

TOWN OF ESTILL
COUNCIL MEETING AGENDA
July 8, 2020
6:00 pm
Council Chambers

1. Call Meeting to Order
2. Invocation
3. Pledge of Allegiance
4. Approve June 3, 2020 Budget Workshop Meeting Minutes
5. Approve June 10, 2020 Council Meeting Minutes
6. Approval of the June 17, 2020 Special Called Meeting Minutes
7. Approval of the June 25, 2020 Special Called Meeting
8. Approve July 8, 2020 Council Meeting Agenda

9. OLD BUSINESS

10. **Public Hearing:** Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget.
11. Approval of Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget. Second and Final Reading

12. NEW BUSINESS
 - A. Department Reports
 - Police Report
 - Safety & Recreation Report
 - Fire Department Report
 - Public Works Report
 - Water & Wastewater Report
 - Administration Report

 - B. June 2020 Income Statement
 - C. Approval of Ordinance 10-2020 to Provide for Hunting on Lands owner 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
 - 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
 - F. Approval of Resolution 2020-08 Ratifying the Mayors' Executive Order dated _____ related to mandatory face masks due to COVID-19.
 - G. Public Comment
 - H. Executive Session -Contract: Engagement Letter for Town Audit
 Personnel:
 Legal:

 - I. Regular Session -Contract: Engagement Letter for Town Audit
 Personnel-
 Legal

Adjourn

Note: Council may take action on matters discussed in Executive Session.

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

Town of Estill
Special Called Council Meeting Minutes
June 3, 2020
Workshop was held Via Zoom

The Town Council Meeting was called to order by Mayor Bowers at 6:00 pm.

Invocation

The Invocation was given by Councilman J. Hadwin

Present

Mayor C. Bowers, Councilman Joe Hadwin, Councilman Charles Savino, Town Administrator Caryn Miller, and Clerk Treasurer Edna O'Banner,

Absent: Councilwoman D. Bolden

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

A. Presentation of the Draft Fiscal Year 2020-2021 Budget

Town Administrator Ms. Miller presented the proposed budget to Council.

Adjourn

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

Mayor C. Bowers adjourned the meeting at 7:00 pm.

ADOPTED this 3rd Day of June 2020

Corrin F. Bowers III., Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Charles Savino, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Council Meeting Minutes
June 10, 2020
The meeting was held Via ZOOM.

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

Invocation

The Invocation was given by Councilman J. Hadwin

Present

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

Absent: Councilwoman D. Bolden

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

Approve May 13, 2020 Council Meeting Minutes

Mayor Bowers asked for a motion to approve May 13, 2020 Council Meeting Minutes. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Mayor Pro Tem T. Solomon. Council voted 4-0 in favor of the motion.

Approve May 7, 2020 Special Called Council Meeting Minutes

Mayor C. Bowers asked for a motion to approve April 29, 2020 Special Called 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 4-0 in favor of the motion.

Approve June 10, 2020 Council Meeting Agenda

Mayor C. Bowers asked for a motion to approve June 10, 2020 Council Meeting Agenda. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilman J. Hadwin. Council voted 4-0 in favor of the motion.

Old Business

None

New Business

A. Department Reports

Police Report- Report given by Ms. Miller

Safety and Recreation Report- Report given by Ms. Miller

Fire Department Report- Chief Toone- Report given by Ms. Miller

Public Works Report- Report given by Ms. Miller

Administration Report- Report submitted to council

B. May 2020 Income Statement

Mayor C. Bowers asked for a motion to take May 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 Councilman J. Hadwin. Council voted 4-0 in favor of the motion.

C. Approval of Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget. First Reading

Councilman C. Savino recommended setting aside \$4,000-\$6,000 for a survey/landscape work for the nature trail. Ms. Miller recommended that we revisit this once in the new Fiscal Year to look at the General Funds status to make adjustments at that time.

Mayor C. Bowers asked for a motion to approve Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget, First 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. Approve Emergency Ordinance 09-2020 Related to Extension of Emergency Procedures due to Covid-19

Ms. Miller stated an ordinance was previously passed when the emergency first began, but it only lasted for 60 days. She indicated numbers are still rising and the emergency is still continuing. Ms. Miller stated this ordinance will allow a continuance of operating differently until such time to return to normal, which will be another 60 days. Ms. Miller stated she is considering amending the plan to do a soft opening for the Town Hall beginning July 1, 2020 and limiting individuals one at a time to observe CDC guidelines. Ms. Miller is also considering reopening the parks as well. Councilman C. Savino asked does the ordinance give enough flexibility so within 30 or 45 days if we wanted to do temperature checks or limiting people. Councilman J. Hadwin wants the community to be aware that this is separate from the curfew ordinance. Ms. Miller stated that as of June 2, 2020 the curfew has expired. Mr. Harvey stated that the ordinance presented is regarding emergency procedures and not curfew. Mr. Harvey stated we have an ordinance in place that allows the Mayor to declare an emergency, which should be ratified by Council. Mr. Harvey stated that if the Mayor and Council deem that a curfew should continue in Town then the Mayor and Council may proceed. Mayor C. Bowers

stated if the Council feels we need to reenact the curfew then they can do so. Mr. Harvey stated Mayor can make a decision to reenact the curfew, and Council may ratify it. Councilman J. Hadwin states a lot of citizens were confused about the dialogue. Councilman J. Hadwin states that if the Acting Chief Williams feels that there should be a curfew reenacted then a letter needs to be submitted indicating that. Mayor Pro Tem T. Solomon reiterated that everyone who enters the building during the soft opening would need to have on a mask. There also needs to be a prepared document giving the public knowledge of the procedures. Ms. Miller stated court has resumed and that CDC guidelines and recommendations are being followed by the Chief Justice. Mayor C. Bowers asked for a motion to approve Emergency Ordinance 09-2020 Related to Extension of Emergency Procedures due to Covid-19. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Mayor Pro Tem T. Solomon. Council voted 4-0 in favor of the motion.

E. Approval of Resolution 2020-05 to Annex Certain Real Property Owned by the Town of Estill to be included within the Boundary of the Town of Estill.

One of the strategic planning session goals was to bring the Town sprayfields into the town limits. Ms. Miller stated there are 3 properties that we are looking to annex. To prove the properties should be annexed it has to be adjacent to properties already in our town. Councilman J. Hadwin commented that we notify town dispatch so that they would know the properties we are annexing so that proper jurisdiction can be notified. Council C. Savino asked Mr. Harvey since we are owners of the property is there any way to bypass the procedures to annex a property or does it work just by passing the resolution. Mr. Harvey stated as referred in the Resolution section. If the territory proposed to be annexed belongs to the municipality seeking its annexation and is adjacent thereto it may be annexed by Resolution of the governing municipality. Mayor C. Bowers asked for a motion to approve Resolution 2020-05 to Annex Certain Real Property owned by the Town of Estill to be included within the Boundary of the Town of Estill. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Mayor Pro Tem T. Solomon. Council voted 4-0 in favor of the motion.

F. Discussion related to Boards and Committees.

Ms. Miller stated she completed the training for the comprehensive zoning and planning. Ms. Miller stated she will need to find out if we have a future land use map that needs to be done with the Comprehensive Plan. Ms. Miller also stated that the Town needs a Planning Commission in order to have zoning regulations. The Planning and Zoning Commission ensures that the zoning matches the Comprehensive Plan and brings forth recommendations for ordinances in relation. Ms. Miller stated we need an Architectural and Historical and Review Board that will ensure anyone trying to build within certain neighborhoods will have to go before that particular Board. Ms. Miller stated we need regulations and we should look at downtown and look at how to preserve and revitalize some buildings. Mayor C. Bowers commented on things within the Town that do need preserving, and forming these committees will assist with those

efforts. Ms. Miller reiterated that the committees are the most important elements in economical development tools that we have. Councilman J. Hadwin indicated we should do our due diligence to get people involved within the community to be members of the Board. Councilman J. Hadwin recommended that Ms. Miller look into how the Planning Commission and Architectural Board be should be formed, rather it's separately or a unified committee. Mayor Pro Tem T. Solomon asked Ms. Miller how many members should there be on each Board and Ms. Miller stated five members. Councilman C. Savino stated everyone should pick five people and bring it to the next meeting so that the members can be chosen per the guidelines. Ms. Miller stated the Planning Commission should have a mixture of property and business owners. She also stated the Architectural Review Board should consist of home owners, property and business owners.

