

TOWN OF ESTILL
COUNCIL MEETING AGENDA
September 8, 2021
6:00 pm
Council Chambers

1. Call Meeting to Order
2. Invocation
3. Pledge of Allegiance
4. Approve the August 9, 2021 Special Council Meeting Minutes
5. Approve the August 11, 2021 Special Council Meeting Minutes
6. Approve the August 11, 2021 Council Meeting Minutes
7. Approve the August 25, 2021 Special Council Meeting Minutes
8. Approve the August 30, 2021 Special Council Meeting Minutes
9. Approve the September 8, 2021 Council Meeting Agenda

OLD BUSINESS

- A. Approval of Resolution 2021-09 Adopting the Lowcountry Hazard Mitigation Plan

NEW BUSINESS

- B. Presentation - McKinney Vento
- C. Department Reports
 - Police Report
 - Safety & Recreation Report
 - Fire Department Report
 - Public Works, Water & Wastewater Report
 - Administration Report
- D. August 2021 Financial Statement
- E. Approval of Resolution 2021-10 Designating an Authorized Representative and Contact Person for Purposes of the American rescue Plan Act of 2021
- F. Leaf and Limb Truck
- G. Town Hall Sign
- H. Public Comment
- I. Council Comments
- J. Adjourn Into Executive Session
 - 1- Personnel Matters Employee A
 - 2- Contracts- Vehicle Lease
 - 3- Ordinance 2021-11
 - 4- Ordinance 2021-13
 - 5- Land donation
 - 6- Other legal matters
- K. 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 Town Clerk at 803-625-3243 at least 72 hours prior to the meeting.

Town of Estill
Special Called Council Meeting Minutes
August 9, 2021

The Special Called Council Meeting was called to order by Mayor K. Wiley at 6:04 pm.

Invocation

The Invocation was given by Councilwoman D. Bolden

Present

Mayor K. Wiley, Mayor Pro-Tem T. Solomon (via Telephone), Councilwoman D. Bolden, Councilman Al Green, Town Administrator Caryn Miller, and Clerk Treasurer Edna O'Banner

Absent: Councilman J. Hadwin

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

Mayor K. Wiley exited Regular Session and entered Executive Session at 6:07 p.m.

Mayor K. Wiley asked for a motion to exit regular session and enter executive session to discuss Personnel Matters: Town Attorney. Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Mayor Pro-Tem T. Solomon. Council voted 4-0 in favor of the motion.

Mayor K. Wiley exited Executive Session and entered Regular Session at 6:10 p.m.

Mayor K. Wiley asked for a motion to exit executive session and enter regular session from discussing Personnel Matters: Town Attorney. Mayor K. Wiley recognized Councilman Al. Green. the motion was offered by Councilman Al. Green; with a second by Councilwoman D. Bolden. Council voted 4-0 in favor of the motion.

Approval to allow the Mayor to Enter into a contract with Boykin & Davis.

Mayor K. Wiley asked for a motion to allow the Mayor to enter into a contract with Boykin & Davis. Mayor K. Wiley 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 4-0 in favor of the motion.

Adjourn

Mayor K. Wiley asked for a motion to adjourn. Mayor K. Wiley recognized Councilman Al. Green. The motion was offered by Councilman Al. Green; with a second by Councilwoman D. Bolden. Council Voted 4-0 in favor of the motion.

Mayor K. Wiley adjourned the meeting at 6:12 pm.

ADOPTED this 9th day of August

Mayor K. Wiley, Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Alfonia Green, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Special Called Council Meeting Minutes
August 11, 2021

The Special Called Council Meeting was called to order by Mayor K. Wiley at 5:42 pm.

Present

Mayor K. Wiley, Mayor Pro-Tem T. Solomon, Councilwoman D. Bolden, Councilman Al Green, and Clerk Treasurer Edna O'Banner

Absent: Town Administrator Caryn Miller

Mayor K. Wiley exited Regular Session and entered Executive Session at 5:50 p.m.

Mayor K. Wiley asked for a motion to exit regular session and enter executive session to discuss Personnel Matters: Town Attorney. Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Mayor Pro-Tem T. Solomon. Council voted 5-0 in favor of the motion.

Mayor K. Wiley exited Executive Session and entered Regular Session at 5:53 p.m.

Mayor K. Wiley asked for a motion to exit executive session and enter regular session from discussing Personnel Matters: Town Attorney. Mayor K. Wiley recognized Councilwoman D. Bolden. the motion was offered by Councilwoman D. Bolden; with a second by Councilman Al. Green. Council voted 5-0 in favor of the motion.

Approval to Accept the Contract from Boykin & Davis, LLC

Mayor K. Wiley asked for a motion to approve and accept the contract from Boykin & Davis, LLC. Mayor K. Wiley recognized Councilman Al. Green. The motion was offered by Councilman Al. Green; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

Adjourn

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

Mayor K. Wiley adjourned the meeting at 5:55 pm.

ADOPTED this 11th day of August

Kim Wiley, Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Alfonia Green, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Council Meeting Minutes (Amended)
August 11, 2021

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

Invocation

The Invocation was given by Councilman J. Hadwin

Present

Mayor K. Wiley, Mayor Pro-Tem T. Solomon, Councilman Joe Hadwin, Councilman D. Bolden, Councilman Al. Green, Attorney Davis, and Clerk Treasurer Edna O'Banner.

Absent: Town Administrator Caryn Miller

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

Approve July 14, 2021 Council Meeting Minutes

Mayor Wiley asked for a motion to approve July 14, 2021 Council Meeting Minutes. Mayor K. Wiley 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.

Approve July 27, 2021 Special Called Council Meeting Minutes

Mayor K. Wiley asked for a motion to approve July 27, 2021 Special Called Council Meeting Minutes. Mayor K. Wiley recognized Councilman Al. Green. The motion was offered by Councilman Al. Green; with a second by Mayor Pro-Tem T. Solomon. Council voted 5-0 in favor of the motion.

Approve August 11, 2021 Council Meeting Agenda (Amended)

Mayor K. Wiley asked for a motion to approve Council Meeting Agenda (Amended). Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Councilman Al. Green. Council voted 5-0 in favor of the motion.

Old Business

None

New Business

A. Local Government Officials Orientation from MASC - Move to Item J1.

B. Department Reports

Police Report- Chief A.D. Williams- Taken As info only. Chief A.D. Williams stated National Night out will be held August 26, 2021 and they will be following all CDC guidelines. He stated vaccinations will be offered through partnership with Mr. Leroy Brown for anyone that is interested. Mayor Pro-Tem T. Solomon asked Chief Williams to bring the citizens up to date with the police department's goals. Chief Williams stated as always it is the goal of the police department to solve any open and pending cases. He stated right now they are short staffed. Chief Williams stated they are maintaining the best they can to solve open cases and decrease basic incidents. He stated they have confiscated quite a few firearms over the past few weeks. Even with being short-staffed they are still working and the tickets are down because they are short-staffed, however they are still making cases and there is a balance. He stated the police department is still utilizing the deputies to try and keep the staff up and it has helped to deter crime. There are still crimes being committed and catalytic converters are an issue, but it is not something only happening locally. He stated the police department is still working on ways to recruit police officers. Chief Williams stated one of the biggest things they are working on is community relations. Councilwoman D. Bolden thanked Chief Williams and the police department for the things they are doing.

Safety and Recreation Report- Vonzetta Strong- Taken as info only.

Fire Department Report- Chief Toone- Taken as info only.

