

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Naomi Evers  
Councilwoman Dana Sloan  
Councilman Ed Smith



ELGIN TOWN COUNCIL MEETING  
MINUTES FOR JUNE 2, 2020

CALL TO ORDER

The monthly meeting of the Elgin Town Council was held Tuesday, June 2, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Due to the current public health emergency related to COVID-19, present were Councilman Edward Smith, Councilman Brad Hanley, Councilwoman Naomi Evers, Councilwoman Dana Sloan, Attorney John Wells, Clerk Ansley Champe, Chief Brown and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

Mayor Emmons informed Council that she had been presented a letter from Councilwoman Evers and was asked to share it with Council. In the letter, Councilwoman Evers stated that due to purchasing/moving to a residence located outside of the town limits that she regrettably must resign from her seat on Council. Mayor Emmons and others thanked her for her dedication and service to the Elgin Community and wished her and her family the best of luck in their new endeavor.

ACCEPTANCE OF, MAY 5, 2020 MEETING MINUTES

A motion was made by Councilwoman Dana Sloan to accept the minutes with a 2<sup>nd</sup> motion by Councilman Brad Hanley, without further discussion and a unanimous vote. Councilwoman Evers was unable to participate due to her resignation.

PUBLIC FORUM

COMPLAINTS

PUBLIC HEARING

OLD BUSINESS

Attorney John Wells made a recommendation that Council consider extending the COVID-19 Emergency Ordinance, which was set to expire on June 7, 2020. After some discussion regarding the difficulty to accommodate the public in Council Chambers and follow the guidelines for social distancing recommended by

CDC, Mayor Emmons and Chief Brown made a recommendation to Council to add additional technology to the Conference Room that would allow 6-8 individuals to attend the meeting in a separate area of the facility and have the ability to participate in the proceedings. After some discussion, Council felt this was a good direction and it would also assist with our municipal court once they start holding sessions again in the near future. Council also discussed concerns of COVID-19 in regards to the playground and picnic shelter located at Potter Community Park. After a lengthy conversation, it was decided to keep these items closed to the public until further notice. The walking trail is available for use by the public during this duration, but everyone is encouraged to continue to practice social distancing while at the park. A motion was made by Councilman Brad Hanley to extend the Ordinance for an additional (60) days, with a new expiration date of August 7, 2020, and a 2<sup>nd</sup> by Councilman Ed Smith without further discussion and a unanimous vote. Councilwoman Evers was unable to participate due to her resignation.

#### NEW BUSINESS

1<sup>st</sup> Reading of the 2020-2021 Budget, which includes projected revenues at \$1,014,171 and projected expenditures at \$1,014,171; a motion was made by Councilman Brad Hanley to accept the 1<sup>st</sup> reading of the 2020-2021 budget with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote. Councilwoman Evers was unable to participate due to her resignation.

Chief Brown – had no updates

#### COUNCIL BRIEFING

Councilman Ed Smith- had no report.

Councilman Brad Hanley- shared information that he had received from his allergist regarding the importance of wearing masks and how they assist in preventing or decreasing the chances of exposure and/or spread of the COVID-19 Virus.

Councilwoman Dana Sloan- had no report.

Councilwoman Naomi Evers- had no report.

Mayor Emmons- expressed appreciation to Council for all that they are doing for the community during the pandemic.

Attorney John Wells- informed Council that the Santee Lynches COG Hazard Mitigation Plan needs to be renewed and asked that this item be added to the agenda for the meeting on June 22, 2020. He also discussed the need for an election ordinance due to Councilwoman Evers resignation and the need for an upcoming Special Election to fill her vacancy.

A motion to adjourn the meeting was made at 7:10 pm by Councilman Brad Hanley with a 2<sup>nd</sup> motion by, Councilman Ed Smith without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith



CALL TO ORDER

A Special Business Meeting of the Elgin Town Council was held Tuesday, June 22, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Due to the current public health emergency related to COVID-19, present were Councilman Edward Smith, Councilman Brad Hanley, Councilwoman Dana Sloan, Attorney John Wells, Clerk Ansley Champe, Chief Brown and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

PUBLIC FORUM

PUBLIC HEARING

Ordinance 238- 2020/2021 Budget-no one signed up to speak during the Public Hearing.