Public Comments (received via email, dropbox or mail)

None

Councilman C. Savino commented that we should constantly remind everyone within the community to fill out the Census because as of now it is at 14% completion as of now. Mayor C. Bowers stated we need to put out a pamphlet possibly through mail. Mayor Pro Tem T. Solomon added E911 needs addressing. The reason is because a lot of addresses are off and need updating. Ms. Miller stated that the County is ready to move forward with E911. It was stated that in July, they will possibly be ready to present the information regarding the changes of addresses within the community. Mayor C. Bowers stated maybe we could have the Census Bureau come to the community to inform the citizens of the importance of the Census. Mayor Pro Tem T. Solomon did indicate that the Census Bureau should be going door to door as well. Councilman J. Hadwin stated there should be someone assisting the Senior Citizens at the Senior Citizen Center. He also stated we could have a meeting at the Bull Durham to inform citizens of the importance of filling out the Census and how it can help the community.

Adjourn

Mayor C. Bowers asked for a motion to adjourn. Mayor Bower 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.

Mayor C. Bowers adjourned the meeting at 7:36 pm.

ADOPTED this 10th Day of June 2020

Corrin F. Bowers III., Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Charles Savino, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Special Called Council Meeting Minutes
June 17, 2020
Court Room

The Town Council Meeting was called to order by Mayor Bowers at 6:05 pm.

Invocation

The Invocation was given by Mayor C. Bowers.

Present

Mayor C. Bowers, Councilman Joe Hadwin, Councilwoman D. Bolden, Councilman Charles Savino, Town Administrator Caryn Miller, Clerk Treasurer Edna O'Banner, and Town Attorney Martin Harvey.

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

A. Executive Session

Mayor enters into Executive Session at 6:06 pm

Mayor C. Bowers asked for a motion to enter into Executive Session to discuss Contracts:

1. Municode 2. AT&T 3. Hunting Leases 4. American Tower

Personnel: Attorney RFQs.

Mayor C. Bowers recognized Mayor Pro Tem T. Solomon. The Motion was offered by Mayor Pro Tem. Solomon; with a second by Councilman J. Hadwin. Council voted 5-0 in favor of the motion.

B. Regular Session

Mayor exits Executive Session and enters Regular session at 7:20 pm

Mayor C. Bowers asked for a motion to exit Executive Session and enter Regular Session from discussing Contracts:

1. Municode-Mayor C. Bowers asked for a motion to authorize him or his designee to move forward with contract for Municode. Mayor C. Bowers recognized Councilman C. Savino; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

2. AT&T-Mayor C. Bowers asked for a motion to authorize the Town Administrator to move forward with AT&T contract. Mayor C. Bowers recognized Mayor Pro Tem T. Solomon. The motion was offered by Mayor Pro Tem T. Solomon; with a second by Council J. Hadwin. Council voted 5-0 in favor of the motion.

3. Hunting Leases-Mayor C. Bowers stated we should move forward with the people looking to rent with the directions of the lawyer.
4. American Tower-No Action Taken

Personnel: Attorney RFQs Councilman J. Hadwin made a recommendation to continue using Mr. Harvey. Mayor C. Bowers recognizes Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Mayor Pro Tem T. Solomon. Council voted 4-1 in favor of motion.

Councilwoman D. Bolden opposed the decision.

Adjourn

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

Mayor C. Bowers adjourned the meeting at 7:40 pm.

ADOPTED this 17th Day of June 2020

Corrin F. Bowers III., Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Charles Savino, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Special Called Council Meeting Minutes
June 25, 2020

The Town Council Meeting was called to order by Mayor Bowers at 6:05 pm.

Invocation

The Invocation was given by Councilman J. Hadwin

Present

Mayor C. Bowers, Councilman Joe Hadwin, Councilwoman D. Bolden, Councilman Charles Savino, Councilwoman Tammy Solomon, Town Administrator Caryn Miller, Clerk Treasurer Edna O'Banner, and Town Attorney Martin Harvey.

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

Old Business

None

New Business

Public Hearing:

Application to the South Carolina Department of Commerce, Division of Grant Administration for Community Infrastructure Funds for water line improvements in the Town of Estill.

Ms. Knight informed the Council she was present to hold a public hearing for the CDBG application for water line improvements as what was described as the southwest quadrant of Estill. Ms. Knight stated the grant amount in which the town of Estill is applying for totals \$750,000. Ms. Knight stated the deadline was pushed until July 1, 2020 due to Covid-19. The application is specifically to be used for looping improvements to get residents off of the galvanized old pipelines that are in the section described as the president's section. The president's section includes the streets in between Hoover, Lincoln, and Morrison. Also, the area near Hendrix Mill Road. The other section is near Ziegler Street, Curtis Broxton, Canal Street and a section of MLK Jr. Blvd. which is just past the Town Hall. Environmental reviews have to be done to clear the areas environmentally before funds are able to use. Applications must be submitted by July 1, 2020. Ms. Knight stated we expect to benefit around 200 people which is around 51% of low to moderate income the match is 5% which is \$37,500. The match will go towards engineering, and the grant funds will go towards construction. Mayor Pro Tem T. Solomon asked

what were the street names? Ms. Knight stated the street names are Hoover Ave., Lincoln Ave, Martin Ave. and Kennedy Street. They are bounded by Roosevelt and Washington Street. The other section is Marvin, Hattie, and Newell Streets. They are bounded by Lafitte Lane and Owens Street. The other two areas that they are going to try and underrun are Ziegler Street, McCrary Street, Curtis Broxton Drive, part of Canal Street and a section of MLK Jr. Blvd. past Grayson Street she believes is 2nd Street. Ms. Knight stated if we come under budget we will be able to do the other two or parts of it and if the Town decides they want to continue with another phase the environmental review done now is good for 5 years. Councilman C. Savino thanked Ms. Knight and Ms. Miller for efforts put into the CDBG Grant. Councilman C. Savino thanked Ms. Miller and Ms. Knight for efforts put into dropping the match amount from 10% to 5%. Councilman D. Bolden thanked Ms. Knight as well. Mayor C. Bowers thanked Ms. Knight for her efforts and also Ms. Miller as well for getting the match amount down.

A. Approval of Resolution 2020-06 Approving the Application to the South Carolina Department of Commerce, Division of Grant Administration for Community Infrastructure Funds for water line improvements in the Town of Estill.

Mayor C. Bowers asked for a motion to approve Resolution 2020-06 Approving the Application to the South Carolina Department of Commerce, Division of Grant Administration for Community Infrastructure Funds for water line improvements in the Town of Estill. 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.

B. Approval of Resolution 2020-07 Continuing Operations of the Town under Fiscal Year 2019-2020 budget Pending adoption of Budget for Fiscal Year 2020-2021.

Councilman C. Savino asked for clarification regarding the publication of the budget. Ms. Miller stated it was supposed to be published on the 11th of June 2020. There was an issue at the corporate office due to Covid-19 and misinformation about getting it published. Mayor C. Bowers asked for a motion to approve Resolution 2020-07 Continuing Operations of the Town under Fiscal Year 2019-2020 budget Pending adoption of Budget for Fiscal Year 2020-2021. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Mayor Pro Tem T. Solomon. Council voted 5-0 in favor of the motion.

C. Amend the Agenda to Include Recreation Packet

Ms. Miller informed the Council that Councilwoman D. Bolden wanted to amend the agenda. Councilman D. Bolden stated she wanted to amend the agenda to add information regarding the recreation packet. Mayor C. Bowers stated he discussed with people within the Town that we should think about getting sponsors for the children for some activities such as the tennis camp. Councilwoman D. Bolden stated the instructors that are hosting the different activities for the kids agreed to come to Estill to do the same activities. Councilwoman D. Bolden stated we need to find a space for some of the activities. Most of the activities can be done at the Bull Durham there were some activities that will still need a space. Councilwoman D. Bolden stated for tennis camp they were looking at the old tennis space at the elementary school and Martin Wright will have to be contacted regarding this space. Mayor C. Bowers stated he can possibly get some tennis equipment donated and he also has some rackets. Councilwoman D. Bolden stated the

instructors will be paid through the recreation department in Hampton. Mr. Harvey informed the council he would donate \$300.00 towards the kids recreation activities. Councilman J. Hadwin stated that the tennis court was deteriorating he indicated resurfacing the old tennis space to ensure it is a safe environment.

