

TOWN OF ESTILL
COUNCIL MEETING AGENDA
November 12, 2020
6:00 pm
*****VIA ZOOM

1. Call Meeting to Order
2. Invocation
3. Pledge of Allegiance
4. Approve of the September 2, 2020 Special Called Meeting Minutes
5. Approve the October 14, 2020 Council Meeting Minutes
6. Approve the November 12, 2020 Council Meeting Agenda

OLD BUSINESS

7. NEW BUSINESS

- A. Presentation of the Audit for Fiscal Year ending June 30, 2020.
- B. Department Reports
 - Police Report
 - Safety & Recreation Report
 - Fire Department Report
 - Public Works, Water & Wastewater Report
 - Administration Report
- C. September 2020 Income Statement
- D. Approval of Ordinance #16-2020 related to establishing a Hospitality Tax. First Reading.
- E. Approval of Ordinance #17-2020 To Amend Ordinance 09-2015 Derelict or Abandoned Vehicles for the Purpose of Transferring Enforcement from the Building Official to the Code Enforcement officer. First Reading
- F. Approval of Resolution #2020-13 Allowing to Open a New Bank Account for Seizures and Forfeitures for the Police Department.
- G. Request for Donation from Estill Middle School.
- H. Public Comment (sent in via mail, email or drop box)

Adjourn

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
September 2, 2020

The Town Council Meeting was called to order by Mayor Bowers at 6:08 pm.

Invocation

The Invocation was given by Mayor Pro Tem T. Solomon

Present

Mayor C. Bowers, Mayor Pro Tem T. Solomon, Councilman Joe Hadwin, Councilwoman D. Bolden, Councilman Charles Savino, Town Administrator Caryn Miller, Clerk Treasurer Edna O'Banner, and Attorney Martin Harvey

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

A. Executive Session

Mayor Exits Regular Session and Enters Executive Session at 6:10 p.m.

Mayor C. Bowers asked for a motion to exit regular session and enter executive session. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Mayor Pro Tem T. Solomon. Council voted 5-0 in favor of the motion.

B. Regular Session

Mayor C. Bowers Exits Executive Session and Enters Regular Session at 6:47 p.m.

Mayor C. Bowers asked for a motion to exit executive session and enter regular session. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

Contracts:

Judge's Contract- Mayor C. Bowers asked for a motion to approve and execute the Judge's Contract. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilwoman D. Bolden. Council voted 5-0 in favor of the motion.

Personnel:

Police Chief Position

Mayor C. Bowers asked for a motion to hire the Acting Chief as the permanent Chief of the Town of Estill. Mayor C. Bowers 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.

The hiring of two Officers

Mayor C. Bowers asked for a motion to approve the Hiring of two Officers. Mayor C. Bowers recognized Mayor Pro Tem T. Solomon. The motion was offered by Mayor Pro Tem T. Solomon; with a second by Councilman C. Savino. Council voted 5-0 in favor of the motion.

Acting Chief was sworn in as the Permanent Police Chief of the Town of Estill.

Adjourn

Mayor C. Bowers asked for a motion to adjourn. Mayor Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilman C. Savino. Council Voted 5-0 in favor of the motion.

Mayor C. Bowers adjourned the meeting at 6:56 pm.

ADOPTED this 2nd Day of September 2020

Corrin F. Bowers III., Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Charles Savino, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer

Town of Estill
Council Meeting Minutes
October 14, 2020

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

Invocation

The Invocation was given by Councilman J. Hadwin.

Present

Mayor C. Bowers, Councilman Joe Hadwin, Councilwoman Dwanda Bolden, Councilman Charles Savino, Town Administrator Caryn Miller, Clerk Treasurer Edna O'Banner, and Attorney Martin Harvey.

Absent: Mayor Pro-Tem T. Solomon

Pledge of Allegiance

The Council stands and recites the Pledge of Allegiance.

Approve September 9, 2020 Council Meeting Minutes

Mayor C. Bowers asked for a motion to approve September 9, 2020 Council Meeting Minutes. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilwoman D. Bolden. Council voted 4-0 in favor of the motion.

Approve September 15, 2020 Council Meeting Minutes

Mayor C. Bowers asked for a motion to approve September 16, 2020 Council Meeting Minutes. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilwoman D. Bolden. Council voted 4-0 in favor of the motion.

Approve October 14, 2020 Council Meeting Agenda

Mayor C. Bowers asked for a motion to approve October 14, 2020 Council Meeting Agenda. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilman C. Savino. Council voted 4-0 in favor of the motion.

Old Business

Approval of Ordinance 13-2020 to Provide for Towing and Impounding Vehicles, Second and Final Reading. After discussion, Mayor C. Bowers asked for a motion to approve Ordinance 13-2020 to Provide for Towing and Impounding Vehicles. Second and Final Reading. Mayor C. Bowers

recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilwoman D. Bolden. Council voted 4-0 in favor of the motion.

Update on Addressing

Randy Crews spoke on E-911 addressing. He stated we need to review the Intergovernmental Agreements that were in place years ago when E-911 was first enacted within the County. There may be some agreements between the various towns and the counties regarding who would oversee and keep up with the plans. Randy Crews stated the Intergovernmental agreements need to be updated, and he recommends an Intergovernmental agreement draft be written up between the Town of Estill and the County to be reviewed for approval by the County. Councilman C. Savino asked were there any requirements to have public meetings for citizens and also were there any time frames for citizens to put numbers on the outside of their homes. Randy Crews stated it will be essential to educate the citizens of the community on the importance of E-911 addressing. Randy Crews stated we have to give the citizens a reasonable amount of time to get signs on their homes. Councilman J. Hadwin asked hypothetically if the Town of Estill decided to get their own dispatching system would we be able to address the numbers as we please. He also asked about duplicate road names that are in other towns in the County, and is anything going to be done in reference to the duplicate road names. Randy Crews stated by state law dictates what can be done if Estill decided to go that route. In regards to the duplicate road name situation Mr. Crews said that is a hard question to address. He stated the main goal as of now is to get the addresses compliant. Councilwoman D. Bolden commented that the addresses need to be corrected the right way as to not run into any issues in the future.

New Business

A. Department Reports

Police Report- Chief A.D. Williams- Taken as info only.

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

Fire Department Report- Chief Toone- Taken as info only. Councilman J. Hadwin stated the equipment they have paid for has been received and the order is complete.

Public Works Report- Mr. M. Hamilton- Taken as info only.

Water & Wastewater Report- Mr. M. Hamilton- Taken as info only.

Administration Report- Caryn Miller- Taken as info only.

B. September 2020 Income Statement

Mayor C. Bowers asked for a motion to take the September 2020 Income Statement as information only. Mayor C. Bowers recognized Councilwoman D. Bolden. The motion was

offered by Councilwoman D. Bolden; with a second by Councilman J. Hadwin. Council voted 4-0 in favor of the motion.

C. Approval of Emergency Ordinance 16-2020 Extend COVID-19 Related Measures.

Ms. Miller stated the previous ordinance expired the 9th of October, this ordinance will continue it for another 60 days. Mayor C. Bowers asked for a motion to approve Ordinance 16-2020 Extend COVID-19 Related Measures. Mayor C. Bowers recognized Councilman J. Hadwin. The motion was offered by Councilman J. Hadwin; with a second by Councilman C. Savino. Council voted 4-0 in favor of the motion.

D. Approval of Resolution 2020-11 To Set Fees for Towing and Impounding of Vehicles.

Mayor C. Bowers asked for a motion to approve Resolution 2020-122 to Set Fees for Towing and Impounding Vehicles. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilwoman D. Bolden. Council voted 4-0 in favor of the motion.

E. Approval contract with Alliance Consulting Engineers for the Sewer Study After discussion, Mayor C. Bowers asked for a motion to Approve contract with Alliance Consulting Engineers for the Sewer Study. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilman J. Hadwin. Council voted 4-0 in favor of the motion.

F. Helping Hand Center Information

Ms. Miller stated the documents are online on the website if any members of the public would like to review. Mayor C. Bowers stated we can take it as information only.

G. Approval of Resolution 2020-12 Authorizing and Approving the Acceptance of Certain Loan Assistance Monies From the South Carolina Water Quality Revolving Fund Authority; Authorizing the Mayor to Execute that Certain Loan Assistance Agreement between The Town of Estill and The South Carolina Water Quality Revolving Fund Authority; and Other Matters Related thereto.

Mayor C. Bowers asked for a motion to approve Resolution 2020-12 Authorizing and Approving the Acceptance of Certain Loan Assistance Monies From the South Carolina Water Quality Revolving Fund Authority; Authorizing the Mayor to Execute that Certain Loan Assistance Agreement between The Town of Estill and The South Carolina Water Quality Revolving Fund Authority; and Other Matters Related thereto. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilman J. Hadwin. Council voted 4-0 in favor of the motion.

H. Approval of Resolution 2020-13 Amending the Town's Employee Handbook to address the Town's Participation in the South Carolina Public Employee Benefit Authority Health Insurance Plan.

Mayor C. Bowers asked for a motion to approve Resolution 2020-13 Amending the Town's Employee Handbook to address the Town's Participation in the South Carolina Public

Employee Benefit Authority Health Insurance Plan. Mayor C. Bowers recognized Councilwoman D. Bolden. The motion was offered by Councilwoman D. Bolden; with a second by Councilman J. Hadwin. Council voted 4-0 in favor of the motion.

I. Public Comment

Noah Alexander (sent in a letter)- stating he is a candidate for Hampton County Council and he wanted to introduce himself to the Council.

Councilman J. Hadwin wanted to make sure everyone was aware of Halloween/Trick or Treating approaching. He recommended placing a curfew to allow parents who want their kids to go trick or treating to allow an option for them to do so safely.

Adjourn

Mayor C. Bowers asked for a motion to adjourn. Mayor C. Bowers recognized Councilman C. Savino. The motion was offered by Councilman C. Savino; with a second by Councilman J. Hadwin. Council Voted 4-0 in favor of the motion.

Mayor C. Bowers adjourned the meeting at 7:32 pm.

