

## COUNCIL MEETING MINUTES

Tuesday July 9, 2024

6:00pm

West Pelzer Municipal Center  
30 Main Street

Those present: Mayor Jim Riddle, Council Members Jeff Lee, Thomas Scarfo and Tim Williams; Town Attorney Carey Murphy and Town Clerk Paula Payton.

### MOMENT OF SILENCE/REVERANCE

### PLEDGE OF ALLEGIANCE

CALL TO ORDER Mayor Riddle at 6:04pm

APPROVAL OF MEETING MINUTES *June 11, 2024, Council Meeting*  
Motion to approve by Councilman Lee, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

### PRESENTATIONS AND REPORTS

*Paula Payton - Clerk's Report – see attached*  
*Charlie Nix – Maintenance Report – see attached*  
*Swearing-In of Police Chief Zachary Owen*

### CITIZEN COMMENTS (sign up required / max 3 minutes)

### PUBLIC HEARING

*“Ordinance No. 2024-0611 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2024, through June 30, 2025”*

OLD BUSINESS *Second Reading “Ordinance No. 2024-0611 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2024, through June 30, 2025”*

Motion to approve by Councilman Lee, 2<sup>nd</sup> by Councilman Scarfo; Councilman Williams stated that he was not in favor of the budget due to the tax increase and the strain it would put on our senior citizens. Councilman Lee stated that the reduced water bills would offset the additional taxes. Town Clerk Payton added that seniors that are on homestead exemption would be calculated differently and would only see a minimal increase, not the minimum \$50 annual increase.

In favor: Mayor Riddle, Councilman Scarfo and Councilman Lee

Opposed: Councilman Williams

Motion carried.

NEW BUSINESS - None

### COUNCIL COMMENTS

Councilman Lee welcomed Police Chief Owen.

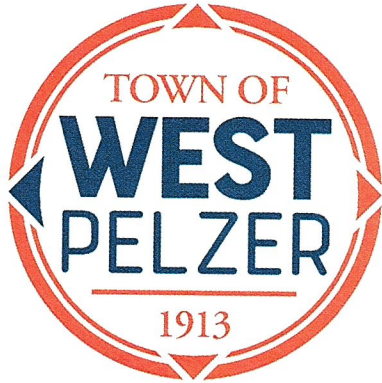
EXECUTIVE SESSION - None

ADJOURNMENT – Councilman Lee made a motion to adjourn at 6:26pm, 2<sup>nd</sup> by Councilman Scarfo; 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 Riddle and Council

From: Paula H. Payton, MMC, ABL

Subject: Administration Report

Date: July 2024

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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*

#### **O'Dell Community & Entrepreneur Center**

- Open every Tuesday, Wednesday and Thursday from 9am-3pm
- Free Wireless Internet, Conference Table, Individual Desks, Whiteboard, Television for Presentations, fully ADA compliant
- **The Senior Place – Meals on Wheels**
  - Food & activities are provided every Monday & Friday; 10am-2pm
  - Free; donations accepted

#### **Water System Transfer**

- Closing date June 21, 2024 (digital signing)
- Final reading for West Pelzer citizens was June 11, 2024
- West Pelzer citizens will be billed directly from Greenville Water beginning in August 2024; this bill will include water, sewer (ReWa) and sanitation
  - Citizens will still contact Town Hall for sanitation needs and issues
- Citizens will receive their final bill or refund check in July 2024
  - Any balances left on the inactive accounts for 30+ days will be turned into the State Setoff Debt program

**Announcements & Events**

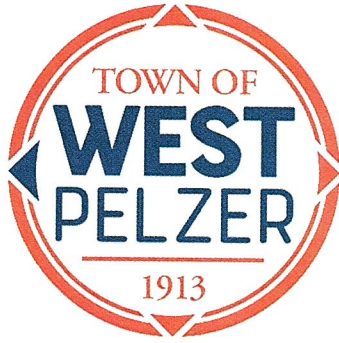
- National Night Out – August 6<sup>th</sup>
- Fall Farm Days – September 13<sup>th</sup>
- Fall Mile Long Yard Sale – October 5<sup>th</sup>