D. Town Administrator Report

- Ms. Miller informed the Council she would like the Town of Estill to take the lead and be the first town within Hampton County and South Carolina to abolish the choke hold. Ms. Miller stated she will be working closely with Acting Chief to go through the standard operating procedures. After discussion, Ms. Miller was directed to get with the Acting Chief of Police and Mr. Harvey and bring forward recommendations for changes to the current Police Manual and Practices.
- Ms. Miller stated the Town of Estill used to have sirens she stated she looked into the sirens and they are expensive and expensive to maintain. She stated there is a system called Code Red. After discussion Ms. Miller was directed to move forward with the idea and to coordinate with Ms. Peebles at the County as well.
- Ms. Miller stated the community disaster loan has passed the Governor's office with approval to FEMA at the Federal level.
- Ms. Miller stated at the next meeting she will be bringing forth the contract for the Audit for council approval. Based on last year numbers the town paid \$29,000.00 for the Audit. If federal grant dollars were more than \$750, 000. Then an independent Audit will have to be done on top of that because it may be more than that. The retainer right now has no set amount. The auditor's should be coming around mid-July to start the audit.
- Ms. Miller stated she has been getting a lot of questions regarding the Fall Festival and a decision has to be made whether or not to move forward.

E. Discussion and direction to Town Administrator related to Code Enforcement

Ms. Miller wants direction from council on how to initiate issues involving code enforcement. After discussion, it was decided that the Council should have this as an item to discuss at further length at a later time.

Adjourn

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

Mayor C. Bowers adjourned the meeting at 7:44 pm.

ADOPTED this 25th Day of June 2020

Corrin F. Bowers III., Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Charles Savino, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer



Town of Estill Agenda Item 11

Approval of Ordinance 08-2020 Adopting the Fiscal Year 2020-2021 Budget. Second and Final Reading.

Background:

The Council had a Budget Work Session on June 3, 2020 and discussed the budget at length. The First Reading of the Budget Ordinance was held on May 10, 2020 and is followed by a Public Hearing tonight prior to this item.

Attachments: Ordinance

Recommendation: Approval of Ordinance 08-2020 on Second and Final Reading

Presented by: Caryn Miller, Town Administrator

ORDINANCE 08- 2020

STATE OF SOUTH CAROLINA) AN ORDINANCE TO ADOPT A
) FY2021 GENERAL FUND BUDGET FOR THE
COUNTY OF HAMPTON) TOWN OF ESTILL, SOUTH CAROLINA,
) COVERING THE FISCAL YEAR BEGINNING
TOWN OF ESTILL) JULY 1, 2020 AND ENDING JUNE 30, 2021

WHEREAS, Section 5-7-260 of the South Carolina Code requires that a Municipality through Council action shall by ordinance adopt budgets and levy taxes pursuant to public notice;

NOW THEREFORE,

BE IT ORDERED AND ORDAINED BY THE COUNCIL of the Town of Estill in Council assembled:

Section 1. The budget for the Town of Estill be fully incorporated by (revenue) and (expenditures) as part of this Ordinance as follows:

General Fund Operating & Capital Budget Revenue	TOTAL	<u>\$ 1,831,560</u>
General Fund Operating & Capital Budget Expenditures	TOTAL	<u>\$ 1,831,560</u>

Operations & Maintenance (O & M) Operating & Capital Budget Revenue	TOTAL	<u>\$ 1,918,047</u>
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Operations & Maintenance (O & M) Operating & Capital Budget Expenditures	TOTAL	<u>\$ 1,918,047</u>
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Refuse Fund Operating & Capital Budget Revenue	TOTAL	<u>\$ 117,750</u>
Refuse Fund Operating & Capital Budget Expenditures	TOTAL	<u>\$ 117,750</u>

Projected Revenue All Funds 2020 - 2021 Operating & Capital Budget	TOTAL	<u>\$ 3,867,357</u>
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Projected Expenditures All Funds 2020 - 2021 Operating & Capital Budget	TOTAL:	<u>\$ 3,867,357</u>
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Section 2. The rate of property taxation be established at 159 mills (0.159) and that other revenue, incidental charges, licenses and fees, be established at Fiscal Year 2020-2021 levels with approved projections as set forth in this ordinance.

Section 3. The revenues and expenditures set forth in Section1 do comprise the total revenue and spending for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Section 4. The property taxes shall become general fund revenues and be expended as general fund expenditures as budgeted in Fiscal Year 2020-2021. The Local Option Sales Tax credit factor is hereby established as 0.002377 for the fiscal year.

Section 5. Operations and Maintenance Revenues and Expenditures shall be based upon adequate rates to fully fund the enterprise so named in Fiscal Year 2020 – 2021.

Section 6. Refuse Fund Revenues and Expenditures shall be based upon adequate rates to fully fund the enterprise so named in Fiscal Year 2020 - 2021.

Section 7. Retroactive Effect. This Ordinance shall be effective as of July 1, 2020, and all receipts and expenditures of the Town from July 1, 2020 until the date this Ordinance is given second reading be and hereby are ratified.

SO ORDERED AND ORDAINED, this 8th day of July, 2020 by the Estill Town Council being duly and lawfully assembled.

ORDINANCE 08-2020

Public Hearing: July 8, 2020

First Reading: June 10, 2020

Second Reading: July 8, 2020

Effective Date: July 1, 2020

Corrin F. Bowers, III, Mayor

Tammy Solomon, Mayor Pro-Tem

Dwanda Bolden, Councilwoman

Charles Savino, Councilman

Joe Hadwin Jr., Councilman

Attest:

Caryn Miller, Town Administrator

Town Clerk

(Seal)



Town of Estill Agenda Item 12- A

Department Reports

Background:

Attachments: Reports

Recommendation: Acceptance of the Reports presented.

Presented by: Caryn Miller, Town Administrator

Public Works & Water Department Monthly Report 6/30/2020

Bull Durham Center is opening July- 1- 2020 for engagements. Continue mowing of the library, Mowing and trimming walking trail, Dogwood Park, Baseball field, Best Manufactory yard, other parks and Town Hall for reopening July 1- 2020. The pickup rout for leaf and limbs on 2nd and 4th week each month is ongoing.

Mowing, trimming and work orders jest to keep the town looking good .And at the same time practicing Self Distance washing hands using sanitizer. The department is back working with all employees each day.

Water &Waste Water Department

- 1. Reading water meters, rereads and NO CUT OFF DUE TO THE CORONAVIRUS**
- 2. Repair 14 water lines and 18 sewer calls**

Maintaining of 3 water wells 7 lest station each week and waste water treatment plant.

- 3. 31 work orders completed from the Town hall.**
- 4. Flushed 145 fire Hydrants in the town**
- 5. One Sewer location and installed a cleanout**

McDonald Hamilton

Public works Superintendent

Town Of Estill

Safety/Recreation Department Monthly Report June 2020

There were no accidents or incidents reported for the month of June 2020. All fire extinguishers were checked at the Town Hall, Police Department, Public Works, Bull Durham Building, Library and the 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. I also helped Mrs. Caryn with some administration work. This concludes my monthly report.

Vonzeta M Strong

Safety/Recreation Director

To: Mayor and Council
 From: Chief – A.D. Williams
 Date: 07/01/2020
 Re: **June**
 Monthly Report

The Estill Police Department Monthly Report for
June is as follows:

Incident Report Total		29
9	Assaults	
2	Drugs/Narcotics	
2	Burglary/Breaking & Entering	
3	Vandalism of Property	
1	Theft	
1	Weapon Violation	
9	All other offenses	
2	DV	
0	Counterfeiting/Forgery	
0	Robbery	
0	Murder	

Traffic Ticket Total		65
15	Speeding Less Than 10 MPH	
26	Speeding Between 10-25 MPH	
6	Speeding Greater Than 25 MPH	
0	Reckless Driving	
0	Passing Unlawfully	
1	Operating Uninsured	
1	Faulty Equipment	
2	Disregard Sign or Sig	
4	Non-Traffic	
7	Other Violations	
	Driver's License Violation	
0	Vehicle in Unsafe Condition	
1	Driving Under Suspension	
0	Driving Under the Influence	

Warning Tickets	
15	Tickets

Arrestee Report	
5	Arrests

Warrant Service	
4	Warrants Served

Victim's Advocate Report	
14	Victims



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

July 1, 2020

To: Mayor and Council

From A.D. Williams, Acting Chief of Police

Re: Monthly Report June 2020

Dear Mayor and Council:

