



## COUNCIL MEETING AGENDA

Tuesday May 9, 2023

6:00pm

West Pelzer Municipal Center

30 Main Street

- I. INVOCATION/PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER
- III. APPROVAL OF MEETING MINUTES
  - a) April 11, 2023 Council Meeting
  - b) April 18, 2023 Special Called Meeting
- IV. PRESENTATIONS AND REPORTS
  - a) Paula Payton - Clerk's Report
  - b) Chief Stoller – Police Department Report
  - c) Mayor Sanders – Employee Appreciation Proclamation
- V. CITIZEN COMMENTS (sign up required / max 3 minutes)
- VI. PUBLIC HEARING
  - a) 2023-2024 Budget
- VII. OLD BUSINESS
  - a) *Second/Final Reading of Ordinance 2023-0314 “An Ordinance to Provide for the Adoption of an Operating Budget, Its Execution and Effect, For the Fiscal Period July 1, 2023 Through June 30, 2024”*
- VIII. NEW BUSINESS
  - a) *Resolution 2023-0509 “A Resolution to Adopt the Comprehensive Master Plan of the Town of West Pelzer, Anderson County, South Carolina”*
  - b) *First Reading of Ordinance 2023-0509 “An Ordinance Adopting a Zoning Ordinance for the Town of West Pelzer, South Carolina, to Implement the Comprehensive Plan Adopted Pursuant to the South Carolina Local Government Comprehensive Planning Enabling Act of 1994”*
- IX. REQUEST BY COUNCIL
- X. EXECUTIVE SESSION
  - a) Contractual Matters
- XI. ADJOURNMENT



## COUNCIL MEETING MINUTES

Tuesday May 9, 2023

6:00pm

West Pelzer Municipal Center

30 Main Street

Those present: Mayor Blake Sanders, Council Members Jim Riddle, Jeff Lee, Johnny Rogers and Thomas Scarfo; Town Clerk Paula Payton, Town Attorney Carey Murphy and Chief Scott Stoller.

INVOCATION/PLEDGE OF ALLEGIANCE – Mayor Sanders

CALL TO ORDER – Mayor Sanders at 6:02pm

APPROVAL OF MEETING MINUTES *April 11, 2023 Council Meeting & April 18, 2023 Special Called Meeting*  
Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

### PRESENTATIONS AND REPORTS

*Paula Payton - Clerk's Report – see attached*

*Chief Stoller – Police Department Report – see attached*

*Mayor Sanders – Employee Appreciation Proclamation – see attached*

CITIZEN COMMENTS (sign up required / max 3 minutes)

None

PUBLIC HEARING 2023-2024 Budget

Mayor Sanders shared the 2023-2024 budget presentation: no citizen comment

### OLD BUSINESS

*Second/Final Reading of Ordinance 2023-0314 “An Ordinance to Provide for the Adoption of an Operating Budget, Its Execution and Effect, For the Fiscal Period July 1, 2023 Through June 30, 2024”*

Clerk's Comments: Second/Final Reading of the 2023-2024 Annual Budget; Workshops were held on March 3<sup>rd</sup> and April 28<sup>th</sup>; Proposed budget includes departmental requests, capital projects and revenues/expenditures for each department, no tax or fee increase; Proposed budget will go into effect on July 1, 2023.

Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Riddle; all were in favor.

### NEW BUSINESS

*Resolution 2023-0509 “A Resolution to Adopt the Comprehensive Master Plan of the Town of West Pelzer, Anderson County, South Carolina”*

Clerk's Comments: The Town of West Pelzer is authorized to prepare and adopt Comprehensive Plans as defined by South Carolina statutes; We have worked with Bolten & Menk to gather public input on all sections of the Comprehensive Plan draft, and it has been reviewed by the Planning Commission.

Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

*First Reading of Ordinance 2023-0509 "An Ordinance Adopting a Zoning Ordinance for the Town of West Pelzer, South Carolina, to Implement the Comprehensive Plan Adopted Pursuant to the South Carolina Local Government Comprehensive Planning Enabling Act of 1994"*

Clerk's Comments: The purpose of this zoning ordinance is to implement the land use element of the comprehensive plane and to guide land development in accordance with the existing and future needs; It promotes public health, safety, morals, convenience, order, appearance, prosperity, and general welfare of the community; The provision of this ordinance applies to all land and improvements within the corporate limits of the Town of West Pelzer; a public hearing and second reading will be scheduled for the August 2023 meeting. Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

#### **REQUEST BY COUNCIL**

Councilman Rogers – none

Councilman Riddle – none

Mayor Sanders- Community Day at the Pelzer Masonic Lodge on May 18, 2023

Councilman Lee – none

Councilman Scarfo – none

#### **EXECUTIVE SESSION** - Contractual Matters

Mayor Sanders made a motion to enter executive session at 6:28pm, 2<sup>nd</sup> by Councilman Lee; all were in favor.

Councilman Riddle made a motion to exit executive session at 7:26pm, 2<sup>nd</sup> by Councilman Lee; all were in favor.

No action was taken.

#### **ADJOURNMENT**

Mayor Sanders made a motion to adjourn at 7:27pm, 2<sup>nd</sup> by Councilman Lee; all were in favor.

Minutes prepared by:

*Paula H. Payton, MMC, ABL*

Town Clerk | Administrator



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**#gowest**

[www.westpelzer.com](http://www.westpelzer.com)

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To: Mayor Sanders and Council

From: Paula H. Payton, MMC, ABL

Subject: Clerk's Report

Date: May 9, 2023

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*The following are updates and information related to activities in the Town of West Pelzer and/or upcoming events. Please contact me with any questions that you may have related to these items. [ppayton@westpelzer.com](mailto:ppayton@westpelzer.com) or 864-947-6297 ext. 101*

#### **Administration**

- The next Quarterly Department Meeting will be scheduled for July 2023
  - A summary will be provided to Council via email
- TextMyGov
  - Connect to citizens via text
  - Report issues & find information
  - Opt to receive alerts for **General Information, Emergency, Events**
- 2023 Election
  - General Election for Mayor & 2 Council seats 11/7/2023
    - Filing opens 8/9/2023 at 12pm
    - Filing closes 8/23/2023 at 12pm
- O'Dell Community & Entrepreneur Center
  - Open every Tuesday, Wednesday and Thursday from 9am-3pm, beginning April 18, 2023
  - Free Wireless Internet, Conference Table, Individual Desks, Whiteboard, Television for Presentations, Refrigerator, Microwave, fully ADA compliant

#### **Public Works**

- 4 work orders were completed in the month of April 2023.
  - Work Orders can be submitted online ([www.westpelzer.com](http://www.westpelzer.com)) or by calling Town Hall
- 2021 CCR Water Quality Report is available at [www.westpelzer.com](http://www.westpelzer.com)
- Reminder - Sanitation will run as usual, unless notification is received, even on holidays
- Waste Industries dba GFL will pick up only GFL cans starting April 1, 2022
  - Citizens can contact GFL directly to add an additional can for a discounted rate of \$5 per month
- ReWa Update
  - Rate Increase (effective for February 2023 billing)
    - Current Base \$12.38 ~ Increase \$12.75
    - Current Usage \$6.27/1,000 ~ Increase \$6.56/1,000
- Utility Billing
  - Paperless Billing
  - Auto Draft
  - Customer Login Options

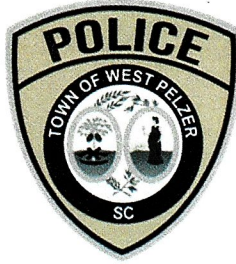
**Municipal Court**

Monies disbursed for April 2023

- General Fund ~ \$1,362.66
- Victim's Fund (Anderson County) ~ \$169.97
- State Assessment ~ \$1,883.02

**Finance**

- April 2023 Budget
  - General Fund    Income \$60,982.49    ~    Expense \$36,484.76
  - Water/Sewer    Income \$62,633.83    ~    Expense \$33,741.77
  - Hospitality Tax    Income \$7,802.56    ~    Expense \$2,969.63
- Over Budget Items (YTD)
  - 03-7195-000    SCDHEC Fees
  - 03-7411-000    Vehicle/Equipment Repairs & Maintenance
  - 01-7220-100    Dues & Subscriptions
  - 01-7254-000    Contingency Expense \*Reimbursement claim filed\*