ADOPTED this 14th Day of October 2020

Corrin F. Bowers III., Mayor

Tammy Solomon, Mayor Pro Tem

Dwanda Bolden, Councilwoman

Charles Savino, Councilman

Joe Hadwin Jr., Councilman

ATTEST:

Edna O'Banner, Clerk Treasurer



Town of Estill Agenda Item – A

Presentation of the Audit for Fiscal Year ending June 30, 2020.

Background: The Auditors will present their findings for this year's audit.

Attachments: Reports and power point presentation copy

Recommendation: None

Presented by: Caryn Miller, Town Administrator

Results of June 30, 2020 Audit

Town of Estill

**Presented By:
Cody Teeter and
Randy Cooper, CPA, CFE
The Brittingham Group, LLP**

Agenda

This information is being presented as an Executive Overview of the results of our audit of the financial statements of the Town.

- Audit Opinion Overview
- Emphasis of Matter -
Going Concern
- Internal Control Matters
- Overview of Financial
Section
- Summary

Audit Opinion Overview

Summary of Opinions

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Qualified
Business-Type Activities	Unmodified
General Fund	Unmodified
Special Revenue Fund	Unmodified
Water and Sewer Fund	Unmodified
Refuse Fund	Unmodified

- The Town would have received an unmodified or “clean” opinion – which is the highest level of reporting assurance an organization can receive from its independent auditors if an opinion modification wasn’t needed for Governmental Activities. The Governmental Activities opinion unit received a qualified opinion due to certain circumstances that will be discussed in the next slide. These are also unlimited scope opinions which means that we had full and complete access to the books and records of the Town.

Audit Opinion Overview

Continued

Basis for Qualified Opinion on Governmental Activities:

- We were not able to obtain sufficient audit evidence for the Town's governmental activities' capital assets; nor were we able to satisfy ourselves as to the correct carrying value of these capital assets by other auditing procedures.
- GASB 34 implementation took affect back in 2001 and the Town did not have sufficient audit evidence for the Town's governmental activities' capital assets. The Town has had a qualified opinion for Governmental Activities ever since.

Qualified Opinion Included in Audit Report:

- In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Governmental Activities" paragraph, the financial statements referred to above present fairly, in all material aspects, the financial position of the Governmental Activities of the Town of Estill as of June 30, 2020, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter - Going Concern

Basis for Emphasis of Matter Paragraph in Audit Opinion:

- The Town recognized a decrease in net position of \$366,730 in its Governmental Activities before transfers from Business-Type Activities. The Town has experienced similar losses in prior years as well. The primary source of these losses is from the Police Department. Police Department expenditures made up 65.46% of total Governmental Activities expenditures in the current fiscal year and made up similar percentages in prior years as well. Revenue produced from the Police Department only made up 4.00% of total Governmental Activities revenue in the current fiscal year and made up similar percentages in prior years as well. This resulted in a \$1,045,840 loss in net position from Police Department operations during the current year.
- The Business-Type Activities had an increase in net position of \$353,880 after transfers to Governmental Activities. Business-Type Activities cannot continue to support the Town's Governmental Activities. In order to improve the Town's current financial condition, the Town needs to find ways to reduce Police Department spending, eliminate services, or increase unrestricted revenue.

Emphasis of Matter - Going Concern Continued

Emphasis of Matter Paragraph Included in Audit Report:

- The Town reported a significant decrease in net position for its governmental activities. This matter is discussed in detail in the previous slide and proceeding slides.

Plan Per Town Management:

- Town management is aware of this financial situation and is in the process of continuing the following measures in an effort to continue to correct these financial difficulties:

Business-Type Activities:

- Refinance debt through United States Department of Agriculture
- Further restrict procurement processes by obtaining approval for expenses over \$50
- Implement an electronic water usage reading system to increase efficiency, which could possibly lead to a reduction in workforce
- Apply for more grants from Rural Infrastructure Authority and other organizations

Emphasis of Matter - Going Concern Continued

Plan Per Town Management (Continued):

- Town management is aware of this financial situation and is in the process of continuing the following measures in an effort to continue to correct these financial difficulties:

Governmental Activities:

- Review/increase business license fees.
- Further restrict Police Department procurement processes by obtaining approval for expenses over \$50
- Review staffing needs in the Police Department and implement further reductions in workforce.
- Apply for more grants to further reduce expenditures

Emphasis of Matter - Going Concern Continued

Plan Per Town Management (Continued):

- Management is currently in the process of continuing to implement the steps mentioned above and considering other strategies as well. In the event the Town is not able to correct the underlying issues causing the deficits, other measures may need to be considered, including:
 - Contracting with Hampton County to provide police services.
 - Budget freezes/further staff reductions.
 - Further reduction in services offered and expense reductions.

Internal Control Matters

Basis for Internal Control Matters Letter:

- The going concern matter discussed in previous slides caused the need for the internal control matters letter. No other internal control matters were identified during audit procedures.

Overview of Financial Section

- The Town's net position was approximately \$9 million at the end of the fiscal year which is an increase of approximately \$150,000 when compared to prior year ended net position.
- Total revenues were \$3.6 million for the fiscal year. Total revenues include property taxes, business license taxes, unrestricted state aid, fines, fees and assessments, capital grants and contributions, water, sewer and refuse charges for services, and miscellaneous revenues.
- Total expenses were \$3.5 million, for the fiscal year. Total expenses include administration, public works, police, fire, water, sewer and refuse departmental expenses as well interest and miscellaneous expenses.

Overview of Financial Section Continued

- The Town's net position increase of \$150,000 in the current year was lower than the Town's net position increase of \$500,000 in the prior year.
- Major factors that caused this was prison water and sewer revenues being significantly decreased due to the COVID pandemic, police fines, fees and assessments decreasing by approximately \$85,000, capital grants and contributions decreasing by approximately \$230,000, all while overall governmental and business type activities expenses increased by approximately \$50,000. Capital grants and contributions decreased majorly due to CDBG project funding decreasing between years.

Summary

- The Town received unmodified audit opinions in all areas except Governmental Activities, which received a qualified opinion.
- Emphasis of matter paragraph was included in the audit opinion and a separate Internal Control Matters letter was given to the Town due to Business-Type Activities continuing to fund losses experienced by Governmental Activities.
- The financial position of the Town is looking better due to an overall increase of \$150,000 and an ending net position of \$9 million at fiscal year-end.
- Our sincere thanks go out to the entire staff of the Town for their cooperation and assistance during this year's audit.



Town of Estill Agenda Item – B

Department Reports.

Background: Presentation of monthly Department reports.

Attachments: Reports

Recommendation: Accept the reports as information only

Presented by: Caryn Miller, Town Administrator



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

November 4, 2020

To: Mayor and Council

From A.D. Williams, Chief of Police

Re: Monthly Report October 2020

Dear Mayor and Council:

I have our attached our statistics for the month of October 2020.

Major Criminal Incidents and Arrest(s)

- On October 05, 2020 Patrolman Beard observed J'Khari Roberts walking down 5th Street with what appeared to be a firearm on his person. Roberts fled on foot. After a short foot pursuit, Roberts was detained behind a residence. A search incident to arrest revealed suspected Ecstasy on Roberts' person. A firearm that Roberts threw was also discovered in the area where he was apprehended. He was subsequently charged with distribution of Ecstasy and a weapon's violation.
- On October 30, 2020 Patrolman Beard observed two vehicles parked at BoBops's #1 after the store had closed. Upon further investigation, Patrolman Beard discovered one of the vehicles to be occupied by three individuals. After observing marijuana residue on the floor and firearm on the floorboard of the driver's seat, he requested for the driver to exit the vehicle. The driver (Brock Taylor) fled across MLK Blvd towards the railroad tracks. Patrolman Beard and Patrolman Milledge were able to arrest Taylor following a struggle. Taylor was in possession of suspected crack cocaine and cocaine. Taylor was also in possession of (2) firearms, one of which was reported stolen out of Spartanburg. Hannah Cooke was also arrested for possession of suspected cocaine and prescription medication.

Goals for October

- Solve the Annie Ave. N. Homicide
- Solve any pending or open cases
- **Increase productivity (132 Traffic Tickets Written)**
- 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

- Ofc. Maner is continuing to visit the church services in the area.
- Chief Williams attended the Southern Police Institute in Louisville, KY October 26th thru 30th, 2020 for training on "Managing a Small Police Agency". The course offered a great opportunity to learn innovative ways of managing an agency 21st Century Policing. I was able to connect with leaders from agencies of similar size with similar challenges. It has given me perspective regarding liabilities agencies unintentionally encounter.
- Chief Williams will be attending the South Carolina Police Chiefs Association (SCPCA) Training Conference in Myrtle Beach, SC from November 15th – November 18th, 2020.
- Planning on donating can goods and possible monetary donation to Open Arms Fellowship Thanksgiving Dinner giveaway.
- Planning a Community Service event for early December.

Respectfully,



A.D. Williams
Chief of Police

To: Mayor and Council
 From: A.D. Williams, Chief of Police
 Date: 11/04/2020
 Re: **September**
 Monthly Report

The Estill Police Department Monthly Report for
October is as follows:

Incident Report Total		32
5	Assaults	
3	Drugs/Narcotics	
2	Burglary/Breaking & Entering	
5	Vandalism of Property	
4	Theft	
2	Weapon Violation	
10	All other offenses	
0	DV	
0	Counterfeiting/Forgery	
0	Robbery	
0	Murder	

Traffic Ticket Total		132
73	Speeding Less Than 10 MPH	
47	Speeding Between 10-25 MPH	
0	Speeding Greater Than 25 MPH	
0	Reckless Driving	
0	Passing Unlawfully	
0	Operating Uninsured	
0	Faulty Equipment	
0	Disregard Sign or Sig	
1	Non-Traffic	
7	Other Violations	
3	Driver's License Violation	
0	Vehicle in Unsafe Condition	
0	Driving Under Suspension	
1	Driving Under the Influence	

Warning Tickets	
16	Tickets

Arrestee Report	
10	Arrests

Warrant Service	
13	Warrants Served

Victim's Advocate Report	
19	Victims

TOWN OF ESTILL

Safety/Recreation Department Monthly Report October 2020

There were no accidents or incidents reported for the month of October 2020. All fire extinguishers were checked at the Town Hall, Courtroom, Police Department, Public Works, Treatment Plant, Bull Durham Building and the Library and they all were in good condition. The Bull Durham Building is checked daily to make sure there are no leaks, make sure it's clean and sanitized. For the month of October the Bull Durham Building was used (4) times. The parks were checked daily for damages and litter.