**Finance**

- June 2024 Budget
  - General Fund                      Income \$77,502.94     ~     Expense \$48,527.69
  - Public Maintenance            Income \$34,126.94     ~     Expense \$32,310.68
  - Hospitality Tax                    Income \$3,262.40     ~     Expense \$1,652.45

**Municipal Court Fines**

- State Treasurer    \$1,015.47
- Victim Services    \$85.19
- Town of West Pelzer General Fund                      \$682.92



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To: Mayor Riddle and Council

From: Charlie Nix

Subject: Maintenance & Project Report

Date: July 2024 (1<sup>st</sup> & 2nd Quarter Review)

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#### **Facilities & Equipment**

- Serviced all equipment and vehicles
- Cleaned and organized workshops
  - Prepared liquidation list
  - Inventoried all equipment and tools
- Implemented a schedule for cleaning and maintaining Municipal Center, O'Dell Center and Public Restroom

#### **Landscaping & Maintenance**

- Removed diseased shrubs from O'Dell Center
- Completed mulch installation at playground
- Implemented schedule for edging and grass control on Main Street
- Pressure washed all park structures and concrete
- Installed 36 trees in Chapman Park
- Set up irrigation system/timers for park bed
- Assisted in multiple seasonal plantings
- Implemented a schedule for retrieving leaves and limbs for residents, according to Town policy
- Repaired and painted benches on Main Street

#### **Projects & Events**

- Assisted in quarterly town-wide litter pick up
- Assisted with set up and take down for Dog Show (6/8)
  - Assisted with other needs during Dog Show

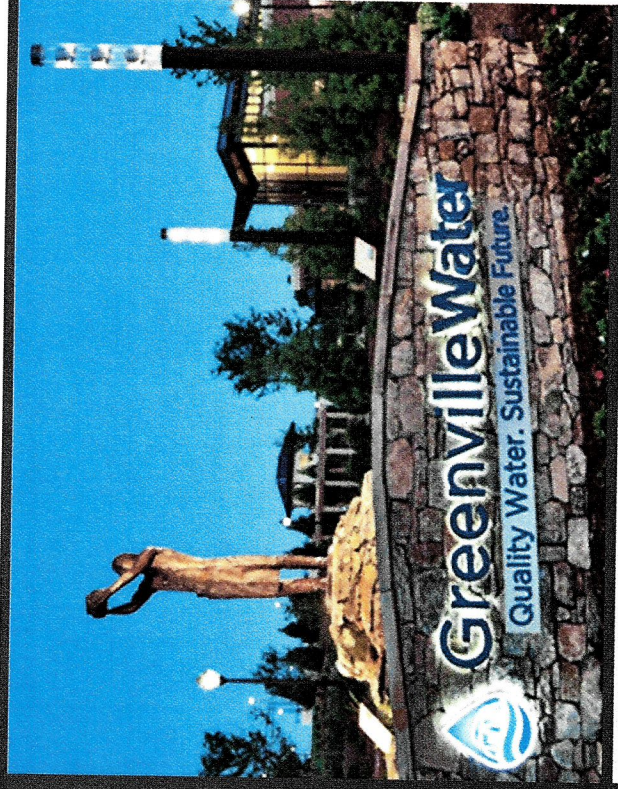
# FY BUDGET 2024-2025



## **Budget Highlights:**

- Water System Transfer
- Policy & Position Refinement
- Increase in Sanitation & Millage
- Citizen Benefits

# WATER SYSTEM TRANSFER



## WHAT TO EXPECT

- Lower monthly bills
- Continued high quality water
- Improved infrastructure
- Additional payment options for citizens



**GreenvilleWater**  
QUALITY WATER. SUSTAINABLE FUTURE.



# **Policy & Position**

## **Policy Refinement**

- Employee evaluations
- Progressive discipline policy
- Required staff participation in Town events

## **Restructure of Positions & Roles**

- Increased focus on Planning & Zoning
- Increased focus on Code Enforcement
- Appointment of Assistant Court Clerk to extend Court hours and provide cross training
- Appointment of Records Clerk to assist Police Department

# MILLAGE & TAX

Targeted Increase

**The current Town of West Pelzer millage rate is lower than the 1996 rate.**

- 2017 – rollback due to county assessment
- 2014 – increase of 3 mills
- 2008 – rollback due to county assessment

Implementing the increase of 12.7 unused millage bank will add approximately \$36,000 to property tax collections for the 2024-2025 budget.