Public Works, Water & Wastewater Report- Mr. M. Hamilton- Taken as info only. Mr. Hamilton added that they are still keeping everything up with the staff that they have. He stated as Chief mentioned two catalytic converters were stolen off of two of their vehicles. They are looking to install some cameras front and back. Mr. Hamilton wanted to brief everyone on hurricane preparedness. He stated infrastructure of water, sewer, lights and everything else is the main focus. If we were to have a mandatory evacuation of the town, the only way for the citizens to return they would have to wait until it was cleared by the national guard or the police. In the meantime if staff or mayor and council needs to get back in without any red tape there is a badge that comes from Susanne Peebles that she has provided for public works, the police department and staff as well. Mr. Hamilton stated it is not for the citizens though. Mr. Hamilton mentioned we have one generator that is posted at FCI for wastewater and sewer only and it is run by gas. There is another generator that is posted at Springfield which is the one water generator and it comes on automated and is run by diesel. It can support about 80 percent of the town. The second generator is at the wastewater and treatment plant

that powers the treatment plant itself. Lilly, Martin, and Railroad do not have generators. All of the generators are at least 20 years old. Mr. Hamilton stated possibly looking at a grant to replace those. Mr. Hamilton stated public works carry supplies for mainly everything they may come in contact with. Mayor K. Wiley asked Mr. Hamilton how things are going with the limb pickup. Mr. Hamilton stated the truck is still down and he has called a few places in search of a computer part that is needed. He stated everyone he has called stated the part order is put on hold for at least a month. Mayor K. Wiley asked what year is the limb truck and Mr. Hamilton stated a 2004. Mr. Hamilton mentioned he is afraid of the cost to repair the truck based on the value of the truck. Mayor Pro-Tem T. Solomon asked Mr. Hamilton have we tried to reach out to other towns to see if they can assist until we can move forward. Mr. Hamilton stated he did and that he reached out to Hampton County and Varnville. He stated they helped out with their garbage truck and they only have one truck, which they have helped before. Gifford does not have any and Fairfax has one. He stated everyone he has reached out to basically cannot help us on that end. Mayor K. Wiley asked who is responsible for cleaning outside the fence by the elementary school. Mr. Hamilton stated normally they usually take care of that whole sector. Councilman Al. Green asked Mr. Hamilton if we have a dump trailer. Mr. Hamilton stated we do not have one and he feels that a dump trailer could be a good option as well.

Administration Report- Edna O'Banner- Taken as info only. Mrs. O'Banner stated that Mrs. Miller could not be with us this evening. Mrs. O'Banner highlighted item 7, which is the MUNICODE proof, which is something that will need to go to the new attorney. She stated we are in the process of closing out the PARD grants for the Winthrop Park.

Mayor K. Wiley asked for a motion accept the department reports as information only. Mayor K. Wiley recognized Councilman Al. Green. The motion was offered by Councilman Al. Green; with a second by Councilman J. Hadwin. Council voted 5-0 in favor of the motion.

C. July 2021 Income Statement

Mayor K. Wiley asked for a motion to approve the July 2021 Income Statement as information only. Mayor K. Wiley 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.

D. Approval of Ordinance 2021-11 Providing a Franchise Fee for Water and Wastewater Collection and Distribution. Second and Final Reading.

Mayor K. Wiley asked for a motion to table the approval Ordinance 2021-11 Providing a Franchise Fee for Water and Wastewater Collection and Distribution. Second and Final Reading. Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Councilman Al. Green. Council voted 5-0 in favor of the motion.

- E. Approval of Ordinance 2021-13 Title 1, Chapter 3 Administration Amending Article E. Second and Final Reading.** Mayor K. Wiley asked for a motion to table the approval of Ordinance 2021-13 Title 1, Chapter 3 Administration Amending Article E. Second and Final Reading for Attorney review. Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Mayor Pro-Tem T. Solomon. Council voted 5-0 in favor of the motion.
- F. Approval of Resolution 2021-08 Intergovernmental Agreement with the Town of Yemassee for Mutual Aid for Public Works.** Mrs. O'Banner stated it is similar to the one we have with the police department. Whereas this one will actually be for public works. Public works can help Yemassee and Yemassee can assist the Town of Estill. There are no charges and each town is responsible for their own personnel and any expenses. Mrs. O'Banner stated it is a good thing to be interconnected with other towns. Councilman Al. Green asked Mrs. O'Banner can this situation assist with the limb issues we are having. Mrs. O'Banner stated that yes if they have the means to help us then this agreement will enable that. Mayor K. Wiley asked for a motion to approve Resolution 2021-08 Intergovernmental Agreement with the Town of Yemassee for Mutual Aid for Public Works. Mayor K. Wiley recognized Councilman Al. Green The motion was offered by Councilman Al. Green; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.
- G. Consideration of donation of approximately 0.140 acres of Town owned land to parcel # 069-01-17-003.** Mrs. O'Banner stated this is something that goes way back under the previous administration and mayor also. There was an agreement in place and paperwork was already signed and everything was already set in place with Ms. Bostick. For some reason this had not moved forward. Mrs. O'Banner stated Ms. Miller had a meeting with Ms. Bostick and all of the legwork is done including the documents and a blueprint of the property where it is located and it was donated to Ms. Bostick and her family. Ms. Bostick stated she had all of the paperwork started since mayor Anderson Taylor was in office in 2016. She stated there is a small strip of land that runs between the head start, her mothers property, and behind Mr. Alexander Singleton. Ms. Bostick stated the process just has not ever been completed so she just wants to finalize this process. Attorney Davis stated the transfer of property needs to be done through an ordinance so he recommends that the town can express the will to do it and present an ordinance at future meetings. Mayor K. Wiley asked for a motion to move forward with the Consideration of donating approximately 0.140 acres of Town owned land to parcel # 069-01-17-003. Mayor K. Wiley 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.
- H. Approval of Resolution 2021-09 Adopting the Lowcountry Hazard Mitigation Plan.** Mayor K. Wiley asked for a motion to table the approval Resolution 2021-09 Adopting the Lowcountry Hazard Mitigation Plan. Mayor K. Wiley recognized Councilman Al.

Green. The motion was offered by Councilman Al. Green; with a second by Mayor Pro-Tem T. Solomon. Council voted 5-0 in favor of the motion.

I. Public Comment
None

J. Council Comments

Councilman Al. Green mentioned to the citizens that they are definitely working on the trash pickup issue.

J1. Local Government Officials Orientation from MASC- Charlie Barrineau

Charlie Barrineau mentioned he is from the Municipal Association. Mr. Barrineau stated he is a field service manager. He travels through the lower part of the state from Columbia to the coast and assists about 150 or so municipalities in that area. Mr. Barrineau stated his co-worker is Jeff Shacker, and they basically share information to assist as best they can. He presented a presentation for the Council. Mr. Barrineau mentioned to talk with the town Attorney if you are ever having an issue. Mr. Barrineau stated they are glad to help and assist when needed.

Mayor Exited Regular Session and Entered Executive Session at 7:44 p.m.

Mayor K. Wiley asked for a motion to exit regular session and enter into executive session for a discussion related to Personnel Matters Employee A, Employee B and Garbage Contractual for Discussion only. Mayor K. Wiley 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 9:06 p.m.

Mayor K. Wiley asked for a motion to exit executive session and enter regular session from a discussion related to Personnel Matters Employee A, Employee B, and Garbage Contractual (for Discussion only) no action was taken it was information only. Mayor K. Wiley 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 5-0 in favor of the motion.

Adjourn

Mayor K. Wiley asked for a motion to adjourn. Mayor K. Wiley recognized Councilman 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 K. Wiley adjourned the meeting at 9:10 pm.

ADOPTED this 11th Day of August

Kim Wiley, Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Alfonia " Al" Green, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Special Called Council Meeting Minutes
August 25, 2021

The Special Called Council Meeting was called to order by Mayor K. Wiley at 6:00 pm.

Invocation

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

Present

Mayor K. Wiley, Mayor Pro-Tem T. Solomon, Councilwoman D. Bolden, Councilman Al Green, Town Administrator Caryn Miller and Clerk Treasurer Edna O'Banner.

Absent: Councilman Joe Hadwin

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

Mayor K. Wiley exited Regular Session and entered Executive Session at 6:02 p.m.

Mayor K. Wiley asked for a motion to exit regular session and enter executive session to discuss Personnel Matters. Mayor K. Wiley recognized Mayor Pro-Tem T. Solomon. The motion was offered by Mayor Pro-Tem T. Solomon; with a second by Councilman Al. Green. Council voted 4-0 in favor of the motion.

Mayor K. Wiley exited Executive Session and entered Regular Session at 6:05 p.m.

Mayor K. Wiley asked for a motion to exit executive session and enter regular session from discussing Personnel Matters: Mayor K. Wiley recognized Councilman Al. Green. The motion was offered by Councilman Al. Green; with a second by Mayor Pro-Tem T. Solomon. Council voted 4-0 in favor of the motion.

Approval to allow Mrs. O'Banner Permission to Hire/Fill the Open Position for Deputy/Clerk Treasurer. Mayor K. Wiley asked for a motion to allow Mrs. O'Banner Permission to Hire/Fill the open position for Deputy/Clerk Treasurer. Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Mayor Pro-Tem T. Solomon. Council voted 4-0 in favor of the motion.