Building Inspection was done for the month of October at the Town Hall, Bull Durham Building, Public Works and Treatment Plant. On October 20, 2020 a Fire Extinguisher Training was held at the Fire Department for all Town Employees and it was taught by Chief Lanier Toone. Remind all employees to continue to be safe, wear your face covering, wash hands often, and keep social distance. This concludes my monthly report.

BULL DURHAM CENTER RESERVATIONS 2020

Thomas Owens	(803)942-0472	2/8/2020	3:00PM-7:00PM	400.00	400.00	0	2/5/2020	Palmetto
Estill Police Dept	(803)942-0499	2/10/2020	6:30PM-8:00PM	0	0	0	0	Palmetto/LO
Ann Dunbar	(803)942-5898	2/22/2020	3:00PM-7:00PM	400.00	400.00	0	2/04/2020	Palmetto
Estill Fire Dept	(803)942-2828	2/29/2020	9:00AM-3:00PM	0	0	0	0	Palmetto/LO
Deloris Bryant	(803)942-5906	3/7/2020	7:00PM-11:00PM	400.00	400.00	0	2/18/2020	Palmetto
Officer Dashawn Manor	(803)942-0499	3/9/2020	9:00AM-5:00PM	0	0	0	0	Palmetto/LO
Officer Dashawn Manor	(803)942-0499	3/10/2020	9:00AM-5:00PM	0	0	0	0	Palmetto/LO
Jody Hadwin	(803)942-2828	3/21/2020	9:00AM-2:00PM	0	0	0	0	Live Oak (CANCEL)
Officer Dashawn Manor	(803)942-0499	4/1/2020	9:00AM-12:00 Noon	0	0	0	0	Live Oak (Cancel)
Julia Dempsey	(803)709-3205	4/7/2020	9:00AM-1:00PM	0	0	0	0	Palmetto (Cancel)
Shandra Housey	(803)842-9387	4/25/2020	6:00PM-10:00PM	400.00	150.00	250.00	4/7/2020	Palmetto
TIMS Class	(803)942-2828	5/9/2020	9:00AM-1:00PM	0	0	0	0	Live Oak (Cancel)
Annette Jones	(803)398-6498	5/28/2020	8:00PM-12:00PM	400.00	150.00	250.00	5/8/2020	Palmetto
Donnashia Graves	(803)842-7933	6/27/2020	5:00PM-9:00PM	400.00	150.00	250.00	06/09/2020	Palmetto
Yvette Holman	(803)842-7730	7/18/2020	6:00PM-11:00PM	450.00	450.00	0	3/10/2020	Palmetto
Mary Monroe	(803)842-1403	7/25/2020	6:00PM-11:00PM	450.00	150.00 (Refund)CK#022113	0	7/7/2020	Palmetto (Cancel)
Mrs. Caryn Miller	(803) 625-3243	7/27/2020	6:00PM-7:30PM	0	0	0	0	Live Oak (Cancel)
Sintaysha Singleton	(803) 942-4191	8/1/2020	3:00PM-12:00PM	850.00	850.00	0	8/1/2020	Palmetto/LO
Bryant Cobb	(803)734-7063	8/6/2020	9:00AM-1:30PM	0	0	0	0	Palmetto
Annease Goodman	(803)942-1648	8/12/2020	8:00AM-2:00PM	0	0	0	0	Palmetto
Dwanda Bolden	(803)842-1827	8/22/2020	9:30PM-1:30PM	0	0	0	0	Courtroom
Michael V Butler	(843)694-1140	8/26/2020	10:00AM-12:00PM	0	0	0	0	Palmetto
Michael V Butler	(843)694-1140	9/2/2020	10:00AM-12:00PM	0	0	0	0	Palmetto
Shamika Williams	(803)842-2914	9/4/2020	7:30PM-11:30PM	400.00	400.00	0	8/17/2020	Palmetto

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

10/31/2020

To: Mayor Bowers, Members of Council, and Administrator Ms. Miller

Operations: The fire fighters collected a total of \$1,568.00 to support the MDA annual 'fill the boot' fund drive.

On October 20 the Estill Fire Department had a class on Fire Extinguisher use and safety for town employees.

The fire fighters decided to have their Christmas Banquet on Sunday December 13, 2020 in The Bull Durham Building to have ample room for covid19 spacing. The time was set at 5:00 pm.

Training

1st Drill Night: October 6, 2020 the firefighters met in the training room for a reading of The Standard Operating Procedures (SOPs) and operating guidelines for The Estill Fire Department. The meeting was open for comment and discussion by the fire fighters. There were no changes or revisions to this guide. We discussed gas detectors by types, models, brand to determine if they would be an asset for the department. We also discussed various grants and needs for the department. There were eight fire fighters present for drill.

2nd Drill Night: October 26, 2020 the fire fighters discussed accountability on the fire scene. The fire fighters checked the Engines and repaired a battery charger on Engine 25. There were 6 fire fighters present for drill.

County Drill:

The following is the summary of the incident responses from October 1, 2020 through October 31, 2020.

Type of Incident	October
Vehicle Fire	0
Structure Fire	3
Brush Fire	1
False call--Fire	0
EMS	3
Medical Alarm	0
Fire Alarm	1
Carbon Monoxide alarm	0
MVC	1
Extrication/Rescue (MVC)	0
Aircraft Standby (LZ)	1
Gas Leak----Spill	0
Service Call	0
Cancelled En-route	3
Assist Law Enforcement (HPD) Lighting	0
Power Line down	0
Total (in town 09) (county 04)	13

Respectfully submitted,

Fire Chief Lanier Toone

Public Works & Water Department Monthly Report 10/30/2020

The Bull Durham Center and Parks reopened as of July- 1- 2020 for engagements. Continue mowing of the Library, mowing and trimming walking trail, Dogwood Park, Baseball field, Best Manufacturing yard. The pickup route for leaf and limbs on 2nd and 4th week each month is ongoing.

Dominion light company replaced 12 light bulbs that were out throughout the Town.

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 water meters
2. Repair 9 water line leaks and 18 sewer calls

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

3. 36 work orders completed from the Town hall.
4. Flushed 145 fire Hydrants in the Town
5. Patching roads from water repairs
6. Meeting with DOT about ditches in Town

McDonald Hamilton
Public Works Superintendent



November 2, 2020

Town of Estill Agenda Item B

Administrator Report for October 2020.

1. Staff has been looking at additional possible revenue sources in the General Fund.
2. Staff is preparing to look at the financial outcomes and possibilities that will be presented at a goal setting session for January and will be facilitated by MASC. Council and the Department Heads will be participating.
3. Paperwork for the CDBG grant for the second quadrant of Water line improvements has begun.
4. We applied for a CSX Grant for First Responders in the amount of \$25,000 for Air Packs. We were awarded \$5,000.00.
5. We did not receive the grant that was applied for with the County's help for Air Packs. We will have to apply again.
6. We did not receive the MASC \$25,000 grant to fix the Bull Durham and purchase new wayfinding signs. The painting will take place in January. We will continue to seek funding for the rebricking.
7. We applied for a Hazard Mitigation Grant for generators last year and the application was not actually submitted at that time. After speaking with the Engineers we will work the generators into the USDA grant we plan to apply for in the next few months.
8. I met with SCDOT about the TAP Grant for the sidewalk project to Parrish Green as they had a meeting on site. The project will have to change course due to constrictions on the original side they wanted to go on. They will redesign it and then come back to us.
9. Attended the BRIC grants training virtually.
10. We continue to receive calls from Realtors who have investors looking to maybe come to Estill. Possible businesses but also possible roof tops.
11. Staff has been doing a complete audit on Business Licenses.
12. The Verizon tower was rebuilt but Verizon has not hooked up their system yet.
13. Submittal of all paperwork for the Cares Act Phase II is almost ready. We are waiting on the bills from LabCorp for the last testing before the submittal is final.
14. Reimbursement for the 25% not covered by FEMA in our application according to the State is coming within the next two weeks.
15. We received reimbursement from MASC on the Fire grant in the amount of \$2,000.
16. We received reimbursement on the Public Works MASC in the amount of \$654.58.

17. The Engineers and I continue with talks with the USDA on the next sewer project which will concentrate on I&I issues as well as possibly refinancing our current debt to a lower interest rate.
18. Bid Requests for the CDBG Demolition Grant for the Church Street are out and will be opened 11/4/2020.
19. We received one appeal on the CDBG Demolition Grant for the Morrison area and it is set to be heard by the Appeals Board on 11/5/2020.
20. Continue to meet with Michelle Knight and we are moving forward on Phase III of the WWTP work.
21. Continue with monthly meetings to ensure communications are flowing with DHEC and The USDA in relation to the Utilities and our needs.
22. The website has been updated as time permits me to do so in several areas.
23. Continue looking at other alternatives to getting help with the Town's Comprehensive Plan or Future Land Use Map. Received a quote from Low County Council of Governments and it will cost us approximately \$25,000 to have them help us.
24. Continue to work with the SC Main Street Program and we may have a virtual meeting with the Council and the business owners to find out about the program and if it is something the Town wants to do.
25. Certified all DHEC submittals for the WWTP DMRS.
26. Created a Fall issue of a Newsletter and will continue to do so quarterly.



Town of Estill Agenda Item – C

September 2020 Income Statement

Background: Presentation of monthly Income Statements and Bank Balances

Attachments: Reports

Recommendation: Accept the Income Statement Reports as information only

Presented by: Caryn Miller, Town Administrator

cmiller323townofestill@gmail.com

From: Maia Pavlova <pmaia@mpaccounting.com>
Sent: Wednesday, November 4, 2020 4:26 PM
To: Caryn Miller; Edna O'Banner
Subject: October reports
Attachments: Income Statements 10-2020.pdf; Bank Accounts as of 10-31-2020.pdf

Attached are the income statements as of the end of October.
33% is the expected figure in the percentage column.

