

**MINUTES  
WESTMINSTER CITY COUNCIL  
Regular Scheduled Meeting  
Tuesday, August 9, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, August 9, 2022 at 6:00 pm at the Westminster Fire Department with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey  
Jimmy Powell

Dale Glymph  
Yousef Mefleh

Daby Snipes  
Adam Dunn

Audrey Reese

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 Fire Department 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**

Mrs. Audrey Reese led the Council in the invocation and the Pledge of Allegiance.

**Certification of Quorum**

Rebecca Overton certified a quorum.

**Public Comments**

There were no public comments.

**Presentation by OJRSA Executive Director Chris Eleazer**

Mr. Eleazer was present to inform Council of a recent meeting to discuss consideration of a regionalization study for wastewater conveyance and treatment options within the OJRSA's service area. He was present to ask for Council support for proceeding with the assessment grant and stated that there is funding available through an RIA match free grant. Mr. Eleazer stated that he would need a letter of support from Westminster and that he already one from the other Municipalities. The memo regarding this matter is attached to these minutes.

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### Comments from the Mayor and Council

Mayor Ramey asked Utility Director Leigh Baker to introduce the Supervisors of Sanitation and the Water/Sewer crews. Mr. Baker introduced Terry Reed as the Water and Sewer Supervisor and stated that he had come on board back in February and was doing a great job with the crews. Mr. Baker introduced Kevin Harbin as the new Supervisor of the Solid Waste and Public Works Departments and stated that Mr. Harbin had been doing a great job with crews and several projects that were ongoing.

Mrs. Reese stated that she had been to the PMPA and MASC Conferences in July and that both were very informative and she was thankful for the opportunity to be able to attend both.

Mr. Mefleh stated that he was very proud of the wonderful work crews had done on some recent outages. He expressed his gratitude to all crews and thanked them for their timely restoration of services.

Mayor Ramey introduced Rebecca Grubbs of the Oconee Chamber of Commerce and informed everyone in attendance that she had some other Chamber Representatives are now in City Hall during the week. He also stated that he would like to see Council adopt the MASC Civility Pledge. Mayor Ramey also informed Council that the OJRSA had voted to change the by-laws to allow any City employee to serve on the Board.

Mr. Bronson stated to Council that in review of the minutes from the OJRSA, the City should have been notified of the change but did not. He stated that the City should notify the Board of whether or not they support the by-law change. Council agreed for Mr. Bronson to draft a letter to the OJRSA board stating the City's approval of the change in the by-laws.

Mayor Ramey thanked crews for their swift response and quick repairs to the recent raw water pump change out incident.

### New Business

1. Discuss First Reading of ORDINANCE NO. 2022-09-13-01- AUTHORIZING AN EQUIPMENT LEASE PURCHASE AGREEMENT IN THE AMOUNT OF NOT EXCEEDING \$415,000 BETWEEN THE CITY OF WESTMINSTER, SOUTH CAROLINA, AND TRUIST BANK, A NORTH CAROLINA BANKING CORPORATION, TO DEFRAY THE COST OF ACQUIRING CERTAIN EQUIPMENT; AND OTHER MATTERS RELATING THERETO.

Mr. Bronson reminded Council that the current FY 22/23 Budget included the equipment listed in this Ordinance. He informed Council that they must authorize the financing with the bank by Ordinance, so that the vehicles can be purchased.

Upon a motion by Mrs. Reese and seconded by Mr. Mefleh, the motion to **approve first reading of Ordinance No. 2022-09-13-01- authorizing an equipment lease purchase agreement in the amount of not exceeding \$415,000 between the City of Westminster, South Carolina, and Truist Bank,**

***a North Carolina banking corporation, to defray the cost of acquiring certain equipment; and other matters relating thereto*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes
Reese	Motion	Yes
Dunn		Yes
Snipes		Yes

2. First Reading of ORDINANCE NO. 2022-09-13-02- AUTHORIZING AN EQUIPMENT LEASE PURCHASE AGREEMENT IN THE AMOUNT OF NOT EXCEEDING \$174,406 BETWEEN THE CITY OF WESTMINSTER, SOUTH CAROLINA, AND COMMUNITY FIRST NATIONAL BANK, TO DEFRAY THE COST OF ACQUIRING CERTAIN EQUIPMENT; AND OTHER MATTERS RELATING THERETO.

