

**MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, December 13, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, December 13, 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
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 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.

Special Recognition of City Employee – Fire Department

Mr. Bronson recognized Fire Fighter Cody Collopy and his recent accomplishment of being selected as Firefighter of the Year. Mr. Bronson thanked Mr. Collopy for his service and dedication to the Fire Department services. Fire Chief Michael Smith added that Mr. Collopy is a very dedicated employee and always willing to serve the Community. Mayor Ramey, Council Members, and all in attendance congratulated Mr. Collopy with a nice round of applause.

Public Comments

There were no public comments

December 13, 2022

Comments from the Mayor and Council

Mrs. Reese thanked Upstate Gets Snacked for the recent Santa Workshop held at the Depot. She said the event was very successful and was very helpful to families in need at Christmas time.

Mrs. Snipes thanked The Police Department and Sandifer Funeral Home for hosting Santa events for children.

Mayor Ramey stated that the Bigfoot Festival had reported successful numbers and thanked the Committee for keeping the event free and having free activities.

Mayor Ramey also read a letter from Governor McMaster awarding the City of Westminster \$250,000 in Community Development Block Grant funding from the Special Projects Program. He stated these Grant Funds would be used to renovate and expand W. P. Anderson Park. Mayor Ramey thanked Mr. Bronson and Mrs. Snipes for their efforts in helping secure this Grant.

Routine Business

1. Approval of the November 15, 2022 Regular City Council Meeting Minutes

Upon a motion by Mayor Ramey and seconded by Mrs. Reese, the motion to ***approve the November 15, 2022 Regular Meeting Minutes with amendments*** passed unanimously.

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

2. Comments from the Interim Utility Director

- a. Mr. Harbin informed Council that the Welcome Sign in front of Walgreens was under contract for repairs and that the Insurance check had been received. He added that it will be completely rebuilt and the contractor is Matt Troyer.
- b. Mr. Harbin informed Council that the C Fund project was nearing completion.
- c. Mr. Harbin informed Council that the drainage issues at the Simpson Street ball field had been addressed and resolved.
- d. Mr. Harbin also informed Council that the final transfer of the 12KV project at the railroad crossing has been scheduled.

3. Comments from City Administrator

- a. Mr. Bronson informed Council that a priority-setting workshop has been scheduled for January 12th with Jeff Shacker of the Municipal Association from 12:00 – 4:00. Mayor Ramey suggested to Council Members that they be writing a list of priorities to bring to the meeting.
- b. Mr. Bronson informed Council that there would be a Planning Advisory Committee Meeting on January 25th at the Depot from 1:00 – 5:00.
- c. Mr. Bronson reminded Council of the OJRSA Meeting on January 5th at 6:00 at the Walhalla Depot.
- d. Mr. Bronson informed Council that he would be scheduling a called meeting at the end of December to award the water line construction bid for the Coopers Mill.

Old Business

None

New Business

1. Consideration of Ordinance No. 2023-01-10-01, Authorizing an Equipment Lease Purchase Agreement in the amount of not exceeding \$310,000 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 at the November 15, 2022 City Council Meeting, staff brought forward a request to purchase a new garbage truck utilizing the installment purchase financing mechanism. He added that Staff has since then been able to demo a new garbage truck for several weeks and would like to be able to purchase it when it becomes available in March. Mr. Bronson added that if the City issues a Purchase Order by early-February, the purchase could be secured. He noted that the first payment on the installment financing would be one year from the date the funds are received from the bank and that the timing of the first payment allows the City Council and City staff to provide for funding in the FY2023-2024 Budget.

Mr. Bronson informed Council that the ordinance includes financing for the garbage truck, closing costs and terms of the financing from Truist Bank. He added that the purchase price for the garbage truck is \$294,946.20, financed at 4.01% for 8 years with annual payments between \$33,000-\$44,500. The total financing is for \$310,000, which includes the purchase price of the truck and all closing costs.

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion to **approve Ordinance No. 2023-01-10-01, Authorizing an Equipment Lease Purchase Agreement in the amount of not exceeding \$310,000 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	Motion	Yes
Powell	Second	Yes
May		Yes
Reese		Yes
Dunn		Yes
Snipes		Yes

2. Consideration of Ordinance No. 2023-01-10-02, Authorizing and Providing for the Issuance of one or more series of Combined Utility System Revenue Bond Anticipation Notes, of The City Of Westminster, South Carolina, in the Aggregate Principal Amount of not exceeding \$8,705,000; Providing for the Form and Details of The Notes; Providing for the Payment of the Principal of and Interest on the Notes; Providing for the Disposition of the Proceeds of the Notes; and Other Matters Relating Thereto.