General Fund:

The Fund shows a deficit of \$238,102. Starting November, the revenue flow in the General Fund will be very low until January. Extra pay-period and quarterly Workers Comp. payment in October contributed to a \$134,000 reduction in the bank balance compared to the prior month.

Higher percentages of categories like Insurance in all departments, Admin Dues & Subscriptions, PD Training, and Municipal Court Expense have been addressed with the previous month's statement. Workers Compensation is high in all departments because by October half of the annual amount is paid.

Line 41: **Admin Audit Services** – second interim payment for FY2020 audit was made; the high spending is normal for the first half of the year.

Line 91: **PD Miscellaneous** – the expense represents screening of new PD officers which is expected to be reimbursed.

O&M Fund:

The O&M Fund shows a deficit of \$250,452. Payment of \$290,000 to the 2016 revenue bond interest and principal is the main reason for the deficit at this time. We expect to see a reduction in the deficit in the following months, however, the recovery will not be as quick as in prior years due to the reduced revenue from the Prison. In October the facility marked its lowest water consumption since the April disaster - 58% of normal.

Refuse Fund:

The surplus has grown to \$6,769.

Please contact me if you need additional details.

Thanks,
Maia

Maia Pavlova, AP

MP Accounting, LLC

Summerville, SC

Tel: 843.376.4767 Fax: 888.283.2942

pmaia@mpaccounting.com

send secure messages and documents to

<https://www.encyro.com/mpaccounting>

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TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
REVENUES				
1 Operating Grants	2,000.00	**	-	(2,000.00)
2 Non-Operating Grants	-	0%	653,240.00	653,240.00
3 Property Taxes	14,154.36	3%	444,153.00	429,998.64
4 Vehicle Taxes	16,462.93	36%	45,366.00	28,903.07
5 Business License	8,307.02	16%	50,760.00	42,452.98
6 MASC	-	0%	139,191.00	139,191.00
7 Court Fines	24,544.83	45%	54,000.00	29,455.17
8 City Ordinance Fines	-	0%	2,400.00	2,400.00
9 Victim Advocate Fines	1,435.09	44%	3,276.00	1,840.91
10 Traffic School Fees	-	0%	140.00	140.00
11 Aid to Subdivision	12,091.29	24%	50,786.00	38,694.71
12 LOST - Property	26,330.40	20%	131,060.00	104,729.60
13 LOST - Municipal	14,952.82	23%	66,250.00	51,297.18
14 Merchants Inventory Tax	3,729.96	25%	14,920.00	11,190.04
15 Accommodations Tax	-	0%	15,000.00	15,000.00
16 Franchise Fees	-	0%	137,600.00	137,600.00
17 Towing Fees	650.00	14%	4,560.00	3,910.00
18 Development Services Fee	660.00	**	-	(660.00)
21 Miscellaneous Income	44.42	1%	4,000.00	3,955.58
22 Donations Income	300.00	15%	2,000.00	1,700.00
23 Fax & Copy Machine Use Income	3.00	3%	108.00	105.00
24 Building Rental Income	1,250.00	13%	10,000.00	8,750.00
25 Short-Term Vendors	-	0%	2,000.00	2,000.00
26 Admission Fees Income	-	0%	300.00	300.00
27 Election Filing Fees	-	0%	300.00	300.00
28 Interest Income - Bank Accts	38.96	26%	150.00	111.04
29 Proceeds from Sale of Assets	250.00	**	-	(250.00)
TOTAL REVENUES	127,205.08	7%	1,831,560.00	1,704,354.92

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
EXPENSES				
ADMINISTRATIVE				
30 Bonuses	-	0%	271.00	271.00
31 Payroll	10,066.64	32%	31,402.00	21,335.36
32 Payroll Tax - FICA	770.16	32%	2,423.00	1,652.84
33 Workers Compensation	477.50	48%	1,000.00	522.50
34 Retirement	1,331.35	27%	5,001.00	3,669.65
35 Contract Labor	-	0%	1,625.00	1,625.00
36 Supplies	206.42	7%	3,000.00	2,793.58
37 Insurance	10,584.92	126%	8,376.00	(2,208.92)
38 Fuel	174.22	4%	4,000.00	3,825.78
39 Administrative Fees	-	0%	25,000.00	25,000.00
40 Legal	7,351.81	28%	26,000.00	18,648.19
41 Audit Services	10,500.00	74%	14,100.00	3,600.00
42 Bookkeeping Services	3,072.00	33%	9,216.00	6,144.00
43 Other Professional Services	2,036.24	19%	10,923.00	8,886.76
44 Training and Workshops	-	0%	4,000.00	4,000.00
45 Telephone	3,292.89	33%	10,000.00	6,707.11
46 Per Diem - Employees	-	0%	2,759.00	2,759.00
47 Lodging	-	0%	12,000.00	12,000.00
48 Office Supplies	502.09	30%	1,700.00	1,197.91
49 Postage	764.63	29%	2,600.00	1,835.37
50 Dues and Subscriptions	2,744.66	41%	6,688.00	3,943.34
51 Advertising	293.17	15%	2,000.00	1,706.83
52 Dog Pound	1,664.00	33%	5,000.00	3,336.00
53 Bank Charges	54.12	20%	275.00	220.88
54 Beautification	-	0%	1,000.00	1,000.00
55 Econ. Development	3,067.64	1%	545,445.00	542,377.36
56 Donations	-	0%	600.00	600.00
57 Repairs and Maintenance	2,040.05	28%	7,200.00	5,159.95
58 Lease Maintenance	471.18	11%	4,400.00	3,928.82
59 Land Lease	778.68	103%	756.00	(22.68)
60 Meals for Staff	36.35	5%	800.00	763.65
61 Miscellaneous Expense	-	0%	1,000.00	1,000.00
TOTAL ADMINISTRATIVE	62,280.72	8%	750,560.00	688,279.28

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
POLICE				
62 Bonuses	-	0%	487.00	487.00
63 Payroll	93,001.09	30%	311,189.00	218,187.91
64 Overtime	12,513.19	30%	41,648.00	29,134.81
65 Payroll Tax - FICA	7,583.32	31%	24,398.00	16,814.68
66 Workers Compensation	26,002.50	50%	51,630.00	25,627.50
67 Employee Insurance	16,006.90	39%	41,040.00	25,033.10
68 Retirement	13,742.95	20%	67,419.00	53,676.05
69 Contract Labor	355.00	8%	4,560.00	4,205.00
70 Utilities	545.92	32%	1,700.00	1,154.08
71 Supplies	381.82	10%	4,000.00	3,618.18
72 Uniforms	303.90	10%	3,000.00	2,696.10
73 Insurance	33,061.64	104%	31,936.00	(1,125.64)
74 Fuel	5,907.60	17%	35,000.00	29,092.40
75 Training and Workshops	1,147.45	76%	1,500.00	352.55
76 Inmate Housing	-	0%	2,000.00	2,000.00
77 Victim Advocate Expense	175.00	5%	3,276.00	3,101.00
78 Dispatching	10,956.07	33%	32,910.00	21,953.93
79 Telephone	7,599.64	32%	23,580.00	15,980.36
80 Per Diem - Employees	250.00	13%	2,000.00	1,750.00
81 Lodging	-	0%	2,000.00	2,000.00
82 Office Supplies	-	0%	500.00	500.00
83 Postage	7.40	4%	200.00	192.60
84 Dues and Subscriptions	354.75	7%	5,214.00	4,859.25
85 Bank Charges	18.84	26%	72.00	53.16
86 PD Equipment	-	0%	4,200.00	4,200.00
87 Equipment/Capital Improvements	-	0%	100,000.00	100,000.00
88 Repairs and Maintenance	3,396.48	11%	30,000.00	26,603.52
89 Lease Maintenance	323.71	13%	2,400.00	2,076.29
90 Meals for Staff	-	0%	275.00	275.00
91 Miscellaneous Expense	900.00	90%	1,000.00	100.00
92 Motorola Radios Lease	-	0%	6,526.00	6,526.00
93 PD Vehicles Loan	3,585.92	33%	10,758.00	7,172.08
TOTAL POLICE	238,121.09	28%	846,418.00	608,296.91

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
MUNICIPAL COURT				
94 Bonuses	-	0%	108.00	108.00
95 Payroll	15,506.26	35%	44,611.00	29,104.74
96 Overtime	24.96	7%	346.00	321.04
97 Payroll Tax - FICA	1,158.24	35%	3,356.00	2,197.76
98 Workers Compensation	-	0%	309.00	309.00
99 Employee Insurance	8,922.32	40%	22,463.00	13,540.68
100 Retirement	2,037.69	27%	7,445.00	5,407.31
101 Insurance	406.00	423%	96.00	(310.00)
102 Fuel	-	0%	500.00	500.00
103 Other Professional Services	800.00	33%	2,400.00	1,600.00
104 Training and Workshops	50.00	3%	1,500.00	1,450.00
105 Court Expense	13,993.80	40%	35,100.00	21,106.20
106 Per Diem - Employees	-	0%	700.00	700.00
107 Lodging	-	0%	1,200.00	1,200.00
108 Office Supplies	-	0%	500.00	500.00
109 Postage	58.50	12%	500.00	441.50
110 Bank Fees	4.10	**	-	(4.10)
111 Dues and Subscriptions	-	0%	2,196.00	2,196.00
112 Equipment/Capital Improvements	-	0%	1,000.00	1,000.00
TOTAL MUNICIPAL COURT	42,961.87	35%	124,330.00	81,368.13
FIRE				
113 Bonuses	-	0%	5,654.00	5,654.00
114 Payroll	945.00	33%	2,835.00	1,890.00
115 Bonuses for Volunteer Firemen	-	0%	10,500.00	10,500.00
116 Payroll Tax - FICA	72.32	11%	649.00	576.68
117 Workers Compensation	2,160.50	50%	4,320.00	2,159.50
118 Retirement	124.97	27%	469.00	344.03
119 Supplies	-	0%	1,000.00	1,000.00
120 Uniforms	-	0%	5,700.00	5,700.00
121 Insurance	6,776.70	116%	5,859.00	(917.70)
122 Fuel	166.76	28%	600.00	433.24
123 Training and Workshops	35.00	**	-	(35.00)
124 Telephone	1,597.38	59%	2,700.00	1,102.62
125 Repairs and Maintenance	329.77	5%	6,000.00	5,670.23
126 Lease Maintenance	153.32	38%	400.00	246.68
TOTAL FIRE	12,361.72	26%	46,686.00	34,324.28