Mr. Bronson reminded Council that the current FY 22/23 Budget included the equipment listed in this Ordinance. He informed Council that they must authorize the financing with the Community First National Bank by Ordinance in order to purchase the equipment.

Upon a motion by Mr. Mefleh and seconded by Mrs. Reese, the motion to ***approve first reading of Ordinance No. 2022-09-13-02 – authorizing an equipment lease purchase agreement in the amount of not exceeding \$174,406 between the City of Westminster, South Carolina, and Community First National Bank, to defray the cost of acquiring certain equipment and other matters relating thereto*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Motion	Yes
Powell		Yes
Reese	Second	Yes
Dunn		Yes
Snipes		Yes

3. First Reading ORDINANCE NO. 2022-09-13-03, AN ORDINANCE AMENDING THE CITY OF WESTMINSTER'S SCHEDULE OF FEES, REFERRED TO AS THE CLERKS RECORD, TO INCORPORATE BAKFLOW TESTING FEES

Mr. Bronson informed Council that DHEC requires sewer lines to have backflow devices on customer sewer lines and requires periodic testing and proof of those tests to be maintained by the City. He informed Council that City staff recently became certified to perform the required tests on the backflow devices. Mr. Bronson stated to Council that customers could use independent certified contractors to perform the tests, but that if Council agrees to the adoption of the fee schedule in the Ordinance, then customers would have an additional choice.

The fees requested are:

*¾ -1" Residential \$110.00*

*2"-4" \$120.00*

*6"-18" \$150.00*

*Pits that Require Confined Space entry \$120.00 plus testing cost for size of backflow*

*Average Cost for a plumber:*

*¾-1" \$60-\$150*

*2"-4" \$70-\$160*

*6"-18" \$80-\$200*

*Confined Space \$100-\$140*

Mr. Leigh Baker added that staff notifies customers of the due date of the backflow test and his suggestion is that if the customer does not comply with the due date, then City staff performs the test and charges the customer the set fee so that the City stays in compliance with the DHEC requirements.

Upon a motion by Mr. Powell and seconded by Mrs. Reese the motion **to approve the first Reading of Ordinance 2022-09-13-03 – An Ordinance amending the City of Westminster Schedule of Fees, referred to as the Clerks Record, to incorporate Backflow Testing Fees and that the fees be as follows**, passed unanimously.

**¾-1" -\$150**

**2"-4"-\$160**

**6"-18"-\$200**

**Confined Space -\$140**

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Ramey		Yes
Glymph		Yes
Mefleh		Yes
Powell	Motion	Yes
Reese	Second	Yes
Dunn		Yes
Snipes		Yes

4. First Reading ORDINANCE NO. ORDINANCE #2022-09-13-04, AN ORDINANCE APPROVING THE EXECUTION AND DELIVERY OF A POLE ATTACHMENT LICENSE AGREEMENT BY AND BETWEEN THE CITY OF WESTMINSTER, SOUTH CAROLINA AND BLUE RIDGE ELECTRIC COOPERATIVE, INC. AND OTHER MATTERS RELATED THERETO.

Mr. Bronson informed Council that City staff and Blue Ridge Electric have developed a Pole Attachment License Agreement that will allow Blue Ridge Electric to attach fiber optic lines attached to City poles.

Upon a motion by Mrs. Reese and seconded by Mr. Mefleh the motion **to approve first reading of Ordinance 2022-09-13-04\_– an Ordinance approving the execution and delivery of a Pole Attachment License Agreement by and between the City of Westminster, South Carolina and Blue Ridge Electric Cooperative, Inc. and other matters related thereto** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes
Reese	Motion	Yes
Dunn		Yes
Snipes		Yes

5. First Reading ORDINANCE NO. 2022-09-13-05, AN ORDINANCE AMENDING THE CITY OF WESTMINSTER'S BUDGET ORDINANCE, AN ORDINANCE MAKING APPROPRIATIONS FOR CERTAIN EXPENSES, CAPITAL IMPROVEMENTS AND INDEBTEDNESS OF THE CITY OF WESTMINSTER, SOUTH CAROLINA FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

Mr. Bronson reminded Council that at the June 14<sup>th</sup> Council Meeting, Council consented to the utilization of unused Police Department salary funds to provide salary increases to Police Officers in order to incentivize Officer retention and recruitment. He stated to Council that a the same time, Council consented to utilize uncommitted funds from the Police Department salary line item to provide for increases to Fire Department firefighters. Mr. Bronson informed Council the Ordinance is to move \$94,000 from the Police Department salary line item to the Fire Department salary line item.

