

**MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, November 15, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, November 15, 2022 at 6:00 pm at the Westminster Depot with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
Jimmy Powell

Dale Glymph
Audrey Reese

Daby Snipes
Adam Dunn

Ruth May

City Administrator, Kevin Bronson
City Clerk, Rebecca Overton
Police Chief, Matt Patterson
Fire Chief, Michael Smith
Interim Utility Director, Kevin Harbin
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

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

Certification of Quorum

Rebecca Overton certified a quorum.

Swearing in Ruth May as Councilmember

City Attorney Andrew Holliday swore in Ruth May as Councilmember. Ms. May was surrounded by some of her family members who held the Bible for the Ceremony.

Public Comments

There were no public comments

Routine Business

November 15, 2022

1. Approval of the October 11, 2022 Regular City Council Meeting Minutes

Upon a motion by Mrs. Reese and seconded by Mr. Glymph, the motion to **approve the October 11, 2022 Regular Meeting Minutes** passed unanimously.

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

2. Approval of the October 27, 2022 called Council & Planning Commission Meeting Minutes

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion to **approve the October 27, 2022 Called Council & Planning Commission Meeting Minutes** passed unanimously.

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

3. Comments from the Interim Utility Director

- a. Mr. Harbin informed Council that all service on Hall Road is now connected to the new water line. He also added that some sidewalk repair work had been completed due to construction damage. Mayor Ramey asked Mr. Harbin how the project did on the budgeted amount and Mr. Harbin replied that he had seen the final numbers but that there were some change orders within the project that would likely affect the final budgeted numbers.
- b. Mr. Harbin informed Council that the C Fund project was moving along well but was having some delays in the arrival of supplies.
- c. Mr. Harbin informed Council that work was in progress for the repairs to the marquee sign at Walgreens after a recent vehicle accident. He also stated that the star had been placed on the water tower for the upcoming Christmas Season.
- d. Mr. Harbin also informed Council that the railroad permit had been approved for the final transfer of the 12KV project and that project is being scheduled for the second week in December.

4. Comments from City Administrator

November 15, 2022

- a. Mr. Bronson informed Council that the Police Department was looking to purchase a 2019 EZGO Golf cart from Boone's Buggies, LLC for \$9,975.20. He stated that the new procurement code does not require approval from Council and that funds from an Officer buy out will be used for the purchase.
- b. Mr. Bronson reminded Council that the Solid Waste Department is in need of a new garbage truck. He added that because of supply chain disruptions, he intended to begin the work now to secure a lease purchase option and a truck that would be purchased in the next fiscal budget year. Council was in agreement with this plan.
- c. Mr. Bronson reminded Council of the November 18th Oconee County Chamber of Commerce *20 under 40* luncheon In honor of Officer Catlin Pope at Blue Ridge Electric Coop from 12:00-1:30- pm. He added that he had sponsored a table in her honor.
- d. Mr. Bronson informed Council that the City had been awarded a \$10,000 SC Energy Office Grant for two electric charging stations to be installed in the City Hall parking lot.

Old Business

1. Second Reading of Amendment No. 4 To The Loan Agreement; Conserfund Loan Number 4-201-19 Between the City of Westminster and The South Carolina Office Of Regulatory Staff Entered into on the 26th Day of February 2019, Amended November 19, 2019, May 31, 2019 and January 17, 2022; Amended from \$414,556.00 to \$369,947.23; and Hereby Amended to November 15, 2022 for Certain Water System Improvements to Increase Operating Efficiencies; And Other Matters Related Thereto

Mr. Bronson reminded Council that in 2019, the City entered into a loan agreement with the South Carolina Office of Regulatory (SCORS) staff for the purchase and installation of six Variable Frequency Drive (VFD) pumps. He added that the pumps are intended to increase the efficiency of the operations of the water system and save electricity. Mr. Bronson informed Council that the final two VFD pumps were finally installed in August and are operational. The loan amortization schedule is provided as Exhibit A of the agreement. Repayment will take place at the rate of \$40,114.92 per year for the next ten (10) years. Mr. Bronson added that the only terms that changed between Amendment No. 3 and Amendment No. 4 is the closing date, referred to as "the completion of the construction phase to be June 30, 2022," which is amended to "the completion of the construction phase to be November 15, 2022."

Upon a motion by Mrs. Reese and seconded by Mr. Dunn, the motion to **approve Second Reading of Amendment No. 4 To The Loan Agreement; Conserfund Loan Number 4-201-19 Between the City of Westminster and The South Carolina Office Of Regulatory Staff Entered into on the 26th Day of February 2019, Amended November 19, 2019, May 31, 2019 and January**

November 15, 2022

17, 2022; Amended from \$414,556.00 to \$369,947.23; and Hereby Amended to November 15, 2022 for Certain Water System Improvements to Increase Operating Efficiencies; And Other Matters Related Thereto passed unanimously.

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

New Business

1. Consideration of United States Department Of Agriculture, Rural Development Legal Services Agreement (City of Westminster, South Carolina – Water Infrastructure System Improvements)

Mr. Bronson informed Council that The USDA-RD issued a Letter of Conditions (LOC) for a loan of \$8,705,000 for water system improvements to the City. He also added that City Council previously approved a Resolution to accept the loan at its September 13, 2022 Regular Meeting. Mr. Bronson added that a requirement of USDA-RD loans is to review and approve a Legal Services Agreement. The agreement details the legal expenses anticipated for the execution of the USDA-RD loan. These expenses are included in the \$8,705,000 loan.

