

**MINUTES OF  
REGULAR COUNCIL MEETING  
CITY HALL  
APRIL 4, 2022 – 6:00 PM**

**PRESENT**

**MAYOR**

**TODD M. HARRELSON**

**COUNCIL**

**JOAN GAUSE  
LEWIS C. HARDEE, JR.  
ANDREA L. COLEMAN  
CARROLL D. PADGETT, JR.  
MICHAEL E. SUGGS  
JAN P. VESCOVI**

**CALL TO ORDER:**

The meeting was called to order by Mayor Harrelson at 6:00 pm on Monday, April 4, 2022.

**INVOCATION:**

The invocation was given by Councilwoman Gause.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mayor Harrelson.

**ROLL CALL:**

The roll was called by City Clerk Massey.

**FOIA:**

Notice of the meeting with an agenda was publicly posted, published, and forwarded to the media no less than 24 hours prior to commencement.

## **MAYOR'S REPORT:**

### **A. CHAMBER OF COMMERCE**

Mrs. Samantha Norris stated that the Chamber would hold the annual Car Show on April 23, 2022 and a fundraiser to benefit the Historical Society will be held on April 30, 2022 at Beachwood Villas. She added that renovations to the Historical Society were near completion to provide venue space, with a maximum capacity of 252 people, and all proceeds will be applied to the museum portion of the Historical Society. Mrs. Norris advised Council that the Historical Society plans to hold an annual banquet in the future. Councilman Padgett inquired whether the Historical Society was considered a 501(c)(3) [charitable organization]; Mrs. Norris confirmed the non-profit status.

### **B. MCLEOD LORIS HOSPITAL REPORT**

Mayor Harrelson advised Council that McLeod reported zero COVID cases, adding that was the first report of no cases since the beginning of the pandemic. He added that McLeod would hold a ribbon-cutting ceremony for the new medical offices in the near future.

### **C. COFFEE WITH THE MAYOR**

Mayor Harrelson stated that Coffee with the Mayor would be held on April 14, 2022, in the Community Room, beginning at 9:00 am.

### **D. WATER METER READING ISSUES**

Clerk Massey advised Council of issues concerning the water bills, including a meter book that zeroed all usage for the two months prior (i.e., reflecting no gallons used) and only reflecting the base fee(s) on that month's statements. He further stated that when meter readings were entered the following month the previous month's usage omitted by the system was included with that billing cycle and that multiple calls had been received questioning the readings. Clerk Massey added that an issue found with the older meters was once the meter reached a certain amount [maximum reading number] that the meter would restart at zero. He added that, even with the said issue, the billing process portion had improved and urged anyone with questions or concerns to contact him.

Councilman Padgett stated that the meters causing the issue(s) should be the first to be replaced; Clerk Massey added that the newly ordered meters would most likely be replacing the meter book referenced. Councilwoman Gause requested clarification concerning the referenced meter books; Clerk Massey further explained that the meter readings are divided into walks and books, similar to a district within the city, to avoid printing a cumulative packet with no beginning or end. Clerk Massey added that the billing statement following the zero-usage bills gave the impression that the City had overcharged, when in fact the statement reflected that of two months' usage; Mayor Harrelson added that simply the books just identified different areas.

## **ADMINISTRATOR'S REPORT:**

### **A. UPDATES ON A FIXED ASSET POLICY AND PROCUREMENT POLICY (AUDIT)**

Administrator Young provided Council with a proposed Fixed Asset Policy for review and stated that the purpose of the policy was to ensure an accurate accounting of assets of the City for insurance purposes and relates to auditing matters valued at \$5,000 or more and noted that the information provided also included examples of depreciation schedules. He advised Council that the rationale for the policy would be for auditing purposes and serve as a starting point for the City's auditors concerning values of \$5,000 or more for auditing standards, but the City would continue to inventory equipment as required for insurance purposes. Administrator Young stated that his goal was for this policy to become a portion of the Financial Procedures manual. He added that a Financial Procedures Policy was required to qualify for State and/or Federal funding.

Councilman Padgett inquired whether the depreciation schedule provided was a standard schedule; Administrator Young confirmed that it was standard for a city the size of Loris. Councilman Padgett requested clarification that Council needed to implement the policy by ordinance or if a provision, as stated in the Procurement Policy, may be added to the proposed Fixed Asset Capitalization and Control Policy to allow Council to amend it without ordinance would suffice; Administrator Young clarified that the Procurement Policy must be implemented through ordinance as stated in the municipal handbook. Attorney Moss added that the potential ordinance could authorize a Fixed Assets Policy that could be updated by the Interim City Administrator or City Administrator; Administrator Young also added that this may be accomplished by resolution as well. Attorney Moss commented that the proposed policy indicates the threshold is \$5,000 but there are items that [individually] would not meet this threshold that the City would still wish to depreciate (i.e., water meters).