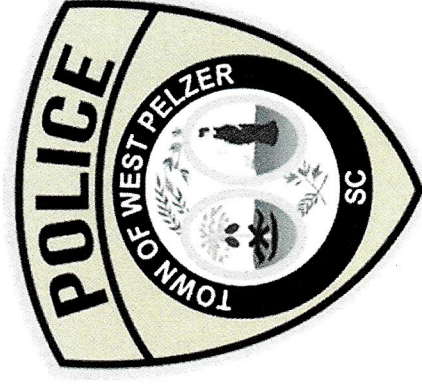
- Total Assessment, as of May 1, 2024 = approximately \$2,800,000
- 1 mil = \$2,800
- Property owners will see an approximate \$50 annual increase for every \$100,000 in taxable value

**2024-2025 Fiscal Year Millage 0.1067**

# Local law enforcement must be provided for by local government.

**100% of the increase will be applied to the growth and support of the West Pelzer Police Department:**

- Increased salary for all full-time officer positions, making WPPD competitive with other local departments
- Increased focus on traffic control and code enforcement
- Increased visibility and presence
- Required equipment upgrades



# Sanitation

Due to rising costs to the Town of West Pelzer citizens will see a slight increase in their sanitation rates beginning with their August 2024 utility bill:

- Current Residential \$11 – Increased to \$13
- Current Commercial \$14 – Increased to \$16

Customers will continue to contact Town Hall with any sanitation needs but will be billed for service on their monthly Greenville Water utility bill.

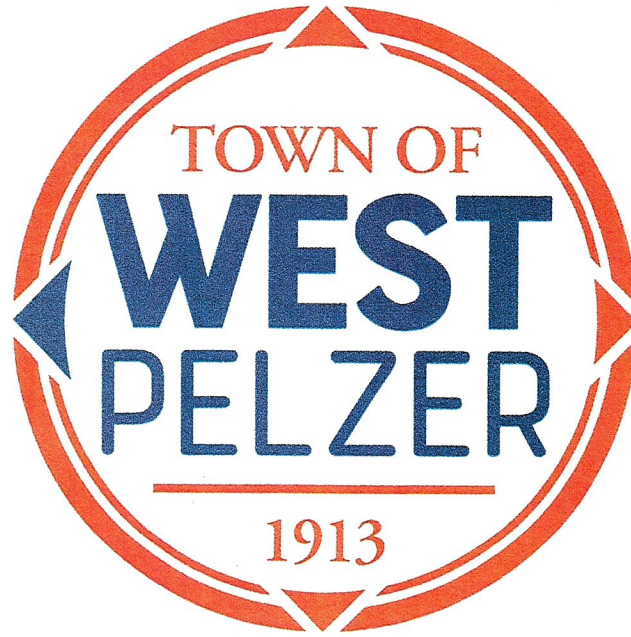


# West Pelzer Citizens

- Continued quality utility service – water, sewer, sanitation
- Professional & Capable Staff – continued training and cross training
- Strong local Police Force – officers focused on West Pelzer
- Additional Town Events
- Continued focus on beautification of Chapman Park and Main Street
- Continued support of local businesses



**PUBLIC  
HEARING**



**TOWN OF WEST PELZER**  
30 Main Street  
West Pelzer, South Carolina 29669

**ANNUAL BUDGET**  
**FISCAL YEAR 2024-2025**  
**Ordinance 2024-0611**

Prepared by:

James R. Riddle, Sr.  
Mayor

Paula H. Payton, MMC  
Town Clerk | Administrator

## Budget Highlights

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- Increased reserve fund by over 50%
- Increased salaries for full-time, qualified police officers; including emphasis on code enforcement
- Capital Projects
- Secured grant funding for beautification and park improvements
- Additional events and festivals
- Policy Refinement
  - Updated Employee Handbook
  - Quarterly Employee Reviews
  - Progressive Discipline Policy
- Increase in Sanitation
  - Residential \$13.00/month
  - Commercial \$16.00/month
- Applied unused bank millage (2023, 2022, 2021 = 13 mills)

## Budget Process

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In accordance with the General Statutes of the State of South Carolina, the Town Council is required to adopt an annual balanced budget prior to July 1<sup>st</sup>. The Town uses the adopted budget as a management control device during the year. A balanced budget is achieved when the Town is able to equate the revenues with expenditure over the business cycles.

