



**CHESTER CITY COUNCIL MEETING
COUNCIL CHAMBERS – CITY HALL**

September 25, 2017, 6:30 p.m.

Minutes

PRESENT: Mayor George W. Caldwell; Council Members Susan Kovas, Linda Tinker, Betty Bagley, Angela Douglas, William Killian, Carlos Williams and William King; Human Resources Director Carla Roof and Payroll Clerk Sylvia Young.

ABSENT: Councilmember Annie Reid

CALL TO ORDER: Mayor Caldwell called the meeting to order at 6:30 p.m.

PRAYER: Councilwoman Douglas led in prayer.

PLEDGE OF ALLEGIANCE: Mayor Caldwell and Council recited the Pledge of Allegiance.

CITIZENS FORUM: No comments.

APPROVAL OF DEPARTMENTAL REPORTS: Councilwoman Tinker made a motion to accept Departmental Reports as presented within our package with any necessary corrections. Councilwoman Douglas seconded the motion. The motion carried unanimously.

Recreation - Councilwoman Kovas informed Council that the Recreation Department has a question about the Christmas Parade. Recreation Director Christopher White asked Council will the city fund the Christmas Parade this year. He wanted to know if the Recreation Department will be responsible for the parade again and if so, would Council give him permission to start ordering items needed for parade. After much discussion, Councilwoman Bagley made a motion to do the Christmas Parade with Parks & Recreation Department without cartoon characters. Councilwoman Tinker seconded the motion. Councilman Williams stated that he will donate \$600 towards the Christmas Parade. Mayor Caldwell donated \$400 and Councilman Killian donated \$300 for the parade. Councilwoman Bagley amends motion to include that no more than \$3,000 may be used along with the donations to fund the Christmas Parade. The motion carried unanimously.

Administrative – Carla Roof asked Council for interview sheets with dates. She asked for Council's approval to precede with increment permit. Councilwoman Douglas stated that she has a question about the grant report. Mrs. Roof advised Councilwoman Douglas to email questions to Cynthia Curtis and herself.

Finance – Councilwoman Douglas informed Council that report in package has been replaced with the one that has been put on the desk before them. Also, the bank balances have been added. She requests that Council make sure they look at report. One error on reports is the kitchen incubator line item should have

been salary and debit/credit errors. Councilman King thanked Councilwoman Douglas and Finance Committee for their hard work.

Fire – No comments.

Human Resources – No comments.

Police – No comments.

Public Works – No comments.

COMMITTEE REPORTS:

Finance – Councilwoman Tinker asked Council to call Councilwoman Douglas, Councilwoman Bagley or herself if they have any questions about Finance Committee meeting. Councilwoman Douglas informed Council about #7 on report, they have not found any documentation that city changed from Jay's Lawn Service to Palmetto Landscaping. Councilman King made a motion to stop paying Palmetto Landscaping invoices until contract is found. Councilman Killian seconded motion. After much discussion, Councilman King redone motion that in the event we do not find current contract with Palmetto Landscaping Company for cutting perpetual care at Evergreen Cemetery that we stop signing and paying checks. To give Mrs. Roof fifteen days to find contract and to send a certified notice to stop paying invoices if a contract is not found. Councilman Killian seconded motion. The motion carried unanimously. Councilwoman Douglas asked that Council have work session on the second meeting in October to discuss one cent sale tax.

Properties – No comments.

Public Safety – Councilman Killian reported on status of Police Chief hiring. Councilman King informed Council that the Police Department needs new vehicles. No action was taken.

Public Works - Councilman Williams informed Council that minutes were included within packages. Committee discussed the applicants for Public Works Department and met with Chester Water Recovery (CWR) Phillip Thompson King about the sewer district and city business. Committee discussed with Phillip Thompson King about the city turning over the sewer district to CWR because they are unable to get necessary grant funding needed to repair city infrastructure. After much discussion, Councilwoman Bagley recommended that Mrs. Roof invite CWR Phillip Thompson King to come to next meeting to show presentation about problems so that Council can make a discussion. Next meeting scheduled for next Tuesday at 4:30 p.m.

Historic Preservation – No comments.

Planning Commission – No comments.

Zoning Board of Appeals – No comments.

Housing Authority – No comments.

Recreation – No comments.

Councilwoman Tinker made a motion to accept Committee reports as presented with any necessary corrections. Councilman Killian seconded the motion. The motion carried with Councilman King not voting.

Councilwoman Tinker made a motion to accept the minutes from the Planning Commission report as presented with any necessary corrections. Councilwoman Kovas seconded the motion. The motion carried unanimously.

Kitchen Committee & Economic Reports – Councilwoman Kovas informed Council that the Kitchen Committee bids will be discussed tonight. Equipment grant was coming to an end on September 30, 2017. Committee has a two-hour meeting for discussion. Monies left in grant is \$66,230 and have received a reimbursement of \$32,000.

UNFINISHED BUSINESS:

Second Reading Ordinance 2017-03 An Ordinance to Amend the Zoning Classification for Property Located at 139 Hinton Street From R-8 (Single Family Residential) to R-6 (One and Two Family Residential) – Mayor Caldwell read to Council the Second Reading Ordinance 2017-03. Councilwoman Kovas made a motion to adopt the Second Reading Ordinance 2017-03 to Amend the Zoning Classification Property Located at 139 Hinton Street From R-8 (Single Family Residential) to R-6 (One and Two Family Residential). Councilwoman Bagley seconded motion. The motion carried with Councilman King not voting.