### **B. UPDATE ON A CITY UNIFORM POLICY**

Administrator Young advised Council that he will be drafting a policy to state that City employees are prohibited from wearing their City uniforms while performing work elsewhere and would provide a memo to that effect.

### **C. DISCUSS PROPOSED BUDGET OUTLINE FOR FY 2022-2023**

Administrator Young advised Council that Personnel & Finance Committee meetings would be held from May 5, 2022 through April 20, 2022 and would include department supervisors. He added that the Committee will discuss the current budget forecast and the proposed 2022-2023 budget. Attorney Moss requested clarification regarding his understanding that department supervisors are supposed to have the ability to add edits for their department and if the software would reflect to indicate that those modifications had been entered; Clerk Massey clarified that there are various methods to reflect this information. Administrator Young added that the Personnel & Finance Committee workshop would review the documents prior to being submitted to Council.

**D. UPDATE ON MAIN STREET TREE REMOVAL**

Administrator Young advised Council that he plans to meet with Clemson Extension and the Waccamaw Regional Council of Governments. He stated that Mr. Fowler, a horticulturist with Clemson Extension, will inspect the various trees planted along Main Street to provide an evaluation regarding the condition of the said trees; he will discuss the downtown revitalization with Carol from the Waccamaw Regional Council of Governments. Administrator Young added that Jenny Boulware from the S.C. Municipal Association will be in the area in the following weeks to discuss the Main Street program to provide feedback regarding different grants that can be applied for concerning the Main Street program. He advised Council that he has contacted SCDOT and has been informed of programs and guidelines concerning this matter.

**E. G.O. BOND REVIEW (BEN ZEIGLAR)**

Administrator Young informed Council that documents were forwarded to Mr. Ben Zeiglar and stated that the firm uses a financial representative from a bank in Charlotte, to form a Debt Schedule proposal to submit to Council in the near future. He stated that there are a couple of proposals that should be addressed concerning the refinancing of the RDA bonds and also review the debt service requirements moving forward.

**F. UPDATE ON ELECTRIC VEHICLE SUPPLY EQUIPMENT PROJECT (SANTEE COOPER)**

Administrator Young stated that he and Attorney Moss had reviewed the agreement with Santee Cooper. Councilwoman Vescovi requested additional information regarding the agreement; Clerk Massey responded that Santee Cooper had received several charging stations for Horry County and, initially, Santee Cooper had not planned to involve the City but later chose to include Loris due to their representative being from the area. Clerk Massey added that the plan would be to install the charging stations near one of Santee Cooper's transformers; and if an individual has that type of vehicle, a search for charging stations would route them into Loris to charge, potentially while they stroll through downtown Loris. Councilwoman Vescovi questioned where the charging stations would be located; Clerk Massey replied that the proposed location would be in front of Powers Pharmacy. Attorney Moss clarified that Santee Cooper does not propose multiple locations but rather the agreement would provide the City with one pedestal that includes two charging stations. Clerk Massey added that Santee Cooper would install the charging station and the City would be required to insure it and provide the electricity for the year.

Attorney Moss further clarified that Santee Cooper has agreed to provide the charging stations and the labor for installation at no cost to the City, but after the charging station is installed it would become an asset for the City; and if the proposal is accepted, the City would be obligated to maintain and pay for the electricity to serve the charging stations for an initial term of five [5] years, but may be terminated by either party prior to the expiration of the stated term. He opined that this is a political subject and probably a politically correct action to take but the cost to the City would be best determined by the insurance, maintenance, and electricity costs being approximately \$1,000 annually; he added that the City would not be allowed to pass that cost [for electricity] along to the consumer. Attorney Moss further stated that the charging stations

are not fast charging, but the goal is to entice the individual to the downtown area while their vehicle is charging. Councilman Padgett questioned additional costs the City could potentially incur in addition to the \$1,000 (i.e., cost of electricity); Attorney Moss responded that the \$1,000 included the cost of electricity.

Clerk Massey advised that the charging stations' functionality was meant to be inexpensive for drawing the number of volts. Mayor Harrelson commented that the stations would be an incentive to attract people into the City as they are traveling to their destination; Clerk Massey and Administrator Young added that the availability of the charging stations would also reflect on GPS/mapping applications and various search engines. Clerk Massey advised Council that should the City decline the charging stations, Santee Cooper would install them in a vicinity closer to the beach.

**COMMITTEE REPORTS:**

**A. FINANCE & PERSONNEL COMMITTEE**

Councilwoman Vescovi advised Council that the Committee's previous meeting was to discuss scheduling dates for a workshop concerning the upcoming budget and review the Datamax presentation, which Council has since voted to enter into a contract for these services.