TOWN OF ESTILL
GENERAL FUND
INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
FALL FESTIVAL				
127 Payroll	-	0%	1,400.00	1,400.00
128 Payroll Tax - FICA	-	0%	107.00	107.00
129 Fall Festival Expense	-	0%	8,000.00	8,000.00
TOTAL FALL FESTIVAL	-	0%	9,507.00	9,507.00
BUILDING and GROUNDS				
130 Utilities	5,226.24	30%	17,500.00	12,273.76
131 Utilities - Library	2,999.76	42%	7,200.00	4,200.24
132 Supplies	-	0%	200.00	200.00
133 Pest Control	337.00	20%	1,700.00	1,363.00
134 Repairs and Maintenance	1,019.00	13%	8,000.00	6,981.00
TOTAL BUILDING and GROUNDS	9,582.00	28%	34,600.00	25,018.00
TOTAL EXPENSES	365,307.40	20%	1,812,101.00	1,446,793.60
SURPLUS/(DEFICIT)	(238,102.32)		19,459.00	

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
 Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
REVENUES				
1 Operating Grants	654.58	**	-	(654.58)
2 Water Sales	210,227.13	25%	836,280.00	626,052.87
3 Sewer Sales	251,602.92	24%	1,030,200.00	778,597.08
4 Impact Fees	-	0%	600.00	600.00
5 Reconnect Fees	1,960.00	33%	6,000.00	4,040.00
6 Account Establishment Fees	75.00	42%	180.00	105.00
7 Penalties	9,496.08	34%	27,997.00	18,500.92
8 Returned Check Fee	70.00	33%	210.00	140.00
9 Land Rental Income	2,420.00	17%	14,510.00	12,090.00
10 Miscellaneous Income	266.82	**	-	(266.82)
11 Interest Income - Bank Accts	20.77	30%	70.00	49.23
12 Interest Income - Other Investment	2.16	0%	2,000.00	1,997.84
TOTAL REVENUES	476,795.46	25%	1,918,047.00	1,441,251.54
EXPENSES				
WATER & WASTEWATER				
13 Bonuses	-	0%	596.00	596.00
14 Payroll	144,089.05	36%	396,791.00	252,701.95
15 Overtime	928.12	22%	4,143.00	3,214.88
16 Payroll Tax - FICA	10,627.70	36%	29,472.00	18,844.30
17 Workers Compensation	11,406.50	45%	25,367.00	13,960.50
18 Employee Insurance	15,389.26	45%	34,398.00	19,008.74
19 Retirement	18,041.81	27%	66,395.00	48,353.19
20 Contract Labor	-	0%	18,000.00	18,000.00
21 Utilities	25,626.25	22%	114,000.00	88,373.75
22 Supplies	3,108.52	21%	15,000.00	11,891.48
23 Uniforms	3,772.51	32%	11,800.00	8,027.49
24 Chemicals	3,475.94	22%	16,000.00	12,524.06
25 Lab. Analysis	3,915.00	18%	21,708.00	17,793.00
26 Insurance	28,726.69	103%	27,796.00	(930.69)
27 Fuel	2,905.29	18%	16,000.00	13,094.71
28 Legal	5,506.17	32%	17,200.00	11,693.83
29 Audit Services	9,500.00	79%	12,000.00	2,500.00
30 Bookkeeping Services	3,072.00	33%	9,216.00	6,144.00
31 Consulting - WWTP	17,100.00	25%	68,400.00	51,300.00
32 Other Professional Services	2,882.50	29%	10,091.00	7,208.50

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
 Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
33 Training and Workshops	-	0%	1,000.00	1,000.00
34 Telephone	3,870.46	35%	11,000.00	7,129.54
35 Per Diem - Employees	-	0%	500.00	500.00
36 Lodging	-	0%	500.00	500.00
37 Office Supplies	670.53	39%	1,700.00	1,029.47
38 Postage	995.05	31%	3,180.00	2,184.95
39 DHEC Permits	3,102.50	22%	14,410.00	11,307.50
40 Dues and Subscriptions	135.10	7%	1,854.00	1,718.90
41 Advertising	1,833.67	122%	1,500.00	(333.67)
42 Bank Charges	95.34	14%	700.00	604.66
43 Equipment/Capital Improvements	-	0%	63,000.00	63,000.00
44 Engineering	-	0%	30,000.00	30,000.00
45 Safety	-	0%	2,000.00	2,000.00
46 Repairs and Maintenance	47,113.15	26%	181,728.00	134,614.85
47 Lease Maintenance	865.02	20%	4,400.00	3,534.98
48 Equipment Rental	-	0%	500.00	500.00
49 Miscellaneous Expense	700.00	23%	3,000.00	2,300.00
50 Interest on Debt	40,080.49	52%	77,006.00	36,925.51
51 Revenue Bond Principal	250,000.00	100%	250,000.00	-
52 2014 Backhoe Loader Principal	3,403.65	33%	10,352.00	6,948.35
TOTAL WATER & WASTEWATER	662,938.27	42%	1,572,703.00	909,764.73
STREETS				
53 Bonuses	-	0%	108.00	108.00
54 Payroll	19,246.89	42%	45,864.00	26,617.11
55 Overtime	219.34	48%	459.00	239.66
56 Payroll Fall Festival	-	0%	500.00	500.00
57 Payroll Tax - FICA	1,290.69	46%	2,784.00	1,493.31
58 Workers Compensation	4,655.00	73%	6,349.00	1,694.00
59 Employee Insurance	5,369.62	53%	10,208.00	4,838.38
60 Retirement	1,924.83	25%	7,671.00	5,746.17
61 Street Lights - Utilities	15,838.65	25%	64,404.00	48,565.35
62 Street Signs - Utilities	297.43	22%	1,380.00	1,082.57
63 Supplies	417.23	17%	2,500.00	2,082.77
64 Chemicals	-	0%	1,000.00	1,000.00
65 Insurance	6,568.23	105%	6,229.00	(339.23)
66 Fuel	2,669.27	21%	13,000.00	10,330.73
67 Equipment/Capital Improvements	-	0%	3,990.00	3,990.00
68 Repairs and Maintenance	5,811.51	28%	21,000.00	15,188.49

TOWN OF ESTILL
 OPERATIONS and MAINTENANCE FUND
 INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
 Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
69 Equipment Rental	-	0%	2,000.00	2,000.00
70 Miscellaneous Expense	-	0%	1,000.00	1,000.00
71 Decorations	-	0%	2,000.00	2,000.00
TOTAL STREETS	64,308.69	33%	192,446.00	128,137.31
TOTAL EXPENSES	727,246.96	41%	1,765,149.00	1,037,902.04
SURPLUS/(DEFICIT)	(250,451.50)		152,898.00	
DEBT SERVICE FUNDS				
72 Depreciation Account	15,000.00	42%	36,000.00	
73 Contingency Account	24,000.00	42%	57,600.00	
	39,000.00	42%	93,600.00	

TOWN OF ESTILL
 REFUSE FUND
 INCOME STATEMENT FOR PERIOD ENDING 10/31/2020
 Expected percentage 33%

	<u>OCT YTD ACTUAL</u>	<u>% BUDGET</u>	<u>ORIGINAL BUDGET</u>	<u>REMAINING BUDGET</u>
REVENUES				
1 Sanitation Collections	38,565.09	33%	117,720.00	79,154.91
2 Interest Income - Bank Accts	6.36	21%	30.00	23.64
TOTAL REVENUES	<u>38,571.45</u>	<u>33%</u>	<u>117,750.00</u>	<u>79,178.55</u>
EXPENSES				
3 Refuse Disposal	27,579.24	33%	83,351.00	55,771.76
4 Yard Waste Disposal	990.00	28%	3,600.00	2,610.00
5 Insurance	679.00	50%	1,349.00	670.00
6 Fuel	-	0%	500.00	500.00
7 Audit Services	1,000.00	33%	3,000.00	2,000.00
8 Bookkeeping Services	1,536.00	33%	4,608.00	3,072.00
9 Bank Charges	18.34	37%	50.00	31.66
10 Repairs and Maintenance	-	0%	5,000.00	5,000.00
11 Miscellaneous Expense	-	0%	3,000.00	3,000.00
TOTAL EXPENSES	<u>31,802.58</u>	<u>30%</u>	<u>104,458.00</u>	<u>72,655.42</u>
 SURPLUS/(DEFICIT)	 <u><u>6,768.87</u></u>		 <u><u>13,292.00</u></u>	
 RESERVE FUNDS				
12 Contingency Account	2,800.00	33%	8,400.00	
	<u>2,800.00</u>	<u>33%</u>	<u>8,400.00</u>	

TOWN OF ESTILL

Bank Account Balances at 10/31/2020

	Current Balance	Balance at 6/30/2020
GENERAL FUND		
Operating	25,629	81,612
Gross Revenue	268,048	310,888
BB&T	4,804	4,819
Reserve Account	<u>101,002</u>	<u>100,967</u>
	399,483	498,286
O&M FUND		
Operating	13,135	92,631
Gross Revenue	<u>364,160</u>	<u>360,103</u>
	377,295	452,734
REFUSE FUND		
Operating	12,904	6,122
Gross Revenue	19,261	9,861
Debt Service	14,335	14,343
Contingency	<u>25,435</u>	<u>22,631</u>
	71,935	52,957



Town of Estill Agenda Item – D

Approval of Ordinance #16-2020 related to establishing a Hospitality Tax. First Reading.