Upon a motion by Mr. Dunn and seconded by Mr. Mefleh, the motion **to approve first reading of Ordinance No. 2022-09-13-05, An Ordinance amending the City of Westminster's Budget Ordinance, an Ordinance making appropriations for certain expenses, capital improvements and indebtedness of the City of Westminster, South Carolina for the fiscal year beginning July 1, 2022 and ending June 30, 2023** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes
Reese		Yes
Dunn	Motion	Yes
Snipes		Yes

6. Consideration of RESOLUTION NO. 08-09-2022-01, A RESOLUTION AUTHORIZING THE CITY OF WESTMINSTER TO PROVIDE FOR COST OVERRUNS FOR THE SOUTH CAROLINA INFRASTRUCTURE INVESTMENT PROGRAM; AND OTHER MATTERS RELATED THERETO

Mr. Bronson informed Council that this Resolution was at the request of staff and City Engineer Troy Rosier for application for South Carolina Infrastructure Investment Program Grants for water and/or sewer capital improvement projects. He added that with current economic inflation conditions, having the City commit to covering any cost differences would make the grant application stronger.

Upon a motion by Mr. Dunn and seconded by Mr. Mefleh the motion **to approve Resolution No. 08-09-2022-01, A Resolution authorizing the City of Westminster to provide for cost overruns for the South Carolina Infrastructure Investment Program and other matters related thereto** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes
Reese		Yes
Dunn	Motion	Yes
Snipes		Yes

7. Consideration of RESOLUTION NO. 08-09-2022-02, A RESOLUTION AFFIRMING THE CITY OF WESTMINSTER'S COMMITMENT TO INCREASING EFFICIENCIES, IMPROVING PLANNING AND MANAGEMENT OF ASSETS AND LOWERING COST OF INFRASTRUCTURE INSTALLATION TO PROVIDE FOR A DIG ONCE POLICY

Mr. Bronson informed Council that a Dig Once policy is a proactive means to increase efficiencies, improve planning and management of assets, and lower costs. He added that a Dig Once policy would minimize disputes with other utility

or service providers, and reduce disruption in services. Mr. Bronson also added that this policy would enhance Westminster's competitiveness in its grant requests for SCIIP funds.

Upon a motion by Mrs. Reese and seconded by Mr. Mefleh, the motion **to approve Resolution No. 08-09-2022-02, a Resolution affirming the City of Westminster's Commitment to Increasing Efficiencies, Improving Planning and Management of assets and Lowering Cost of Infrastructure Installation to Provide For a Dig Once Policy** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes
Reese	Motion	Yes
Dunn		Yes
Snipes		Yes

#### 8. Authorization to Purchase Equipment

In the FY2022-23 Budget, there are funds to purchase various equipment for City departments as described below.

- a. Capital Projects (Utilities) rock hammer and trailer for mini-x \$30,000  
 \$8,980 for a rock hammer from Bennett Equipment of Westminster  
 \$11,860 for a drop deck trailer from Bennett Equipment of Westminster

Upon a motion by Mr. Mefleh and seconded by Mrs. Reese the motion **to purchase a rock hammer for \$8,980 from Bennett Equipment and a drop deck trailer for \$11,860 from Bennett Equipment** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Motion	Yes
Powell		Yes
Reese	Second	Yes
Dunn		Yes
Snipes		Yes

- b. Capital Projects (Utilities) water service truck \$80,000  
 \$84,948.00 for a 2022 Ford Truck F450 from Ed Murdock

*\*There is \$9,160 unused funds from the rock hammer and trailer purchases to cover the overage of the water service truck\**

Upon a motion by Mr. Mefleh and seconded by Mr. Dunn, the motion **to purchase a 2022 Ford Truck F450 for \$84,948 from Ed Murdock** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Motion	Yes
Powell		Yes
Reese		Yes
Dunn	Second	Yes
Snipes		Yes

- c. Non-departmental account Fire Marshal vehicle \$45,000  
 \$45,998 for 2023 Chevrolet Tahoe 5W4 Special Services from Love Chevrolet  
*\*There are unused funds from the two police cruisers to cover the overage of the Fire Marshal vehicle\**

Upon a motion by Mr. Dunn and seconded by Mrs. Reese, the motion **to purchase a 2023 Chevrolet Tahoe 5W4 Special Services 4x4 for \$45,998** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh		Yes
Powell		Yes
Reese	Second	Yes
Dunn	Motion	Yes
Snipes		Yes

- d. Non-departmental account Police Cruisers (2) \$90,000  
 \$72,864 for two 2022 Chevrolet Tahoe PPV Pursuit 2WD from Love Chevrolet

Upon a motion by Mrs. Reese and seconded by Mr. Mefleh, the motion **to purchase two 2022 Chevrolet Tahoe PPV Pursuit 2WD from Love Chevrolet** passed unanimously.



Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes
Reese	Motion	Yes
Dunn		Yes
Snipes		Yes

- e. Non-departmental account Fire \$164,406  
 \$164,406 for twenty (20) MSA G1 SCBA's, forty-two (42) cylinders, two (2)  
 RIT packs and related equipment from SAFE Industries

Upon a motion by Mr. Dunn and seconded by Mr. Mefleh, the motion **to purchase twenty MSA G1 SBA's, forty-two cylinders, two RIT packs and related equipment from Safe Industries** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes
Reese		Yes
Dunn	Motion	Yes
Snipes		Yes

9. Consider authorization for City stage use outside the City limits for Hike for Hope event on September 24, 2022 at Blue Ridge Electric Cooperative.

Mr. Bronson reminded Council that there is a policy in place governing its use for events outside City Limits. He added that the Hike for Hope event is outside City Limits so Council approval is necessary. Mr. Bronson also added that there might be a conflict with the date in question since Music on Main may have already requested the stage for use.

Upon a motion by Mrs. Reese and seconded by Mr. Dunn, the motion **to approve the request of Hike for Hope for use of the stage on September 24, 2022 if there is not a pre-existing conflict with Music on Main** passed unanimously.

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

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Dunn	Second	Yes
Snipes		Yes

**Routine Business**

1. Approval of the June 16, 2022 Regular Meeting Minutes

Upon a motion by Mr. Dunn and seconded by Mrs. Snipes, the motion to ***approve the June 16, 2022 Regular Meeting Minutes*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh		Yes
Powell		Yes
Reese		Yes
Dunn	Motion	Yes
Snipes	Second	Yes

2. Comments from the Utility Director

Mr. Baker informed Council that crews have put in over 120 poles since March 2021. He stated that crews had been smoking sewer lines. Mr. Baker also stated that solid waste crews are working on a new numbering system for garbage cans. He also informed Council that both water pumps have now been replaced. He added that there was some challenges and issues with the replacement process, but that all is working, as it should be.

Mr. Baker informed Council that the Hall Road water line project was scheduled to begin in about a week or two. He also added that the ball fields at Simpson Street were coming along well and that poles had been set and that hopefully by September they would be irrigated and seeded.

3. Comments from City Administrator

Mr. Bronson informed Council that the Simpson Street Ball Field Contractor had recently broke a utility pole causing outages. He thanked crews for working through extreme heat conditions to restore power and thanked them for their compassion towards citizens to try to make restorations as quick as possible. Mr. Bronson informed Council that the second reading of the Pioneer water line transfer was on hold due to some things in the contract needing to be refined. Mr. Bronson informed Council that the CDBG Anderson Park Grant was coming along well. He stated that ACOG will be gathering public input and that the pre application is due next week. He added that once the pre application is received and reviewed, it will be determined if a full application will be requested. Mr. Bronson also informed Council that the SCIP/RIA application process was

moving along well. He stated there is potentially \$5.6 million and the City would need \$850,000, which could be split between having \$350,000 from capital funds accounts and receiving the balance from RIA. Mr. Bronson also added that the Depot would be pressure washed beginning August 15<sup>th</sup>.

### **Executive Session**

Upon a motion by Mr. Mefleh and seconded by Mr. Dunn, the motion ***to enter into 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 and a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body pursuant to S.C. Code Ann. 34-4-70 (1) and (2)***

- (a) ***Oconee Joint Regional Sewer Authority –***
1. ***Discuss potential contractual matter(s)***
  2. ***Discuss potential litigation***

Upon a motion by Mr. Mefleh and seconded by Mrs. Reese the motion to ***exit executive session*** passed unanimously.

### **Adjourn**

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

(Minutes submitted by Rebecca Overton)

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Mayor Brian Ramey

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Date