Adjourn

Mayor K. Wiley asked for a motion to adjourn. Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Mayor Pro-Tem T. Solomon. Council Voted 4-0 in favor of the motion.

Mayor K. Wiley adjourned the meeting at 6:08 pm.

ADOPTED this 25th day of August

Kim Wiley, Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Alfonia Green, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Special Called Council Meeting Minutes
August 30, 2021

The Special Called Council Meeting was called to order by Mayor K. Wiley at 5:57 pm.

Invocation

The Invocation was given by Councilman Al. Green

Present

Mayor K. Wiley, Mayor Pro-Tem T. Solomon, Councilman J. Hadwin (via telephone), Councilwoman D. Bolden, Councilman Al Green, and Clerk Treasurer Edna O'Banner

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

Mayor K. Wiley exited Regular Session and entered Executive Session at 5:59 p.m.

Mayor K. Wiley asked for a motion to exit regular session and enter executive session to discuss Personnel: Decision of Employee Matters and Employee Potential Litigation. Mayor K. Wiley recognized Councilman Al. Green. The motion was offered by Council Al. Green; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

Mayor K. Wiley exited Executive Session and entered Regular Session at 6:40 p.m.

Mayor K. Wiley asked for a motion to exit executive session and enter regular session from discussing Personnel Matters: Decision of Employee Matters and Discussion Employee Potential Litigation. Mayor K. Wiley recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Councilman Al. Green. Council voted 5-0 in favor of the motion.

Approval for the Town Council to Authorize the Mayor to Negotiate Terms of Departure According to the Discussions in Executive Session.

Mayor K. Wiley asked for approval for the Town Council to Authorize the Mayor to negotiate terms of departure according to the discussion in Executive Session. Mayor K. Wiley recognized Councilman Al. Green. The motion was offered by Councilman Al. Green; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

Adjourn

Mayor K. Wiley asked for a motion to adjourn. Mayor K. Wiley 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.

Mayor K. Wiley adjourned the meeting at 6:41 pm.

ADOPTED this 30th day of August

Kim Wiley, Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Alfonia Green, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer



Town of Estill Agenda Item – A

Approval of Resolution 2021-09 Adopting the Lowcountry Hazard Mitigation Plan

Background: In order to be able to apply for grants through FEMA and others, we need to have this adopted. This item was tabled at the last meeting.

Attachments: Resolution

Recommendation: Approval of Resolution 2021-09 Adopting the Lowcountry Hazard Mitigation Plan

Presented by: Caryn Miller, Town Administrator

Reviewed by Attorney YES NO

RESOLUTION NO. 2021-09

**A RESOLUTION OF THE TOWN OF ESTILL ADOPTING THE
2020 LOWCOUNTRY NATURAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Estill recognizes the threat that natural hazards pose to people and property within the Town of Estill; and

WHEREAS, the Town of Estill has been an “official participant” in the planning process of the natural hazard mitigation plan, hereby known as the 2020 Lowcountry Natural Hazard Mitigation Plan prepared by the Lowcountry Council of Governments in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the 2020 Lowcountry Natural Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long term risk to people and property in the Town of Estill from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Town of Estill demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the 2020 Lowcountry Natural Hazard Mitigation Plan; and

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Estill endorses and adopts the 2020 Lowcountry Natural Hazard Mitigation Plan.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the Town of Estill to be affixed this _____ day of _____ 2021.

Kim Wiley, Mayor

Tammy Solomon, Mayor Pro-Tem

Alfonia Green, Councilman

Dwanda Bolden, Councilwoman

Joe N. Hadwin Jr., Councilman



Town of Estill Agenda Item – B

Presentation by McKinney Vento

Background: The above has requested to do a presentation to the Council

Attachments: None

Recommendation: None

Presented by: Caryn Miller, Town Administrator

Reviewed by Attorney ___YES ___NO

McKinney-Vento Homeless Education Program

The McKinney-Vento Program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Under this program, the SCDE must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

Homeless children and youth must have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment based solely on the fact that they are experiencing homelessness.

Every school district is required to have a trained, local homeless education liaison to identify and assist families with enrolling and fully participating in school. You may access the list of South Carolina District McKinney-Vento Liaisons at the following link.

Who is homeless?

The Federal McKinney-Vento Homeless Assistance Act defines children and youth who lack a fixed, regular, and adequate nighttime residence as homeless. This includes children and youths who:

- share the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
- live in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- live in emergency or transitional shelters;
- are abandoned in hospitals;
- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- live in cars, parks, public spaces, abandoned buildings, substandard housing (e.g., housing that lacks any one of the fundamental utilities, does not have working a kitchen or plumbing, is overcrowded, or infested), bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied youth who qualify as homeless because they are living in circumstances described above.

Students whose living situations meet this definition have educational rights and are eligible to receive services under the McKinney-Vento Act.



Town of Estill Agenda Item – C

Department Reports

Background: These are the monthly Department Reports

Attachments: Reports

Recommendation: Take as information only.

Presented by: Caryn Miller, Town Administrator

Reviewed by Attorney YES NO



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

September 2, 2021

To: Mayor and Council

From: A.D. Williams, Chief of Police

Re: Monthly Report August 2021

Dear Mayor and Council:

I have attached our statistics for the month of August 2021.

Major Criminal Incidents and Arrest(s)

- On August 25th, 2021, officers conducted traffic stop on a vehicle leaving an area following a shots fired called. The individuals were removed from the vehicle and detained. A search of the vehicle revealed 5 handguns. One of the handguns was being transported unlawfully in the vehicle and one of the handguns was reported stolen from Beaufort County. Three adults were arrested and transported to the Hampton County Detention Center and the two juveniles were petitioned to Family Court.
- On August 27th, 2021, the SLED Fugitive Team assisted with the capture of Marcus Williams at his residence on Blair Ct. Williams had six active arrest warrants. Williams has a documented history of evading law enforcement most recently over the last several months with knowledge of his active warrants.

Goals for September

- Solve the Annie Ave. N. Homicide (Developed new leads)
- Solve any pending or open cases
- Increase productivity
- Increase revenues
- Decrease major incidents
- Continue removing firearms possessed unlawfully

- More community engagement (Following all CDC Guidelines on Social Distancing)

Significant Events, Past, Present, and Future

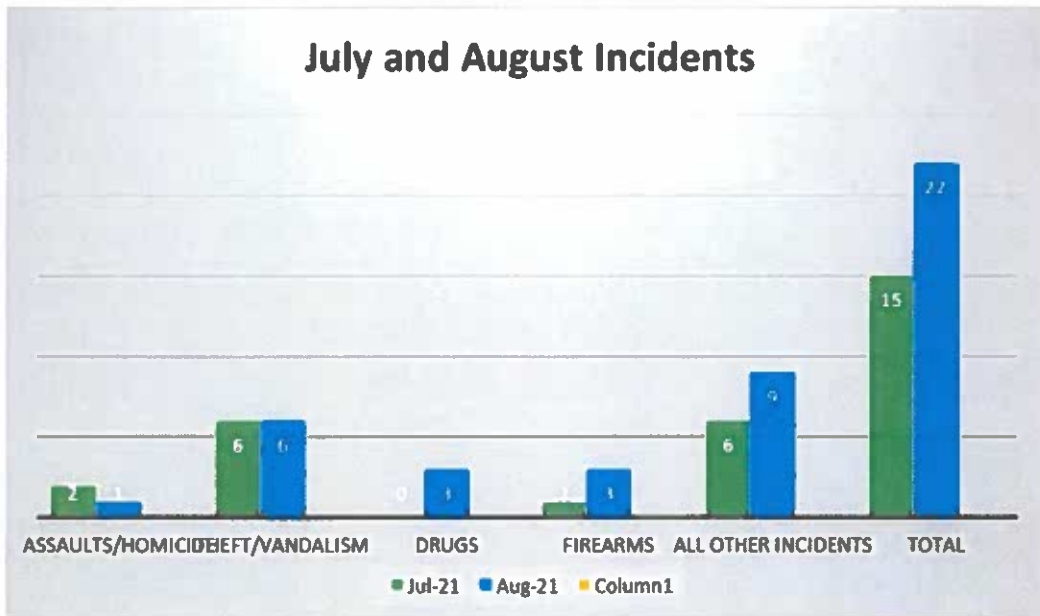
- Hosted National Night Out on August 26, 2021, at the Nature Trail. The attendance exceeded our expectations. We were able to partner medical professionals to offer the COVID-19 vaccine during this event. We look forward to our future endeavors.
- Developing a request and allocation of funds for the Police Department from the American Rescue Plan once the funds are allocated.