Background: Staff has been exploring new revenue sources for the General Fund. One of these is the Hospitality Tax. With the help from MASC we are establishing this tax at 2% of gross sales. The attachments to this item represent what the tax is and means and who has to collect it and disburse to the Town. This tax allows for the Town to spend it on certain items such as attracting tourism, marketing the community, and a portion, 50% of it can go towards fixing the Bull Durham as an iconic center of our historical downtown. This is First Reading. There will be a Public Hearing and a Second Reading to follow.

Attachments: Ordinance and back up.

Recommendation: Approval of Ordinance #16-2020 related to establishing a Hospitality Tax. First Reading.

Presented by: Caryn Miller, Town Administrator

ORDINANCE NO. 16-2020

STATE OF SOUTH CAROLINA)
)
COUNTY OF HAMPTON) AN ORDINANCE TO PROVIDE FOR A LOCAL
) HOSPITALITY TAX ON THE SALES OF
) PREPARED MEALS AND BEVERAGES IN
TOWN OF ESTILL) ESTABLISHMENTS

WHEREAS, the General Assembly of the State of South Carolina amended Title 6, Chapter 1, of the 1976 Code to provide for a Local Hospitality Tax, effective July 1, 1997:

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Town of Estill in Council duly assembled, pursuant to Section 6-1-700, et. seq. of the Code, as follows:

Section 1. There is hereby imposed a Local Hospitality Tax of Two and 00/100 (2.0%) per cent on the gross proceeds of the sale of prepared meals and beverages in establishments within the Town of Estill (hereinafter "vendor"). Payment of the hospitality tax established hereby shall be the liability of the customer.

Section 2. The tax imposed by this ordinance shall be collected from the customer when payment for meals or beverages is tendered and shall be held in trust for the benefit of the Town until remitted as provided in Section 3 below.

Section 3. Payment of the hospitality tax established herein shall be remitted by the vendor to the Town of Estill on a monthly basis, along with such return or form as may be established by the Town for such purposes, not later than the twentieth day of the month and shall cover the tax due for the previous month. Any tax not timely remitted shall be subject to a penalty of five (5%) percent of the sum owed for each month or portion thereof until paid. The failure to collect from the customer the tax imposed by this ordinance shall not relieve the vendor from making the required remittance.

Section 4. The failure of any vendor subject to this ordinance to remit to the Town the tax imposed by the provisions of this ordinance shall constitute a misdemeanor punishable by a fine of not more than \$500.00 or imprisonment for up to thirty (30) days, or both.

Section 5. There is hereby established a special account to be known as the Local Hospitality Tax Account into which the taxes remitted shall be deposited by the Town and used solely for the purposes provided by law.

Section 6. This ordinance is subject to the constitution and the laws of the State of South Carolina. If any section, phrase, sentence or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 7. This ordinance shall become effective on February 1, 2020.

SO ORDERED AND ORDAINED, this _____ day of _____, 2020 by the Estill Town Council being duly and lawfully assembled.

Public Hearing: _____

First Reading: _____

Second Reading: _____

Effective Date: _____

Corrin F. Bowers, III, Mayor

Attest:

Caryn Miller, Town Administrator

(Seal)

Town of Estill

Local

Hospitality Tax

Guide



Town of Estill

PO Box 415

Estill, South Carolina 29918

(803) 625-3243

www.townofestill.sc.gov

Local Hospitality Tax Guide

- I. Letter to Business Owners
- II. Local Hospitality Tax Registration Form
- III. Frequently Asked Questions
- IV. Local Hospitality Tax Reporting & Computation Form
- V. Adopted Local Hospitality Tax Ordinance
- VI. List of Items Subject To Tax or Items Excluded From Tax
- VII. Business Change Notification Form
- VIII. Local Hospitality Tax Exemption Form
- IX. Contact Information



Town of Estill

Finance and Administration Office

PO Box 415, Estill, SC 29918

Telephone: (803)265-3243

Fax: (803)265-3106

RE: LOCAL HOSPITALITY TAX

Dear Business Owner:

On _____, Town of Estill Council passed an Ordinance establishing a two percent (2%) local hospitality tax on prepared meals and/or beverages. The taxes are imposed on gross proceeds. The ordinance states that all affected businesses shall be responsible for collecting local hospitality taxes beginning _____.

Enclosed, please find your Town of Estill Local Hospitality Tax Guide. This guide provides helpful information about the local hospitality tax and includes forms that you will need to submit your taxes. The following forms are included for your convenience:

- Local Hospitality Tax Registration Form
- Frequently Asked Questions
- Local Hospitality Tax Exemption Form
- Local Hospitality Tax Reporting and Computation Form

This guide also includes a copy of the Adopted Local Hospitality Tax Ordinance, a List of Items Subject to or Excluded from Tax, a Business Change Notification Form and Contact information.

If your establishment does not sell prepared meals and/or beverages intended for immediate consumption, please sign the attached local Hospitality Exemption Form and fax it to (803) 265-3106 or mail it to Finance and Administration Office, PO Box 415, Estill, SC 29918 and we will update our database.

Should you have any questions regarding the Local Hospitality Tax or require further information please feel free to visit our website at Townofestill.sc.gov or call 803-625-3243 ext. 233 or ext. 226 and we will be glad to assist you.

Sincerely,

Caryn Miller, MPA
Town Administrator



HOSPITALITY TAX REGISTRATION FORM

Is this a new business? New Existing
Is food your primary business? Yes No

Business Information

- Business Name: _____
- Federal Tax ID # _____ SC Sales & Use Tax #: _____
- Physical Address: _____
- Tax Map Number: _____
- Mailing Address: _____
- Date Business Opened: _____
- Work Phone: _____
- Alternative Phone: _____
- Projected Monthly Revenue: _____
- DHEC Permit #: _____ Is Business Seasonal: Yes No

Owner Information

- Owner: _____
- Partnership or Corporate Name (If Different): _____
- Mailing Address: _____
- Contact Number: _____
- Fax Number: _____
- E-mail Address: _____

Hospitality Tax Responsibility

- Name of Person Responsible for Hospitality Tax Payments: _____
- Mailing Address: _____
- Phone: _____
- E-mail Address: _____

Applicant Information

I certify that all information on this registration form, including any attachments, is true and accurate.

Signature of Applicant: _____

Printed Name of Applicant: _____

Title of Applicant: _____ Date: _____

Please fax this form to: Finance and Administration Office at (803)625-3106 or **Mail to:** Finance and Administration Office, PO Box 415, Estill SC 29918

FREQUENTLY ASKED QUESTIONS

1. What is the Local Hospitality Tax?

A Local Hospitality is a Tax, not to exceed two percent, on the sale of prepared meals and beverages sold in establishments. The tax is authorized in Article 7 of Chapter 1 of Title 6 of the Code of Laws of South Carolina, 1976, as amended, generally referred to as the "Local Hospitality Tax Act". Town of Estill Council has imposed a two percent (2%) Local Hospitality Tax to provide a dedicated source of revenue and an appropriate and efficient means of funding tourist-related programs, services, facilities, infrastructure and capital improvement projects. It is the Council's intent to enhance the Town's appeal to tourists through further development of the Town as a destination for tourist related activities.

2. What is considered a prepare meal?

A prepared meal is any food and/or beverage, inclusive of alcoholic beverages, beer and wine, prepared or modified by an establishment, which at the time of sale is ready for consumption.

3. Who is responsible for collecting and remitting the local Hospitality Tax?

Restaurants, bar, and lounges, private clubs, hotels and motels, caterers, grocery stores, convenient stores and other food establishments are responsible for collecting this tax from patrons and are required to remit such collections to the local government. Failure to collect taxes does not relieve any business from making the required remittances to the local government.

4. How should the tax be remitted?

The Local Hospitality Tax Act requires the taxes be remitted to Town of Estill on a **Monthly** basis.

5. When will the Hospitality Fee/Tax go into effect and when will my first remittance be due?

Town of Estill's two percent (2%) Local Hospitality Tax is effective on March 1, 2021. The deadline for remittance of the first month's collections will be 5:00 p.m. on the 20th of April, 2021. For example, all hospitality taxes collected as of March 1, 2021 are due no later than April 20, 2021. The computation form must be submitted every month even if the amount of tax your business collects is zero.

LOCAL HOSPITALITY TAX REPORTING & COMPUTATION FORM

Year: _____ Reporting Period: Monthly Quarterly Annually

Month: Jan Feb Mar Apr May June Jul Aug Sept Oct Nov Dec
(Please check one)

Business Names: _____

Mailing Address: _____

Hospitality Tax Registration #: _____

Computation of Local Hospitality Taxes Due to Town of Estill:

1. Gross Sales of Food and/or Beverages	1.
2. Computation of 2% Local Hospitality Tax (Line 1 x .02)	2.
3. Penalty if remitting after the 20 th of month (Line 2 x .05*)	3.
TOTAL HOSPITALITY TAXES DUE	\$

Please Note: This return covers the period through the last day of the month and becomes delinquent on the 21st day of the following month.

***PENALTY:** A penalty of five percent (5%) applies to any remittance postmarked after the 20th of the month unless the 20th falls on a weekend. In this situation, it is due the following business day.

**NOTICE: PLEASE ATTACH A COPY OF YOUR STATE SALES TAX RETURN (ST-388)
WITH YOUR REMITTANCE.**

I certify that all information on this form including any documents, is a true and accurate report.

Signature: _____ Print Name: _____

Date: _____ Telephone #: _____

Owners Name: _____

Owners Address: _____

Owners Phone: _____ E-mail: _____

Please briefly categorize your business: _____
(examples: Bar and Grill; Cafe; Convenience Store; Steak House; Fast Food; Ethnic; Subs; Grocery; Pizza; BBQ, Family Restaurant; etc.)

