



COUNCIL AGENDA
Tuesday September 7, 2021
6:00pm
West Pelzer Municipal Center
30 Main Street

- I. INVOCATION/PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER
- III. APPROVAL OF MEETING MINUTES
 - a) August 3, 2021 Council Meeting
- IV. PRESENTATIONS AND REPORTS
 - a) Paula Payton - Clerk's Report
 - b) Chief Stoller - Police Department Report
 - c) Judge Cole - Swearing-In of Chief Scott Stoller
 - d) Mayor Sanders - Grand Gallery - Taylor Harrison
- V. CITIZEN COMMENTS (sign up required / max 3 minutes)
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - a) **PUBLIC HEARING**
 - i For Traffic Calming Devices on secondary roads for the Town of West Pelzer
 - b) **Resolution 2021-0907**"RESOLUTION TO INSTALL ADDITIONAL FOUR-WAY STOPS ON SECONDARY ROADWAYS WITHIN THE TOWN OF WEST PELZER"
 - c) **Ordinance 2021-0907**"AN ORDINANCE TO REZONE APPROXIMATELY 0.80 ACRES OF REAL PROPERTY LOCATED NEAREST 17 PARK STREET, WEST PELZER, SOUTH CAROLINA. TAX MAP NUMBER 2430413001"
 - d) **Ordinance 2021-0907.1**"AN ORDINANCE TO ADOPT A REVISED BUSINESS LICENSE ORDINANCE IN ACCORDANCE WITH THE BUSINESS LICENSE STANDARDIZATION ACT (2020 ACT NO. 176)"
 - e) **Resolution 2021-0907.1**"A RESOLUTION TO POSTPONE RESIDENTIAL LANDLORD 2021 BUSINESS LICENSE FEES"
 - f) **Resolution 2021-0907.2**"A RESOLUTION GRANTING A SPECIAL EXCEPTION PURSUANT TO THE TOWN OF WEST PELZER ZONING ORDINANCE TO PROVIDE FOR IN-HOME CHILD CARE SERVICE AT 8 PARK STREET, WEST PELZER, SOUTH CAROLINA"

- g) *Resolution 2021-0907.3* "A RESOLUTION REQUESTING CAPITAL FUNDING TO UPDATE THE 2017 COMPREHENSIVE PLAN AND 2017 MASTER PLAN FOR THE TOWN OF WEST PELZER, SOUTH CAROLINA"
- h) *Resolution 2021-0907.4* "DESIGNATING AN AUTHORIZED REPRESENTATIVE AND CONTACT PERSON FOR PURPOSES OF THE AMERICAN RESCUE PLAN ACT OF 2021"

VIII. REQUEST BY COUNCIL

IX. EXECUTIVE SESSION

X. ADJOURNMENT



MEETING MINUTES

Tuesday September 7, 2021

6:00pm

West Pelzer Municipal Center
30 Main Street

Those present: Mayor Blake Sanders (via Zoom), Mayor Pro-tem Jim Riddle and Councilwoman Pat Alexander; Town Attorney Carey Murphy, Town Clerk Paula Payton and Chief Scott Stoller.

INVOCATION/PLEDGE OF ALLEGIANCE – Mayor Sanders

CALL TO ORDER – Mayor Pro-tem Riddle at 6:08pm

APPROVAL OF MEETING MINUTES - August 3, 2021 Council Meeting

Mayor Pro-tem Riddle made a motion to approve, 2nd by Councilwoman Alexander; all were in favor.

****Councilman Johnny Rogers entered the meeting at 6:10pm****

PRESENTATIONS AND REPORTS

Paula Payton - Clerk's Report – see attached

Paula Payton - Event Schedule

October 2 – Mile Long Yard Sale

October 16 – Westy's Fall Market

October 23 – Farm Fest

October 30 – Pumpkinpalooza

December 4 – Christmas Parade

Chief Stoller – Police Department Report – see attached

Judge Cole – Swearing-In of Chief Scott Stoller

Mayor Sanders – Grand Gallery – Taylor Harrison

CITIZEN COMMENTS (sign up required / max 3 minutes)

No citizens signed up to speak; Town Clerk Paula Payton read two statements from citizens that could not attend opposing the exception for the in-home day care at 8 Park Street.

OLD BUSINESS - None

NEW BUSINESS

PUBLIC HEARING - For Traffic Calming Devices on secondary roads for the Town of West Pelzer

Joyce Vanhook stated that she did not see a need for additional stop signs and she was concerned with one being placed on Holiday Street so close to the traffic light. Councilman Rogers stated that there was a need due to speeders on the street and the danger to pedestrians.

Resolution 2021-0907 "RESOLUTION TO INSTALL ADDITIONAL FOUR-WAY STOPS ON SECONDARY ROADWAYS WITHIN THE TOWN OF WEST PELZER"

Councilman Rogers made a motion to approve, 2nd by Councilwoman Alexander; all were in favor.

Ordinance 2021-0907 "AN ORDINANCE TO REZONE APPROXIMATELY 0.80 ACRES OF REAL PROPERTY LOCATED NEAREST 17 PARK STREET, WEST PELZER, SOUTH CAROLINA. TAX MAP NUMBER 2430413001"

Mayor Pro-tem Riddle made a motion to approve first reading, 2nd by Councilwoman Alexander; all were in favor.

Ordinance 2021-0907.1 "AN ORDINANCE TO ADOPT A REVISED BUSINESS LICENSE ORDINANCE IN ACCORDANCE WITH THE BUSINESS LICENSE STANDARDIZATION ACT (2020 ACT NO. 176)"

Clerk's Comments: Pursuant to Act 176 "Business License Standardization Act" all municipalities in South Carolina that currently collect Business License fees must repeal/replace their current ordinance; Second/final reading will be scheduled for the October meeting.

Mayor Pro-tem Riddle made a motion to approve first reading, 2nd by Councilman Rogers; all were in favor.

Resolution 2021-0907.1 "A RESOLUTION TO POSTPONE RESIDENTIAL LANDLORD 2021 BUSINESS LICENSE FEES"

Clerk's Comments: Due to regulations imposed by the State and Federal government many residential landlords were unable to collect full rental fees in 2020; This resolution to postpone fees does not apply to commercial property owners; only residential; Residential fees will be collected April 30, 2022.

Mayor Pro-tem Riddle made a motion to approve, 2nd by Councilwoman Alexander; all were in favor.

Resolution 2021-0907.2 "A RESOLUTION GRANTING A SPECIAL EXCEPTION PURSUANT TO THE TOWN OF WEST PELZER ZONING ORDINANCE TO PROVIDE FOR IN-HOME CHILD CARE SERVICE AT 8 PARK STREET, WEST PELZER, SOUTH CAROLINA"

Clerk's Comments: Staff report is included; Approval of this resolution would grant a special exception for the In-Home day care services, but would not be transferrable upon sale or lease of the property. If the property owner is present Mayor Pro-tem Riddle can ask questions on behalf of the Council.