To: Mayor Sanders and Council  
From: Chief Scott Stoller  
Subject: Police Department Report – April 2023  
Date: May 1, 2023

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*The following are updates and information related to activities of the West Pelzer Police Department and/or upcoming events. Please contact me with any questions that you may have related to these items or anything else. I want your input!*

*chief@westpelzer.com or 864-947-6297 ext. 103*

#### **Crime Stats**

- Reports- 12
- Arrests- 6 persons
  - Disorderly conduct x3
  - Dog running at large x2
  - Driving under suspension
  - Driving without a license x2
  - Possession of methamphetamine
  - Possession of drug paraphernalia
  - Resisting arrest
  - Uninsured operation of a motor vehicle
- Tickets written – 60
- Ordinance notices issued – 7 (grass, trash, junk cars, and other violations)
- Warnings- 14
- Motor vehicle collisions - 0

#### **Updates**

- Reminder: If anyone needs to reach an officer for general information, they can call 864-947-6297 opt 5. **To make a report or request a response call Anderson County Dispatch 864-260-4444; If it is an emergency, please dial 911.**
- We have a presence at two Special Olympics in Anderson County this month, where our officers volunteered to assist with not only security and safety, but also the operations of the competitions.
- Our spring clean up went very well: 44 bags of trash and approximately 20 volunteers, including residents, employees, and our newest Town Councilman.
- We have had some personnel changes; David Vickery has left our agency. Sgt. Shuk Hamdan has returned from part-time status to full-time status. Sgt. Hamdan was and is a well liked and productive officer, we are happy to have him back full-time!
- Sgt. Hamdan responded to a cardiac arrest in town and after determining it was caused by an opioid overdose, he administered Narcan and provided other care to the individual, saving the individual's life.

## Proclamation Employee Appreciation Month

WHEREAS, citizens are served every day by public employees of the Town of West Pelzer. These individuals do the work that keeps our Town working;

WHEREAS, Public Employees take not only jobs, but oaths;

WHEREAS, without these public employees' continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

WHEREAS, April 30-May 6, 2023 is internationally recognized as the 54<sup>th</sup> Annual Professional Municipal Clerks Week; the office of Clerk is a time honored and vital part of local government that provides the professional link between the citizens, the local governing bodies and agencies of government at other levels;

Town of West Pelzer recognizes the following for their service and dedication:

Paula Payton, MMC – Town Clerk | Administrator

Dorothy Simpson – Clerk of Court

Michelle Driver – Billing Clerk

WHEREAS, May 7-May 13, 2023 is nationally recognized as Public Service Recognition Week; Public Service professionals focus on infrastructure, facilities, emergency management and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people;

Town of West Pelzer recognizes the following for their service and dedication:

Jeff Pearson

Seth Blackwell

WHEREAS, May 15-May 21, 2023 is nationally recognized as Police Appreciation Week; Law Enforcement officers are vital to the happiness, prosperity and well-being of our families and community;

Town of West Pelzer recognizes the following for their service and dedication:

Scott Stoller – Chief of Police

Shuk Hamdan

Christine Cauthen

Mandy Tinsley

**Now, Therefore,** the Town Council of West Pelzer hereby announces and proclaims to all citizens that May 2023 is West Pelzer Employee Appreciation month. All citizens are encouraged to recognize the accomplishments and contributions of our local government employees.

**Dated this 9<sup>th</sup> day of May 2023.**

**AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF AN OPERATING BUDGET, ITS EXECUTION AND EFFECT, FOR THE FISCAL PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF WEST PELZER, SOUTH CAROLINA:**

**SECTION 1.** In accordance with The Code of Ordinances for the Town of West Pelzer, South Carolina, there is hereby adopted for the fiscal period July 1, 2023 to June 30, 2024, an operating budget for the Town of West Pelzer, South Carolina, based on budget estimates of various funds as prepared by the Mayor and incorporated into the FY 2023-2024 operating budget document, and as modified by the attached adjustment schedule.

**SECTION 2.** The total revenues and expenditures for the fiscal period are estimated as follows:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Surplus/Deficit</u>
General Fund	\$533,301.65	\$533,301.65	0
Public Maintenance Fund	\$633,127.21	\$633,127.21	0
Totals	\$1,166,428.86	\$1,166,428.86	0

**SECTION 3.** A bound copy of the budget containing detailed schedules which support the appropriations set forth in Section 2, above, shall be attested by the Mayor and maintained as an official record in the office of the Mayor and Town Clerk.