**B. PUBLIC SAFETY COMMITTEE**

The Committee did not have a meeting since the previous Council Meeting.

**C. PUBLIC WORKS COMMITTEE**

Councilman Hardee advised Council that the Committee looked forward to receiving the new equipment previously approved by Council.

**D. RECREATION COMMITTEE**

Councilwoman Vescovi advised Council that the Committee met with Dr. Rocky from Coastal Carolina University to discuss needs related to the Recreation Department's upcoming expansion project. She added that Dr. Rocky spoke with several members of the community and will be finalizing his report in the near future to provide to the Committee. Councilwoman Vescovi stated that Mr. Tim Zeltwanger would publish the report to the public or could present it during a council meeting, should Council prefer.

**E. BUILDING & GROUNDS COMMITTEE**

Councilwoman Coleman advised Council that a meeting was held to discuss the downtown revitalization, as Administrator Young previously stated, and included communicating with the garden club to reestablish their involvement.

**F. PLANNING, ANNEXATION, & ECONOMIC DEVELOPMENT COMMITTEE**

Councilman Padgett advised Council that the Committee held a meeting approximately a month ago to discuss potential modifications and Administrator Young would be contacting the Waccamaw Council of Government to schedule a meeting.

**BUSINESS:**

**A. 1<sup>ST</sup> READING OF ORDINANCE 01-22, AN ORDINANCE OF ANNEXATION**

Councilman Suggs stated for the record that Clerk Massey was able to produce the letters from the chairman of the Planning Commission and are attached to the Minutes of this Council Meeting as “**Exhibit A**”. Motion made by Councilman Padgett to approve the 1<sup>st</sup> Reading of Ordinance 01-22; Seconded by Councilwoman Gause. All members voted in favor; the Motion passed.

**B. 1<sup>ST</sup> READING OF ORDINANCE 02-22, AN ORDINANCE OF ANNEXATION**

Councilman Suggs stated for the record that Clerk Massey was able to produce the letters from the chairman of the Planning Commission and are attached to the Minutes of this Council Meeting as “**Exhibit B**”. Motion made by Councilman Padgett to approve the 1<sup>st</sup> Reading of Ordinance 01-22; Seconded by Councilwoman Gause. All members voted in favor; the Motion passed.

**C. 1<sup>ST</sup> READING OF ORDINANCE 03-22, AN ORDINANCE OF ANNEXATION**

Councilman Suggs stated for the record that Clerk Massey was able to produce the letters from the chairman of the Planning Commission and are attached to the Minutes of this Council Meeting as “**Exhibit C**”. Motion made by Councilman Padgett to approve the 1<sup>st</sup> Reading of Ordinance 01-22; Seconded by Councilwoman Gause. All members voted in favor; the Motion passed.

**D. 1<sup>ST</sup> READING OF ORDINANCE 04-22, AN ORDINANCE IMPLEMENTING A FIXED ASSET POLICY**

Motion made by Councilman Hardee to table this matter; Seconded by Councilman Suggs. All members voted in favor; the matter was tabled.

**E. 1<sup>ST</sup> READING OF ORDINANCE 05-22, AN ORDINANCE IMPLEMENTING A PROCUREMENT POLICY**

Motion made by Councilman Padgett to table this matter; Seconded by Councilman Hardee. All members voted in favor; the matter was tabled.

**F. AMENDMENT OF RESOLUTION 01-22, A RESOLUTION TO STATE THE PRIMARY INTENDED USES OF A PORTION OF THE FIRST INSTALLMENT OF THE CITY OF LORIS, SOUTH CAROLINA, ALLOTMENT OF LOCAL FISCAL RECOVERY FUNDS THROUGH THE AMERICAN RESCUE PLAN ACT; AND FOR OTHER PURPOSES**

Motion made by Councilman Suggs to approve the amendment of Resolution 01-22 and be titled "Resolution 01-22, Amendment No. 1"; Seconded by Councilman Padgett. All members voted in favor; the matter passed.

**G. COUNCIL WILL DISCUSS APPOINTMENTS OF CITIZENS TO THE PLANNING COMMISSION AND ZONING BOARD OF APPEALS**

Clerk Massey informed Council that Ms. Flossie Brink and Mr. Steven Risso have stated that they no longer wish to serve on the Planning Commission, and two members of the Zoning Board of Appeals have stated the same. Attorney Moss advised Council of the receipt of two applications, Mr. John Adkins and Mr. Walter Birdsell, for vacancies on the Planning Commission, while none were received for the Zoning Board of Appeals. Councilman Suggs instructed Clerk Massey to inform the aforementioned applicants of the initial training and to remind the Planning Commission's current members of the annual continuing education requirements.