Mayor Pro-tem Riddle asked if the property owner was present; no response.

Mayor Sanders made a motion to deny the request, 2nd by Councilwoman Alexander; all were in favor.

Resolution 2021-0907.3 "A RESOLUTION REQUESTING CAPITAL FUNDING TO UPDATE THE 2017 COMPREHENSIVE PLAN AND 2017 MASTER PLAN FOR THE TOWN OF WEST PELZER, SOUTH CAROLINA"

Clerk's Comments: At their August 10, 2021 meeting the Planning Commission voted to proceed with the 2022 Comprehensive Plan and request funding from the Town Council for professional services;

Comprehensive Plan is required to be updated every five years; Funding would be allotted from the Capital Projects fund, as well as the American Recovery Plan Act revenue reimbursements.

Mayor Pro-tem Riddle made a motion to approve, 2nd by Councilwoman Alexander; all were in favor.

Resolution 2021-0907.4 "DESIGNATING AN AUTHORIZED REPRESENTATIVE AND CONTACT PERSON FOR PURPOSES OF THE AMERICAN RESCUE PLAN ACT OF 2021"

Clerk's Comments: Resolution formally designates an American Recovery Plan contact and Authorized Representative; Per our form of government, Mayor Sanders will be listed as the Authorized Representative and Paula Payton will be listed as the contact.

Mayor Sanders made a motion to approve, 2nd by Mayor Pro-tem Riddle; all were in favor.

REQUEST BY COUNCIL – None

EXECUTIVE SESSION – None

ADJOURNMENT

Mayor Pro-tem Riddle made a motion to adjourn at 6:33pm, 2nd by Councilman Rogers; all were in favor.

Minutes prepared by:

Paula H. Payton, CMC

Town Clerk



www.westpelzer.com

To: Mayor Sanders and Council

From: Paula H. Payton, CMC

Subject: Clerk's Report

Date: September 7, 2021

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 or 864-947-6297 ext. 101

Administration

- The next 2021 Quarterly Department Meeting will be held October 2021
- Training – August 2021
 - Paula Payton
 - Completed
 - University of Wisconsin – Parliamentary Procedure: Dynamics of Leadership
 - Joined the National Association of Parliamentarians
- 2021 Election
 - (2) Council Seats
 - (Incumbent) Councilman Johnny Rogers
 - Jeff Lee
 - Filing Dates – closed Thursday August 19th at noon
 - Election Date – November 2nd
 - Citizens must be registered by October 3, 2021 to vote

Public Works

- 19 work orders were completed in the month of August 2021.
 - Work Orders can be submitted online (www.westpelzer.com) or by calling Town Hall
- 2019 CCR Water Quality Report is available at www.westpelzer.com
- Reminder - Sanitation will run as usual, unless notification is received, even on holidays

Municipal Court

Monies disbursed for August 2021

- General Fund ~ \$255.41
- Victim's Fund (Anderson County) ~ \$30.66
- State Assessment ~ \$418.93

Finance

- August 2021 Budget
 - General Fund Income \$17,394.75 ~ Expense \$36,805.78
 - Water/Sewer Income \$76,472.88 ~ Expense \$76,899.86
 - Hospitality Tax Income \$1,912.99 ~ Expense \$2,839.40
- Over Budget Items (YTD)



To: Mayor Sanders and Council

From: Chief Scott Stoller

Subject: Police Department Report

Date: September 2, 2021

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!
sstoller@westpelzer.com or 864-947-6297 ext. 103

Crime Stats

- Reports-12
- Arrests-5
 - Traffic related charges - 3
 - Shoplifting - 1
 - Motor Vehicle Theft - 2
- Tickets Written- 40
- Warnings- 15
- 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.**
- Jury trials – we do have upcoming jury trials requested that will be scheduled soon
- New full-time officer – Tim Richey
- New schedule – puts the chief here, in-town, typically during business hours.
- Town litter clean-up – Friday October 1, 2021 at 9am, we need volunteers to sign-up

RESOLUTION NO. 2021-0907
RESOLUTION TO INSTALL ADDITIONAL FOUR-WAY STOPS ON SECONDARY
ROADWAYS WITHIN THE TOWN OF WEST PELZER

WHEREAS, the Town of West Pelzer identified public facilities that are owned by the Town and are in need of upgrades to accommodate an increased need for public vehicular, pedestrian, and bicycle safety; and

WHEREAS, the Town has the opportunity to mitigate safety concerns along roadways where citizens and staff have observed and documented traffic concerns; and,

WHEREAS, Town Council conducted a Public Hearing regarding Traffic Safety and Traffic Calming; and,

WHEREAS, the Town Council finds that this resolution is in the best interest and welfare of the residents of the Town.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST PELZER, SOUTH CAROLINA, AS FOLLOWS:

Section 1: The Town of West Pelzer will install four-way stop intersections at Holiday Street/Marguerite Street, Hindman Street/Park Street, and Dendy Street/Welborn Street. All construction items will be completed prior to December 1, 2021