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

Major Criminal Incidents

- On June 1, 2020 we responded 314 Church St. in reference to a burglary incident. When the resident entered the residence, the unknown subject(s) fired a weapon towards him. We contacted the Hampton County Sheriff's Office Bloodhound Team to track the subject.
- On June 2, 2020 Ptlmn. Beard pursued a vehicle traveling at a high rate of speed down Morrison Ave. while conducting extra patrols. The vehicle fled towards Hampton while throwing 2 firearms out of the vehicle. No one was injured nor property damaged. Hampton County Sheriff's Office Bloodhound Team responded to track the subject once the pursuit ended.
- On June 22, 2020 two victims reported to the police department in reference to Devin White pointing and/or presenting a firearm at them. On June 25, 2020, As the investigation was ongoing, Ptlmn. Beard observed a grey Ford Crown Victoria traveling at a high rate near Anderson Taylor Dr. He attempted to conduct a traffic stop on the vehicle, but the vehicle refused to stop. Following a short pursuit, the driver was identified as Devin White and an unknown passenger fled from the vehicle near Elliot Sawmill down the railroad track. Ptlmn. Beard observed a firearm in Devin White's possession as he fled from the vehicle. There are active warrants for Devin White's arrest on several charges.
- On 06/28/2020, the victim responded to the police department about Denise Baldwin Turner pointing a firearm at him because he did not have the narcotics she requested. The victim was able to secure the firearm from Turner and turned it over to law enforcement. There is an active warrant for Turner's arrest.
- 5 Firearms were seized this month for a total of 10 over the last two months

Goals for July

- 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)

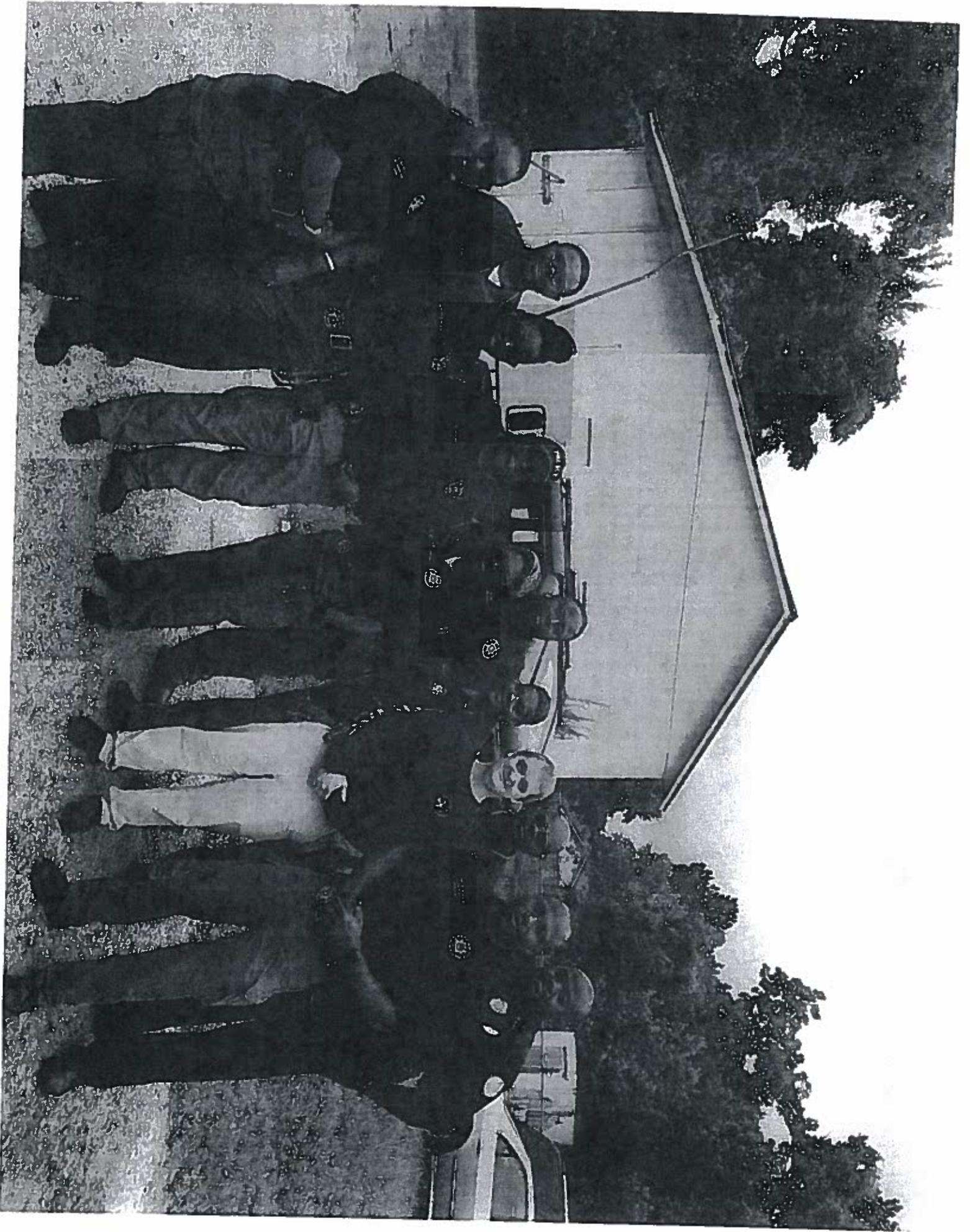
Significant Events Past, Present, and Future

- Meet with Pastor Lawton and discussed national events surrounding law enforcement. We also discussed a night of prayer in the park. Pastor Lawton prayed for our department, town, and nation prior to leaving.
- Ms. Miller and I met with Sheriff Smalls to discuss agency coordination and cooperation. We discussed the possibility of joint crime suppression operations within the Town and surrounding areas of the Town. We also discussed the possibility of pursuing a Multi-jurisdictional Taskforce Grant to reduce crime throughout Hampton County.
- On June 17, 2020 the Estill Police Department, Hampton County Sheriff's Office, and Yemassee Police Department participated in a drive-thru parade at the Learning Center on Liberty St. N.
- On Sundays, Ofc. Maner has taken the initiative to buy and deliver water to various churches within the Town and surrounding areas who are conducting services outside due to COVID-19. The churches are highly appreciative of this effort and I salute him for efforts throughout the community.
- On July 2, 2020, Ofc. Maner and I have been invited to participate in a round table discussion on race relations and law enforcement interaction.

Respectfully,



A.D. Williams
Acting Chief of Police



Estill Fire /Rescue
824 2nd Street East
Estill, S.C. 29918

06/31/2020

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

Operations: The Fire fighters drove Engine 21, Engine 22, Engine 25 and EMS 2 to the After School Program Daycare on Liberty street allowing the children to see the lights and sirens to be comfortable with calling a fire department when they need help. We limited our personal contact due to the virus. The children presented a small gift as a token to each of the firefighters. They gave us a small bag of candy—Lifesavers because that is what we do, a Fireball to let us know how hot it can get, Mint to help cool down, a shiny Penny to bring us good luck, etc. The fire fighters presented the children with fire prevention and fire safety coloring books.

Training

1st Drill Night: June 02, 2020 the firefighters completed the annual hose test on Engine 25. There were seven fire fighters present for drill.

2nd Drill Night: June 27, 2020 the fire fighters pumped with Engine 21 and Engine 22 testing all valves and nozzles.

County Drill:

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

Type of Incident	June
Vehicle Fire	0
Structure Fire	2
Brush Fire	4

EMS	0
Medical Alarm	0
Fire Alarm	1
MVC	5
Extrication/Rescue	0
Aircraft Standby	1
Gas Leak----Spill	1
Service Call	0
Cancelled En-route	2
Assist Law Enforcement (HPD) Lighting	0
Power Line down	0
Total (in town 04) (county 12)	16

Respectfully submitted,

Fire Chief Lanier Toone



July 7, 2020

Town of Estill Agenda Item A

Administrator Report for June 2020

1. The Spring CDBG Water Improvement Grant Application has been submitted
2. The CDBG Demolition Grant for the Church Street area is moving along. Title Searches took place and an asbestos company has been identified and will start on the job soon.
3. The CDBG Demolition Grant for the Morrison Area is ready to go as well. Letters to the property owners will go out soon.
4. Met 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.
5. Received confirmation from the State that our annexation is in compliance and the maps will be updated accordingly.
6. Have been meeting with a few other municipalities that have formed a coalition to bring broadband to underserved communities. It looks promising and I will continue to be involved.
7. 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.
8. The website has been updated as time permits me to do so.
9. The first round of applications to FEMA for COVID 19 reimbursements has gone out. We are only receiving 75% of the actual costs incurred for the PPE and other supplies.
10. I am working with FEMA on the first application for reimbursement of expenses related to the tornado. We are only receiving 75% of the actual costs incurred.
11. Continue to monitor and move forward with the CDL for the Utilities.
12. We received an application to renovate an older building on MLK and will be moving an application to the BZA for a variance on the setbacks so the project can move forward.
13. I will be working on a rate comparison for development services rendered. We are currently not charging anything for permits, zoning approvals, reviews of development etc... In the past two months I have received 15 different requests all of which take time and staff to review. None of these requests brought any revenue to the Town.
14. The Town does not have a current comprehensive Plan or Future Land Use Map. I will be 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.
15. The CARES Act 1.2 billion that came to the State for COVID-19 is currently being reviewed and instructions will be coming in shortly. Perhaps we can get some reimbursement for job retention since FEMA would not reimburse us for that.