Administrator Young stated that it would be more pressing to have a full Planning Commission; Clerk Massey advised Council of the indicated increase in the need for matters heard by the Planning Commission. Administrator Young added that the Planning Commission and the Zoning Board of Appeals are two very different commissions, and it was important that each understood its roles and responsibilities.

**H. COUNCIL WILL DISCUSS THE CITY ADMINISTRATOR'S DUTIES, HIRING, AND OTHER RESPONSIBILITIES**

Mayor Harrelson stated that, during the time period when the City lacked an appointed City Administrator, Council followed a procedure for appropriately addressing matters concerning employment and personnel. Councilman Padgett commented that involved the department supervisor and City Administrator; Councilwoman Vescovi added that this discussion was to reiterate the powers and duties given to the City Administrator by Council [as stated in Section 2-164 of the Code of Ordinances, City of Loris, South Carolina].

**APPOINTMENTS:**

**A. PLANNING COMMISSION – 2 MEMBERS**

Motion made by Councilwoman Vescovi to appoint Mr. John Adkins to replace Ms. Flossie Brink on the Planning Commission; Seconded by Councilwoman Gause. All members voted in favor; the Motion passed.

Motion made by Councilwoman Vescovi to appoint Mr. Walter Birdsell to replace Mr. Steven Risso on the Planning Commission; Seconded by Councilman Padgett. All members voted in favor; the Motion passed.

**B. ZONING BOARD OF APPEALS – 2 MEMBERS**

No applications were received for the Zoning Board of Appeals; therefore, the two vacancies remain.

**EXECUTIVE SESSION:**

**A. DISCUSSION ON PERSONNEL MATTERS**

Motion made by Councilwoman Gause to enter Executive Session for the purpose of discussion on personnel matters; Seconded by Councilman Padgett. All members voted in favor to enter Executive Session at 6:54 pm.

Motion made by Councilman Padgett to exit Executive Session; Seconded by Councilman Suggs. All members voted in favor to exit Executive Session at 7:17 pm.

Mayor Harrelson stated that no action was taken during Executive Session.

**AMENDMENT TO AGENDA:**

Motion made by Councilman Padgett to approve the contract for the purchase of the property on Heritage Road; Seconded by Councilwoman Vescovi. All members voted in favor; the Motion passed.

**DEPARTMENTAL REPORTS:**

**A. PUBLIC WORKS**

Mr. Jordan Phillips informed Council that the Department had completed approximately 90% of the scheduled valve maintenance and would then begin fire flow and hydro maintenance. He added that there had been a delay due to numerous work orders for new water-sewer connections.

**B. CODE ENFORCEMENT**

Clerk Massey informed Council that Low Country Urgent Care should be in its final stages and would forward to Council any plans for a grand opening ceremony. He stated Tractor Supply had provided its engineer plans and is currently awaiting documents from Horry County Stormwater.



### **C. RECREATION DEPARTMENT**

Councilwoman Vescovi relayed Mr. Tim Zeltwanger's report that Opening Day was a success, receiving multiple compliments, and the Department was appreciative of everyone that attended. She added that Zeltwanger reported nearly \$3,000 in gross sales at the concession stand and the children enjoyed the inflatables. Councilwoman Vescovi relayed that Loris High School students did a great job assisting with field preparations. She added that Dr. Rocky is always open to suggestions from Council regarding the Needs Assessment.

### **D. POLICE DEPARTMENT**

Clerk Massey relayed that Chief Gary Buley indicated no new updates since the last Council Meeting and the Department's monthly statistics were provided for Council's review.

### **E. FIRE DEPARTMENT**

Clerk Massey relayed that Chief Jerry Hardee indicated no new updates since the last Council Meeting and the Department's monthly statistics were provided for Council's review

### **PUBLIC AND PRESS:**

Councilwoman Vescovi informed Council of Loris High School will hold its first semi-formal Annual Alumni Ball on May 7, 2022 and a palooza on the evening of May 6, 2022.

### **ADJOURNMENT:**

Motion made by Councilwoman Gause for adjournment; Seconded by Councilwoman Vescovi. All members voted in favor. There being no further business, the Council Meeting was adjourned at 7:17 pm.

**ATTEST:**

---

**TODD K. MASSEY, II**  
**CITY CLERK**

---

**TODD M. HARRELSON**  
**MAYOR**

**LORIS COUNCIL MEMBERS**

---

**JOAN S. GAUSE**

---

**LEWIS C. HARDEE, JR.**

---

**ANDREA L. COLEMAN**

---

**CARROLL D. PADGETT, JR.**

---

**MICHAEL E. SUGGS**

---

**JAN P. VESCOVI**