



**CHESTER CITY COUNCIL MEETING
COUNCIL CHAMBERS – CITY HALL
(Work Session 5:30 p.m. to 6:30 p.m.)
October 23, 2017, 5:30 p.m.**

Minutes

Present: Mayor - George Caldwell; Council Members - Betty Bagley, Angela Douglas, Susan Kovas, Annie Reid, Carlos Williams, and William King; Interim Administrators - Carla Roof and Sylvia Young.

Absent: Council Members - William Killian and Linda Tinker.

Call to Order: Mayor Caldwell called Council Work Session to order at 5:30 p.m.

One Cent Sale Tax – Mike Enoch updated and provided Council with a handout concerning the One Cent Sale Tax. Mr. Enoch advised Council on how to better utilize funding, reviewed listing of city projects, and chronological time frame for One Cent Sale Tax funding. He informed Council that the next vote is on November 22, 2020. He answered Council's questions and concerns about the One Cent Sale Tax. Council discussed in detail the One Cent Sale Tax handout data and city projects.

Call to Order: Mayor Caldwell called the general council meeting to order at 6:30 p.m.

Prayer: Councilwoman Kovas led the prayer.

Pledge of Allegiance: Mayor Caldwell and Council recited the Pledge of Allegiance.

Citizens Forum: No citizen came before Council.

DEPARTMENTAL REPORTS:

Administrative – Report included in Council package.

- Carla Roof provided Council with an update concerning delinquent business licenses and Hospitality Tax. She informed Council that certified letters have been mailed out to businesses to enforce compliance of city ordinance.
- Mrs. Roof gave Council a detailed update on city projects and repairs. She provided Council with an update on railing, facility renovations, and City Hall repairs.
- Mrs. Roof asked Council members to mark their calendars for the following interview dates:
 - October 30th for the Finance Director and
 - November 6th for the Chief of Police.

Mrs. Roof and Council agreed to start interview process at 4:30 p.m.

Fire – Report included in Council package. Councilwoman Bagley announced that she went to the dedication of the new fire truck and she thanked Chief Paul Caldwell for a job well done.

Human Resources – Report included in Council package with Administrative Report.

Police Department – Report included in Council package. Councilwoman Bagley thanked Interim Police Chief Travis Moore and Police Department for finding her neighbor’s grandson’s stolen bicycle and resolving incident report in less than a week. She stated that the Police Department is doing a good job and encouraged them to keep it up!

Public Works – Carla Roof informed Council that at a Special Called Meeting, Council voted to offer a conditional hire and salary to candidate Reginald McBeth as Public Works Director. Mr. McBeth has accepted the position contingent upon background checks. Mr. McBeth has informed Mrs. Roof that he will be available to start employment with the city on November 6, 2017.

Recreation – Report included in Council package. Councilwoman Douglas informed Council that on the last page of report the expenditures amount of \$829.40 should have been subtracted from total instead of being added, the correct total is \$8,848.60 instead of \$11,046.40.

Councilwoman Kovas made a motion to approve departmental reports with corrections. Councilwoman Bagley seconded motion. The motion carried unanimously.

COMMITTEE REPORTS:

Finance – Councilwoman Douglas informed Council that the Finance Committee had a meeting on October 9, 2017 and Minutes were included in Council package.

Properties – Councilwoman Kovas informed Council that the Properties Committee Minutes were not included in Council packages; however, the Committee did have a meeting to discuss City Hall renovations and 125 Pinckney Street bid, which is on the agenda for discussion under New Business.

Public Safety – Councilwoman Reid informed Council that the Public Safety Committee met on October 16, 2017. She updated Council concerning request that the city donate police radios to the Town of Fort Lawn Police Department. Mrs. Roof and Council discussed the removal of police radios from city inventory and the procedures to donate radios to the Town of Fort Lawn Police Department. Item is on agenda for discussion under Unfinished Business. Councilwoman Reid updated Council on the Police Department concerns about the purchase of new vehicles and the rotation of vehicles every ten years.

Public Works - Councilman Williams informed Council that the Committee had a meeting on September 20, 2017 and Minutes are included in Council package. Councilman Williams updated Council concerning Public Works Committee meeting and informed Council that Public Works Director job description needs to be revised.

Councilwoman Bagley made a motion to approve Committee reports as presented. Councilwoman Kovas seconded the motion. The motion carried unanimously.