The budget process begins in early spring with a special, comprehensive work session with Council to review the current budget, departmental requests and projected budget. Department heads are instructed to prepare budget requests for their respective departments.

The Mayor prepares a proposed budget for submission to Town Council. This proposed budget is submitted to Council formally at a regularly scheduled Council Meeting and will be formally reviewed at a public hearing to be held at a regularly scheduled Council Meeting. The public has an opportunity to comment on the budget at a designated public hearing. A public hearing and two readings of a budget ordinance are required for formal adoption of the budget. Amendments to the budget are allowable under South Carolina law and are made throughout the year as necessary. These amendments are approved by Town Council by ordinance.

## Budget Preparation Calendar for Fiscal Year 2024-2025

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March	Department Requests Due to Mayor
March & May	Budget Workshop for Council
May	First Reading of Budget
June	Public Hearing/Second Reading of Budget
July	FY2024-2025 Budget Year Begins

## Goal Setting – Targeted Increase

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The proposed millage increase for the 2024-2025 budget year will be a targeted fund to support and build the West Pelzer Police Department. Starting this year all employee salaries will be paid from the General Fund Salary line 01-7000-000; moving the maintenance department under administration resulted in the change and took the overall line from \$175,000 (FY 2023-2024) to \$200,000 (FY 2024-2025); the added \$25,000 will go directly to police officer salaries, making the total salary line \$225,000 for the FY 2024-2025 budget. The remainder of the targeted fund will be applied to payroll-related expenses, additional equipment/fuel costs and additional security services for the Police.

### Police Department

- All full-time positions have been vacated, independently in the last two months, including the Chief of Police.
- Several good candidates have come forth;
- We've also had conversations with Anderson County Sheriff's Office and County Administrator Burns regarding ACSO coverage, but we feel that it is in the best interest of our citizens to keep our police service "in house"
- WPPD has been comparable to other municipalities of our size in recent years, but we need to be competitive;
- Local law enforcement must be provided for by local government.
- For this to happen we must take advantage of our "unused millage bank" from the previous three years, as allowed by law; this will add approximately \$36,000 to our property tax collections for the 2024-2025 budget year, which will be 100% allocated to the West Pelzer Police Department.

### Millage Increase

- The Town of West Pelzer millage rate was less in 2023 than in 1996
  - Town Millage History
    - 2017 – rollback due to countywide assessment
    - 2014 – increase
    - 2008 – rollback due to countywide assessment
- Total Assessment, as of May 1, 2024 = approximately \$2,800,000 (town-wide)
  - 1 mil = \$2,800
  - Unused millage bank for 2021, 2022 & 2023 = approximately \$36,000
  - New homes/growth in town-limits takes approximately two years to be reflected on Town property taxes
  - Homestead has increased yearly and reflects approximately 25% of our collected property taxpayers
  - Multi-family units have increased our population, but not necessarily our tax collections
- Property owners will see approximately \$50 annual increase per \$100,00 value of property