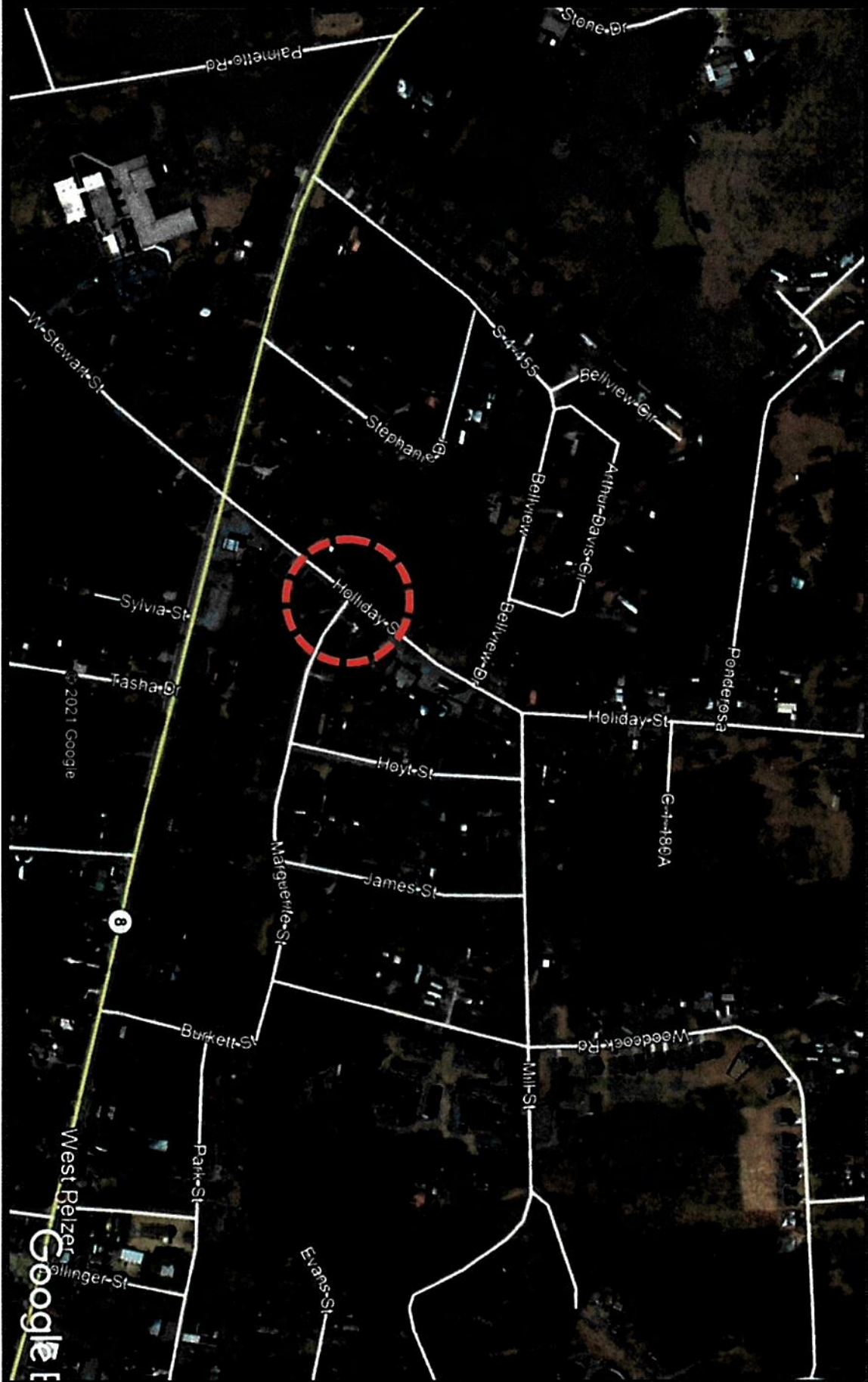
Resolution declared and adopted on September 7, 2021.

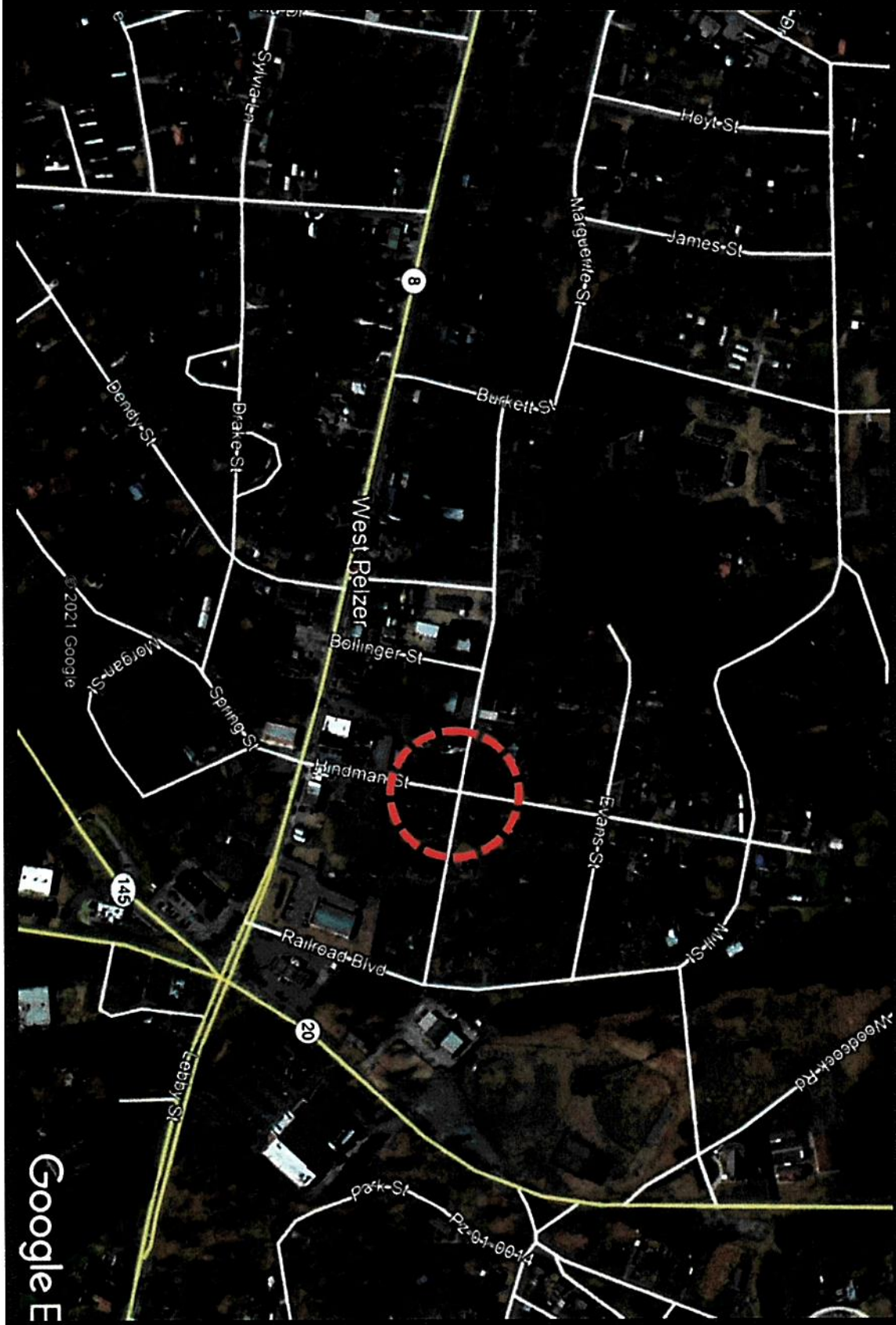
A handwritten signature in blue ink, appearing to read 'Blake Sanders', written over a horizontal line.