OLD BUSINESS

2<sup>nd</sup> Reading of the Ordinance 238- 2020/2021 Budget- a motion was made by Councilman Brad Hanley to accept the 2<sup>nd</sup> reading of the 2020/2021 budget with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

Small Business Relief- after some discussion, a motion was made by Councilwoman Dana Sloan to extend the deadline for Business License Renewals and set up an option for a monthly payment plan if needed for the businesses located inside the town limits for 2020 with no late fees or penalties until December 31, 2020 with a 2<sup>nd</sup> motion by Councilman Brad Hanley without further discussion and a unanimous vote.

NEW BUSINESS

1<sup>st</sup> Reading of Ordinance 239 (Special Election to fill vacant seat)-after some discussion a motion was made by Councilman Ed Smith to accept the 1<sup>st</sup> reading of ordinance 239 with a 2<sup>nd</sup> motion by Councilman Brad Hanley without further discussion and a unanimous vote.

Santee-Lynches COG Hazard Mitigations Resolution-after some discussion a motion was made by Councilman Brad Hanley to accept the Hazard Mitigations Resolution with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote.

A motion to adjourn the meeting was made at 6:35 pm by Councilman Brad Hanley with a 2<sup>nd</sup> motion by Councilman Ed Smith without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith



CALL TO ORDER

The monthly meeting of the Elgin Town Council was held Tuesday, July 7, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Due to the current public health emergency related to COVID-19, present were Councilman Edward Smith, Councilman Brad Hanley, Councilwoman Dana Sloan, Attorney John Wells, Clerk Ansley Champe, Chief Brown and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

ACCEPTANCE OF JUNE 2, 2020 MEETING MINUTES

A motion was made by Councilwoman Dana Sloan to accept the minutes with a 2<sup>nd</sup> motion by Councilman Brad Hanley, without further discussion and a unanimous vote.

ACCEPTANCE OF JUNE 22, 2020 MEETING MINUTES

A motion was made by Councilman Brad Hanley to accept the minutes with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

PUBLIC FORUM

PUBLIC HEARING

OLD BUSINESS

2nd Reading of Ordinance 239 (Special Election) - a motion was made by Councilman Brad Hanley to accept the 2nd Reading of Ordinance 239 (Special Election) with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

NEW BUSINESS

1st Reading Face Covering Ordinance-after some discussion a motion was made by Councilman Brad Hanley to accept the 1st Reading Face Covering Ordinance with a 2<sup>nd</sup> motion by Councilman Ed Smith, further discussion and after much conversation, the item failed to pass with a tie vote of 2-2.

Chief Brown Updates-Council was informed of the upcoming retirement of Officer Scott Myers that will be effective July 31, 2020.

COUNCIL BRIEFING

Councilman Ed Smith-No report.

Councilman Brad Hanley-No report.

Councilwoman Dana Sloan- stated that she was very proud of the Elgin Community's display of unity during some very trying times for our country.

Mayor Emmons-reminded everyone of the Mobile Nutrition Center Produce Distribution scheduled for Wednesday, July 8<sup>th</sup> @ 2:00 at Elgin Town Hall.

Attorney John Wells- spoke briefly and expressed concerns over recent issues regarding the upcoming Special Election.

He also asked Council to consider a Resolution that will express it's support of the Elgin Police Department and law enforcement and Council asked that he prepare the Resolution and it be placed on the Agenda for the August Meeting.

A motion to adjourn the meeting was made at 7:03 pm by Councilman Brad Hanley with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith



CALL TO ORDER

The monthly meeting of the Elgin Town Council was held Tuesday August 4, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Due to the current public health emergency related to COVID-19, Present were Councilman Edward Smith, Councilman Brad Hanley, Councilwoman Dana Sloan, Attorney John Wells, Clerk Ansley Champe, Chief Brown and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

Amend Agenda

A motion was made by Councilman Brad Hanley to add the Emergency COVID-19 Ordinance to the agenda with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote.