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 added that City Council approved a Resolution to accept the loan at its September 13, 2022 Regular Meeting. Mr. Bronson stated that a requirement of USDA-RD loan is to obtain interim financing for the loan amount and that a Bond Anticipation Note (BAN) is the mechanism by which the City may secure the interim financing. The City will use the funds from the BAN to pay for the construction of the water projects and then once construction is completed, the USDA-RD will provide it is financing to close the BAN. From there, the City will begin the 40-year repayment of the loan to USDA-RD.

Upon final approval of this ordinance, referred to as the “BAN Ordinance,” staff and the city’s bond counsel, Burr & Forman, will solicit financial institutions for BAN funding proposals. The planned schedule is as follows.

- | | | | |
|-------|----------------------|--------------------------------------|---------------------|
| (i) | January 10 | Second Reading of BAN Ordinance | City Council |
| (ii) | January 11
Forman | Distribute BAN Request for Proposals | City; Burr & Forman |
| (iii) | February 8
Forman | Receipt of BAN Bids; Acceptance | City; Burr & Forman |

- (iv) [Prior to March 1] Receipt of letter from Rural Development authorizing the City to incur interim financing Rural Development; City
- (v) February 23 BAN Pre-Closing Certain City Officials; City Attorney; Burr & Forman; Bank
- (vi) March 1 BAN Closing Burr & Forman; Bank

Upon a motion by Mr. Powell and seconded by Mrs. Reese, the motion to **approve Ordinance No. 2023-01-10-02, Authorizing and Providing for the Issuance of one or more series of Combined Utility System Revenue Bond Anticipation Notes, of The City Of Westminster, South Carolina, in the Aggregate Principal Amount of not exceeding \$8,705,000; Providing for the Form and Details of The Notes; Providing for the Payment of the Principal of and Interest on the Notes; Providing for the Disposition of the Proceeds of the Notes; and Other Matters Relating Thereto** passed unanimously.

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

3. Consideration of bill payment of \$2,975 (half of the invoice amount) to *Superior Sound and Consulting* for audiovisual services for the 2022 SC Bigfoot Festival at the request of the City's Public Relations Committee

At this time, Council Member Dale Glymph recused himself from the room and vote and the Recusal form is attached to these minutes.

Mr. Bronson informed Council that on November 11, 2022, the Public Relations (PR) Committee submitted an invoice for \$5,950, requesting half the amount or \$2,975 to be paid from the City's PR Committee budget allocation of \$15,000 for the 2022 SC Bigfoot Festival. He added that to date, \$7,939.12 of the \$15,000 allocation has been spent. Mr. Bronson also added that the 2022 SC Bigfoot Festival was awarded a \$9,000 Hospitality Tax grant for the city's current budget year and issued a check for that amount in July 2022. Mr. Bronson asked for Council direction on payment of \$2,975 that is 50% of the total invoice from Superior Sound and Consulting for services provided to the 2022 SC Bigfoot Festival.

Upon a motion by Mr. Dunn and seconded by Mayor Ramey, the motion to **approve payment of in the amount of \$2,975 to Superior Sound and Consulting for audiovisual services for the 2022 SC Bigfoot Festival from the budget allocation of the PR Committee** passed.

Member	Motion	Vote
Ramey	Second	Yes
Glymph		Recusal
Powell		No
May		Yes
Reese		Yes
Dunn	Motion	Yes
Snipes		No

4. Consideration of Appointment of Commissioner to Oconee Joint Regional Sewer Authority Board

Mr. Bronson informed Council that the Inter-municipal Agreement and Joint Resolution, effective June 2, 2007, between the cities of Seneca, Walhalla and Westminster creating the OJRSA calls for the appointment of nine (9) Commissioners. He added that Article 4, Section (a) reads, in part, “Walhalla and Westminster shall jointly appoint (1) Commissioner who shall reside outside any of the member-municipalities and who is not an employee of any member.” Mr. Bronson stated that Mr. Talley Grant has served as the Walhalla and Westminster jointly appointed Commissioner since March 5, 2012. He served as a Walhalla Commissioner from May 1, 1989 – December 31, 1993. Mr. Bronson informed Council that Mr. Grant has stated his intent to resign from the Board, effective December 31, 2022.

Mayor Ramey asked members of Council to be considering someone for this position.

5. Consideration of 2023 City Council Regular Meeting Schedule

Mr. Bronson reminded Council that the Westminster City Code sets the meeting dates of the monthly City Council Regular Meetings as the second Tuesday of each month. The schedule for the 2023 Regular City Council Meetings would be as follows:

January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12.

After review and discussion, it was suggested to change the February meeting to February 21.