Respectfully

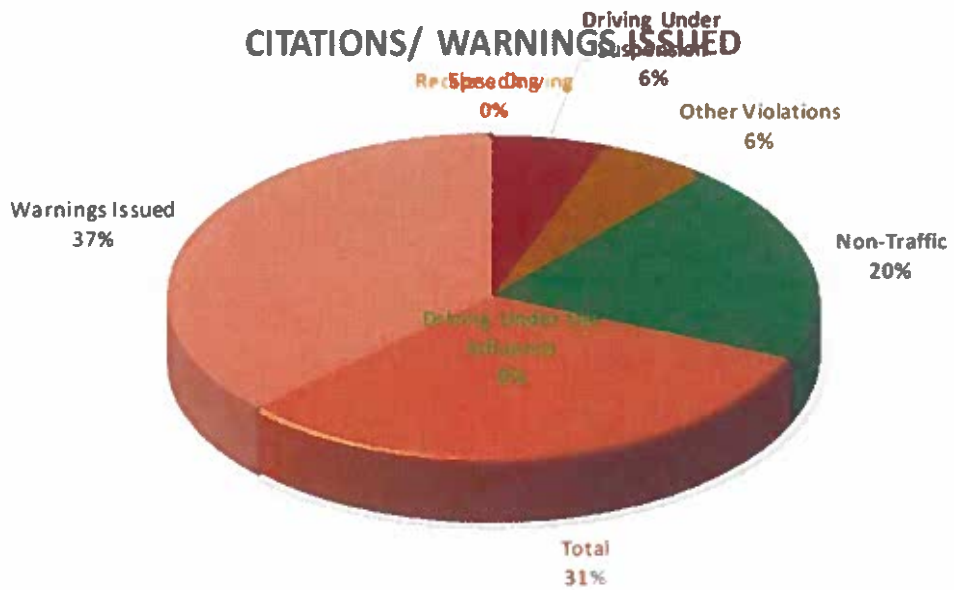
A handwritten signature in blue ink, appearing to read "A.D. Williams". The signature is stylized and cursive.

A.D. Williams
Chief of Police

July and August Incidents



CITATIONS/ WARNINGS ISSUED



Town of Estill

Safety/Recreation Department Monthly Report August 2021.

There were no accidents or incidents for the month of August 2021. All fire extinguishers and Exit Lights were checked at the Town Hall, Courtroom, Police Department, Public Works, Bull Durham Building, Library and the Treatment Plant and they were all in good condition.

On 8/30/2021 Alarm, Fire & Security also came and checked all the fire alarms and he said they all were in good condition.

The Bull Durham Building was used only once for the month of August.

On 8/30/2021 Bug's Buster's came and sprayed for the month of August.

The month of August I was assisting in the Utility Department and doing my Safety/Recreation Duties.

The parks were checked to make sure the equipment was secure, no damage and no litter.

The Winthrop Park and the Nature Trail was used only once for the month of August.

On 8/21/2021 at Winthrop Park was a back-to-school bash and a basketball tournament.

On 8/26/2021 Estill Police Department held a National Night Out at the Walking and Nature Trail.

On 8/ 23/2021 I completed a Course and a Quiz on How I Can Protect My Family and Others From Covid-19.

I would like to thank Public Works for doing a great job cleaning and cutting down the tree limbs at the Town Hall and having the Nature Trail cleaned for the National Night Out.

I would like to thank all employees for putting safety first and continue to wear their mask, wash hands frequently and keep social distance as much as possible.

The lights in the Police Department and Town Hall have been fixed.

All departments stated they are doing well and pray it continues. This concludes my monthly report.

Vonzetta M Strong

Safety/Recreation Director

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2021 BULL DURHAM BUILDING CENTER RESERVATIONS

Contact Person	Contact Telephone	Event Date	Time	Time	Event Type	Hall
Dwanda Bolden	(803)842-1827	1/23/2021	10:00AM	1:00PM	Food Give Away (Drive Thru)	Court Room
Caryn Miller	(803)625-3243	2/6/2021	9:00AM	5:00PM	Goals and Budget Work Shop	Palmetto/Live C
Dwanda Bolden	(803)842-1827	2/6/2021	10:00AM	1:00PM	Food Give Away (Drive Thru)	Court Room
Dwanda Bolden	(803)842-1827	2/20/2021	10:00AM	1:00PM	Food Give Away (Drive Thru)	Court Room
Vonzetta M Strong	(803)625-3243	2/23/2021	10:00AM	11:00AM	Health Education	Palmetto
Dwanda Bolden	(803)842-1827	3/6/2021	10:00AM	1:00PM	Food Give Away (Drive Thru)	Court Room
Karen Scott	(803)842-6078	3/13/2021	4:00PM	8:00PM	Birthday Party	Palmetto
John Martin	(803)842-7240	3/13/2021	2:00PM	4:30PM	Memorial Service	Nature Trail
Dwanda Bolden	(803)842-1827	3/20/2021	10:00AM	1:00PM	Food Give Away (Drive Thru)	Court Room
Deshawn Maner/Hargray	(803)942-1507	3/25/2021	11:00AM	2:00PM	Outdoor Cookout	Live Oaks Outdo
Martin Funeral Home	(803)625-4402	3/30/2021	2:00PM	5:00PM	Funeral	Nature Trail
Ebony R Douglas	(803)614-1943	4/3/2021	11:00AM	12:30PM	Community Egg Hunt	Nature Trail
SCDHEC Lowcountry	(843)953-0075	4/6/2021	10:00AM	6:00PM	Covid-19 Vaccine Clinic	Bull Durham Bu
Mary Criss	(803)8542-8273	4/17/2021	12:00PM	5:00PM	Gospel Celebration	Nature Trail
Dwanda Bolden	(803)842-1827	4/17/2021	10:00AM	1:00PM	Food Give Away (Drive Thru)	Courtroom
Town of Estill	(803)625-3243	4/27/2021	5:00PM	Until	Election Recount	Palmetto Hall
SC State University 1980 Research & Extension/Ishmel	(803)943-3538	4/29/2021	10:00AM	1:00PM	To Hold Regional Conference on	Palmetto Hall
Estill Police Department	(803)842-7926	4/30/2021	3:00PM	6:00PM	Autism Awareness	Nature Trail
Riley's Funeral Home (Fairfax)	(803)842-1827	5/1/2021	5:00PM	7:00PM	Memorial Service	Nature Trail
Estill Police Department	(803)842-7926	5/6/2021	3:00PM	5:30PM	NARCAN	Live Oak