Town of Estill Agenda Item 12- B

June 2020 Income Statements

Background:

Attachments: Report

Recommendation: Acceptance of the Report for information only

Presented by: Caryn Miller, Town Administrator

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
REVENUES				
1 Operating Grants	14,685.04	106%	13,819.00	(866.04)
2 Non-Operating Grants	145,000.00	46%	315,825.00	170,825.00
3 Property Taxes	501,315.84	112%	445,971.00	(55,344.84)
4 Vehicle Taxes	48,426.45	85%	56,745.00	8,318.55
5 Business License	45,124.29	90%	50,000.00	4,875.71
6 MASC	142,877.39	101%	141,500.00	(1,377.39)
7 Court Fines	47,963.13	120%	40,000.00	(7,963.13)
8 City Ordinance Fines	2,437.00	84%	2,900.00	463.00
9 Victim Advocate Fines	3,437.32	101%	3,400.00	(37.32)
10 Traffic School Fees	140.00	100%	140.00	-
11 Aid to Subdivision	36,273.87	79%	46,064.00	9,790.13
12 LOST - Property	71,524.69	56%	127,196.00	55,671.31
13 LOST - Municipal	38,168.77	65%	59,000.00	20,831.23
14 Merchants Inventory Tax	14,919.84	100%	14,920.00	0.16
15 Accommodations Tax	-	0%	18,500.00	18,500.00
16 Franchise Fees	122,252.07	88%	139,400.00	17,147.93
17 Towing Fees	295.00	**	-	(295.00)
18 Miscellaneous Income	4,964.38	131%	3,800.00	(1,164.38)
19 Donations Income	1,260.00	42%	3,000.00	1,740.00
20 Fax & Copy Machine Use Income	45.00	18%	250.00	205.00
21 Building Rental Income	9,575.00	96%	10,000.00	425.00
22 Short-Term Vendors	1,570.00	79%	2,000.00	430.00
23 Admission Fees Income	85.00	24%	350.00	265.00
24 Interest Income - Bank Accts	154.00	110%	140.00	(14.00)
25 Proceeds from Sale of Assets	1,851.00	29%	6,300.00	4,449.00
26 Transfers IN	10,300.00	100%	10,300.00	-
27 Loan Proceeds - Internal Debt	-	0%	14,000.00	14,000.00
TOTAL REVENUES	1,264,645.08	83%	1,525,520.00	260,874.92

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
EXPENSES				
ADMINISTRATIVE				
28 Bonuses	270.75	100%	271.00	0.25
29 Payroll	31,568.52	99%	31,912.00	343.48
30 Payroll Tax - FICA	2,435.85	99%	2,462.00	26.15
31 Workers Compensation	3,475.00	87%	4,000.00	525.00
32 Retirement	3,718.90	100%	3,719.00	0.10
33 Contract Labor	400.00	100%	400.00	-
34 Supplies	5,755.94	81%	7,135.00	1,379.06
35 Insurance	13,304.93	112%	11,862.00	(1,442.93)
36 Fuel	2,953.24	98%	3,000.00	46.76
37 Administrative Fees	20,000.00	57%	35,000.00	15,000.00
38 Legal	28,204.60	107%	26,368.00	(1,836.60)
39 Audit Services	14,100.00	100%	14,100.00	-
40 Bookkeeping Services	9,350.58	101%	9,216.00	(134.58)
41 Other Professional Services	8,882.95	423%	2,100.00	(6,782.95)
42 Training and Workshops	918.73	40%	2,300.00	1,381.27
43 Telephone	11,473.15	115%	10,000.00	(1,473.15)
44 Per Diem - Employees	4,164.56	127%	3,288.00	(876.56)
45 Lodging	5,275.81	44%	12,000.00	6,724.19
46 Office Supplies	2,170.35	77%	2,814.00	643.65
47 Postage	2,557.96	98%	2,600.00	42.04
48 Dues and Subscriptions	6,988.11	115%	6,100.00	(888.11)
49 Membership Dues	913.20	91%	1,000.00	86.80
50 Advertising	2,345.81	78%	3,000.00	654.19
51 Dog Pound	5,000.00	100%	5,000.00	-
52 Bank Charges	244.15	64%	380.00	135.85
53 Finance Charges	148.89	74%	200.00	51.11
54 Beautification	924.80	92%	1,000.00	75.20
55 Econ. Development - Unclassified	1,401.50	1%	205,825.00	204,423.50
56 Donations	150.00	25%	600.00	450.00
57 Taxes	452.21	100%	452.00	(0.21)
58 Repairs and Maintenance	8,871.29	127%	7,000.00	(1,871.29)
59 Lease Maintenance	5,877.40	92%	6,385.00	507.60
60 Land Lease	756.00	100%	756.00	-
61 Meals for Staff	426.31	53%	800.00	373.69
TOTAL ADMINISTRATIVE	205,481.49	49%	423,045.00	217,563.51

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
POLICE				
62 Bonuses	1,082.92	100%	1,083.00	0.08
63 Payroll	337,955.76	106%	318,324.00	(19,631.76)
64 Overtime	64,670.29	102%	63,564.00	(1,106.29)
65 Payroll Tax - FICA	28,997.72	104%	27,962.00	(1,035.72)
66 Payroll Tax - SUTA	1,526.00	341%	448.00	(1,078.00)
67 Workers Compensation	54,811.50	110%	50,000.00	(4,811.50)
68 Employee Insurance	53,957.94	114%	47,157.00	(6,800.94)
69 Retirement	65,612.18	95%	69,201.00	3,588.82
70 Contract Labor	4,730.00	103%	4,600.00	(130.00)
71 Utilities	1,538.61	154%	1,000.00	(538.61)
72 Supplies	6,677.06	167%	4,000.00	(2,677.06)
73 Uniforms	2,071.94	69%	3,000.00	928.06
74 Insurance	29,013.06	100%	28,914.00	(99.06)
75 Fuel	31,973.79	91%	35,000.00	3,026.21
76 Training and Workshops	535.00	36%	1,500.00	965.00
77 Inmate Housing	1,575.00	90%	1,750.00	175.00
78 Victim Advocate Expense	1,869.70	55%	3,400.00	1,530.30
79 Dispatching	32,199.72	99%	32,514.00	314.28
80 Telephone	22,866.14	104%	22,000.00	(866.14)
81 Per Diem - Employees	1,000.00	45%	2,200.00	1,200.00
82 Lodging	948.28	47%	2,000.00	1,051.72
83 Office Supplies	193.36	32%	600.00	406.64
84 Postage	47.55	24%	200.00	152.45
85 Dues and Subscriptions	7,802.17	169%	4,619.00	(3,183.17)
86 Bank Charges	34.33	**	-	(34.33)
87 PD Equipment	14,050.33	100%	14,050.00	(0.33)
88 Equipment/Capital Improvements	2,341.00	2%	102,341.00	100,000.00
89 Donations	300.00	100%	300.00	-
90 Repairs and Maintenance	19,681.25	56%	35,000.00	15,318.75
91 Lease Maintenance	2,043.33	93%	2,200.00	156.67
92 Meals for Staff	114.77	42%	275.00	160.23
93 Motorola Radios Lease	8,350.38	100%	8,350.00	(0.38)
94 PD Vehicles Loan	10,757.76	100%	10,758.00	0.24
TOTAL POLICE	811,328.84	90%	898,310.00	86,981.16