**PLEASE MAKE CHECKS OR MONEY ORDER PAYABLE TO: TOWN
OF ESTILL- LHT, PO Box 415, Estill, SC 29918 Phone: (803)625-3243
Fax: (803)625-3106**

ORDINANCE NO. 16-2020

STATE OF SOUTH CAROLINA)
)
COUNTY OF HAMPTON)
)
TOWN OF ESTILL) AN ORDINANCE TO PROVIDE FOR A LOCAL
 HOSPITALITY TAX ON THE SALES OF
 PREPARED MEALS AND BEVERAGES IN
 ESTABLISHMENTS

WHEREAS, the General Assembly of the State of South Carolina amended Title 6, Chapter 1, of the 1976 Code to provide for a Local Hospitality Tax, effective July 1, 1997:

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Town of Estill in Council duly assembled, pursuant to Section 6-1-700, et. seq. of the Code, as follows:

Section 1. There is hereby imposed a Local Hospitality Tax of Two and 00/100 (2.0%) per cent on the gross proceeds of the sale of prepared meals and beverages in establishments within the Town of Estill (hereinafter "vendor"). Payment of the hospitality tax established hereby shall be the liability of the customer.

Section 2. The tax imposed by this ordinance shall be collected from the customer when payment for meals or beverages is tendered and shall be held in trust for the benefit of the Town until remitted as provided in Section 3 below.

Section 3. Payment of the hospitality tax established herein shall be remitted by the vendor to the Town of Estill on a monthly basis, along with such return or form as may be established by the Town for such purposes, not later than the twentieth day of the month and shall cover the tax due for the previous month. Any tax not timely remitted shall be subject to a penalty of five (5%) percent of the sum owed for each month or portion thereof until paid. The failure to collect from the customer the tax imposed by this ordinance shall not relieve the vendor from making the required remittance.

Section 4. The failure of any vendor subject to this ordinance to remit to the Town the tax imposed by the provisions of this ordinance shall constitute a misdemeanor punishable by a fine of not more than \$500.00 or imprisonment for up to thirty (30) days, or both.

Section 5. There is hereby established a special account to be known as the Local Hospitality Tax Account into which the taxes remitted shall be deposited by the Town and used solely for the purposes provided by law.

Section 6. This ordinance is subject to the constitution and the laws of the State of South Carolina. If any section, phrase, sentence or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 7. This ordinance shall become effective on _____

Establishment affected by the Local Hospitality Tax:

Restaurants/Bars/Lounges/Private Clubs/Hotels/Motels/Caterers

All food and/or beverages sales including alcoholic beverages

Convenience Stores/Grocery Stores/Other Food Service Establishments

All food and/or beverage sales prepared or modified and ready for consumption.

What items are taxed?

All food and/or beverages sale prepared or modified for immediate consumption. The following are examples of taxable items:

- Produce (Vegetables, Fruit) cut, sliced, cored, etc., or prepared/modified on site (Ex. Vegetable and Fruit trays)
- Meats and cheese cut, sliced, or prepared on site (Ex. Meat and Cheese Trays)
- Salads made on site
- Sandwiches/subs prepared on site
- Bakery items cooked/bakes on site
- Coffee brewed on site
- Oven ready pizzas (including the sale of individual slices)
- Popcorn made on site
- Food and beverages prepared for catering
- Party platters
- Ice cream prepared on site
- Seafood steamed/cooked on site
- Grilled hamburgers and hot dogs, pizza, nachos, chicken, etc.
- Packaged dinners cooked on site (Thanksgiving Dinner, etc.)
- Fountain drinks, frozen drinks dispensed from a fountain machine, coffee, tea, hot chocolate, cappuccino
- Any food prepared, modified, or cooked on site by an employee or contractor
- Any prepared foods or meals that are subject to South Carolina Sales Tax
- Any served beverage, inclusive of beer, wine, and liquor

*This list serves as an example only and is not an all-inclusive list of taxable items.

What items are exempt from the tax?

- Cold, canned, or bottled drinks
- Consolidating fruit into a basket (Fruit baskets)
- Prepackages items (not prepared or modified on site) consolidated into a larger container to make one package (Gift Basket)
- Repackaged, ready-to-consume meats, cheeses, and deli salads
- Packaged dinners that are not cooked or modified on site
- Items cooked or baked off site without modified on site.
- Ready-to-eat packaged food that a customer re-heats on site (Customer is making food consumable)
- Prepackaged cans, boxes, or jars of food
- Bags of chips, pretzels, nuts, candy or other prepackaged snack food items
- Any alcoholic beverages, including beer and wine that is sold in cans or bottles and is not intended for consumption on the premises.

*This list serves as an example only and is not all-inclusive list of exempt taxable items.



BUSINESS CHANGE NOTIFICATION FORM

Please complete the applicable information in **PRINT** and sign below.

Current Business (DBA): _____

Name: _____

Hospitality Tax Registration #: _____

Business Sold: _____

New Owners: _____

BUSINESS PERMANETLY CLOSED:

- Date of Sale: _____
- Date of Closure: _____
- New Owners: _____
- Phone Number: _____
- Address: _____

CHANGE OF BUSINESS LOCATION ONLY:

- Date of Change: _____
- New Location Address: _____

OTHER BUSINESS CHANGES:

- Date of Change: _____
- New Corporation – Name: _____
- Phone # or E-mail Address: _____
- New Contact Person: _____
- Change in Mailing Address: _____
- Change in Business Name Only – New Name: _____

The information below is required. Please sign and return.

Signature: _____

Printed Name: _____ Title: _____

Date: _____ Phone #: _____

Please fax this form to: Finance and Administration Office at (803)625-3106 or **Mail to:** Finance and Administration Office, PO Box 415, Estill SC 29918



LOCAL HOSPITALITY TAX EXEMPTION FORM

If your establishment does not sell prepared meals and/or beverages intended for immediate consumption, please sign below and fax this form to (803) 265-3106.

Business Name: _____

Physical Address:

Telephone Number: _____

I certify that the above referenced establishment within the Town of Estill does not have for sale prepared meals and/or beverages intended for immediate consumption.

Signature: _____

Name/Title of Person Completing Form: _____

Date: _____

Telephone Number: _____

Please fax this form to: Finance and Administration Office at (803)625-3106 or **Mail to:** Finance and Administration Office, PO Box 415, Estill SC 29918

CONTACT INFORMATION

Town of Estill
Town Administrator
Attn: Caryn Miller
PO Box 415
Estill, SC 29918
Telephone: (803) 625-3243 Ext. 226
Fax: (803) 265-3106
cmiller323townofestill@gmail.com

Clerk/Treasurer
Attn: Edna O'Banner
PO Box 415
Estill, SC 29918
Telephone: (803) 625-3243 Ext. 233
Fax: (803) 265-3106
em.obanner323e@gmail.com

Please visit our website at: www.townofestill.sc.gov



Town of Estill
PO Box 415
Estill, South Carolina 29918



Town of Estill Agenda Item – E

Approval of Ordinance #17-2020 to Amend Ordinance 09-2015 Derelict or Abandoned Vehicles for the Purpose of Transferring Enforcement from the Building Official to the Code Enforcement officer. First Reading

Background: Ordinance 09-2015 gave the authority of enforcement of derelict and abandoned vehicles to the Building Official. The Town does not employ a Building Official. However this is actually one of the duties of a Code Enforcement Officer. This Ordinance transfers the responsibility of enforcement to the Town's Code Enforcement Officer. This is First Reading.

Attachments: Ordinance and mark up of changes.

Recommendation: Approval of Ordinance to Amend Ordinance 09-2015 Derelict or Abandoned Vehicles for the Purpose of Transferring Enforcement from the Building Official to the Code Enforcement officer. First Reading

Presented by: Caryn Miller, Town Administrator

ORDINANCE 17-2020

STATE OF SOUTH CAROLINA) AN ORDINANCE TO AMEND ORDINANCE 09-2015
COUNTY OF HAMPTON) DERELICT OR ABANDONED VEHICLES FOR THE
TOWN OF ESTILL) PURPOSE OF TRANSFERRING ENFORCEMENT FROM
) THE BUILDING OFFICIAL TO THE CODE ENFORCEMENT
) OFFICER

WHEREAS, Ordinance 09-2015 was adopted by the Town Council showing the Building Official was responsible for the enforcement of derelict and abandoned vehicles; and

WHEREAS, The Town of Estill does not employ a Building Official and the Code Enforcement Officer is the appointed person to enforce Town Ordinances. Now, therefore

BE IT ORDAINED BY TOWN COUNCIL:

Section 1. Ordinance 09-2015 is amended as follows:

Purpose

There exists within the Town of Estill certain areas where the accumulation and storage of abandoned or derelict motor vehicles is hereby found to create an undue and unnecessary traffic hazard, when on public streets, and an unsightly and unwarranted condition, when on private property, tending to reduce the value of private property, to invite plundering, to create fire hazards, and to constitute an attractive nuisance creating a hazard to the health and safety of minors. Such accumulation and storage of vehicles is further found to promote urban blight and deterioration in the community and that such abandoned or derelict motor vehicles are in the nature of rubbish, litter, and unsightly debris and in violation of health and sanitation laws.

Declaration of Public Nuisance

The abandonment, accumulation or storage of such vehicles on public streets or on private property is hereby declared to constitute a public nuisance which remedy shall be cumulative and in addition to any other remedy provided by law.

Exemptions

1. The provisions of this Ordinance shall not apply to junkyards operated by duly licensed dealers, whose operations are regulated by other provisions of law.
2. The provisions of this Ordinance shall not apply to vehicles which bear a current "antique" vehicle license as issued by the South Carolina Department of Highways and Public Transportation and when such vehicle remain in ~~an~~ a roadworthy and operable condition.
3. **Parking or Storage on Public Street or Private Property--Prohibited**
4. No person shall park, store or leave, or permit the parking, storage or leaving of any abandoned or derelict vehicle or any vehicle which is in a rusted, wrecked, junked, partially dismantled or inoperative condition upon any public street within the town for a period in excess of forty-eight (48) hours, or on any private property within the town for a period in excess of seven (7) calendar days. Not more than one (1) derelict vehicle may be allowed,

however, on any occupied one- and two-family private property provided it is located in the rear yard as defined by zoning regulations, is housed or protected from the elements and is, along with the area within ten (10) feet circumferential of such vehicle, maintained free of unsafe, unsanitary or unsightly conditions . If such vehicle is not completely enclosed within a structure, it shall be covered by a material specifically designed as a vehicle cover. The cover must be properly maintained free of defects, must cover the entire vehicle and must be properly secured to prevent removal by wind or other elements. No derelict or abandoned vehicles may be stored or placed for any length of time on non-residential properties unless derelict or abandoned vehicles are considered customarily accessory to the use of such property. In addition no derelict or abandoned vehicles may be stored or placed for any length of time on any vacant lots of land, property zoned as a manufactured home park or a multi-family district. Enforcement of the provisions of this Ordinance may be suspended for a period not exceeding thirty (30) calendar days upon issuance by the ~~Building Official~~ **Code Enforcement Officer** of a permit authorizing offering of a vehicle for sale, where such vehicle is operable but does not bear a current license tag.