Blake Sanders, Mayor

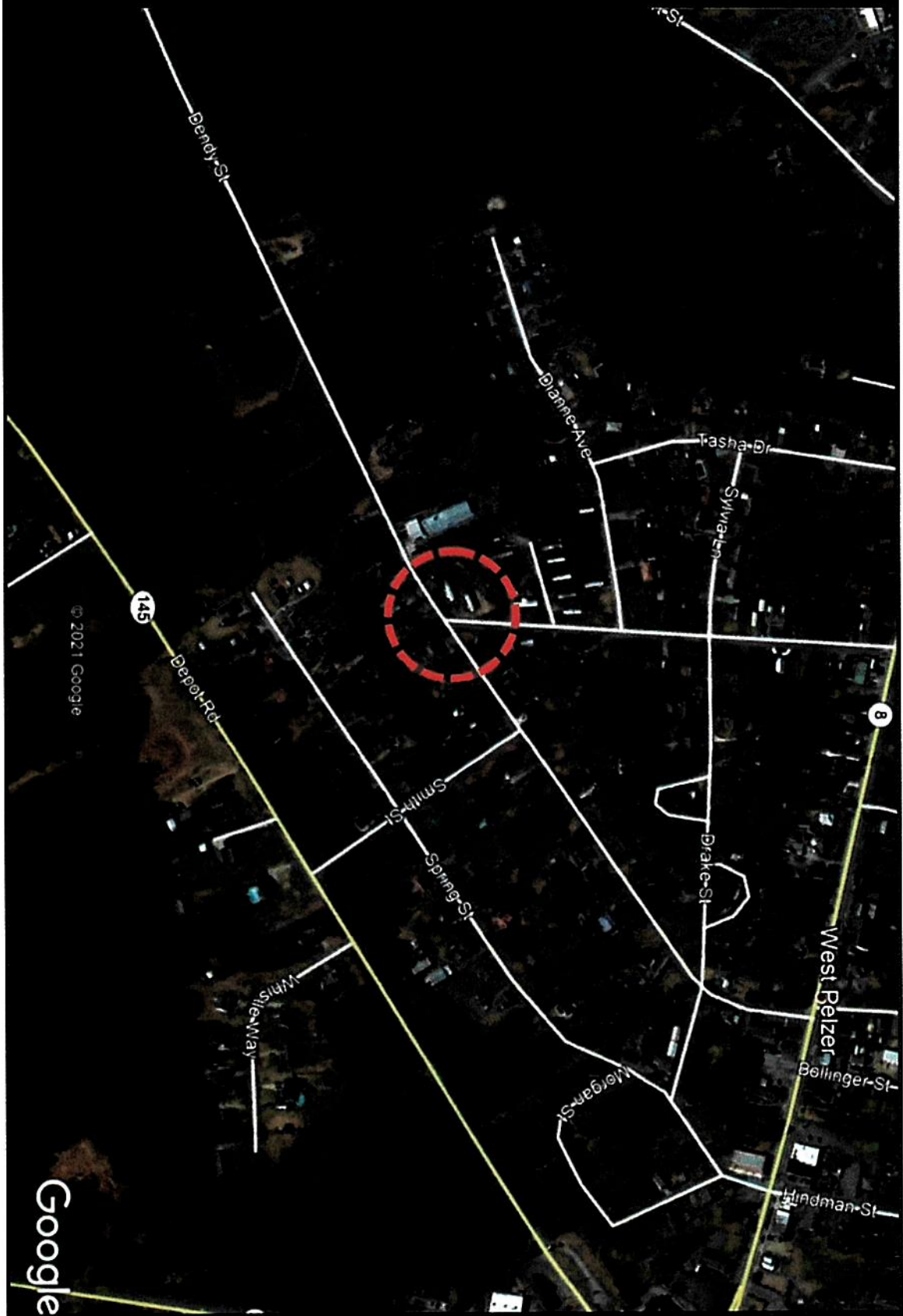
A handwritten signature in black ink, appearing to read 'Paula Payton', written over a horizontal line.

Paula Payton, Town Clerk





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ORDINANCE 2021-0907

**AN ORDINANCE TO REZONE APPROXIMATELY 0.80 ACRES OF
REAL PROPERTY LOCATED NEAREST 17 PARK STREET, WEST
PELZER, SOUTH CAROLINA 29669. TAX MAP NUMBERS 2430413001.**

WHEREAS, Tammy Simmons has applied to the Town Planning Commission and Town Council to rezone a piece of property located nearest 17 Park Street; and

WHEREAS, the Town Planning Commission pursuant to public notice held a public hearing on August 10, 2021, to consider the proposed rezoning, and the Commission approved the proposed zoning designation of R15; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF WEST PELZER, SOUTH CAROLINA, that the parcel of property currently titled in the name of Tammy Simmons, known as Tax Map Numbers 2430413001 and located nearest 17 Park Street be rezoned from Core Commercial (CC) to Residential-15 (R15). The attached exhibit shown as Exhibit A, prepared by the Town of West Pelzer, is incorporated by reference for purposes of identifying the location of the property. This Ordinance shall be effective upon second and final reading by Town Council.

First Reading 9-7-2021

Second Reading _____

Blake Sanders, Mayor

Paula Payton, Town Clerk

STATE OF SOUTH CAROLINA)

COUNTY OF ANDERSON)

ORDINANCE NO. 2021-0907.1

TOWN OF WEST PELZER)

.....

**AN ORDINANCE TO ADOPT THE MODEL BUSINESS LICENSE ORDINANCE IN ACCORDANCE
WITH THE BUSINESS LICENSE STANDARDIZATION ACT (2020 ACT NO. 176)**

.....

WHEREAS, in September 2020 the South Carolina General Assembly adopted the South Carolina Business License Tax Standardization Act (2020 Act No. 176), now codified at S.C. Code Sections 6-1-400 to 6-1-420 (the “Act”);

WHEREAS, the Act requires all municipalities and counties that impose a business license tax to adopt a standard business license year of May 1 through April 30;

WHEREAS, the Act requires all municipalities and counties that impose a business license tax to utilize the Act’s standardized business licensing requirements and class schedule;

WHEREAS, the Act requires all municipalities and counties to update their business license class schedules every odd year based on the latest available IRS statistics; and

WHEREAS, to assist municipalities and counties with complying with the requirements of the Act, the Municipal Association of South Carolina (the “Association”) has developed a Model Business License Ordinance, which is attached to and incorporated by reference in this Ordinance;

NOW, THEREFORE, be it ordained by the Mayor and Council of the Town of West Pelzer, South Carolina, that:

1. The 2022 Model Business License Ordinance, which is attached to and incorporated by reference in this Ordinance, is hereby adopted and shall become effective beginning with the business license period commencing on May 1, 2022.
2. All prior ordinances of the Town related to business licensing which are in effect at the time of this enactment are hereby repealed and replaced in their entirety with the 2022 Model Business License Ordinance; provided that any prior ordinances of the Town related to the Association’s collections programs, including without limitation the Insurance Tax Collection Program (ITCP), the Brokers Tax Collection Program (BTCP), the Telecommunications Tax Collection Program (TTCP), and Setoff Debt Collection

Program, shall remain in full force and effect in accordance with their terms except to the extent specifically amended by the 2022 MODEL BUSINESS LICENSE Ordinance.

DONE AND RATIFIED in Council assembled on this ____ day of _____ 2021.

Blake Sanders
Mayor

ATTEST:

Paula Payton
Town Clerk

(SEAL)

2022 MODEL BUSINESS LICENSE ORDINANCE

Section 1. License Required. Every person engaged or intending to engage in any business, calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, in whole or in part within the limits of the Town of West Pelzer, South Carolina, is required to pay an annual license tax for the privilege of doing business and obtain a business license as herein provided.