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
MUNICIPAL COURT				
95 Bonuses	108.30	100%	108.00	(0.30)
96 Payroll	38,854.93	102%	38,080.00	(774.93)
97 Overtime	17.85	3%	562.00	544.15
98 Payroll Tax - FICA	2,908.32	103%	2,821.00	(87.32)
99 Workers Compensation	-	0%	160.00	160.00
100 Employee Insurance	16,850.15	82%	20,449.00	3,598.85
101 Retirement	6,048.65	101%	6,013.00	(35.65)
102 Supplies	408.48	**	-	(408.48)
103 Fuel	340.05	136%	250.00	(90.05)
104 Other Professional Services	3,600.00	100%	3,600.00	-
105 Training and Workshops	1,119.76	112%	1,000.00	(119.76)
106 Court Expense	24,076.79	78%	30,992.00	6,915.21
107 Per Diem - Employees	650.00	108%	600.00	(50.00)
108 Lodging	1,199.92	100%	1,200.00	0.08
109 Office Supplies	131.04	26%	500.00	368.96
110 Postage	291.40	58%	500.00	208.60
111 Bank Fees	8.21	**	-	(8.21)
TOTAL MUNICIPAL COURT	96,613.85	90%	106,835.00	10,221.15
FIRE				
112 Bonuses	5,540.96	100%	5,541.00	0.04
113 Payroll	2,700.00	100%	2,700.00	-
114 Bonuses for Volunteer Firemen	10,318.00	100%	10,318.00	-
115 Payroll Tax - FICA	629.11	100%	630.00	0.89
116 Workers Compensation	3,598.50	60%	6,000.00	2,401.50
117 Employee Insurance	(17.08)	**	-	17.08
118 Retirement	420.12	100%	420.00	(0.12)
119 Supplies	2,979.84	745%	400.00	(2,579.84)
120 Uniforms	805.12	**	-	(805.12)
121 Insurance	4,293.73	100%	4,294.00	0.27
122 Fuel	532.98	107%	500.00	(32.98)
123 Training and Workshops	70.00	108%	65.00	(5.00)
124 Telephone	2,680.55	74%	3,600.00	919.45
125 Postage	7.10	**	-	(7.10)
126 Repairs and Maintenance	1,118.20	7%	15,400.00	14,281.80
127 Lease Maintenance	486.74	139%	350.00	(136.74)
TOTAL FIRE	36,163.87	72%	50,218.00	14,054.13

TOWN OF ESTILL
 GENERAL FUND
 INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
 Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
FALL FESTIVAL				
128 Payroll	1,346.40	100%	1,346.00	(0.40)
129 Payroll Tax - FICA	103.00	100%	103.00	-
130 Fall Festival Expense	10,663.19	100%	10,663.00	(0.19)
TOTAL FALL FESTIVAL	12,112.59	100%	12,112.00	(0.59)
BUILDING and GROUNDS				
131 Utilities	14,962.76	100%	15,000.00	37.24
132 Utilities - Library	6,121.26	100%	6,100.00	(21.26)
133 Supplies	43.20	22%	200.00	156.80
134 Pest Control	1,216.59	38%	3,200.00	1,983.41
135 Repairs and Maintenance	6,664.94	63%	10,500.00	3,835.06
TOTAL BUILDING and GROUNDS	29,008.75	83%	35,000.00	5,991.25
TOTAL EXPENSES	1,190,709.39	78%	1,525,520.00	334,810.61
SURPLUS/(DEFICIT)	73,935.69		-	

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
 Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
REVENUES				
1 Non-Operating Grants	368,855.00	86%	430,178.00	61,323.00
2 Water Sales	772,504.38	99%	777,240.00	4,735.62
3 Sewer Sales	1,014,923.99	100%	1,013,880.00	(1,043.99)
4 Impact Fees	-	0%	600.00	600.00
5 Reconnect Fees	15,175.00	71%	21,500.00	6,325.00
6 Account Establishment Fees	240.00	160%	150.00	(90.00)
7 Penalties	28,669.70	103%	27,911.00	(758.70)
8 Returned Check Fee	280.00	160%	175.00	(105.00)
9 Land Rental Income	12,260.00	84%	14,510.00	2,250.00
10 Miscellaneous Income	847.66	**	-	(847.66)
11 Interest Income - Bank Accts	67.08	168%	40.00	(27.08)
12 Interest Income - Other Investment	1,907.75	159%	1,200.00	(707.75)
13 Proceeds from Sale of Assets	3,962.82	100%	3,963.00	0.18
TOTAL REVENUES	2,219,693.38	97%	2,291,347.00	71,653.62
EXPENSES				
WATER & WASTEWATER				
14 Bonuses	10,028.79	271%	3,704.00	(6,324.79)
15 Payroll	368,100.02	99%	371,222.00	3,121.98
16 Overtime	2,237.09	57%	3,941.00	1,703.91
17 Payroll Tax - FICA	27,860.84	99%	28,138.00	277.16
18 Workers Compensation	29,951.00	128%	23,360.00	(6,591.00)
19 Employee Insurance	37,907.75	115%	33,028.00	(4,879.75)
20 Retirement	52,665.23	96%	54,686.00	2,020.77
21 Contract Labor	18,400.00	65%	28,100.00	9,700.00
22 Utilities	101,386.51	99%	102,000.00	613.49
23 Supplies	11,518.56	77%	15,000.00	3,481.44
24 Uniforms	11,792.38	100%	11,800.00	7.62
25 Chemicals	14,907.00	93%	16,000.00	1,093.00
26 Lab. Analysis	16,596.46	82%	20,280.00	3,683.54
27 Insurance	26,005.20	100%	26,005.00	(0.20)
28 Fuel	14,658.26	113%	13,000.00	(1,658.26)
29 Administrative Fees	20,000.00	57%	35,000.00	15,000.00
30 Legal	21,024.63	111%	18,912.00	(2,112.63)
31 Audit Services	12,000.00	100%	12,000.00	-
32 Bookkeeping Services	9,988.08	108%	9,216.00	(772.08)
33 Consulting - WWTP	62,700.00	92%	68,400.00	5,700.00
34 Other Professional Services	5,677.50	183%	3,100.00	(2,577.50)
35 Training and Workshops	260.00	26%	1,000.00	740.00

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
 Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
36 Telephone	9,349.31	85%	11,000.00	1,650.69
37 Per Diem - Employees	194.00	15%	1,300.00	1,106.00
38 Lodging	164.28	33%	500.00	335.72
39 Office Supplies	818.58	61%	1,353.00	534.42
40 Postage	3,151.05	98%	3,200.00	48.95
41 DHEC Permits	13,741.00	93%	14,741.00	1,000.00
42 Dues and Subscriptions	1,020.00	54%	1,904.00	884.00
43 Advertising	1,070.19	54%	2,000.00	929.81
44 Bank Charges	576.28	115%	500.00	(76.28)
45 Finance Charges	89.42	50%	180.00	90.58
46 Equipment/Capital Improvements	806.65	19%	4,350.00	3,543.35
47 Water & Sewer Capital Improvements	362,220.50	89%	408,028.00	45,807.50
48 Engineering	-	0%	28,000.00	28,000.00
49 Safety	-	0%	1,360.00	1,360.00
50 Repairs and Maintenance	183,216.19	87%	211,000.00	27,783.81
51 Lease Maintenance	2,326.71	101%	2,315.00	(11.71)
52 Equipment Rental	-	0%	500.00	500.00
53 Miscellaneous Expense	110.00	**	-	(110.00)
54 Interest on Debt	83,682.10	100%	83,733.00	50.90
55 Revenue Bond Principal	245,000.00	100%	245,000.00	-
56 2014 Backhoe Loader Principal	9,986.57	101%	9,936.00	(50.57)
TOTAL WATER & WASTEWATER	1,793,188.13	93%	1,928,792.00	135,603.87
STREETS				
57 Bonuses	54.15	100%	54.00	(0.15)
58 Payroll	41,907.25	104%	40,292.00	(1,615.25)
59 Overtime	618.75	75%	829.00	210.25
60 Payroll Fall Festival	505.42	101%	500.00	(5.42)
61 Payroll Tax - FICA	2,968.49	101%	2,934.00	(34.49)
62 Workers Compensation	5,709.00	48%	12,000.00	6,291.00
63 Employee Insurance	12,680.58	118%	10,790.00	(1,890.58)
64 Retirement	6,368.09	100%	6,398.00	29.91
65 Street Lights - Utilities	58,947.55	92%	64,400.00	5,452.45
66 Street Signs - Utilities	1,231.78	86%	1,440.00	208.22
67 Supplies	2,350.01	47%	5,000.00	2,649.99
68 Chemicals	-	0%	3,000.00	3,000.00
69 Insurance	9,291.50	100%	9,292.00	0.50
70 Fuel	12,204.42	102%	12,000.00	(204.42)
71 Equipment/Capital Improvements	-	0%	7,725.00	7,725.00
72 Repairs and Maintenance	20,677.02	90%	23,000.00	2,322.98

