

**MINUTES  
WESTMINSTER CITY COUNCIL  
Regular Scheduled Meeting  
Tuesday, March 8, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, March 8, 2022 at 6:00 pm at the Westminster Depot with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey  
Jimmy Powell

Dale Glymph  
Yousef Mefleh

City Administrator, Kevin Bronson  
City Clerk, Rebecca Overton  
Utility Director, Leigh Baker  
Police Chief, Matt Patterson  
Fire Chief, Michael Smith  
City Attorney, Andrew Holliday  
Members of the public and press

*Notice of the meeting and the agenda was posted on a window at the Depot and at westminstersc.org twenty-four hours prior to the meeting and all persons, organizations and local media requesting notification and the agenda were notified by email.*

**Call to Order**

Mayor Ramey called the meeting to order at 6:00 pm.

**Invocation and Pledge of Allegiance**

Mr. Gabe Yoder led the Council in the invocation and pledge.

**Certification of Quorum**

Rebecca Overton certified a quorum.

**Public Comments**

Mr. Reggie Dion and Zach Sharpe of the Upper District wanted to introduce themselves to Council and stated that they were planning several events for the upcoming year. They shared that would soon begin First Fridays with the hopes of bringing in some Bands. They also shared that they would be making a request for HTAX Funds to assist with budgeting for events.

**Comments from the Mayor and Council**

Mayor Ramey suggested the City partnering with Keep Oconee Beautiful and participating in another spring cleanup day to be scheduled soon. He also reminded everyone

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of the Birthday Celebration for the City of Westminster as the City would be celebrating 147 years.

**Presentation and Recognition – Foothills Christian Basketball Team**

Mayor Ramey recognized members of the Foothills Christian Basketball Team for their recent Division win. He presented members of the Team and their Coaches with recognition certificates and announced that the City wanted to celebrate with them as they were recently named the SC Association of Christian Schools Division 1A State Basketball Champions. Team members and Coaches received a loud round of applause from Council Members and members of the audience.

**Old Business**

1. Second Reading of Ordinance #2022-02-08-01 – An Ordinance authorizing the Mayor of the City of Westminster to serve as a member of the Oconee Joint Regional Sewer Authority Commission, South Carolina, Ex Officio and other matters related thereto.

Mr. Bronson reminded Council that the first reading of this Ordinance had passed at the February meeting and needed a second reading that will allow the Mayor to serve on the OJRSA Board.

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh, the motion **to approve Ordinance #2022-02-08-01** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

At this time Mayor Ramey made a motion and the motion was seconded by Mr. Mefleh to **amend the agenda to move on to New Business item #2 due to item #1 being a Zoom call and would take place at a specific time of 7:30pm** and the motion passed unanimously.

Member	Motion	Vote
Ramey	Motion	Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes

**New Business**

1. Ordinance #2022-03-08-02 - An Ordinance Authorizing modifications to Westminster Code of Ordinances, Title V: Public Works, Chapter 51: Garbage and Refuse.

Mr. Bronson informed Council that the Solid Waste Ordinance governs what staff will and will not do. He stated that sometimes when staff tries best to serve the customer that their actions go against the guidelines of the Ordinance. Mr. Leigh Baker added that common issues are that there are things in the roll carts that do not belong in them and that customers mix brush with leaves causing delays in pick up times and issues with drivers and assistants having to get out of the truck to handle the issue. Mr. Bronson reminded Council that customers are only granted brush pick up once a month and that the main reason for the changes is to reduce staff time on the garbage routes and make the pick time flow more efficiently.

Upon a motion by Mr. Powell and seconded by Mr. Mefleh, the motion **to approve Ordinance #2022-03-08-02** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell	Motion	Yes

2. Consider Swearing In Ceremony Date of Friday, May 6, 2022, 4:00 pm for newly elected Council Members of Special Election

Mr. Bronson informed Council that the results of the April 26<sup>th</sup> special election should be certified by Oconee County by April 28<sup>th</sup> and suggested swearing in the newly elected members on Friday, May 6 at 4:00 pm. This date was fine with all Council Members and did not require a vote.

3. Consider Adoption of a Resolution Electing the Standard Allowance for lost revenues under the American Rescue Plan

Mr. Bronson informed Council that there are now final rules in place on how to spend the money the City is receiving from the American Rescue Plan. He stated that the State is now offering a standard allowance that will remove the restrictions. He advised Council that the City would still have to report how the money was spent but that claiming the standard allowance would allow the City to utilize the money in the most needed areas.

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph, the motion **to approve a Resolution Electing the Standard Allowance for lost revenues under the American Rescue Plan** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

4. Consider a Resolution Adopting the Employee Handbook

Mr. Bronson informed Council of the need to modernize the Employee Handbook using the Municipal Association guidelines. He stated that he had met with Department Heads and gotten input on changes and updates. Mr. Bronson stated that several of the things in the current employee handbook were imported into this version and several policies were modernized to fit current policies and procedures.

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh, the motion ***to approve a Resolution Adopting the Employee Handbook with an effective date of March 18, 2022*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

**Presentation and Recognition – West-Oak High School Wrestling Team**

At this time, Mayor Ramey recognized members of the West-Oak High School Wrestling Team for their recent Division win. He presented members of the Team and their Coaches with recognition certificates and announced that the City wanted to celebrate with them as they were recently named the SC Division 3A State Wrestling Champions. Team members and Coaches received a loud round of applause from Council Members and members of the audience.