Second Reading Ordinance 2017-04 An Ordinance to Amend the Zoning Classification for Property Located at Hamilton Street from L-I (Limited Industrial) to R-6 (One and Two Family Residential) – Mayor Caldwell read to Council the Second Reading Ordinance 2017-04. Councilwoman Bagley made a motion to approve the Second Reading Ordinance 2017-04 An Ordinance to Amend the Zoning Classification for Property Located at Hamilton Street from L-I (Limited Industrial) to R-6 (One and Two Family Residential). Councilwoman Tinker seconded the motion. The motion carried with Councilman Williams and Councilwoman Douglas opposing and Councilman King did not vote.

Christmas Lights – Item removed from agenda.

Kitchen Bids and Equipment/HVAC – Councilwoman Kovas reported that the equipment grant has a balance of \$66,232. The bid received was \$68,000 which was too high. They removed from the bid taxes, tables and changed to a smaller mixer. The amount they are asking for is \$61,793.77 which will be reimbursed by the grant. Councilwoman Douglas reported that a balance of \$4,438.23 will be remaining which they are asking to use monies toward other expenses. After discussion, Councilwoman Kovas made a motion to spend \$61,793.77 to be reimbursed by the grant received from CCA. Councilman Williams seconded the motion. The motion carried unanimously.

Councilwoman Kovas reported that three bids were received for the Equipment/HVAC included within their package. The three bids are the following: Harper Company bid was \$43,720 with not electrical included, Cudd Heating & Air bid is \$57,819 including electrical and FRS Inc. bid is \$68,797.37 and Randall's Mechanical Services LLC bid is \$47,989. Councilwoman Kovas and Councilwoman Douglas stated that minutes were inconclusive. Councilwoman Douglas read the December 12, 2016 minutes on the following item: *Industrial Kitchen Heating and Air – Councilwoman Kovas provided an update on what the committee is doing. The Committee will seek bids from three local contractors, three have addressed interest. Councilwoman Tinker made a motion to allow Kitchen Committee to seek bids for Farmers Market heating and air, coming from the Hospitality Tax. Councilman McBrayer seconded the motion. The motion carried unanimously.* After much discussion, Councilwoman Bagley made a motion

to accept Randall's Mechanical Services LLC bid for HVAC and electrical at the Farmers Market. Councilman Kovas seconded the motion. The motion carried with Councilwoman Tinker and Councilman King opposing.

Encroachment Permit – Lynwood/Walnut Street – Mrs. Roof informed Council that this was her first experience with an encroachment permit and it was successful because the city was approved. A purchase quotation from Shugart Manufacturing for the cost of \$1,600 is enclosed in Council package for their review. The cost was lower than original quotation given for an estimated cost from \$4,000 to \$5,000 range. She informed Council that she was seeking their approval to proceed with Shugart Manufacturing bid. After much discussion, Councilman King made a motion to accept the bid from Shugart Manufacturing. Councilman Killian seconded the motion. The motion carried with Councilwoman Douglas opposing.

Strategic Planning Dates – Councilwoman Douglas informed Council that Councilwoman Reid asked Council to bring back their sheets for Mrs. Roof to verify availability dates for Strategic Planning sessions.

NEW BUSINSS:

South Carolina Witness Project – Sheila Johnson – Sheila Johnson informed Council that she was from the South Carolina Witness Project and in February of this year she requested that Council help with breast and cervical cancer awareness. In April, they had mobile units come to the back-lot area in Chester to provide free pap and mammogram testing; however, they did not receive the alarming rate of participation expected. She reported that only 15 women came out for screening. She introduced Harry Well, Executive Director of South Carolina Alliance as a participating partner with South Carolina Witness Project. Mr. Well informed Council that at their last meeting in March he was told that funds can only be used where the highest mortality rate for breast cancer exist. He stated that Chester has the highest mortality rate in South Carolina. He informed Council that beginning in October they will start on a six to nine-month campaign to increase the number of woman that are being screened for breast cancer. He informed Council that they will be reaching out to the city for help with community awareness.

EXECUTIVE SESSION:

Mayor Caldwell stated that Council would convene into Executive Session for discussion of Legal Matter - Attorney, Personnel Matter – Public Works Department – Director, and Contractual Matter – Administration. Councilman King made a motion that Council convene into Executive Session at 8:04 p.m. Councilman Williams seconded the motion. The motion carried with Mayor Caldwell opposing. Council convened into Executive Session at 8:04 p.m.

Councilman King made a motion that Council reconvene from Executive Session at 8:28 p.m. Councilwoman Bagley seconded the motion. The motion carried unanimously. Mayor Caldwell stated that while in Executive Session Council discussed of Legal Matter - Attorney, Personnel Matter – Public Works Department – Director, and Contractual Matter – Administration. No action was taken.

Councilwoman Tinker made a motion to adjourn. Councilwoman Douglas seconded the motion. The motion carried unanimously. The meeting adjourned at 8:29 p.m.

Respectfully Submitted by,

Sylvia Young

***Important Comment – Due to Sharp computer conversion in Council Chambers, City Council meeting only has a video recording of meeting. The audio recorder was not operable during Council meeting.