ACCEPTANCE OF JULY 7, 2020 MEETING MINUTES

A motion was made by Councilman Brad Hanley, to accept the minutes with a 2<sup>nd</sup> motion by Councilman Ed Smith without further discussion and a unanimous vote.

PUBLIC FORUM

Penry Gustafson-encouraged the town to honor local law enforcement by proposing a resolution honoring our local law enforcement officers.

Kershaw County Chairman Julian Burns-provided Council with an update on COVID-19, expressed appreciation for the town setting a budget during such uncertain times and stated that the Kershaw County Election Commission is ready for the town's Special Election that is scheduled for Tuesday, September 1<sup>st</sup>.

PUBLIC HEARING

OLD BUSINESS

A motion was made by Councilwoman Dana Sloan to extend the Emergency COVID-19 Ordinance until October 5, 2020 with a 2<sup>nd</sup> motion by, Councilman Brad Hanley without further discussion and a unanimous vote.

NEW BUSINESS

A motion was made by Councilman Brad Hanley to agree to a Memorandum of Understanding between the Town of Elgin and the Fifth Circuit Public Defender regarding representation of indigent defendants in the Municipal Court for 2020/2021 with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

A motion was made by Councilman Brad Hanley to approve a Resolution Supporting the Elgin Police Department and Council expressed their appreciation of their heroic action during emergency responses that save lives while exposing our officers to eminent peril. The Elgin Police Department has the wholehearted support of the Mayor and Town Council with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

Mayor Emmons presented a Resolution for consideration requesting individuals to wear face coverings in retail and food service establishments and matters related thereto. The item did not receive a motion and therefore failed.

Chief Brown Updates- had no updates

#### COUNCIL BRIEFING

Councilman Ed Smith- had no report

Councilman Brad Hanley- had no report

Councilwoman Dana Sloan- had no report

Mayor Emmons- reminded everyone of the Blanketing Families Inc. distribution scheduled for Wednesday, August 5th @ 2:00 at Elgin Town Hall and the upcoming Special Election that will take place on Tuesday, September 1<sup>st</sup> to fill a vacant council seat.

Attorney John Wells- reminded Council that the ad needs to be developed for the Landscaping Contract to be put out for bid. The bids will be opened at our October Meeting.

A motion to adjourn the meeting was made at 6:31 pm by Councilman Brad Hanley with a 2<sup>nd</sup> motion by, Councilwoman Dana Sloan without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith



ELGIN TOWN COUNCIL MEETING  
MINUTES FOR SEPTEMBER 1, 2020

CALL TO ORDER

The monthly meeting of the Elgin Town Council was held Tuesday September 1, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Present were Councilman Edward Smith, Councilman Brad Hanley, Councilwoman Dana Sloan, Lt. Anders, Clerk Ansley Champe, and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

ACCEPTANCE OF AUGUST 4, 2020 MEETING MINUTES

A motion was made by Councilman Ed Smith to accept the minutes with a 2<sup>nd</sup> motion by Councilman Brad Hanley, without further discussion and a unanimous vote.

Adoption of Agenda

A motion was made by Councilman Brad Hanley to adopt the agenda with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote.

PUBLIC FORUM

Chairman Julian Burns provided Covid-19 updates, discussed a new bus route that will be available from Camden to Elgin, and the new walking park in Elgin near Elgin Urgent Care.

COMPLAINTS

PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

Bookkeeping Services-Mayor Emmons provided Council with a quote for accounting/bookkeeping services from a local company. After some discussion no action was taken at this time.

Chief Brown-was not present due to a minor procedure and there were no updates provided for the Elgin Police Department.



Executive Session

A motion was made by Councilman Brad Hanley to go into Executive Session for a Personnel Matter, with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote.

A motion was made by Councilman Brad Hanley to come out of Executive Session for a Personnel Matter, with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote. Mayor Emmons informed everyone that no action was taken, and no vote would be required.

COUNCIL BRIEFING

Councilman Ed Smith- had no report.