5. Consider a Resolution to Adopt Standard Sanitary Sewer Specification and Standard Construction Details

Mr. Bronson advised Council on the importance of having standards and specifications for sewer construction and maintenance. He stated that this Resolution and the details in the specifications would allow the City to enforce the guidelines.

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph the motion **to approve a Resolution to Adopt Standard Sanitary Sewer Specifications and Standard Construction Details** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

#### 6. Bid Award for Hall Street Water Line Replacement

Mr. Bronson informed Council that the bid process for replacing approximately 3,005 feet of water line on Hall Street as complete. He present the lowest bid for the project was from Arrowood General Contracting, Inc. at \$356,070.00 and suggested approving this bid so work can begin. This project will be funded with the State ARP Funds.

Upon a motion by Mr. Powell and seconded by Mr. Glymph the motion to **approve the bid from Arrowood General Contracting, Inc. in the amount of \$356,070.00** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

#### 7. Consider quote approval from Holliday Utility Services, LLC for seven (7) sewer flow meters

Mr. Bronson informed Council that there is a need to purchase seven sewer flow meters in order to comply with a 2021 DEHEC Consent Order. The flow meters will monitor the amount of flow in the sewer lines. The information will be collected digitally and evaluated by City staff and the City Engineer to assess the areas of the system that most likely have inflow and infiltration. The quote from Holliday Utility Services is \$79,803.75. These will be purchased from State ARP Funds. Mr. Bronson also noted that a family member of City Attorney Andrew Holliday owns Holliday Utility Services and further noted that Andrew Holliday was not involved with any party of this quote.

Upon a motion by Mr. Powell and seconded by Mr. Glymph the motion to **award the quote for \$79,803.75 for seven (7) flow meters to Holliday Utility Services, LLC** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh		Yes
Powell	Motion	Yes

8. Discuss the Automated Metering Infrastructure (AMI) Revenue and Expense Report

Mr. Bronson informed Council that a review of AMI expenses had been completed but that the Auditors have not certified the revenue. He stated that a full report would be available to discuss at the next Council meeting.

9. Consider Ordinance #2022-03-08-01 – An Ordinance Authorizing and Establishing an Economic Development Incentive Program

At this time, a Zoom call was initiated with Attorney Lawrence Flynn to discuss the possibility of having an economic development incentive program to promote commercial development within the City. Mr. Flynn advised Council of some benefits to having an incentive program if commercial development was something they wished to focus on. No action was taken on this item.

### **Routine Business**

1. Approval of the February 8, 2022 Budget Workshop and Regular Meeting Minutes

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh the motion to **approve the February 8, 2022 Budget Workshop and Regular Meeting Minutes** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

2. Comments from the Utility Director

Mr. Baker informed Council that the emergency sewer repair work on Mimosa Street and Retreat Street was complete. He also stated the work on the sludge pumps at the Water Plant was complete as well. Mr. Baker

also informed Council that there was approximately 229 meters that need to be replaced because they are outdated and faulty and need to be replaced so that the AMI system can work properly.

3. Comments from City Administrator

- a. Mr. Bronson informed Council that he would be seeking Council approval for employee COVID bonus pay. He stated that other surrounding Municipalities had used ARP Funds and he would ask they do the same. He stated that \$40,000 would be sufficient to allocate as a percentage of hours worked by employees during the COVID pandemic.
- b. Mr. Bronson informed Council that the April budget workshop and regular scheduled meeting was in conflict with the County Public School Spring Break week and that several Council Members may be out of town. It was agreed upon by Mr. Bronson and Council to move the meetings previously scheduled for April 12. The budget workshop will be Monday April 4<sup>th</sup> at 4:00 pm and the regular Council Meeting will be Tuesday, April 5<sup>th</sup> at 6:00 pm, both to be held at the Fire Department.
- c. Mr. Bronson informed Council that he was working with Troy Rosier to secure a RIA Grant for water line rehabilitation and improvements and Dr. Johns Road. He stated that currently it could potentially be a \$466,000 project, which would leave the City portion as \$306,000. Mr. Bronson stated he had asked Mr. Rosier to reassess the project needs and try to lower the project cost.

### **Executive Session**

Upon a motion by Mr. Ramey and seconded by Mr. Glymph, a motion was made ***to enter into an executive session for the purpose of:***

Executive Session for the purpose of a discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim pursuant to S.C. Code Ann. 34-4-70(2):

- A. Oconee Joint Regional Sewer Authority – discuss potential contractual matter(s)
- B. Piedmont Municipal Power Agency – discuss potential contractual matter(s)

Upon motion by Mayor Ramey and seconded by Mr. Mefleh, the motion ***to exit executive session and re-enter open session*** passed unanimously.

### **Adjourn**

Upon a motion by Mayor Ramey and seconded by Mr. Mefleh, the motion ***to adjourn the meeting at 8:30 pm*** passed unanimously.

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(Minutes submitted by Rebecca Overton)

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Mayor Brian Ramey

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Date

*March 8, 2022*