M.F. Riley Funeral Home	(803)747-5805	5/15/2021	9:00AM	1:00PM	Funeral	Nature Trail
Ebony R Douglas	(803)614-1943	5/15/2021	5:30PM	8:00PM	Outdoor Movie Night	Nature Trail
Fallon Gordon	(803)942-3758	5/22/2021	10:00AM	1:00PM	Food Bank Distribution	Live Oak (Outd
Destine Green	(843)415-6591	5/22/2021	3:00PM	7:00PM	Tracc Runners Clothing/Photography LLC	Nature Trail
Town of Estill	(803)625-3243	5/24/2021	6:00PM	Until	Mayor Swearing In	Palmetto Hall
Low Country Health Fair/Safety Recreation Dept.	(803)625-3243	5/25/2021	10:00AM	12:00 Noon	Health Screening	Palmetto Hall
Federal Correctional Institution	(803)625-4607	5/26/2021	9:00AM	12:00PM	Institution Job Fair	Palmetto Hall
Linda Gordon	(803)942-3749	5/27/2021	5:00PM	6:00PM	Football Sign Up	Nature Trail
Linda Gordon	(803)942-3749	5/28/2021	6:00PM	7:00PM	Football Sign Up	Nature Trail
Lupus Awareness Walk/J Vondra Creech	(843)909-3929	5/29/2021	9:30AM	11:30AM	Lupus Awareness Community	Nature Trail
Clemson Cooperative Extension	(803)760-6414	6/3/2021	5:00PM	7:00PM	Promote walking & celebrate Estill High 2021 Graduates	Nature Trail
Community of One	(803)842)1827	6/12/2021	10:00AM	2:00PM	Food Give Away	Court Room
Lenin Romero	(803)398-6636	6/19/2021	5:00PM	12:00PM	Sweet Sixteen Party	Palmetto/ Live
SC Arts Comm.	(803)934-8591	6/19/2021	6:00AM	2:00PM	Health Screening/Fitness Information	Nature Trail
New South Express INC	(843)698-0618	6/22/2021	3:00PM	7:00PM	Business Meeting	Palmetto Hall
Community of One	(803)842-2718	6/26/2021	10:00AM	1:00PM	Food Give Away (Drive Thru)	Court Room
Shulanda Gardner	(803)842-0063	7/3/2021	4:00PM	10:00PM	Birthday Party	Palmetto Hall
Town of Estill/Mayor	(803)346-0783	7/4/2021	5:00PM	9:00PM	Youth Entertainment	Nature Trail
Ebony R Douglas	(803)614-1943	7/10/2021	11:00AM	1:00PM	Water Balloon Fight	Nature Trail (CANCEL)
Community of One	(803) 842-1827	7/10/2021	10:00AM	1:00PM	Food Give Away(Drive Thru)	Court Room
Sharell Mckay	(305)709-7031	7/17/2021	4:00PM	8:00PM	Baby Shower	Palmetto Hall

Shacovia Greene	(803)942-5014	7/24/2021	3:00PM	7:00PM	Vendors Event Organizer	Nature Trail
Lotoria Edwards	(803)942-5736	7/31/2021	3:00PM	5:00PM	Joy Night	Nature Trail
Ebony R Douglas	(803)614-1943	8/7/2021	9:00AM	4:00PM	Community Back to School Bash	Nature Trail (CANCEL)
Deborah R Johnson	(912)2475168	8/7/2021	11:00AM	1:00PM	Back to School Giveaway	80 Columbia Hv
S C Dept. of Agriculture	(803)734-2505	8/12/2021	10:00AM	2:00PM	Recruitment for Peanut Inspectors	Palmetto Hall
RSB Counseling & Education Services	(352)805-3763	8/21/2021	9:00AM	6:00PM	Back to School Fun Day	Winthrop Park
Estill Police Dept.	(803)842-7926	8/26/2021	5:00PM	9:00PM	National Night Out	Nature Trail
Estill Police Dept	(803)942-1507	10/7/2021	10:00AM	3:00PM	Seniors Citizens Day Out & BBQ	Palmetto Hall/L Oak

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

08/31/2021

To: Mayor Wiley, Members of Council, and Administrator Miller

Operations: The firefighters collected \$1,062.00 on Saturday August 14 at the stop light to support the 'Fill the Boot' program for the benefit of MDA. We will again be on the street September 3rd and 4th.

Training:

1st Drill Night: August 3, 2021, the fire fighters performed hose test on the 1-3/4 inch attack lines on Engine 25. There were six firefighters present for drill.

2nd Drill Night: August 23, 2021, the firefighters performed hose test on the 5-inch supply line. There were six firefighters present for drill.

County Drill:

The following is the summary of the incident responses from August 1, 2021, through August 31, 2021.

Type of Incident	August
Vehicle Fire	1
Structure Fire	0
Logging Equipment Fire	1
'Pot on Stove' Fire	6
Brush Fire	0
EMS	1
Medical Alarm	0
Fire Alarm	4
False call	2
MVC	1

Heavy Equipment accident	0
Extrication/Rescue	0
Aircraft Standby	2
Gas Leak	0
Service Call	0
Cancelled En route	2
Assist Law Enforcement Lighting	0
Power Line down	2
Total (in town 16) (county 06)	22

Respectfully submitted,

Lanier Toone
Fire Chief

Public Works & Water Department Monthly Report 8/30/2021

Mission Statement: the mission of the Maintenance Department is to contribute to a safe and quality environment for the town citizens and visitors.

Vision is to consistently provide timely services to citizens in an equal and respectable manner.

Continue mowing of the Library, mowing and trimming walking trail, Dogwood Park, Baseball field total of 18 acres, Best manufacturing yard, HWY 321 and 3rd roadsides mowing. The pickup route for leaf and limbs continues on 2nd and 4th week each month but our truck is out of service at this time.

Water & Wastewater Department

Completing work orders from Town Hall at the same time we are practicing self-distancing, washing hands, and using sanitizer.

1. Reading 800 water meters
2. Replaced 4 water meter
3. Repaired 12 water lines leaks and 19 sewer calls
4. Clean around the 8 monitoring wells at spray field and 10 water zones.

Maintaining of 3 water wells, 7 lift stations each week, and wastewater treatment plant.

5. 321 lift station pumps failed 6/25/2021 and pull and taken to the shop for repairers. Bypass pump is setup to maintain flow at this time still on going
6. 28 work orders completed from the Town hall.
7. Patching roads from water repairs
8. 142 fire hydrants were not flushed because one well is down.

McDonald Hamilton
Public Works Superintendent



Town of Estill Agenda Item C

Administrator Report for August 2021.

1. The EDA \$2.2 million Waste Water Treatment grant has been submitted. We should hear something this month. This grant will complete the repairs necessary to close out the DHEC Consent Order. This is a grant that LCOG, Alliance, prior Mayor Bowers, prior Councilmember Savino, and I have been working on for the past 10+ months.
2. ARPA money will be available soon. Paperwork needs to be filled out and a Resolution is on the Agenda tonight. Time is of the essence.
3. Closed out the PARD Grant for the ADA Study at the Walking Trail. Payment has been received.
4. Closed out the PARD Grant for Winthrop Park. Payment has been received.
5. Processed close out for SCMIT Grant for COVID 19.
6. Processed close out of SCMIT Grant for Fire Department bunker gear.
7. Processing the close out of the SCMIT Public Works Grant.
8. Met with the Attorney and brought him up to speed on all pending items.
9. Spent most of the month reviewing and correcting the Utility Billing System.
10. Spoke with RIA relating the grant opportunity for Sewer system pumps as well as the needed generators. The pumps and generators we have need to be replaced as soon as we can. Years of usage have made them worn out and the amount of money they cost to repair has increased exponentially. I have directed Alliance to get started getting some plans together with RIA to see what we can do.
11. The CDBG grant for the Church Street Project is waiting on several Change Orders that have to be approved by Commerce. I have asked the Attorney to look over the existing contract with the Mitchell Group as there many problems with their work and performance on the project.
12. Staff is looking at opportunities for PARD grants moving forward.
13. Continue monitoring cash flows for O&M.
14. Municode proofs are being reviewed by our new Attorney. We should have the final codification done by next month.
15. Processed Zoning reviews on several permits as well as answered development questions from the public.
16. Asbestos testing on the Morrison Demo has been completed.
17. Continuing to develop a list of available properties so we can market them.
18. The Engineers and I continue with talks with the USDA and RIA on the next sewer project which will concentrate on I&I issues.
19. The CDBG Demolition Grant for the Morrison area continues moving forward.
20. Continue with monthly meetings to ensure communications are flowing with DHEC and The USDA in relation to the Utilities and our needs.
21. The website has been updated as time permits me to do so in several areas.
22. Continue looking at other alternatives to getting help with the Town's Comprehensive Plan or Future Land Use Map.
23. Certified all DHEC submittals for the WWTP DMRS.



Town of Estill Agenda Item – D

Financial Reports

Background: These are the monthly Financial Reports

Attachments: Reports

Recommendation: Take as information only.

Presented by: Caryn Miller, Town Administrator

Reviewed by Attorney YES NO



updated statement and synopsis

1 message

Maia Pavlova <pmaia@green-books.com>

To: Caryn Miller <cmiller323townofestill@gmail.com>, Edna O'Banner <em.obanner323E@gmail.com> Fri, Sep 3, 2021 at 3:17 PM

Attached are the income statements as of the end of August.

17% is the expected figure in the percentage column.

General Fund:

The Fund shows a deficit of \$236,116. Only \$1,240 were the court fines collected in August. This is just half of the amount collected in the previous month. The court revenue is substantially lower than the prior fiscal year.