Councilman Brad Hanley- had no report

Councilwoman Dana Sloan- expressed condolences to the families that have lost loved ones to COVID-19 as well as Attorney John Wells on the recent passing of his Mother.

Mayor Emmons- asked for continued prayers for the families dealing with COVID-19 and for the safety of the students, staff and parents as school is back in session in Kershaw County.

A motion to adjourn the meeting was made at 7:25 pm by Councilman Brad Hanley, with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith  
Councilman Paul Rizzo



ELGIN TOWN COUNCIL MEETING  
MINUTES FOR OCTOBER 6, 2020

CALL TO ORDER

The monthly meeting of the Elgin Town Council was held Tuesday, October 6, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Present were Councilman Edward Smith, Councilman Brad Hanley, Councilwoman Dana Sloan, Councilman-Elect Paul Rizzo, Lt. Anders, Clerk Ansley Champe, and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

ACCEPTANCE OF SEPTEMBER 1, 2020 MEETING MINUTES

A motion was made by Councilwoman Dana Sloan to accept the minutes with a 2<sup>nd</sup> motion by Councilman Brad Hanley, without further discussion and a unanimous vote.

OATH OF OFFICE

Swearing in Ceremony for Councilman Paul Rizzo, who was elected in a Special Election in September to fill the vacant seat left by the resignation of Councilwoman Evers. The Oath of Office was given by Mayor Emmons outside at the Town Clock to accommodate social distancing.

PUBLIC FORUM

Chairman Julian Burns provided Council with updates on Absentee Voting located at the City Arena in Camden, COVID-19 (averaging 8-14 cases per day), the 2020 CENSUS and the ceremony at Lugoff-Elgin High School honoring Sgt. Major Thomas P. Payne, a Kershaw County Resident who was the recent recipient of the Medal of Honor for his heroic acts during Operation Inherent Resolve.

Adoption of Agenda

A motion was made by Councilman Ed Smith, to adopt the agenda with a 2<sup>nd</sup> motion by Councilman Brad Hanley without further discussion and a unanimous vote.

COMPLAINTS

PUBLIC HEARING

## OLD BUSINESS

Covid-19 Emergency Ordinance-Council chose not to renew/extend the Emergency Ordinance for the Corona Virus Epidemic. The emergency procedures that had been put in place originally in April have now expired and we have resumed normal operations. This included the re-opening of Potter Community Park.

## NEW BUSINESS

Mike Conley, Director of Kershaw County Planning & Zoning, gave a presentation for the 2020-2022 Kershaw County Emergency Route for Santee Wateree Regional Transportation Authority. The route will originate in Elgin, runs to Camden and loops back past the Hospital and other healthcare providers on Haile Street. It will return to Elgin and continue to Sandhill's SuperStop to connect to the COMET System (as requested). The route length is 45.7 miles with 29 total stops and a travel time of (2) hours. The Total Annual Operating Cost @ 5 times per day/ 5 days per week is \$251,959.66 with 0% cost to Kershaw County. The current plan is to start this route sometime in December-January. There will be additional opportunities for more information as LiveWell will be conducting the public education segment of this grant.

Landscaping Bids-Council opened 5 bids for the town's landscaping contract, which expired on September 30, 2020 with our current provider, who has decided to discontinue this service. Of the bids submitted, A motion was made by Councilman Brad Hanley to accept/award the bid to Carolina Cuts Lawn Care and Irrigation and will pursue a contract pending documentation/clarification on Worker's Compensation and Liability Insurance. The bid total was \$9,540.00, which will consist of (12) monthly installments of \$795.00, with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote. Council will review a contract at the November 3<sup>rd</sup> meeting.

Ordinance 137 Amendment-Council also had a 1<sup>st</sup> Reading for an amendment to Ordinance 137-Section 6-Item (E), which addresses the frequency that an item can be presented to Council by the Public for consideration. The amendment changes it from a (12) month period to a (3) month period. The 2<sup>nd</sup> Reading is scheduled for our November 3<sup>rd</sup> meeting. Motion to accept the 1<sup>st</sup> Reading was made by Councilman Ed Smith, with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote.