COMMISSION REPORTS:

Zoning Board of Appeals – October 16, 2017 meeting Minutes included in Council package. Council discussed in detail report included for Council package. After discussion, Council decided to accept report as informational and to get report clarification for later discussion.

Housing Authority (HA) – Chuck Walling, Executive Director updated Council concerning projects, Section 8 Program, rental assistance waiting list, and general information on One Cent Sales Tax funding.

Mr. Walling answered Councils questions and addressed their concerns about HA. Council discussed in detail HA programs, events and activities for apartment residents.

Councilman King made a motion to approve the Commission reports. Councilwoman Kovas seconded the motion. The motion carried unanimously.

AD-HOC COMMITTEE REPORTS:

Kitchen Committee – Councilwoman Kovas informed Council that the city received USDA check in the amount of \$66,232. She reported that grant is completed and closed. She updated Council concerning the completion of projects and seeking available grants. She informed Council that the Committee needs direction with the hiring of an attorney for the completion of projects. Councilman Williams informed Council that Jack McGillis needs to provide the Committee with a material list for project. Councilwoman Kovas made a motion to hire an attorney to get a letter to school board to lease property. Councilwoman Bagley seconded motion. The motion carried unanimously.

Economic Development Committee – Councilwoman Bagley reported to Council that Ward 3 has invited Karlisa Parker Dean to the Committee meeting. Report included in Council packages.

Mayor Caldwell left Council meeting at 7:30 p.m.

UNFINISHED BUSINESS:

Donation of Police Radios – Public Safety – Jason Newton updated Council concerning the donation of police radios to the Town of Fort Lawn. Councilwoman Reid made a motion to donate nine police radios to the Town of Fort Lawn and three radios to the Recreation Department. Councilwoman Bagley seconded motion. After a brief discussion, Councilwoman Reid rescinded her motion. Councilwoman Bagley rescinded her second. Councilwoman Reid made a motion to have an ordinance drafted to donate these radios to the varies departments listed. Councilman King seconded motion. The motion carried with Councilwoman Douglas opposing.

Kitchen-Electrical Quotes – Councilwoman Kovas gave Council an update concerning the Kitchen Committee electrical installation. She informed Council that the Committee has received the following three electrical bids: Stephenson’s Electric Services for \$4,450, Carolina Electrical Resources for \$4,250 and Mr. Willkie for \$3,974. She informed Council that the Committee recommends the bid from Mr. Willkie for \$3,974 to complete electrical installation. Councilwoman Kovas made a motion to accept bid from Mr. Willkie for \$3,974. Councilman Williams seconded motion. The motion carried unanimously.

Plumbing Completion – Councilwoman Kovas gave Council an update concerning plumbing completion. Quotes are needed to finish sink installation and DHEC needs a valve for gas. Council agreed that three quotes were needed for sink installation.

NEW BUSINESS:

Approval of Bid – 125 Pinckney Street – Councilwoman Kovas gave Council an update concerning the bid for 125 Pinckney Street. Attorney Joan Winters provided Council with an update on bid for 125 Pinckney Street. Attorney Winters informed Council that one bid was received for \$2,602 and an ordinance must be approved by Council to authorize the sale of city property. Councilwoman Reid read the First Reading of ordinance provided by Attorney Winters an ordinance to authorize the City of Chester, to sell the real estate as tax map number 201-01-08-006-000, to the highest bidder upon such terms and conditions as described in the request for bid proposal. Councilwoman Kovas made a motion to

accept and adopt said ordinance. Councilwoman Bagley seconded motion. The motion carried unanimously.

Grant Writing USA – Councilman King – Councilman King recommended that Council consider attending training to become knowledgeable on grant writing in the future.

Adopt a Senior – Carla Roof – Carla Roof informed Council that she was contacted by York County Council of Aging about the Adopt a Senior program for the holidays. Carla Roof asked Council to accept a bio and to support an elderly person for the program. She provided Council with program background information, and she encouraged Council to participate in program. Several Council members agreed to participate by accepting a bio on an elderly person for the holiday.

With no further discussion, Councilwoman Bagley made a motion to adjourn. Councilwoman Kovas seconded the motion. The meeting adjourned at 7:56 p.m.

Respectfully submitted,

Sylvia Young