The property/liability insurance was paid in August, therefore the Insurance category has reached the budget limit in all departments.

- Admin Dues & Subscr. (line 57) – \$2,500 annual fee for the GIS system brings the percentage high.
- PD Contract Labor (line 73) - the payments to the County deputy officers are increasing. Half of the annual budget was spent in August alone.
- FD Repairs (line 133) - \$2,100 was paid for A/C repair.
- Streets Supplies (line 145) – the increased percentage is caused by the purchase of signs for the Public Works.

Local H+A Tax Fund:

The Fund shows a surplus of \$4,510. Nothing has been expensed so far.

O&M Fund:

The Fund shows a surplus of \$111,865. \$94,000 of that is proceeds from the FEMA loan (line 13).

- Audit Services (line 30) – the audit for the fiscal year 2021 started and this line item will grow fast and will reach the budget limit in the first half of the year.
- 2014 Backhoe Principal (line 54) – the high percentage shouldn't be alarming; only four payments will be done this year; the loan will be paid off in October.

Refuse Fund:

TOWN OF ESTILL
 GENERAL FUND
 INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
 Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
REVENUES				
1 Non-Operating Grants	-	0%	662,690.00	662,690.00
2 Property Taxes	(663.60)	0%	467,136.00	467,799.60
3 Vehicle Taxes	6,297.86	14%	43,467.00	37,169.14
4 Business License	4,475.40	10%	46,660.00	42,184.60
5 MASC	-	0%	176,000.00	176,000.00
6 Court Fines	3,420.46	6%	62,000.00	58,579.54
7 Victim Advocate Fines	300.39	9%	3,300.00	2,999.61
8 Aid to Subdivision	-	0%	52,076.00	52,076.00
9 LOST - Property	-	0%	136,100.00	136,100.00
10 LOST - Municipal	-	0%	72,700.00	72,700.00
11 Merchants Inventory Tax	-	0%	14,920.00	14,920.00
12 Accommodations Tax	-	0%	16,000.00	16,000.00
13 Franchise Fees	-	0%	188,799.00	188,799.00
14 Towing Fees	-	0%	3,900.00	3,900.00
15 Development Services Fee	510.00	15%	3,300.00	2,790.00
16 Miscellaneous Income	-	0%	4,000.00	4,000.00
17 Donations Income	1,550.00	78%	2,000.00	450.00
18 Fax & Copy Machine Use Income	15.50	**	-	(15.50)
19 Building Rental Income	(100.00)	-1%	8,000.00	8,100.00
20 Interest Income - Bank Accts	11.29	6%	175.00	163.71
21 Fund Balance - EPD Revenue acct	1,850.67	37%	5,000.00	3,149.33
TOTAL REVENUES	17,667.97	1%	1,968,223.00	1,950,555.03

TOWN OF ESTILL
 GENERAL FUND
 INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
 Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
EXPENSES				
LEGISLATIVE				
22 Bonuses	-	0%	271.00	271.00
23 Payroll	5,033.32	16%	31,402.00	26,368.68
24 Payroll Tax - FICA	371.11	15%	2,423.00	2,051.89
25 Retirement	833.52	18%	4,699.00	3,865.48
26 Workers Compensation	209.35	16%	1,326.00	1,116.65
27 Employee Insurance	1,777.21	**		(1,777.21)
28 Insurance	6,270.00	100%	6,270.00	-
29 Supplies	556.11	**	-	(556.11)
30 Fuel	262.96	13%	2,000.00	1,737.04
31 Training and Workshops	-	0%	6,000.00	6,000.00
32 Per Diem - Employees	1,600.00	63%	2,559.00	959.00
33 Lodging	877.41	7%	12,000.00	11,122.59
34 Donations	-	0%	600.00	600.00
35 Meals for Staff	-	0%	800.00	800.00
36 Miscellaneous Expense	117.00	**	-	(117.00)
TOTAL LEGISLATIVE	17,907.99	25%	70,350.00	52,442.01
COMMUNITY DEVELOPMENT				
37 Administrative Fees	-	0%	18,000.00	18,000.00
38 Econ. Development	-	0%	561,895.00	561,895.00
39 Beautification	-	0%	1,000.00	1,000.00
TOTAL COMM. DEVELOPMENT	-	0%	580,895.00	580,895.00

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
ADMINISTRATIVE				
40 Payroll	2,815.38	15%	18,300.00	15,484.62
41 Payroll Tax - FICA	208.88	15%	1,400.00	1,191.12
42 Retirement	466.24	16%	2,847.00	2,380.76
43 Contract Labor	-	0%	1,000.00	1,000.00
44 Supplies	115.90	4%	3,000.00	2,884.10
45 Insurance	5,489.92	95%	5,758.00	268.08
46 Fuel	226.79	23%	1,000.00	773.21
47 Legal	4,313.27	17%	26,000.00	21,686.73
48 Audit Services	3,500.00	25%	14,000.00	10,500.00
49 Bookkeeping Services	1,536.00	17%	9,216.00	7,680.00
50 Other Professional Services	136.16	2%	9,000.00	8,863.84
51 Training and Workshops	100.00	4%	2,400.00	2,300.00
52 Telephone	1,225.88	11%	10,800.00	9,574.12
53 Per Diem - Employees	294.00	29%	1,000.00	706.00
54 Lodging	279.63	7%	4,000.00	3,720.37
55 Office Supplies	70.55	3%	2,400.00	2,329.45
56 Postage	94.75	4%	2,600.00	2,505.25
57 Dues and Subscriptions	2,611.14	38%	6,796.00	4,184.86
58 Advertising	97.75	5%	2,000.00	1,902.25
59 Dog Pound	834.00	17%	5,000.00	4,166.00
60 Bank Charges	26.00	9%	275.00	249.00
61 Repairs and Maintenance	1,724.50	20%	8,760.00	7,035.50
62 Lease Maintenance	292.81	8%	3,720.00	3,427.19
63 Land Lease	-	0%	780.00	780.00
65 Miscellaneous Expense	-	0%	889.00	889.00
TOTAL ADMINISTRATIVE	26,459.55	19%	142,941.00	116,481.45

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
POLICE				
66 Bonuses	-	0%	487.00	487.00
67 Payroll	37,457.06	13%	298,258.00	260,800.94
68 Overtime	6,927.14	19%	35,627.00	28,699.86
69 Payroll Tax - FICA	3,250.75	13%	24,591.00	21,340.25
70 Retirement	8,539.54	14%	60,901.00	52,361.46
71 Workers Compensation	10,791.95	27%	40,005.00	29,213.05
72 Employee Insurance	10,280.48	24%	42,392.00	32,111.52
73 Contract Labor	6,560.00	74%	8,880.00	2,320.00
74 Utilities	147.09	6%	2,300.00	2,152.91
75 Supplies	2,191.14	55%	4,000.00	1,808.86
76 Palmetto Pride Grant Items	2,742.14	**	-	(2,742.14)
77 Uniforms	23.53	1%	2,500.00	2,476.47
78 Insurance	35,098.64	100%	35,099.00	0.36
79 Fuel	6,589.06	26%	25,000.00	18,410.94
80 Training and Workshops	-	0%	4,500.00	4,500.00
81 Inmate Housing	-	0%	2,000.00	2,000.00
82 Victim Advocate Expense	-	0%	3,300.00	3,300.00
83 Dispatching	5,481.67	17%	32,910.00	27,428.33
84 Telephone	1,749.43	7%	25,200.00	23,450.57
85 Per Diem - Employees	400.00	20%	2,000.00	1,600.00
86 Lodging	137.49	7%	2,000.00	1,862.51
87 Office Supplies	-	0%	1,000.00	1,000.00
88 Postage	-	0%	200.00	200.00
89 Dues and Subscriptions	400.99	6%	7,054.00	6,653.01
90 Bank Charges	11.56	10%	120.00	108.44
91 PD Equipment	-	0%	4,200.00	4,200.00
92 Equipment/Capital Improvements		0%	100,000.00	100,000.00
93 Repairs and Maintenance	2,796.53	9%	30,000.00	27,203.47
94 Lease Maintenance	153.96	8%	2,000.00	1,846.04
95 Meals for Staff	-	0%	275.00	275.00
96 Miscellaneous Expense	-	**		-
Expenses funded by EPD Revenue	1,850.67	37%	5,000.00	3,149.33
97 Motorola Radios Lease	6,526.17	100%	6,526.00	(0.17)
98 PD Vehicles Loan	1,792.96	17%	10,758.00	8,965.04
TOTAL POLICE	151,899.95	19%	819,083.00	667,183.05