Chief Brown was not available to provide updates for the Elgin Police Department, but Interim Chief Anders shared his apology and thanked Council for their support on his behalf.

## COUNCIL BRIEFING

Councilman Ed Smith-congratulated Paul Rizzo on his election to Council and expressed that he looks forward to working with him.

Councilman Brad Hanley- discussed the Financial Reports/Bank Reconciliations in and agreed that the matter should be added to the next month's agenda. He also asked for a 3-5-year financial analysis of the town's revenue and expenditures to gauge the current status of our financial position if we chose to pursue funding projects.

Councilwoman Dana Sloan-brought up the subject of the Financial Reports/Bank Reconciliations, which was a follow-up from the discussion during Council Briefings at the September 1<sup>st</sup> meeting. After a great deal of discussion from several members of Council, it was agreed to add this matter to the agenda under Old Business for the November 3<sup>rd</sup> meeting. She also asked that a Potter Community Park Update be added to the November Agenda. Councilwoman Sloan also requested clarification regarding procedures for when Council

receives their packets each month. The Clerk informed her that packets go out electronically on the Friday prior to the next meeting and hard copies are also available for pickup. Per FOIA Guidelines, agendas have to be posted 24 hours prior to a meeting, but it is our goal to get it out before then. The deadline for any amendments would be the Monday prior to the meeting at 5:00 (end of business day).

Councilman Paul Rizzo-had no report.

Mayor Emmons-shared an article from a recent MASC publication that stated how face masks ordinances/resolutions appeared to help slow the spread of COVID-19, shared with Council that an extension had been granted on the Potter Community Park Grant from 2017 through June 30, 2021, asked that a request for Kershaw County Teacher of the Year Sponsorship be added to the November Agenda in addition to further discussions regarding a possible bid package for a 2<sup>nd</sup> picnic shelter to be constructed at Potter Community Park.

Town Attorney John Wells- had no report.

A motion to adjourn the meeting was made at 8:17 pm by Councilman Brad Hanley with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith  
Councilman Paul Rizzo



ELGIN TOWN COUNCIL MEETING  
MINUTES FOR NOVEMBER 3, 2020

CALL TO ORDER

The monthly meeting of the Elgin Town Council was held on Tuesday November 3, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Present were Councilman Edward Smith, Councilman Brad Hanley, Councilman Paul Rizzo , Councilwoman Dana Sloan, Chief Anders, Clerk Ansley Champe, Town Attorney John Wells and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

ACCEPTANCE OF OCTOBER 6, 2020 MEETING MINUTES

A motion was made by Councilman Brad Hanley to accept the minutes with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan, without further discussion and a unanimous vote.

PUBLIC FORUM

Adoption of Agenda

A motion was made by Councilman Brad Hanley to adopt the agenda with a 2<sup>nd</sup> motion by Councilman Ed Smith without further discussion and a unanimous vote.

COMPLAINTS

PUBLIC HEARING

OLD BUSINESS

A motion was made by Councilman Brad Hanley to approve the Landscaping Contract with Carolina Cuts Lawn Care and Irrigation with a 2<sup>nd</sup> motion by Councilman Paul Rizzo without further discussion and a unanimous vote.

A motion was made by Councilman Brad Hanley to accept the 2nd Reading of Ordinance 137 that amended Section 6, Item (E) with a 2<sup>nd</sup> motion by Councilman Paul Rizzo without further discussion and a unanimous vote.

Council also had an in-depth discussion regarding the In-House Bookkeeping/Financials and will continue to review the next few months of reports to determine if the information is adequate. Mayor Emmons presented Council with a (4) year Financial Analysis that had been requested by Councilman Brad Hanley to assist in having a clear understanding of Revenue/Expenses. A new trendline will be presented at the December Meeting minus data for Contingency and Research and Development.

A motion was made by Councilwoman Dana Sloan to contribute \$200.00 to the Kershaw County School District Teacher of the Year Celebration with a 2nd motion by Councilman Brad Hanley without further discussion and a unanimous vote.