Section 2. Definitions. The following words, terms, and phrases, when used in this ordinance, shall have the meaning ascribed herein. Defined terms are not capitalized when used in this ordinance unless the context otherwise requires.

"Business" means any business, calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, either directly or indirectly.

"Charitable Organization" means an organization that is determined by the Internal Revenue Service to be exempt from Federal income taxes under 26 U.S.C. Section 501(c)(3), (4), (6), (7), (8), (10) or (19).

"Charitable Purpose" means a benevolent, philanthropic, patriotic, or eleemosynary purpose that does not result in personal gain to a sponsor, organizer, officer, director, trustee, or person with ultimate control of the organization.

"Classification" means that division of businesses by NAICS codes subject to the same license rate as determined by a calculated index of ability to pay based on national averages, benefits, equalization of tax burden, relationships of services, or other basis deemed appropriate by the Council.

"Council" means the Town Council of the Town of West Pelzer.

"Domicile" means a principal place from which the trade or business of a licensee is conducted, directed, or managed. For purposes of this ordinance, a licensee may be deemed to have more than one domicile.

"Gross Income" means the gross receipts or gross revenue of a business, received or accrued, for one calendar or fiscal year collected or to be collected from business done within the Municipality. If the licensee has a domicile within the Municipality, business done within the Municipality shall include all gross receipts or revenue received or accrued by such licensee. If the licensee does not have a domicile within the Municipality, business done within the Municipality shall include only gross receipts or revenue received or accrued within the Municipality. In all cases, if the licensee pays a business license tax to another county or municipality, then the licensee's gross income for the purpose of computing the tax within the Municipality must be reduced by the amount of revenues or receipts taxed in the other county or municipality and fully reported to the Municipality. Gross income for business license tax purposes shall not include taxes collected for a governmental entity, escrow funds, or funds that are the property of a third party. The value of bartered goods or trade-in merchandise shall be included in gross income. The gross receipts or gross revenues for business license purposes may be verified by inspection of returns and reports filed with the Internal Revenue Service, the South Carolina Department of Revenue, the South Carolina Department of Insurance, or other

government agencies. In calculating gross income for certain businesses, the following rules shall apply:

- A. Gross income for agents shall be calculated on gross commissions received or retained, unless otherwise specified. If commissions are divided with other brokers or agents, then only the amount retained by the broker or agent is considered gross income.
- B. Except as specifically required by S.C. Code § 38-7-20, gross income for insurance companies shall be calculated on gross premiums written.
- C. Gross income for manufacturers of goods or materials with a location in the Municipality shall be calculated on the lesser of (i) gross revenues or receipts received or accrued from business done at the location, (ii) the amount of income allocated and apportioned to that location by the business for purposes of the business's state income tax return, or (iii) the amount of expenses attributable to the location as a cost center of the business. Licensees reporting gross income under this provision shall have the burden to establish the amount and method of calculation by satisfactory records and proof. Manufacturers include those taxpayers reporting a manufacturing principal business activity code on their federal income tax returns.

"License Official" means a person designated to administer this ordinance. Notwithstanding the designation of a primary license official, the Municipality may designate one or more alternate license officials to administer particular types of business licenses, including without limitation for business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code.

"Licensee" means the business, the person applying for the license on behalf of the business, an agent or legal representative of the business, a person who receives any part of the net profit of the business, or a person who owns or exercises control of the business.

"Municipality" means the Town of West Pelzer, South Carolina.

"NAICS" means the North American Industry Classification System for the United States published under the auspices of the Federal Office of Management and Budget.

"Person" means any individual, firm, partnership, limited liability partnership, limited liability company, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, and the agent or employee having charge or control of a business in the absence of the principal.

Section 3. Purpose and Duration. The business license required by this ordinance is for the purpose of providing such regulation as may be required for the business subject thereto and for the purpose of raising revenue for the general fund through a privilege tax. Except as set forth below for business licenses issued to contractors with respect to specific construction projects, each yearly license shall be issued for the twelve-month period of May 1 to April 30. A business license issued for a construction contract may, at the request of the licensee, be stated to expire at the completion of the construction project; *provided*, any such business license may require that the licensee file, by each April 30 during the continuation of the construction project, a

statement of compliance, including but not limited to a revised estimate of the value of the contract. If any revised estimate of the final value of such project exceeds the amount for which the business license was issued, the licensee shall be required to pay a license fee at the then-prevailing rate on the excess amount. The provisions of this ordinance and the rates herein shall remain in effect from year to year as amended by the Council.

Section 4. Business License Tax, Refund.

- A. The required business license tax shall be paid for each business subject hereto according to the applicable rate classification on or before the due date of the 30th day of April in each year, except for those businesses in Rate Class 8 for which a different due date is specified. Late payments shall be subject to penalties as set forth in Section 12 hereof, except that admitted insurance companies may pay before June 1 without penalty.
- B. A separate license shall be required for each place of business and for each classification or business conducted at one place. If gross income cannot be separated for classifications at one location, the business license tax shall be computed on the combined gross income for the classification requiring the highest rate. The business license tax must be computed based on the licensee's gross income for the calendar year preceding the due date, for the licensee's twelve-month fiscal year preceding the due date, or on a twelve-month projected income based on the monthly average for a business in operation for less than one year. The business license tax for a new business must be computed on the estimated probable gross income for the balance of the license year. A business license related to construction contract projects may be issued on a per-project basis, at the option of the taxpayer. No refund shall be made for a business that is discontinued.
- C. A licensee that submits a payment greater than the amount owed may request a refund. To be considered, a refund request must be submitted in writing to the Municipality before the June 1 immediately following the April 30 on which the payment was due and must be supported by adequate documentation supporting the refund request. The Municipality shall approve or deny the refund request, and if approved shall issue the refund to the business, within thirty days after receipt of the request.

Section 5. Registration Required.

- A. The owner, agent, or legal representative of every business subject to this ordinance, whether listed in the classification index or not, shall register the business and make application for a business license on or before the due date of each year; *provided*, a new business shall be required to have a business license prior to operation within the Municipality, and an annexed business shall be required to have a business license within thirty (30) days of the annexation. A license for a bar (NAICS 722410) must be issued in the name of the individual who has been issued the corresponding state alcohol, beer, or wine permit or license and will have actual control and management of the business.
- B. Application shall be on the then-current standard business license application as established and provided by the Director of the South Carolina Revenue and Fiscal Affairs Office and shall be accompanied by all information about the applicant, the licensee, and

the business deemed appropriate to carry out the purpose of this ordinance by the license official. Applicants may be required to submit copies of portions of state and federal income tax returns reflecting gross receipts and gross revenue figures.