Upon a motion by Mr. Dunn and seconded by Mr. Glymph, the motion to ***approve a United States Department Of Agriculture, Rural Development Legal Services Agreement (City of Westminster, South Carolina – Water Infrastructure System Improvements)*** passed unanimously.

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

2. Consideration of Resolution No.11-15-2022-01; A Resolution Adopting The Emergency Operations Plan And Emergency Preparedness Guidelines; And Other Matters Related Thereto

Mr. Bronson informed Council that the purpose of this plan is to establish policies and procedures, which in the event of a man-made or natural disaster will allow for the most effective utilization of resources within the City and minimize the loss of life and/or injury or loss of property. He added that the plan was last adopted in February of 2022 and that historically, the plan was reviewed and re-adopted annually. Mr. Bronson informed Council that going forward, he would like to see the plan be reviewed by City staff regularly, no less than annually, and be adopted every three years.

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to ***approve Resolution No.11-15-2022-01; A Resolution Adopting The Emergency Operations Plan And Emergency Preparedness Guidelines; And Other Matters Related Thereto*** passed unanimously.

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

3. Consideration of Resolution No.11-15-2022-02; A Resolution Committing to Celebrate and Promote Arbor Day and its Importance in the City of Westminster

Mr. Bronson informed Council that in 1934, the South Carolina General Assembly picked the first Friday in December as Arbor Day in South Carolina because December is the most ideal time for planting trees in the Palmetto State as trees are dormant and it tends to be rainy; both are factors in reducing the shock of transplanting trees.

Mr. Bronson added that in 2008, the City Council adopted an ordinance to establish policies, regulations, and standards for the management of public trees within the City limits. He also added that according to the Ordinance, Council needs to appoint a Tree Board consisting of five members. Mr. Bronson then concluded by adding an Arbor Day Celebration is scheduled for Friday, December 2, 2022 at 10:00 am at the City Hall parking lot and will be led by Mayor Ramey and a group from Foothills Christian School in the celebration by planting a tree in a landscape area of the parking lot. The tree is an American hornbeam, *Carpinus caroliniana*.

Upon a motion by Mr. Dunn and seconded by Mr. Glymph, the motion to **celebrate Arbor Day on Friday, December 2, 2022 at 10:00 am** passed unanimously.

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

4. Consideration of Bid Award for Computers funded by a grant from the South Carolina Department of Public Safety Office of Highway Safety and Justice Programs through the Coronavirus Emergency Supplemental Funding.

Mr. Bronson informed Council that on October 14, 2022, the Westminster Police Department was awarded \$18,990 from the South Carolina Department of Public Safety Office of Highway Safety and Justice Programs through the Coronavirus Emergency Supplemental Funding. He added that the grant would benefit the Westminster Police Department by funding the purchase of new In-Car computers. Mr. Bronson added that the following quotes were received:

Preferred Communications	\$25,488.91
Dell Technologies	\$18,889.21
Howard Technology Solutions	\$17,916.12

Upon a motion by Mr. Glymph and seconded by Mrs. Reese the motion to **accept the quote from Dell Technologies in the amount of \$18,889.21** passed unanimously.

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

5. Consideration of Assignment and Assumption Agreement from Total Environmental Solutions, Inc., to CSWR-South Carolina Utility Operating Company, LLC.

Mr. Bronson informed Council that Total Environmental Solutions, Inc., commonly referred to as TESI, entered into a purchase water agreement with the City in August 2005 for the Foxwood Hills Water System. He added that the City maintains a six-inch master meter at the interconnection point to meter the gallons of water sold. Mr. Bronson stated that on February 4, 2021 CSWR-South Carolina Utility Operating Company, LLC entered into a purchase agreement with TESI for the sale of the utility system. He added that Attorneys representing both TESI and CSWR request Council approve the Assignment and Assumption Agreement. He informed Council that the city attorney has reviewed the agreement and its exhibit.

Upon a motion by Mr. Dunn and seconded by Mr. Glymph, the motion to ***accept the Assignment and Assumption Agreement from Total Environmental Solutions, Inc., to CSWR-South Carolina Utility Operating Company, LLC*** passed unanimously.

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

6. Discussion of naming a facility in honor of Councilman Yousef Mefleh

Mrs. Reese offered the suggestion of naming one of the parks after Mr. Mefleh. Mr. Powell offered the suggestion of naming the Conference Room at City Hall after Mr. Mefleh. Mr. Dunn suggested naming one of the ball fields, possible the new Simpson Street ball field, after Mr. Mefleh since he was such an avid supporter of the Recreation Programs. Other Council members were in favor of possibly naming the new Simpson Street ball field after Mr. Mefleh and suggested Mr. Bronson reach out to the family to see what name options they may be in favor of.

7. Discussion of Public Relations Committee

Mrs. Reese suggested that Council agree to create a task force to go forward that could offer guidance to the current PR Committee and the

task force could discuss future options for the PR Committee. Mrs. Reese, Mrs. Snipes, and Ms. May agreed to serve as the task force.

Adjourn

Upon a motion by Mayor Ramey and seconded by Mrs. Reese, the motion ***to adjourn the meeting at 7:19 pm*** passed unanimously.

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date