspaper coverage — including The New York Times and The Congressional Record.

Apparatus here were two picked astronauts including one of the original seven and one who later would walk on the moon.

Speaking that day was James Webb, administrator of NASA and a proponent of an American space telescope.

Late next year the James Webb space telescope is to be launched into orbit between the Earth and the Sun. It will be an international event.

I am preparing the unveiling on that date of an Estill historical marker telling people that the telescope and the astronauts created space history that day in Hampton County.

The astronauts — Gus Grissom late died in the 1967 post fire panel John Young worked and the moon and flew the first mission of the space shuttle.

Both had just flown together on Gemini 3 before coming to Estill.

Heard that day was U.S. Rep. Model RIVERS, a powerful local member of Congress.

I have memorabilia in my personal space collection of these and other astronauts.



Dear Al

For more information about me and my 50-plus  
space coverage, look up Whittier Apollo II  
on the internet. There are interviews by WFLA & WFLX  
TV - The Suncoast Morning News and the WFTS  
Project Standard.

The collection is now in Houghton County.  
A market for former and late state Sp. P.  
Parker proposed by me was recently unveiled outside  
Ridgeland.

I think the Estill space market would bring  
much attention to the area if its unveiling  
came the same time as next year's launch of  
the WFTS Telescope. Both could receive national  
attention.

I appreciate your time & interest and look forward  
to your support for a market near the other in  
downtown Estill.

Thank you.  
William H. (Bill) Whittier  
843-368-5178