- C. The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported (or estimated for a new business) without any unauthorized deductions, and that all assessments, personal property taxes on business property, and other monies due and payable to the Municipality have been paid.
- D. The Municipality shall allow application, reporting, calculation, and payment of business license taxes through the business license tax portal hosted and managed by the South Carolina Revenue and Fiscal Affairs Office, subject to the availability and capability thereof. Any limitations in portal availability or capability do not relieve the applicant or Licensee from existing business license or business license tax obligations.

Section 6. Deductions, Exemptions, and Charitable Organizations.

- A. No deductions from gross income shall be made except income earned outside of the Municipality on which a license tax is paid by the business to some other municipality or county and fully reported to the Municipality, taxes collected for a governmental entity, or income which cannot be included for computation of the tax pursuant to state or federal law. Properly apportioned income from business in interstate commerce shall be included in the calculation of gross income and is not exempted. The applicant shall have the burden to establish the right to exempt income by satisfactory records and proof.
- B. No person shall be exempt from the requirements of the ordinance by reason of the lack of an established place of business within the Municipality, unless exempted by state or federal law. The license official shall determine the appropriate classification for each business in accordance with the latest issue of NAICS. No person shall be exempt from this ordinance by reason of the payment of any other tax, unless exempted by state law, and no person shall be relieved of liability for payment of any other tax or fee by reason of application of this ordinance.
- C. Wholesalers are exempt from business license taxes unless they maintain warehouses or distribution establishments within the Municipality. A wholesale transaction involves a sale to an individual who will resell the goods and includes delivery of the goods to the reseller. It does not include a sale of goods to a user or consumer.
- D. A charitable organization shall be exempt from the business license tax on its gross income unless it is deemed a business subject to a business license tax on all or part of its gross income as provided in this section. A charitable organization, or any affiliate of a charitable organization, that reports income from for-profit activities or unrelated business income for federal income tax purposes to the Internal Revenue Service shall be deemed a business subject to a business license tax on the part of its gross income from such for-profit activities or unrelated business income.
- E. A charitable organization shall be deemed a business subject to a business license tax on its total gross income if (1) any net proceeds of operation, after necessary expenses of

operation, inure to the benefit of any individual or any entity that is not itself a charitable organization as defined in this ordinance, or (2) any net proceeds of operation, after necessary expenses of operation, are used for a purpose other than a charitable purpose as defined in this ordinance. Excess benefits or compensation in any form beyond fair market value to a sponsor, organizer, officer, director, trustee, or person with ultimate control of the organization shall not be deemed a necessary expense of operation.

Section 7. False Application Unlawful. It shall be unlawful for any person subject to the provisions of this ordinance to make a false application for a business license or to give or file, or direct the giving or filing of, any false information with respect to the license or tax required by this ordinance.

Section 8. Display and Transfer.

- A. All persons shall display the license issued to them on the original form provided by the license official in a conspicuous place in the business establishment at the address shown on the license. A transient or non-resident shall carry the license upon his person or in a vehicle used in the business readily available for inspection by any authorized agent of the Municipality.
- B. A change of address must be reported to the license official within ten (10) days after removal of the business to a new location and the license will be valid at the new address upon written notification by the license official and compliance with zoning and building codes. Failure to obtain the approval of the license official for a change of address shall invalidate the license and subject the licensee to prosecution for doing business without a license. A business license shall not be transferable, and a transfer of controlling interest shall be considered a termination of the old business and the establishment of a new business requiring a new business license, based on old business income.

Section 9. Administration of Ordinance. The license official shall administer the provisions of this ordinance, collect business license taxes, issue licenses, make or initiate investigations and audits to ensure compliance, initiate denial or suspension and revocation procedures, report violations to the municipal attorney, assist in prosecution of violators, produce forms, undertake reasonable procedures relating to the administration of this ordinance, and perform such other duties as may be duly assigned.

Section 10. Inspection and Audits.

- A. For the purpose of enforcing the provisions of this ordinance, the license official or other authorized agent of the Municipality is empowered to enter upon the premises of any person subject to this ordinance to make inspections and to examine and audit books and records. It shall be unlawful for any such person to fail or refuse to make available the necessary books and records. In the event an audit or inspection reveals that the licensee has filed false information, the costs of the audit shall be added to the correct business license tax and late penalties in addition to other penalties provided herein. Each day of failure to pay the proper amount of business license tax shall constitute a separate offense.

- B. The license official shall have the authority to make inspections and conduct audits of businesses to ensure compliance with the ordinance. Financial information obtained by inspections and audits shall not be deemed public records, and the license official shall not release the amount of business license taxes paid or the reported gross income of any person by name without written permission of the licensee, except as authorized by this ordinance, state or federal law, or proper judicial order. Statistics compiled by classifications are public records.

Section 11. Assessments, Payment under Protest, Appeal.

- A. Assessments, payments under protest, and appeals of assessment shall be allowed and conducted by the Municipality pursuant to the provisions of S.C. Code § 6-1-410, as amended. In preparing an assessment, the license official may examine such records of the business or any other available records as may be appropriate and conduct such investigations and statistical surveys as the license official may deem appropriate to assess a business license tax and penalties as provided herein.
- B. The license official shall establish a uniform local procedure consistent with S.C. Code § 6-1-410 for hearing an application for adjustment of assessment and issuing a notice of final assessment; provided that for particular types of business licenses, including without limitation for business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the Municipality, by separate ordinance, may establish a different procedure and may delegate one or more rights, duties, and functions hereunder to the Municipal Association of South Carolina.

Section 12. Delinquent License Taxes, Partial Payment.

- A. For non-payment of all or any part of the correct business license tax, the license official shall impose and collect a late penalty of five (5%) percent of the unpaid tax for each month or portion thereof after the due date until paid. Penalties shall not be waived. If any business license tax remains unpaid for sixty (60) days after its due date, the license official shall report it to the municipal attorney for appropriate legal action.
- B. Partial payment may be accepted by the license official to toll imposition of penalties on the portion paid; *provided*, however, no business license shall be issued or renewed until the full amount of the tax due, with penalties, has been paid.

Section 13. Notices. The license official may, but shall not be required to, mail written notices that business license taxes are due. If notices are not mailed, there shall be published a notice of the due date in a newspaper of general circulation within the Municipality three (3) times prior to the due date in each year. Failure to receive notice shall not constitute a defense to prosecution for failure to pay the tax due or grounds for waiver of penalties.

Section 14. Denial of License. The license official may deny a license to an applicant when the license official determines:

- A. The application is incomplete or contains a misrepresentation, false or misleading statement, or evasion or suppression of a material fact;

- B. The activity for which a license is sought is unlawful or constitutes a public nuisance *per se* or *per accidens*;
- C. The applicant, licensee, prior licensee, or the person in control of the business has been convicted within the previous ten years of an offense under a law or ordinance regulating business, a crime involving dishonest conduct or moral turpitude related to a business or a subject of a business, or an unlawful sale of merchandise or prohibited goods;
- D. The applicant, licensee, prior licensee, or the person in control of the business has engaged in an unlawful activity or nuisance related to the business or to a similar business in the Municipality or in another jurisdiction;
- E. The applicant, licensee, prior licensee, or the person in control of the business is delinquent in the payment to the Municipality of any tax or fee;
- F. A licensee has actual knowledge or notice, or based on the circumstances reasonably should have knowledge or notice, that any person or employee of the licensee has committed a crime of moral turpitude on the business premises, or has permitted any person or employee of the licensee to engage in the unlawful sale of merchandise or prohibited goods on the business premises and has not taken remedial measures necessary to correct such activity; or
- G. The license for the business or for a similar business of the licensee in the Municipality or another jurisdiction has been denied, suspended, or revoked in the previous license year.