Notice, Removal and Disposal of Vehicles

Whenever it shall appear that a violation of the provisions of this Ordinance exists in reference to any vehicle situated upon any public street or on private property, the ~~Building Official~~ **Code Enforcement Officer** shall cause a colored tag to be placed on the motor vehicle which shall be notice to the owner, the person in possession of the motor vehicle or any lienholder, that it is considered to be derelict or abandoned and is subject to forfeiture to the town. The colored tag shall serve as the only legal notice that if the vehicle is not removed within forty-eight (48) hours from the date and time of the tag when located upon any public street and within seven (7) calendar days from the date and time of the tag when located on private property, unless appealed, it shall become the property of the town, and it will be removed to a designated place to be sold. It shall be unlawful for any person to tamper with, remove or destroy any colored tag placed on any vehicle pursuant to the provisions of this Ordinance.

- a. Upon the expiration of the appropriate time period as outlined above, the ~~Building Official~~ **Code Enforcement Officer** shall cause the vehicle to be towed pursuant to the established towing procedure of the Estill Police Department.
- b. The towing and storage operator shall follow South Carolina State Code § 56-5-5635, as may be amended from time to time, regarding the identification and notification of the registered owner and any lienholders, charging any towing and storage costs, and allowing the removal of personal property.
- c. If the towed vehicle has not been reclaimed in the manner provided for in S.C. § 56-5-5635, the towing and storage operator shall follow South Carolina State Code § 56-5-5640, as may be amended from time to time, regarding the sale of the unclaimed vehicle and the disposition of proceeds.

Duties of ~~Building Official~~ Code Enforcement Officer; Regulations

The ~~Building Official~~ **Code Enforcement Officer** is vested with the power and is charged with duties of administering the provisions of this Ordinance. The town may adopt such rules and regulations as may be necessary to carry out the provisions of this Ordinance. Following notice, the ~~Building Official~~ **Code Enforcement Officer** shall dispose of abandoned or derelict vehicles by sealed bid, competitive

negotiation or contract with private enterprises to purchase for recycling with the objective of obtaining the highest possible return to the Town.

Entry Upon Private Property for Removal or Abatement Authorized

~~The Building Official~~ **Code Enforcement Officer** and his inspectors, are hereby expressly authorized to enter upon private property for the purpose of enforcing the provisions of this Ordinance. It shall be unlawful for any person to interfere with, hinder or refuse to allow any public official to enter upon private property for the purpose of enforcing the provisions of this Ordinance.

Failure to Remove; Misdemeanor

Any person who fails, neglects or refuses to remove the abandoned, wrecked, junked, partially dismantled or inoperative motor vehicle, or to house such vehicle and abate such nuisance in accordance with the notice given pursuant to the provisions of this Ordinance, shall be guilty of a misdemeanor.

Penalty

Any person violating the provisions of this Ordinance shall be punished by a fine and shall pay all costs of vehicle removal, storage and disposal to the extent such costs have not been recovered by the town at the time of conviction, or imprisonment, or both as provided by law. Each day of violation shall constitute a separate offense.

State law references: Abandoned vehicles, S.C. Code 1976, § 56-5-5620 et seq.

Appeals

- a. *Who may appeal.* Any vehicle owner aggrieved by the ~~Building Official's~~ **Code Enforcement Officer's** enforcement of this Ordinance has the right to appeal to the Municipal Court within five (5) calendar days of the date the vehicle has been determined derelict or abandoned under this Ordinance by filing an appeal application with the Municipal Court. The appeal application shall clearly state the relief being sought and the reasons such relief is warranted. A fee established and from time to time modified by action of the Town Council shall be paid by the applicant prior to the processing of an appeal.
- b. *Hearing on appeals.* The Municipal Court shall fix a time for the hearing of the appeal, and provide notice to the parties in interest.
- c. *Order of Municipal Court.* In exercising their above powers, the Municipal Court may, in conformity with the provisions of this Ordinance, reverse or affirm wholly or partly or may modify the order, requirement, decision, or determination and shall have all the powers of the officer from whom the appeal is taken.
- d. *Appeal from Municipal Court.* A person who may have a substantial interest in the decision of the Municipal Court or an officer or agent of the appropriate governing authority may appeal from a decision of the Municipal Court to the circuit court in and for Hampton County, by filing with the clerk of the court a petition in writing setting forth plainly, fully, and distinctly why the decision is contrary to law. The appeal must be filed within thirty (30) calendar days after the decision of the Municipal Court is mailed.

Severability

If any provision of this Ordinance or the application thereof to any person, heir, partnership or corporation is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can

be given effect without the invalid provision or application and to this end, the provision of this Ordinance are severable.

Section 2. Any other ordinances of the Town that are in conflict with this Ordinance are hereby repealed.

Section 3. This Ordinance shall become effective immediately

DONE AND ENTERED THIS ____ DAY OF _____, 2020

FIRST READING: _____, 2020

SECOND READING: _____, 2020

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney



Town of Estill Agenda Item – F

Approval of Resolution #2020-13 Allowing to Open a New Bank Account for Seizures and Forfeitures for the Police Department.

Background: When the Police Department seizes any kind of money from a stop or other instance, the money, by Statute, must be kept in a separate account until the case is adjudicated and the money is released to the Town. At that time, the money can be transferred to either the General Fund in cases that are not drug related, or to the Drug Fund in the cases where drugs were involved. The Resolution accomplishes that.

Attachments: Resolution

Recommendation: Approval of Resolution #2020-13 Allowing to Open a New Bank Account for Seizures and Forfeitures for the Police Department.

Presented by: Caryn Miller, Town Administrator

RESOLUTION 2020-13

STATE OF SOUTH CAROLINA)	
COUNTY OF HAMPTON)	RESOLUTION AUTHORIZING OPENING
)	OF BANK ACCOUNT FOR RECIEPT AND
TOWN OF ESTILL)	DISBURSEMENT OF SEIZURES AND
)	FORFEITURES BY THE POLICE DEPARTMENT

AT THE REGULAR MEETING OF TOWN COUNCIL OF TOWN OF ESTILL, held on November 12, 2020, Council received a presentation from its Administrator on the need for opening of a bank account to deposit proceeds from its Police Department seizures and forfeitures pursuant to Sections 44-53-520 and 44-53-530, Code of Laws of South Carolina (1976), as amended; Now therefore, it is

RESOLVED, that the Town of Estill shall establish a bank account with Palmetto State Bank, which shall exclusively receive deposits from the Police Department’s seized property to be collected and disbursed pursuant to Sections 44-53-520 and 44--53-530, Code of Laws of South Carolina (1976), as amended.

RESOLVED FURTHER, that the Town Administrator, or her designee, shall be authorized to execute and deliver any documents and take all further action necessary to carry out the intent and purpose of this Resolution, including, but not limited to, depositing a minimal sum from the Town’s General Fund Account to open the account.

RESOLVED FURTHER, that all prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed to the extent they are consistent with the terms as stated herein. All prior resolutions or parts thereof in conflict with this resolution are hereby repealed to the extent of the conflict.

This Resolution shall take effect immediately.

DONE AND ENTERED THIS _____ DAY OF November 2020

Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney



Town of Estill Agenda Item – G

Request for Donation from Estill Middle School.

Background: The Estill Middle School is asking the Town for a donation to support its PBIS program.

Attachments: Letter

Recommendation: None

Presented by: Caryn Miller, Town Administrator

Vision 20/20: A world-class rural school district.
Demonstrating our BEST.
Behave Responsibly
Exceed Expectations
Scholarship First
Team work always!

**“Together Everyone
Achieves More”**



Estill Middle School
1450 Columbia Highway, Suite B
Estill, South Carolina 29918
(803) 625-5200

2016-2021 District Strategic Goals
Goal 1: Increase Student Achievement
Goal 2: Promote Safety
Goal 3: Cultivate Engagement
Goal 4: Improve Human Capital
Goal 5: Improve Fiscal Management and Accountability

Shronda Taylor, Principal
Joanne Owens, Instructional Coach

Bernard Sanders, Assistant Principal
Kevin Lewis, Guidance Counselor

Dear Town of Estill,

We are Estill Middle School and we work hard to support and bring awareness to our school district. Ever since 2016, our team has been reaching out to community vendors to help support positive interaction in our schools with the students of this community.

We are currently planning our 1st nine weeks PBIS (positive behavior and intervention supports) celebration, that will hopefully bring positive behavior to our school. That is why we are asking for your help. With your resources and support to donate, Town of Estill and Estill Middle School, together can make an incredible difference in Hampton County School District.

Would you be willing to donate to help Estill Middle school support our PBIS program? We'd be happy to provide help to promote and thank you publically, by putting Town of Estill's name on our website and in our "Gator Happenings" in exchange to show how much we appreciate this.

If you'd like to begin this partnership, please don't hesitate to contact us at (803) 625-5200, or bsanders@hampton2.k12.sc.us feel free reach out at any time. All donations are accepted, additionally; all checks can be made out to Hampton County School District 2.

Thank you for your help,

Bernard Sanders

Bernard Sanders, Ed.S
Assistant Principal

Our mission is to provide a rigorous, personalized environment of academic excellence that prepares Each child, Each Day and in Every classroom to be college/career and citizen ready.