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
 Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
73 Equipment Rental	-	0%	2,000.00	2,000.00
74 Decorations	6,573.18	120%	5,500.00	(1,073.18)
75 Lawnmowers 8/18 Note Payable	12,716.21	99%	12,892.00	175.79
TOTAL STREETS	<u>194,803.40</u>	<u>89%</u>	<u>220,046.00</u>	<u>25,242.60</u>
TOTAL EXPENSES	<u>1,987,991.53</u>	<u>93%</u>	<u>2,148,838.00</u>	<u>160,846.47</u>
SURPLUS/(DEFICIT)	<u>231,701.85</u>		<u>142,509.00</u>	
DEBT SERVICE FUNDS				
76 Depreciation Account	33,000.00	92%	36,000.00	
77 Contingency Account	52,800.00	92%	57,600.00	
	<u>85,800.00</u>	<u>92%</u>	<u>93,600.00</u>	

TOWN OF ESTILL
 REFUSE FUND
 INCOME STATEMENT FOR PERIOD ENDING 06/30/2020
 Expected percentage 100%

	JUN YTD ACTUAL	% BUDGET	REVISED BUDGET	REMAINING BUDGET
REVENUES				
1 Sanitation Collections	117,722.90	100%	117,853.00	130.10
2 Interest Income - Bank Accts	29.38	65%	45.00	15.62
TOTAL REVENUES	117,752.28	100%	117,898.00	145.72
EXPENSES				
3 Refuse Disposal	83,026.34	101%	82,500.00	(526.34)
4 Yard Waste Disposal	3,431.52	54%	6,300.00	2,868.48
5 Insurance	1,321.99	78%	1,700.00	378.01
6 Fuel	30.16	2%	2,000.00	1,969.84
7 Audit Services	3,000.00	136%	2,200.00	(800.00)
8 Bookkeeping Services	4,636.34	101%	4,608.00	(28.34)
9 Bank Charges	55.87	**	-	(55.87)
10 Repairs and Maintenance	1,235.75	25%	5,000.00	3,764.25
11 Miscellaneous Expense	100.00	5%	2,000.00	1,900.00
TOTAL EXPENSES	96,837.97	91%	106,308.00	9,470.03
 SURPLUS/(DEFICIT)	 20,914.31		 11,590.00	
 RESERVE FUNDS				
12 Contingency Account	8,400.00	100%	8,400.00	
	8,400.00	100%	8,400.00	

TOWN OF ESTILL

Bank Account Balances at 06/30/2020

	Balance
GENERAL FUND	
Operating	81,849
Gross Revenue	299,212
BB&T	4,819
Reserve Account	<u>100,951</u>
	486,831
O&M FUND	
Operating	46,389
Gross Revenue	<u>447,134</u>
	493,523
REFUSE FUND	
Operating	11,152
Gross Revenue	11,916
Debt Service	14,348
Contingency	<u>22,629</u>
	60,045



Town of Estill Agenda Item 12- C

Approval of Ordinance 10-2020 to Provide for Hunting on Lands Owned by the Town Within the Town Limits. First Reading

Background: At the June 17th Special Called Meeting the Town Attorney and Administrator were directed to create an Ordinance that allowed for hunting on the specific Town sprayfields land but still make it illegal to discharge a fire arm within the Town limits. Any hunting allowed would be in strict accordance with the S. C. Code §50-11-355 and regulations attendant thereto promulgated by the South Carolina Department of Natural Resources. This Ordinance accomplishes the directive set by the Council to Staff. This is a First Reading by title only and any changes to the document may be made by Council direction prior to Second and Final Reading.

Attachments: Ordinance

Recommendation: Approval of Ordinance 10-2020 on First Reading

Presented by: Caryn Miller, Town Administrator

ORDINANCE 2020- 10

STATE OF SOUTH CAROLINA)	
)	AN ORDINANCE TO PROVIDE FOR HUNTING ON
COUNTY OF HAMPTON)	LANDS OWNED BY THE TOWN WITHIN THE
)	TOWN LIMITS
TOWN OF ESTILL)	

WHEREAS, the Town has recently annexed a tract of land containing 600 acres, more or less, owned by the Town upon which its waste water spray field is situated; and

WHEREAS, prior to annexation the Town had from time to time leased the hunting rights on the spray field property, which generated significant cash flow into the Town's O&M Utilities Fund at a time during which revenues from other sources were lacking; and

WHEREAS, Ordinance 9-3-5 presently prohibits the discharge of firearms within the Town Limits; and

WHEREAS, Council finds that the prohibition of discharge of firearms was intended to reduce the rate of violent crime and otherwise provide for the tranquility of neighborhoods; but Council finds that the spray field property is sufficiently remote such that continued allowance of hunting on the spray field in conformity with South Carolina law and regulations promulgated by the South Carolina Department of Natural Resources will not bring about harm to town residents, nor will it contribute to the rate of crime in the Town; Now, Therefore, Mayor and Council do hereby ordain the following:

Section 1. Ordinance 9-3-5 is hereby repealed and the following is adopted:

- (a) It is unlawful for any person, without just cause or excuse, to discharge any gun, pistol or other firearm within the Town limits.
- (b) It is unlawful for any person to discharge any slingshot, BB gun, air gun, bow, sling or other like weapon or device for the propulsion of missiles within the Town limits.
- (c) For purposes of this Ordinance, the discharge of rifles, shotguns and other instruments allowed for use in hunting by the South Carolina Department of Natural Resources on property owned by the Town during hunting hours as may be allowed by S. C. Code §50-11-355 and regulations attendant thereto promulgated by the South Carolina Department of Natural Resources shall constitute just cause and/or excuse.

Section 2. Severability.

If any provision, paragraph, word, section or article of this Ordinance 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 3. Conflict.

All other provisions of any Town ordinance or parts thereof inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of such inconsistency or conflict. Nothing contained herein shall be construed to increase or decrease the hunting seasons and allowed hours of hunting promulgated by South Carolina statutes and regulations, and to the extent such language is conflict therewith, South Carolina law and regulations shall take precedence.

Section 4. Effective Date.

This Ordinance shall be in full force and effect from and after its passage, approval and publication, as provided by law.

INTRODUCED THE 8TH DAY OF JULY, 2020.

FIRST READING: JULY 8, 2020.

SECOND READING: _____, 2020.

PASSED THIS ____th DAY OF _____, 2020.

AYES:

NAYS:

ABSENT:

NOT VOTING:

MAYOR

ATTEST: _____ (SEAL)
TOWN CLERK

APPROVED AS TO FORM:

J. Martin Harvey, Town Attorney



Town of Estill Agenda Item 12- D

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

Background: At the June 17th Special Called Meeting the Town Attorney and Administrator were directed to negotiate a lease for hunting on the specific Town sprayfields. This Ordinance allows for that type of lease and allows Staff to negotiate any leases for said property. This is a First Reading by title only and any changes to the document may be made by Council direction prior to Second and Final Reading.

Attachments: Ordinance

Recommendation: Approval of Ordinance 11-2020 on First Reading

Presented by: Caryn Miller, Town Administrator

STATE OF SOUTH CAROLINA)
)
COUNTY OF HAMPTON) ORDINANCE 2020-11
)
TOWN OF ESTILL) ORDINANCE TO LEASE HUNTING RIGHTS
) ON REAL PROPERTY OWNED BY THE TOWN

WHEREAS, S. C. Code of Laws, §5-7-40 authorizes a municipality to acquire and own real estate, and further authorizes a municipality to enter into lease arrangements; and

WHEREAS, the town has been approached and given the opportunity to lease hunting rights on real property it owns, and Town Council has determined that the revenue generated from the lease will be in the Town's best interest; provided the lessee agrees to maintain the property, and to have liability insurance and indemnify the Town from claims made by hunters or others the lessee may allow on the premises; and

WHEREAS, lease of real property must be accomplished by ordinance;

Now, therefore,

BE IT ORDAINED:

Section 1. The Town of Estill shall lease the hunting rights on 600 acres, more or less, located on Sprayfield Road, TMS 069-00-00-028, 069-00-00-029, and 069-00-00-092 to such persons or organizations as may meet the qualifications and parameters stated in the preamble.