A decision of the license official shall be subject to appeal as herein provided. Denial shall be written with reasons stated.

Section 15. Suspension or Revocation of License. When the license official determines:

- A. A license has been mistakenly or improperly issued or issued contrary to law;
- B. A licensee has breached any condition upon which the license was issued or has failed to comply with the provisions of this ordinance;
- C. A licensee has obtained a license through a fraud, misrepresentation, a false or misleading statement, or evasion or suppression of a material fact in the license application;
- D. A licensee has been convicted within the previous ten years of an offense under a law or ordinance regulating business, a crime involving dishonest conduct or moral turpitude related to a business or a subject of a business, or an unlawful sale of merchandise or prohibited goods;
- E. A licensee has engaged in an unlawful activity or nuisance related to the business; or
- F. A licensee is delinquent in the payment to the Municipality of any tax or fee,

the license official may give written notice to the licensee or the person in control of the business within the Municipality by personal service or mail that the license is suspended pending a single hearing before Council or its designee for the purpose of determining whether the suspension should be upheld and the license should be revoked.

The written notice of suspension and proposed revocation shall state the time and place at which the hearing is to be held, and shall contain a brief statement of the reasons for the suspension and proposed revocation and a copy of the applicable provisions of this ordinance.

Section 16. Appeals to Council or its Designee.

- A. Except with respect to appeals of assessments under Section 11 hereof, which are governed by S.C. Code § 6-1-410, any person aggrieved by a determination, denial, or suspension and proposed revocation of a business license by the license official may appeal the decision to the Council or its designee by written request stating the reasons for appeal, filed with the license official within ten (10) days after service by mail or personal service of the notice of determination, denial, or suspension and proposed revocation.
- B. A hearing on an appeal from a license denial or other determination of the license official and a hearing on a suspension and proposed revocation shall be held by the Council or its designee within ten (10) business days after receipt of a request for appeal or service of a notice of suspension and proposed revocation. The hearing shall be held upon written notice at a regular or special meeting of the Council, or, if by designee of the Council, at a hearing to be scheduled by the designee. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by Council or its designee shall govern the hearing. Following the hearing, the Council by majority vote of its members present, or the designee of Council if the hearing is held by the designee, shall render a written decision based on findings of fact and conclusions on application of the standards herein. The written decision shall be served, by personal service or by mail, upon all parties or their representatives and shall constitute the final decision of the Municipality.
- C. Timely appeal of a decision of Council or its designee does not effectuate a stay of that decision. The decision of the Council or its designee shall be binding and enforceable unless overturned by an applicable appellate court after a due and timely appeal.
- D. For business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the Municipality may establish a different procedure by ordinance.

Section 17. Consent, franchise, or license required for use of streets.

- A. It shall be unlawful for any person to construct, install, maintain, or operate in, on, above, or under any street or public place under control of the Municipality any line, pipe, cable, pole, structure, or facility for utilities, communications, cablevision, or other purposes without a consent agreement or franchise agreement issued by the Council by ordinance that prescribes the term, fees, and conditions for use.
- B. The annual fee for use of streets or public places authorized by a consent agreement or franchise agreement shall be set by the ordinance approving the agreement and shall be

consistent with limits set by state law. Existing franchise agreements shall continue in effect until expiration dates in the agreements. Franchise and consent fees shall not be in lieu of or be credited against business license taxes unless specifically provided by the franchise or consent agreement.

Section 18. Confidentiality. Except in accordance with proper judicial order or as otherwise provided by law, no official or employee of the Municipality may divulge or make known in any manner the amount of income or any financial particulars set forth or disclosed in any report or return required under this ordinance. Nothing in this section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any license data may be shared with other public officials or employees in the performance of their duties, whether or not those duties relate to enforcement of this ordinance.

Section 19. Violations. Any person violating any provision of this ordinance shall be deemed guilty of an offense and shall be subject to a fine of up to \$500.00 or imprisonment for not more than thirty (30) days or both, upon conviction. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for in this ordinance.

Section 20. Severability. A determination that any portion of this ordinance is invalid or unenforceable shall not affect the remaining portions. To the extent of any conflict between the provisions of this ordinance and the provisions of the South Carolina Business License Tax Standardization Act, as codified at S.C. Code §§ 6-1-400 *et seq.*, the standardization act shall control.

Section 21. Classification and Rates.

- A. The business license tax for each class of businesses subject to this ordinance shall be computed in accordance with the current business license rate schedule, designated as Appendix A to this ordinance, which may be amended from time to time by the Council.
- B. The current business license class schedule is attached hereto as Appendix B. Hereafter, no later than December 31 of each odd year, the Municipality shall adopt, by ordinance, the latest standardized business license class schedule as recommended by the Municipal Association of South Carolina and adopted by the Director of the South Carolina Revenue and Fiscal Affairs Office. Upon adoption by the Municipality, the revised business license class schedule shall then be appended to this ordinance as a replacement Appendix B.
- C. The classifications included in each rate class are listed with NAICS codes, by sector, sub-sector, group, or industry. The business license class schedule (Appendix B) is a tool for classification and not a limitation on businesses subject to a business license tax. The classification in the most recent version of the business license class schedule adopted by the Council that most specifically identifies the subject business shall be applied to the business. The license official shall have the authority to make the determination of the classification most specifically applicable to a subject business.
- D. A copy of the class schedule and rate schedule shall be filed in the office of the municipal clerk.

APPENDIX A: BUSINESS LICENSE RATE SCHEDULE

RATE CLASS	INCOME: \$0 - \$2,000	INCOME OVER \$2,000
	BASE RATE	RATE PER \$1,000 OR FRACTION THEREOF
1	\$100	\$1.00
2	\$100	\$1.00
3	\$100	\$1.00
4	\$100	\$1.00
5	\$100	\$1.00
6	\$100	\$1.00
7	\$100	\$1.00
8.1	\$100	\$1.00
8.2	Set by state statute	
8.3	MASC Telecommunications	
8.4	MASC Insurance	
8.51	\$12.50 + \$12.50 per machine	
8.52	\$12.50 + \$180.00 per machine	
8.6	\$1.00 plus \$5.00 -OR- \$12.50 per table	\$1.00

NON-RESIDENT RATES

Unless otherwise specifically provided, the tax rates for nonresidents and itinerants having no fixed principal place of business within the Municipality shall be the same as the tax rates for similarly classified businesses domiciled within the Municipality.