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
MUNICIPAL COURT				
99 Bonuses	-	0%	108.00	108.00
100 Payroll	9,883.14	16%	61,961.00	52,077.86
101 Overtime	6.24	2%	346.00	339.76
102 Payroll Tax - FICA	744.72	16%	4,698.00	3,953.28
103 Retirement	1,637.69	17%	9,695.00	8,057.31
104 Employee Insurance	1,347.04	26%	5,266.00	3,918.96
105 Workers Compensation	93.69	31%	302.00	208.31
106 Supplies	-	0%	300.00	300.00
107 Insurance	406.00	100%	406.00	-
108 Fuel	156.00	31%	500.00	344.00
109 Other Professional Services	400.00	17%	2,400.00	2,000.00
110 Training and Workshops	-	0%	2,000.00	2,000.00
111 Court Expense	3,845.88	11%	34,100.00	30,254.12
112 Telephone	33.20	6%	600.00	566.80
113 Per Diem - Employees	150.00	21%	700.00	550.00
114 Lodging	-	0%	1,200.00	1,200.00
115 Office Supplies	-	0%	500.00	500.00
116 Postage	89.80	18%	500.00	410.20
117 Bank Fees	-	0%	40.00	40.00
118 Dues and Subscriptions	-	0%	2,436.00	2,436.00
120 Miscellaneous Expense	-	0%	100.00	100.00
TOTAL MUNICIPAL COURT	18,793.40	15%	128,158.00	109,364.60
FIRE				
121 Bonuses	-	0%	4,554.00	4,554.00
122 Payroll	472.50	17%	2,835.00	2,362.50
123 Bonuses for Volunteer Firemen	-	0%	13,000.00	13,000.00
124 Payroll Tax - FICA	36.16	6%	565.00	528.84
125 Retirement	78.24	18%	441.00	362.76
126 Workers Compensation	1,110.37	37%	2,968.00	1,857.63
127 Supplies	-	0%	1,000.00	1,000.00
128 Uniforms	5,485.92	96%	5,700.00	214.08
129 Insurance	6,776.70	100%	6,777.00	0.30
130 Fuel	28.16	5%	600.00	571.84
131 Training and Workshops	-	0%	100.00	100.00
132 Telephone	448.93	10%	4,380.00	3,931.07
133 Repairs and Maintenance	2,100.00	35%	6,000.00	3,900.00
134 Lease Maintenance	6.42	1%	800.00	793.58
135 Miscellaneous Expense	-	0%	100.00	100.00
TOTAL FIRE	16,543.40	33%	49,820.00	33,276.60

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
STREETS				
136 Bonuses	-	0%	32.00	32.00
137 Payroll	2,247.31	15%	14,651.00	12,403.69
138 Overtime	-	0%	215.00	215.00
139 Payroll Tax - FICA	162.87	15%	1,058.00	895.13
140 Retirement	372.16	16%	2,267.00	1,894.84
141 Workers Compensation	800.86	25%	3,160.00	2,359.14
142 Employee Insurance	805.19	25%	3,160.00	2,354.81
143 Street Lights - Utilities	3,171.65	8%	38,160.00	34,988.35
144 Street Signs - Utilities	47.88	6%	828.00	780.12
145 Supplies	529.53	35%	1,500.00	970.47
146 Chemicals	-	0%	600.00	600.00
147 Insurance	4,489.71	114%	3,941.00	(548.71)
148 Fuel	1,224.07	23%	5,400.00	4,175.93
149 Repairs and Maintenance	389.33	3%	12,600.00	12,210.67
150 Equipment Rental	-	0%	1,200.00	1,200.00
151 Miscellaneous Expense	-	0%	600.00	600.00
152 Decorations	-	0%	1,200.00	1,200.00
TOTAL STREETS	14,240.56	16%	90,572.00	76,331.44

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
BUILDING and GROUNDS				
153 Bonuses	-	0%	54.00	54.00
154 Payroll	3,890.76	25%	15,587.00	11,696.24
155 Overtime	4.50	3%	156.00	151.50
156 Payroll Tax - FICA	297.99	25%	1,208.00	910.01
157 Retirement	645.06	26%	2,450.00	1,804.94
158 Workers Compensation	46.85	19%	249.00	202.15
159 Utilities	2,106.14	11%	18,500.00	16,393.86
160 Utilities - Library	829.27	10%	8,000.00	7,170.73
161 Supplies	-	0%	200.00	200.00
162 Recreation	-	**	-	-
163 Pest Control	-	0%	2,500.00	2,500.00
164 Repairs and Maintenance	118.17	0%	25,500.00	25,381.83
TOTAL BUILDING and GROUNDS	7,938.74	11%	74,404.00	66,465.26
TOTAL EXPENSES	253,783.59	13%	1,956,223.00	1,702,439.41
SURPLUS/(DEFICIT)	(236,115.62)		12,000.00	
RESERVE FUNDS				
163 GF Reserve Account	1,000.00	8%	12,000.00	
	1,000.00	8%	12,000.00	

TOWN OF ESTILL
 LOCAL H+A TAX FUND
 INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
 Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
REVENUES				
1 Local Hospitality Tax Revenue	4,510.04	21%	21,000.00	16,489.96
TOTAL REVENUES	4,510.04	21%	21,000.00	16,489.96
EXPENSES				
2 Materials and Supplies	-	0%	2,000.00	2,000.00
3 Beautification	-	0%	1,500.00	1,500.00
4 Repairs and Maintenance	-	0%	17,500.00	17,500.00
TOTAL EXPENSES	-	0%	21,000.00	21,000.00
SURPLUS/(DEFICIT)	4,510.04		-	

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
 Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
REVENUES				
1 Non-Operating Grants	-	0%	750,000.00	750,000.00
2 Water Sales	85,862.44	16%	549,088.00	463,225.56
3 Sewer Sales	105,959.39	16%	659,728.00	553,768.61
4 Impact Fees	-	0%	600.00	600.00
5 Reconnect Fees	-	0%	6,000.00	6,000.00
6 Account Establishment Fees	60.00	33%	180.00	120.00
7 Penalties	6,130.97	25%	24,176.00	18,045.03
8 Returned Check Fee	-	0%	210.00	210.00
9 Land Rental Income	1,331.00	6%	21,810.00	20,479.00
10 Miscellaneous Income	8.47	**	-	(8.47)
11 Interest Income - Bank Accts	8.56	11%	80.00	71.44
12 Interest Income - Other Investment	-	0%	10.00	10.00
13 FEMA CDL Proceeds	94,000.00	24%	387,028.00	293,028.00
TOTAL REVENUES	293,360.83	12%	2,398,910.00	2,105,549.17
EXPENSES				
WATER & WASTEWATER				
13 Bonuses	-	0%	596.00	596.00
14 Payroll	50,670.66	13%	401,352.00	350,681.34
15 Overtime	86.36	2%	3,894.00	3,807.64
16 Payroll Tax - FICA	3,718.44	12%	30,157.00	26,438.56
17 Workers Compensation	5,071.28	25%	20,238.00	15,166.72
18 Employee Insurance	11,709.41	23%	50,568.00	38,858.59
19 Retirement	8,405.32	13%	63,056.00	54,650.68
20 Contract Labor	-	0%	2,000.00	2,000.00
21 Utilities	6,510.91	7%	96,000.00	89,489.09
22 Supplies	1,832.55	12%	15,000.00	13,167.45
23 Uniforms	2,064.14	17%	11,800.00	9,735.86
24 Chemicals	2,519.79	16%	16,000.00	13,480.21
25 Lab. Analysis	905.00	5%	18,900.00	17,995.00
26 Insurance	29,946.73	104%	28,684.00	(1,262.73)
27 Fuel	1,748.66	13%	13,000.00	11,251.34
28 Franchise Fee	-	0%	61,999.00	61,999.00
28 Administrative Fees	-	0%	47,142.00	47,142.00
29 Legal	3,743.27	14%	26,000.00	22,256.73
30 Audit Services	3,500.00	29%	12,000.00	8,500.00

