

MINUTES
TOWN OF DUE WEST, S.C.
REGULAR COUNCIL MEETING
MONDAY, DECEMBER 18, 2017 – 6:00 P.M.

MEMBERS PRESENT: Mayor Charles Angel; Mayor Pro Tem Jeannie Knight; Council Members Bob Mock, Harry Stille, and Tony Storey

MEMBERS ABSENT: Council Members Terry Arnold and Susan Jackson

STAFF PRESENT: David Krumwiede, Town Administrator; Attorney Paul Agnew; Patti Chasteen, Clerk/Treasurer; and Police Lieutenant Blake Gambrell

I. CALLED MEETING TO ORDER
Mayor Angel called the meeting to order.

II. PLEDGE OF ALLEGIANCE
Mayor Angel led in the Pledge of Allegiance.

III. INVOCATION
The invocation was offered by Mayor Pro Tem Knight.

IV. RECOGNITION OF VISITORS

V. REGULAR TOWN COUNCIL BUSINESS ITEMS

- A. A motion was made by Council Member Mock and seconded by Mayor Pro Tem Knight to approve the minutes of our Regular Town Council meeting with one change regarding Park Development and one regarding Due West Robotics from November 20, 2017. The motion passed unanimously.
- B. A motion was made by Mayor Pro Tem Knight and seconded by Council Member Stille to approve the minutes of Civic Events Committee meeting from November 21, 2017. The motion passed unanimously.
- C. Monthly Financial Statements for the Period Ending November 30, 2017. Mayor Angel said Cox Accounting inadvertently sent the Utility Fund's financials for the period ending June 30, 2017, instead of the period ending November 30, 2017. The correct statements were available to each Council Member at tonight's Council Meeting. He also noted errors on Page 11 on the Total Columns and YTD Variance Columns on the Operating Revenues. Cox Accounting made year-end journal entries; therefore, they will be notified and the December, 2017 financial statements should be correct. A motion was made by Council Member Mock and seconded by Council Member Stille to approve financial reports as information.

VI. YEAR-END AUDITOR'S REPORT

Matt Phillips, CPA/Partner with McKinley, Cooper & Co., LLP, presented the final unmodified year-end management and auditor's report with an expressed clean opinion. The financial statements are presented fairly and sufficiently. The statement of net position is on accrual basis. The Town is in a good position with working capital. All significant transactions in the financial statements have been recorded in the proper period with no misstatements identified and no cited areas of concern. Mr. Phillips stated "Employee Retirement Systems and Pension Plans" has supplementary schedules required for GASB 68. He stated this is a governmental requirement showing the unfunded portion the Town might be responsible for. All significant transactions in the financial statements have been recorded in the proper period with no misstatements identified. They found no cited areas of concern. The Town is in a good position overall and the staff promptly provided everything needed for the audit.

A motion was made by Council Member Stille and seconded by Council Member Mock to receive the Fiscal Year Ending June 30, 2017, auditor's and management report. The motion passed unanimously.

VII. LEGISLATION

A. ORDINANCE NO. 04-2017

SECOND READING OF ORDINANCE NO. 04-2017 – AN ORDINANCE TO ESTABLISH REGULATIONS FOR THE WASHINGTON STREET PARK AND PLACE THE PARK UNDER POLICE JURISDICTION AND PROTECTION FOR THE TOWN OF DUE WEST, S.C.

A motion was made by Council Member Storey to approve the second reading of Ordinance No. 04-2017. Council Member Stille seconded the motion and it passed unanimously.

VIII. REPORTS

A. Mayor's Report

1. *Council Member Anthony Storey Sworn In on 12/11/17*

Mayor Angel reported that Council Member Storey was sworn in on 12/11/17 after his re-election in November.

2. *Comprehensive Plan Update*

A comprehensive plan update and overview of the process was given by Mayor Angel. The recommended number of members on a Planning Commission consists between five to twelve. If each Council Member could ask a person to serve on the Commission, we would have seven members.

B. Council Reports/Comments

1. *Mayor Pro Tem Knight--Park Development*

Mayor Pro Tem Knight reported on the progress at the Washington Street Park. New playground equipment has arrived and will be installed soon. The Town can now proceed on the sign for the Park's regulations and Mr. Krumwiede has agreed to handle. Mrs. Knight added that the Town's Christmas parade was well attended and very successful. The Town appreciates the work Kathy Busby does diligently every year to organize the parade.

2. *Council Member Jackson—Capital Project Sales Tax Commission Update*

In Mrs. Jackson's absence, Mr. Krumwiede gave an update on the capital project sales tax proposal that will be on the County's 2018 ballot. Citizens will have access to a form for suggestions for improvements in the County. There will be five subcommittees.

C. David Krumwiede--Town Administrator

1. RIA Young Street Forcemain Replacement Update

Mr. Krumwiede reported on Phase Two of sewer improvements near Erskine's baseball field on Young Street. This forcemain line is over 70 years old. It will require an easement that Attorney Agnew is working on.

D. Paul Agnew--Town Attorney

He is working on the easement for the RIA Young Street forcemain and should have tomorrow. He needs a recordable plat from Carlyle Shirley at Dunn & Associates. Someone will need to take to Erskine's President Dr. Gustafson or their Controller Christian Habeger to obtain their signature on the easement. Mr. Krumwiede said he would get the recordable plat from Carlyle. Mr. Agnew added that the Town has to take bids on anything costing over \$5,000 per the Town's policy.

E. Fire Department—No Report Provided

F. Police Department—Report Provided

Police Chief Maxwell is sick tonight; therefore, Lt. Blake Gambrell presented the Department's activity summary for the month of November, 2017. The Police Department will begin addressing the squirrel problems beginning tomorrow through December 22nd. If residents are experiencing problems with squirrels causing damage to their property, they may contact the Police Department or Public Works.

G. Utilities Department—No Report Provided

Lewis Saxton and Roy McClain are working tonight on the final steps to obtain DHEC's approval on the generator.

IX. OLD BUSINESS

X. NEW BUSINESS

XI. ANNOUNCEMENTS

1. *Town Hall Closed for Christmas on December 22-26, 2017 and New Year's on January 1, 2018*

2. *Hometown Legislative Action Day on February 6, 2018*

3. *Municipal Elected Officials Institute of Government on February 7, 2018*

4. *Due West Robotics*

As of this past weekend, Mayor Angel said that three teams in the FLL 9 to 14 age groups have advanced to the state to be held January 27, 2018, in Greer. The high school group will be going to their FTC championship on February 2-3, 2018, in Easley.

5. *Council Meeting for January, 2018 and February, 2018*

Mayor Angel reminded Council Members that upcoming meetings for both January, 2018 and February, 2018 will be held on the second Monday night at 6:00 p.m. due to holidays instead of the third Monday night.

XII. ADJOURNMENT

With no other business, a motion was made by Council Member Mock and seconded by Mayor Pro Tem Knight to adjourn the Town Council Meeting at 7:00 p.m. Passed unanimously.

MAYOR

CLERK/TREASURER