Councilwoman Sloan inquired in Council's future plans for development at Potter Community Park regarding a possible community center, additional picnic shelter, etc. Before making that determination, Council would like to review the town's projected finances and get some clarification on whether or not a Certificate of Occupancy can be issued without the parking lot being paved. This will be discussed further at an upcoming meeting.

#### NEW BUSINESS

Council presented a Resolution proclaiming November 15-22, 2020 as National Hunger and Homelessness Awareness Week in the Town of Elgin to Kimberly Little, Director of Christian Community Ministries and Betty Stewart, Case Manager of New Day Transitional Housing. Council also discussed a proposal from a local Girl Scout troop (Cadette's) regarding a free community library at Potter Community Park. After some discussion, Council has requested more information such as an image with size to determine compliance, proximity/location in the park and what precautionary measures will be taken because of COVID and terms of the agreement of maintaining the project. This information will be presented and discussed at the next meeting.

Chief Anders provided Council with an update to recent upgraded security/technology with the Elgin Police Department, specifically the installation of (19) new cameras inside and outside the facility. He also reminded Council of the Department's current fundraiser for Toys Roundup-No Shave November-and stated that they had raised almost \$1500.00 in the last 24-48 hours.

#### COUNCIL BRIEFING

Councilman Ed Smith- had no report.

Councilman Brad Hanley- congratulated and welcomed Chief Alan Anders in his new position.

Councilwoman Dana Sloan- issued a challenge to match up to \$100 on any contributions for No Shave November.

Councilman Paul Rizzo – had no report.

Mayor Emmons- reminded Council of the following upcoming events-Citizen of the Year nominations due by November 23, 2020, Elgin's Tree Lighting Ceremony on December 3, 2020, Elgin's Catfish Stomp Parade and Food Festival on December 5, 2020 and Toys Roundup Applications due by December 14, 2020.

Town Attorney John Wells- Had no report.

#### Executive Session

A motion was made by Councilman Ed Smith to go in to executive session for a contractual matter 2nd motion by Councilman Brad Hanley. A motion was made by Councilman Brad Hanley to come out of Executive Session

and a 2nd by Councilman Paul Rizzo without further discussion and a unanimous vote. Upon returning to regular session, Council agreed to enter into a professional services contract with Asset Technology Group to provide IT Services to the Town of Elgin. Also, due to changes in landscaping and IT, Council discussed the need to review/discuss a budget amendment at the December Meeting.

A motion to adjourn the meeting was made at 7:42 pm by Councilman Ed Smith with a 2<sup>nd</sup> motion by Councilman Brad Hanley without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe

ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith  
Councilman Paul Rizzo



ELGIN TOWN COUNCIL SPECIAL BUSINESS MEETING  
MINUTES FOR NOVEMBER 17, 2020

CALL TO ORDER

The special business meeting of the Elgin Town Council was held Tuesday November 17, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Present were Councilman Edward Smith, Councilman Brad Hanley, Councilman Paul Rizzo, Councilwoman Dana Sloan, Chief Anders, Clerk Ansley Champe, Town Attorney John Wells and Mayor Melissa Emmons.

Adoption of Agenda

A motion was made by Councilman Brad Hanley to adopt the agenda with a 2<sup>nd</sup> motion by Councilman Paul Rizzo, without further discussion and a unanimous vote.

Planning and Zoning

Business License Procedures- Council decided to add a check list to procedures that would stipulate a 10-business day turn around for approval.

District Overlay- no changes were made.

Yard Sales/Charity Fundraiser Permits – no changes were made. Council requested that permits be emailed to them when received by clerk.

Home Business License Procedures- add if a Commercial or Residential to the check list.

Executive Session

A motion was made by Councilman Brad Hanley to go in to executive session for a legal matter with a 2<sup>nd</sup> motion by Councilwoman Dana Sloan. A motion was made by Councilman Brad Hanley to come out of Executive Session and a 2<sup>nd</sup> motion by Councilman Paul Rizzo, without further discussion and a unanimous vote. Mayor Emmons stated that no decisions were made and no votes would be necessary.