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to **approve the 2023 City Council Meeting Schedule** passed unanimously.

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

6. Consideration of 2023 City of Westminster Holiday Schedule

Mr. Bronson reminded Council that the Personnel Policy adopted by City Council on March 8, 2022, effective March 18, 2022 sets the City's Holiday schedule as the same adopted by the State of South Carolina, plus Good Friday. The Holidays Schedule is provided for City Council's consideration and adoption.

2023 Holiday Schedule

New Year's Day	Monday, January 2
Martin Luther King, Jr. Day	Monday, January 16
George Washington's Birthday / Presidents Day	Monday, February 20
Good Friday	Friday, April 7
Confederate Memorial Day	Wednesday, May 10
National Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veterans Day	Friday, November 10
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving Day	Friday, November 24
Christmas Eve	Friday, December 22
Christmas Day	Monday, December 25
Day after Christmas	Tuesday, December 26

Upon a motion by Mrs. Reese and seconded by Mr. Dunn, the motion to **accept the 2023 City of Westminster Holiday Schedule** passed unanimously.

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

December 13, 2022

7. Consideration of City of Westminster FY2024 Budget Calendar

Mr. Bronson reminded Council that annually the City Council adopts a budget calendar for the budget development process of the next fiscal year's budget. The proposed calendar dates are:

10-Jan	City Council Meeting Council consideration of proposed FY2023 Budget Calendar	6:00 PM
11-Jan	Budget kick-off meeting with senior staff	
12-Jan	City Council Priority Setting Workshop	12:00-4:00PM
1-Feb	Departmental Budget Requests Due to CA	
14-Feb	Expenditure Review Part 1- Utility Funds Electric Fund Water Fund Water Plant Fund Sewer Fund City Council Meeting	4:00 PM 6:00 PM
2-Mar	Department Directors meet with CA	
3-Mar	Department Directors meet with CA	
14-Mar	Expenditure Review Part 2 General Fund Solid Waste Fund Youth Recreation Fund Hospitality and Accommodations Tax Fund City Council Meeting	4:00 PM 6:00 PM
11-Apr	Revenue Review Utility Funds General Fund Solid Waste Fund Youth Recreation Fund Hospitality and Accommodations Tax Fund	4:00 PM
11-Apr	City Council Meeting HTAX requests presentations	6:00 PM
25-Apr	City Council 2022 Budget Workshop Bringing it all together All funds, revenue and expenditures Balanced Reflects preferences and follows priorities of Council Council directs modifications, adjustments	4:00 PM
9-May	Public Hearing and 1st Reading	6:00 PM
13-Jun	2nd Reading and Adoption	6:00 PM

Upon a motion by Mr. Glymph and seconded by Mrs. Snipes, the motion to **approve the City of Westminster FY2024 Budget Calendar with amending the dates of February 14, March 14, and April 11 to February 21, March 7, and April 18** passed unanimously.

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

Executive Session

1. Executive Session for the purpose of 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).

(1) Piedmont Municipal Power Agency (PMPA) discussion of offer to purchase PMPA ownership of Catawba Unit 2

Mr. Bronson informed Council that there was no need for an executive session on this matter and that he could brief them in open session as to the subject matter.

Mr. Bronson informed Council that at the November PMPA meeting there was an item on the agenda regarding an offer to purchase PMPA's 25% of the Catawba Unit 2. He added that this was an unsolicited offer and that he was in favor of this so that Westminster electric rates might eventually be reduced.

Mr. Bronson added that no action was taken on the matter.

Adjourn

Upon a motion by Mr. Powell and seconded by Mrs. Reese, the motion **to adjourn the meeting at 7:30 pm** passed unanimously.

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date

December 13, 2022

RECUSAL STATEMENT

Member Name: Dale M Glymph

Meeting Date: 12/13/22

Agenda Item: Section New Number: 3

Topic: Bill Consideration SCRF

The Ethics Act, SC Code §8-13-700, provides that no public official may knowingly use his office to obtain an economic interest for himself, a family member of his immediate family, an individual with whom he is associated, or a business with which he is associated. No public official may make, participate in making, or influence a governmental decision in which he or any such person or business has an economic interest. Failure to recuse oneself from an issue in which there is or may be conflict of interest is the sole responsibility of the council member (1991 Op. Atty. Gen. No. 91-37.) A written statement describing the matter requiring action and the nature of the potential conflict of interest is required.

Justification to Recuse:

Professionally employed by or under contract with principal

Owns or has vested interest in principal or property

Other: Councilman is former Chairman of

SCRF (2019-2021). Spouse is now chairman (2022-Present)

Date: 12/13/22

Dale M Glymph
Member

Approved by Parliamentarian: John Kelly