**SECTION 4.** This Ordinance shall become effective upon date of passage, designated as Ordinance No. 2022-0510. Subsequent review of revenues and expenditures occurs daily, weekly, and monthly; a review of revenues and expenditures will occur by council biannually.

**DONE, RATIFIED, AND PASSED** this 9 day of May, 2023.

  
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 MAYOR

ATTEST  
  
 \_\_\_\_\_  
 Town Clerk

**RESOLUTION 2023-0509**  
**A RESOLUTION TO ADOPT THE COMPREHENSIVE MASTER PLAN**  
**OF THE TOWN OF WEST PELZER, ANDERSON COUNTY, SOUTH**  
**CAROLINA**

**THE TOWN COUNCIL OF THE TOWN OF WEST PELZER, SOUTH CAROLINA, DO ORDAIN AS FOLLOWS:**

**Section 1:** Pursuant to Section 6-29-520 and Section 6-29-530 of the South Carolina Code of Ordinances 1976, as amended (South Carolina Local Government Comprehensive Planning Enabling Act of 1994, as amended), the Town of West Pelzer is authorized to prepare and adopt Comprehensive Plans as defined by South Carolina statues and has been working cooperatively with Bolten and Menk in preparing a Comprehensive Plan for the Town.

**Section 2:** Bolten and Menk, in conjunction with the Town of West Pelzer, held public input sessions in the Fall/Winter of 2023 to gather input on all sections of the Comprehensive Plan draft. In addition, the Town of West Pelzer issued a hard copy form to gather additional input for citizens unable to attend public forums. The Town of West Pelzer Planning Commission held a public hearing on the proposed Master Plan Plan in compliance with the requirements of South Carolina statues.

**Section 3:** The Town of West Pelzer Planning Commission, by majority vote of the entire Commission as recorded in its official minutes, has adopted a resolution recommending to the Town Council the adoption of the Town of West Pelzer Comprehensive Master Plan, containing all required elements.

**Section 4:** The Town of West Pelzer Town Council, does, by enactment of this Resolution, formally adopt the document entitled "Comprehensive Master Plan of the Town of West Pelzer."

**Section 5:** This Resolution shall take effect upon passage by a majority vote of the Town.

**ADOPTED** this 9th day of May, 2023.



Blake Sanders, Mayor  
Town of West Pelzer

Attested by:



Paula Payton, Town Clerk/Administrator  
Town of West Pelzer

**ORDINANCE 2023-0509**  
**Adoption of Zoning Ordinance**

**AN ORDINANCE ADOPTING A ZONING ORDINANCE FOR THE TOWN OF WEST PELZER, SOUTH CAROLINA, TO IMPLEMENT THE COMPREHENSIVE PLAN ADOPTED PURSUANT TO THE SOUTH CAROLINA LOCAL GOVERNMENT COMPREHENSIVE PLANNING ENABLING ACT OF 1994.**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WEST PELZER, SOUTH CAROLINA:**

Section 1. Authority and Adoption. The following zoning ordinance is adopted pursuant to the authority granted in the South Carolina Local Government Comprehensive Enabling Act of 1994, S.C. Code 6-29-310, et. seq. (1994 Supp.), and is incorporated by reference in the Code of Ordinances of the Town of West Pelzer.

Section 2. Purposes. The purposes of the zoning ordinance are to implement the land use element of the comprehensive plan and to guide land development in accordance with the existing and future needs, and promoting public health, safety, morals, convenience, order, appearance, prosperity, and general welfare of the community, and all the purposes set forth in S.C. Code 6-29-710.

Section 3. Title. This ordinance may be cited as the "Town of West Pelzer Zoning Ordinance 2023."

Section 4. Jurisdiction. The provisions of this ordinance shall apply to all land and improvements within the corporate limits of the Town of West Pelzer, South Carolina.

Section 5. Effective Date. The provisions of this ordinance shall be effective upon second and final reading.

Approval as to form:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Attorney

ATTEST:

\_\_\_\_\_  
Town Clerk

First Reading: May 9, 2023

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_