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 08/31/2021

Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
31 Bookkeeping Services	1,536.00	17%	9,216.00	7,680.00
32 Consulting - WWTP	5,775.00	**	-	(5,775.00)
33 Other Professional Services	1,077.50	7%	15,000.00	13,922.50
34 Training and Workshops	-	0%	3,500.00	3,500.00
35 Telephone	1,080.54	10%	11,000.00	9,919.46
36 Per Diem - Employees	-	0%	500.00	500.00
37 Lodging	-	0%	4,000.00	4,000.00
38 Office Supplies	70.55	3%	2,400.00	2,329.45
39 Postage	528.85	17%	3,180.00	2,651.15
40 DHEC Permits	-	0%	14,410.00	14,410.00
41 Dues and Subscriptions	125.65	6%	1,962.00	1,836.35
42 Advertising	-	0%	2,000.00	2,000.00
43 Bank Charges	25.00	5%	500.00	475.00
44 Water & Sewer Capital Improvements	-	0%	625,683.00	625,683.00
45 Town's Match- Water System Impr.	-	0%	37,500.00	37,500.00
45 Engineering	-	0%	77,175.00	77,175.00
46 Safety	-	0%	2,000.00	2,000.00
47 Repairs and Maintenance	28,180.30	16%	180,000.00	151,819.70
48 Lease Maintenance	296.81	8%	3,720.00	3,423.19
49 Equipment Rental	-	0%	500.00	500.00
50 Drug Test	-	0%	1,000.00	1,000.00
51 Miscellaneous Expense	-	0%	2,500.00	2,500.00
52 Interest on Debt	21.28	0%	70,219.00	70,197.72
53 Revenue Bond Principal	-	0%	255,000.00	255,000.00
54 2014 Backhoe Loader Principal	1,767.04	49%	3,577.00	1,809.96
TOTAL WATER & WASTEWATER	172,917.04	8%	2,244,928.00	2,072,010.96
STREETS				
55 Bonuses	-	0%	22.00	22.00
56 Payroll	1,498.20	15%	9,769.00	8,270.80
57 Overtime	-	0%	144.00	144.00
58 Payroll Tax - FICA	108.58	15%	705.00	596.42
59 Workers Compensation	533.90	25%	2,106.00	1,572.10
60 Employee Insurance	536.79	25%	2,106.00	1,569.21
61 Retirement	248.10	16%	1,511.00	1,262.90
62 Street Lights - Utilities	2,114.43	8%	25,440.00	23,325.57
63 Street Signs - Utilities	31.92	6%	552.00	520.08
64 Supplies	353.02	35%	1,000.00	646.98
65 Chemicals	-	0%	400.00	400.00

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
 Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
66 Insurance	2,078.52	79%	2,627.00	548.48
67 Fuel	816.05	23%	3,600.00	2,783.95
68 Repairs and Maintenance	259.55	3%	8,400.00	8,140.45
69 Equipment Rental	-	0%	800.00	800.00
70 Miscellaneous Expense	-	0%	400.00	400.00
71 Decorations	-	0%	800.00	800.00
TOTAL STREETS	8,579.06	14%	60,382.00	51,802.94
TOTAL EXPENSES	181,496.10	8%	2,305,310.00	2,123,813.90
SURPLUS/(DEFICIT)	111,864.73		93,600.00	
DEBT SERVICE FUNDS				
72 Depreciation Account	6,000.00	17%	36,000.00	
73 Contingency Account	9,600.00	17%	57,600.00	
	15,600.00	17%	93,600.00	

TOWN OF ESTILL
 REFUSE FUND
 INCOME STATEMENT FOR PERIOD ENDING 08/31/2021
 Expected percentage 17%

	<u>AUG YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
REVENUES				
1 Sanitation Collections	19,937.70	17%	115,920.00	95,982.30
2 Interest Income - Bank Accts	2.65	9%	30.00	27.35
TOTAL REVENUES	19,940.35	17%	115,950.00	96,009.65
EXPENSES				
3 Payroll	1,876.92	15%	12,200.00	10,323.08
4 Payroll Tax - FICA	139.26	15%	933.00	793.74
5 Retirement	310.82	16%	1,898.00	1,587.18
6 Refuse Disposal	13,901.58	17%	83,589.00	69,687.42
7 Yard Waste Disposal	-	0%	3,600.00	3,600.00
8 Insurance	679.00	100%	679.00	-
9 Fuel	-	0%	500.00	500.00
10 Audit Services	500.00	17%	3,000.00	2,500.00
11 Bookkeeping Services	768.00	17%	4,608.00	3,840.00
12 Bank Charges	-	0%	105.00	105.00
13 Repairs and Maintenance	-	0%	4,500.00	4,500.00
14 Miscellaneous Expense	-	0%	338.00	338.00
TOTAL EXPENSES	18,175.58	16%	115,950.00	97,774.42
SURPLUS/(DEFICIT)	1,764.77		-	

TOWN OF ESTILL

Bank Account Balances at 08/31/2021

	Current Balance	Balance at 6/30/2021
GENERAL FUND		
Operating	74,799	54,471
Gross Revenue	505,142	649,471
BB&T	5,985	6,000
Reserve Account	<u>102,109</u>	<u>101,099</u>
	688,035	811,041
O&M FUND		
Operating	19,762	10,995
Gross Revenue	334,289	370,241
FEMA CDL	<u>44,250</u>	<u>250</u>
	398,301	381,486
REFUSE FUND		
Operating	11,049	10,937
Gross Revenue	33,216	40,272
Debt Service	14,288	14,288
Contingency	<u>31,750</u>	<u>31,048</u>
	90,303	96,545



Town of Estill Agenda Item – E

Approval of Resolution 2021-10 Designating an Authorized Representative and Contact Person for Purposes of the American rescue Plan Act of 2021

Background: The American Recovery Plan funds will be available for disbursement next month. The town has been assigned \$900,000+ to be given to us in two tranches. In order to be eligible to draw the funds down A Resolution appointing someone to be responsible for the draw down as well as the administration of those funds. The paperwork is due the middle of this month.

Attachments: Resolution

Recommendation: Approval of Resolution 2021-10 Designating an Authorized Representative and Contact Person for Purposes of the American rescue Plan Act of 2021

Presented by: Caryn Miller, Town Administrator

Reviewed by Attorney YES NO

RESOLUTION 2021-10

A RESOLUTION

DESIGNATING AN AUTHORIZED REPRESENTATIVE AND CONTACT PERSON FOR PURPOSES OF THE AMERICAN RESCUE PLAN ACT OF 2021

WHEREAS, the American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to non-entitlement units of local government (NEUs), which are local governments typically serving a population under 50,000;

WHEREAS, the Town of Estill of Estill, South Carolina, is an NEU for purposes of ARPA and expects to receive funding pursuant to the ARPA appropriation;

WHEREAS, ARPA requires that the Town of Estill designate an Authorized Representative to approve and sign documents, make certifications required by ARPA, and otherwise act as the Town's designated and lawfully appointed agent for purposes of ARPA; and

WHEREAS, ARPA further requires that the Town of Estill designate a Contact Person to receive official communications and notice related to ARPA;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. Kim Wiley, Mayor, is hereby designated as the Town's Authorized Representative pursuant to ARPA. The Authorized Representative is hereby authorized and directed to do all things necessary (including without limitation to sign documents, make certifications, make regular reports to Council and otherwise act on behalf of the Town) to receive and expend funds pursuant to an appropriation by council and ARPA rules. The Authorized Representative's contact information is:

Kim Wiley, Mayor
323 Martin Luther King Jr. Blvd.
Estill, SC 29918

Section 2. Edna S. O'Banner, Clerk/Treasurer, is hereby designated as the Town's contact Person pursuant to ARPA. The Contact Person's contact information is:

Edna S. O'Banner
Clerk/Treasurer
323 Martin Luther King Jr Blvd.
Estill, SC 29918

DONE IN MEETING duly assembled this _____ day of _____, 2021.

Kim Wiley, Mayor

Edna S. O'Banner, Clerk/Treasurer



Town of Estill Agenda Item – G

Town Hall Sign

Background: The Mayor asked to place this on the Agenda

Attachments: None

Recommendation: None

Presented by: Caryn Miller, Town Administrator

Reviewed by Attorney **YES** **NO**