A motion to adjourn the meeting was made at 8:05 pm by Councilman Ed Smith with a 2<sup>nd</sup> motion by Councilman Brad Hanley, without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe



ELGIN TOWN COUNCIL  
TOWN OF ELGIN, SC.  
Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilwoman Dana Sloan  
Councilman Ed Smith  
Councilman Paul Rizzo



ELGIN TOWN COUNCIL MEETING  
MINUTES FOR DECEMBER 1, 2020

CALL TO ORDER

The monthly meeting of the Elgin Town Council was held Tuesday December 1, 2020 at 6:00pm with Mayor Melissa Emmons presiding.

ROLL CALL

Present were Councilman Edward Smith, Councilman Brad Hanley, Councilman Paul Rizzo, Chief Anders, Clerk Ansley Champe, Town Attorney John Wells and Mayor Melissa Emmons.

INVOCATION

Mayor Melissa Emmons gave the invocation.

PLEDGE OF ALLEGIANCE

Councilman Brad Hanley led Town Council and all others attending the meeting in the Pledge of Allegiance.

ACCEPTANCE OF NOVEMBER 3, 2020 MEETING MINUTES

A motion was made by Councilman Brad Hanley to accept the minutes with a 2<sup>nd</sup> motion by Councilman Paul Rizzo, without further discussion and a unanimous vote, except for Councilwoman Dana Sloan due to absence.

ACCEPTANCE OF NOVEMBER 17, 2020 MEETING MINUTES

A motion was made by Councilman Ed Smith to accept the minutes with a 2<sup>nd</sup> motion by Councilman Brad Hanley, without further discussion and a unanimous vote, except for Councilwoman Dana Sloan due to absence.

PUBLIC FORUM

Adoption of Agenda

A motion was made by Councilman Paul Rizzo to adopt the agenda with a 2<sup>nd</sup> motion by Councilman Ed Smith, without further discussion and a unanimous vote.

COMPLAINTS

PUBLIC HEARING

OLD BUSINESS

-Council had an in-depth discussion regarding the in-House bookkeeping/Financials and will continue to review the next few months of reports to determine if the information is adequate as requested by Councilman Brad Hanley at a prior meeting.

-Mayor Emmons presented Council with a (4) year Financial Analysis to assist in having a clear understanding of Revenue/Expense minus Contingency and Research and Development as requested by Council at the November Meeting.

#### NEW BUSINESS

-Chief Anders provided Council with an update to recent upgraded security/technology with the Elgin Police Department, specifically the installation of (19) new cameras inside and outside the facility. He also gave an update on the Department's fundraiser for Toys Roundup-No Shave November. He stated that they had currently raised over \$13,500.00 for the project.

-He also informed Council of a request for an upcoming BBQ Cook-Off scheduled for February 19-20, 2021 at Potter Community Park. He requested permission from Council to allow the competitors to stay overnight as they prepare their food and informed them that an officer will be on site at all times. A motion was made by Councilman Brad Hanley to approve the event and a 2<sup>nd</sup> by Councilman Paul Rizzo, without further discussion and a unanimous vote except for Councilwoman Dana Sloan due to absence.

-Chief Anders also provided Council a report showing the call log for the officers during the month of November 2020.

#### COUNCIL BRIEFING

Councilman Ed Smith- had no report.

Councilman Brad Hanley- had no report.

Councilman Paul Rizzo – asked about the Tree Lighting and Catfish Stomp and Mayor Emmons provided an update on food trucks and other activities for the events.

Mayor Emmons- reminded Council of the following upcoming events- Elgin's Citizen of the Year for 2020 is Mr. Pat Bero, Elgin's Tree Lighting Ceremony on December 3, 2020, Elgin's Catfish Stomp Parade and Food Festival on December 5, 2020 and Toys Roundup Applications due by December 14, 2020.

Town Attorney John Wells- had no report.

#### Executive Session

A motion to adjourn the meeting was made at 7:42 pm by Councilman Brad Hanley with a 2<sup>nd</sup> motion by Councilman Paul Rizzo without further discussion and a unanimous vote.

Approved: \_\_\_\_\_ Minutes submitted by Ansley Champe