Account No.	Account Description	23-24 Budget	24-25 Budget
<b>INCOME</b>			
01-4000-000	Property Taxes	200,000.00	261,000.00
01-4010-000	Auto Taxes	21,500.00	25,000.00
01-4020-000	Business License	75,000.00	110,000.00
01-4050-000	MCF-GF DEPOSIT	15,000.00	20,000.00
01-4050-100	MCF Deposit	30,000.00	40,000.00
01-4080-000	Franchise Fees	70,000.00	73,000.00
01-4091-000	Accommodation Tax	0.00	100.00
01-4092-000	Inventory Tax	1,000.00	1,000.00
01-4093-000	Homestead Exemption	14,000.00	15,128.36
01-4094-000	Local Government Fund	22,163.69	22,000.00
01-4096-000	Setoff Debt Collections	75.00	0.00
01-4150-000	Misc Income - Water System	0.00	15,000.00
01-4250-000	Hospitality Tax Deposit	48,000.00	50,000.00
	Hospitality Salary Reimbursement		14,200.00
	Sanitation Collections		62,000.00
01-6010-000	2021 GO PROJ DEPOSIT	17,562.96	17,562.96
	B&C DEPOSIT		
<b>TOTAL INCOME</b>			<b>725,991.32</b>
<b>EXPENSES</b>			
01-4253-000	Festival Expense	3,500.00	5,000.00
01-4254-000	Christmas Parade-Related Exp	1,000.00	2,000.00
01-4257-000	Hospitality Tax Utility	5,000.00	20,000.00
01-4258-000	Hospitality Tax Liability Ins	1,000.00	1,000.00
01-4259-000	Beautification-Maintenance	2,500.00	6,000.00
01-4260-000	Public Parking	1,800.00	1,800.00
01-4261-000	HTax Capital Projects	16,200.00	<b>CAPITAL PROJ</b>
01-4262-000	Recreation Salary Exp	12,000.00	14,200.00
01-6015-000	2021 GO PROJ EXPENSE	17,562.96	17,562.96
01-7000-000	Salaries - GF	175,000.00	225,000.00
01-7050-000	Salaries - Council	14,000.00	14,000.00
01-7100-000	Payroll Taxes - GF	18,750.00	25,000.00
01-7130-000	Advertising/Public Notices	750.00	750.00
01-7170-000	Postage	1,200.00	1,200.00
01-7188-100	MCF GF Ex	15,000.00	20,000.00
01-7190-000	Utilities - GF/PD	13,000.00	15,000.00
01-7201-100	Equipment Cost/Radio/Communica	2,000.00	<b>CAPITAL PROJ</b>
01-7220-000	Dues & Publications	1,500.00	1,500.00
01-7220-100	Dues & Subscriptions	1,000.00	1,000.00
01-7254-000	Contingency Expense - GF	10,000.00	0.00
01-7255-000	Christmas Bonus - GF	400.00	500.00
01-7255-100	Christmas Bonus - PD	600.00	600.00
01-7260-000	Professional Services - GF	28,000.00	35,000.00
01-7260-100	PROFESSIONAL SERVICES - PD	2,000.00	3,000.00
01-7281-000	Travel/Training/Meals - GF	4,000.00	5,000.00
01-7281-100	Travel/Training/Meals - PD	500.00	1,000.00
01-7290-000	Property/Vehicle/Liability Ins	24,700.00	27,000.00
01-7300-000	Employee Health Insurance - GF	40,000.00	62,000.00
01-7310-000	Insurance - W/C	11,691.75	12,000.00
01-7375-000	Retirement - GF/PD	36,000.00	50,000.00
01-7380-000	Office Expense/Supplies-GF/PD	1,500.00	1,500.00
01-7380-100	Office Expense / Supplies MCF	1,000.00	1,000.00
01-7390-100	Uniforms - MCF	3,000.00	1,000.00
01-7411-100	Vehicle/Equip Repairs & Maint	17,000.00	17,000.00
01-7412-100	Fuel	12,000.00	18,000.00
01-7420-000	Miscellaneous Expense - GF	0.00	0.00
01-7500-000	Capital Expenditures	24,065.46	46,515.40
01-7550-000	Bond Payment	8,781.48	17,562.96
01-7620-100	Ammunition	300.00	300.00
	Sanitation Contract Agreement		56,000.00
<b>TOTAL EXPENSES</b>			<b>725,991.32</b>

# ORDINANCE NO. 2024-0611

AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF THE AN OPERATING BUDGET,  
ITS EXECUTION AND EFFECT, FOR THE  
FISCAL PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025

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 of July 1, 2024, to June 30, 2025, an operating budget for the Town of West Pelzer, South Carolina, based on budget estimates of various funds as prepared by the Mayor.

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

	Revenues	Expenditures	Surplus/Deficit
General Fund	\$725,991.32	\$725,991.32	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. 2024-0514. Subsequent review of revenues and expenditures occurs daily, weekly, and monthly.

First Reading: June 11, 2024  
Public Hearing: July 9, 2024  
Second Reading: July 9, 2024

  
MAYOR

ATTEST:

  
TOWN CLERK