Section 2. All contracts, if any, and related documents for lease of the hunting rights shall be consistent with the foregoing terms. The Town Administrator shall be authorized to execute and deliver any documents and take all further action necessary to carry out the lease of the property, including the execution of any documents related thereto, so long as the terms thereof are consistent with this ordinance.

Section 3. 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 4. 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:

APPROVED AS TO FORM:

Town Clerk

Town Attorney



Town of Estill Agenda Item 12- 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

Background: The Town has received a few calls related to the filling up of pools recently. There is nothing in our Ordinances that addresses it. Staff called other Water Utilities in SC to see how they handle the adjustments if at all. Staff recommends that as a one time adjustment it should be made to the sewer portion of the bill only. This was discussed with the Mayor and he authorized it as an administrative policy. Staff feels it is prudent to place it in Ordinance form as Council policy. This is a First Reading by title only and any changes to the document may be made by Council direction prior to Second and Final Reading.

Attachments: Ordinance

Recommendation: Approval of Ordinance 12-2020 on First Reading

Presented by: Caryn Miller, Town Administrator

Ordinance No. 12- 2020

INTRODUCED: July 8, 2020

STATE OF SOUTH CAROLINA)	AN ORDINANCE TO AMEND ORDINANCE
)	03-210 TO PROVIDE FOR CLARIFICATION
COUNTY OF HAMPTON)	OF TERMS AND CONDITIONS FOR
)	ADJUSTMENT OF WATER BILLS
TOWN OF ESTILL)	

WHEREAS, Town Ordinance 03-2010 provides for the regulation of water service, and allows for adjustment of water bills under certain circumstances; and

WHEREAS, Town Council finds that adjustment of water bills in certain situations where water is used but not discharged into the Town’s sanitary sewer system for processing would be fair and equitable to customers of the Town’s water system;

NOW THEREFORE,

BE IT ORDERED AND ORDAINED BY THE COUNCIL of the Town of Estill in Council assembled:

Section 1. That section of Ordinance 03-2010, entitled “Water Leak Adjustments” shall be amended to add the following:

Adjustments For Pools

The Town recognizes that filling a backyard swimming pool annually results in higher water consumption for the month the pool is filled. The Town will adjust one bill, one time, one location every twelve months upon a written request from the customer for filling a backyard swimming pool. Because the water filling the pool does not go through the sewer system, a one time adjustment to the sewer portion of the bill related to the filling up of the pool will be allowed based on the average three months consumption prior to the pool being filled.

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: July 8, 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 12- F

Approval of Resolution 2020-08 Ratifying the Mayors' Executive Order dated 7/2/20 related to mandatory face masks due to COVID-19.

Background: The Mayor signed a Proclamation dated 7/2/20 mandating face masks within the Town limits due to rise in COVID-19 cases. This Resolution ratifies that action.

Attachments: Resolution

Recommendation: Approval of Resolution 2020-06

Presented by: Caryn Miller, Town Administrator

DRAFT
STATE OF SOUTH CAROLINA)
) RESOLUTION 2020-08
COUNTY OF HAMPTON)
) RESOLUTION RATIFYING A CERTAIN COVID-19-
TOWN OF ESTILL) RELATED EXECUTIVE ORDER ISSUED BY
THE MAYOR ON 7/2/20, 2020

AT THE REGULAR MEETING OF TOWN COUNCIL OF TOWN OF ESTILL, held on June 10, 2020, Council passed Ordinance 09-2020 continuing the State of Emergency and to assist in responding to the emergency brought on by the world COVID-19; and

WHEREAS, confirmed cases of the COVID-19 disease continue to rise across the country and in South Carolina;

Section 1. Town Council does make the following findings of fact: a) On March 13, 2020, the Hon. Henry Dargan McMaster, Governor, in response to the world COVID-19 pandemic, issued an emergency declaration via Executive Order 2020-08, and in response, Town Council passed Emergency Ordinance 04-2020 to establish an Emergency Response Plan for the state of emergency and again continued said State of Emergency by passing Emergency Ordinance 09-2020. b) In the interests of the good order and security of the public, it was necessary for the Mayor, as the Chief Executive Officer of the City pursuant to SC Code Sec 5-7-10 (1976), et seq., as amended, to issue and enact certain orders to preserve the public welfare, security and comfort. c) Town Council finds it appropriate to formally enact and ratify such action as undertaken by the Mayor.

Section 2. The executive order issued by the Mayor on _____, 2020 concerning the operation of the Town resulting from the state of emergency brought on by the COVID-19 pandemic and attached hereto, be and hereby is, ratified and adopted as policy of the Town of Estill, nunc pro tunc, and shall remain in full force and effect until such time as the Mayor, in consultation with the Office of the Governor, the United States Department of Health and Human Services, and the Federal Emergency Management Agency, determines that the public health, safety and welfare of the Town and its citizenry is secure without such orders.

Section 3. This Resolution shall become effective immediately and shall expire pursuant to the provisions of Section 2 hereof.

This Resolution shall take effect immediately.

DRAFT

DONE AND ENTERED THIS ____ DAY OF July 2020

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney



PROCLAMATION DISASTER DECLARATION July 2020

Town of Estill, SC

WHEREAS, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus with numbers of confirmed cases rising daily;

WHEREAS, in anticipation of and in response to Governor McMaster's issuing an emergency declaration via Executive Order 2020-08 on March 13, 2020, the undersigned, acting under authority of Ordinance 2013-02 declared a state of emergency in the town, and thereafter, Town Council met on June 10, 2020 and passed Emergency Ordinance #09-2020 continuing emergency operations for the Town under COVID-19; and

WHEREAS, under authority of Ordinance 2013-02, the undersigned has authority to impose any necessary emergency measures to ensure the safety and welfare of the Town citizens and businesses under these pandemic conditions; and

NOW, THEREFORE, BE IT PROCLAIMED AND ORDERED by Corrin F Bowers III, Mayor of The Town of Estill, South Carolina:

That a local state of disaster is hereby declared for the Town of Estill, South Carolina pursuant to the Governor's Executive Order No. 2020-08 and any additional State of South Carolina applicable Law.

The Town of Estill is mandating face coverings for any member of the public who is:

- inside any building which is open to the public
- waiting to enter any building which is open to the public
- interacting with other Persons in outdoor public spaces, including but not limited to curbside, pickup, delivery, and service calls
- engaging in business activities in public, commercial, or industrial spaces
- utilizing public or commercial transportation services
- walking or operating in any public, commercial, or industrial area where maintaining a distance of six feet between other Persons at all times is not possible

A face mask is not required in the following situations:

- traveling in a private vehicle
- alone in an enclosed space or able maintain a minimum distance of six feet from other Persons at all times
- outdoors and able maintain a minimum distance of six feet from other Persons at all times
- alone or only with other Household members
- drinking, eating or smoking (where smoking is permitted)
- inside a private residence, including curtilage thereof
- complying with a request of law enforcement

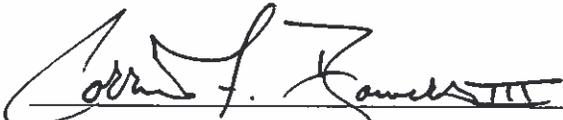
Those who do not have to wear a face mask at any time include the following:

- children younger than 8 years old
- individuals with medical conditions, mental health conditions, or disabilities which prevent the wearing of a Face Covering
- individuals who are hearing impaired, or who are communicating with an individual who is hearing impaired, where the ability to see mouth function is essential to communication
- individuals, while working, for whom wearing a Face Covering would create a risk to such individual related to their work, as dictated by local, state or federal regulations or applicable workforce guidelines
- individuals receiving or obtaining medical service or treatment involving the mouth or nose wherein temporary removal of a Face Covering is necessary to perform the service or treatment

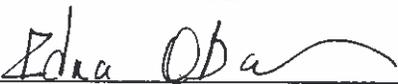
This Order is effective immediately and shall remain in effect for the duration of the State of Emergency declared by the Federal and State governments unless otherwise modified, amended, or rescinded by subsequent Order. Further proclamations, orders, and directives deemed necessary to ensure the fullest possible protection of life and property during this State of Emergency shall be issued orally by the undersigned and pursuant to additional Executive Orders issued by the President of the United States or the Governor of the State of South Carolina.

That this Proclamation shall take effect immediately from and after its issuance.

PROCLAIMED AND ORDERED this 2nd Day of July 2020.



Corrin F. Bowers III, Mayor Town of Estill SC

Attest:  _____ Town Clerk