CLASS 8 RATES

Each NAICS number designates a separate subclassification. The businesses in this section are treated as separate and individual subclasses due to provisions of state law, regulatory requirements, service burdens, tax equalization considerations, and other factors that are deemed sufficient to require individually determined rates. In accordance with state law, the Municipality also may provide for reasonable subclassifications for rates, described by an NAICS sector, subsector, or industry, that are based on particularized considerations as needed for economic stimulus or for the enhanced or disproportionate demands on municipal services or infrastructure.

Non-resident rates do not apply except where indicated.

8.1 NAICS 230000 – Contractors, Construction, All Types [Non-resident rates apply].

Resident rates, for contractors having a permanent place of business within the Municipality:

Minimum on first \$2,000	\$100.00 PLUS
Each additional 1,000.....	\$1.00

Non-resident rates apply to contractors that do not have a permanent place of business within the Municipality. A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project.

For licenses issued on a per-job basis, the total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle the contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a license year. Licensees holding a per-job license shall file, by each April 30 during the continuation of the construction project, a statement of compliance, including but not limited to a revised estimate of the value of the contract. If any revised estimate of the final value of such project exceeds the amount for which the business license was issued, the licensee shall be required to pay a license fee at the then-prevailing rate on the excess amount.

8.2 NAICS 482 – Railroad Companies (See S.C. Code § 12-23-210).

8.3 NAICS 517311, 517312 – Telephone Companies.

With respect to “retail telecommunications services” as defined in S. C. Code § 58-9-2200, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Telecommunications Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to retail telecommunications services are set forth in the Telecommunications Collections Ordinance.

8.4 NAICS 5241 and 5242 – Insurance Companies and Brokers:

Independent agents, brokers, and their employees are subject to a business license tax based on their natural class. With respect to insurers subject to license fees and taxes under Chapter 7 of Title 38 and to brokers under Chapter 45 of Title 38, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Insurers and Brokers Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to insurers and brokers are set forth in the Insurers and Brokers Collections Ordinance.

8.51 NAICS 713120 – Amusement Machines, coin operated (except gambling). Music machines, juke boxes, kiddie rides, video games, pin tables with levers, and other amusement machines with or without free play feature licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(1) and (A)(2) [Type I and Type II].

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2746:

Per Machine	\$12.50 PLUS
Business license	\$12.50

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.51.

8.52 NAICS 713290 – Amusement Machines, coin operated, non-payout. Amusement machines of the non-payout type or in-line pin game licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(3) [Type III].

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2720(B):

Per Machine	\$180.00 PLUS
Business license	\$12.50

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.52.

8.6 NAICS 713990 – Billiard or Pool Rooms, all types. (A) Pursuant to SC Code § 12-21-2746, license tax of \$5.00 per table measuring less than 3½ feet wide and 7 feet long, and \$12.50 per table longer than that; PLUS, (B) with respect to gross income from the entire business in addition to the tax authorized by state law for each table:

Minimum on first \$2,000	\$100 PLUS
Per \$1,000, or fraction, over \$2,000.....	\$1.00

APPENDIX B
2021 BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	2.00
21	Mining	4.00
23	Construction	8.10
31-33	Manufacturing	2.00
42	Wholesale trade	1.00
423930	Recyclable Material Merchant Wholesalers (Junk)	9.10
44-45	Retail trade	1.00
4411	Automobile Dealers	9.30
4412	Other Motor Vehicle Dealers	9.30
454390	Other Direct Selling Establishments (Peddlers)	9.41 & 9.42
48-49	Transportation and warehousing	2.00
482	Rail Transportation	8.20
51	Information	4.00
517311	Wired Telecommunications Carriers	8.30
517312	Wireless Telecommunications Carriers (except Satellite)	8.30
52	Finance and insurance	7.00
522298	Pawnshops	9.20
5241	Insurance Carriers	8.40
5242	Insurance Brokers for non-admitted Insurance Carriers	8.40
53	Real estate and rental and leasing	7.00
54	Professional, scientific, and technical services	5.00
55	Management of companies	7.00
56	Administrative and support and waste management and remediation services	4.00
61	Educational services	4.00
62	Health care and social assistance	4.00
71	Arts, entertainment, and recreation	3.00
713120	Amusement Parks and Arcades (per machine)	8.51
713120	Amusement Parks and Arcades (on gross)	9.60
713290	Nonpayout Amusement Machines (per machine)	8.52
713290	Nonpayout Amusement Machines (on gross)	9.60
713290	Bingo Halls	9.50
713990	All Other Amusement and Recreational Industries (pool tables)	8.60
721	Accommodation	3.00
722	Food services and drinking places	1.00
722410	Drinking Places (Alcoholic Beverages)	9.70
81	Other services	5.00

Note: Class Schedule is
base on 2017 IRS data

RESOLUTION 2021-0907.1

A RESOLUTION TO POSTPONE RESIDENTIAL LANDLORD 2021 BUSINESS LICENSE FEES

WHEREAS, the Town of West Pelzer has the authority to collect annually, no later than September 30th business license fees from residential and commercial property owners for rental monies received in the previous calendar year;

WHEREAS, the Town of West Pelzer is aware that many residential property owners were unable to collect rent in the calendar year 2020 due to State and Federal mandates on collections due to the COVID-19 pandemic;

WHEREAS, the Town of West Pelzer is required to change the due date to April 30th of all business licenses collected beginning in 2022 per Act 176: The Business License Tax Standardization Act;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN OF WEST PELZER, THAT:

- (1) Residential Landlord Business License fees are postponed until April 30, 2022;
- (2) Commercial Business License fees will be collected as scheduled, due by September 30, 2021; (3) Commercial Landlords will be notified of the change in due date for 2022

Resolved in a meeting duly assembled this 7th day of September, 2021.



Blake Sanders, Mayor



Paula Payton, Town Clerk

RESOLUTION 2021-0907.3
A RESOLUTION REQUESTING CAPITAL FUNDING TO UPDATE THE 2017 COMPREHENSIVE PLAN AND
2017 MASTER PLAN FOR THE TOWN OF WEST PELZER, SOUTH CAROLINA

WHEREAS, the Comprehensive Plan is a long-range policy guide to decisions about the physical development of a Town, addressing: land use, transportation, community character, economic development, public facilities, utilities, housing, and implementation; and

WHEREAS, the Comprehensive Plan gives long-range and comprehensive context and support for the Capital Improvement Program, Community Development Block Grant (CDBG) infrastructure development grants, as well as other state and federal grants and loans the Town may apply for; and

WHEREAS, The Town of West Pelzer Town Council adopted a Comprehensive Plan in 2017 that is required to be updated every five (5) years to conform to the 1994 Comprehensive Planning Enabling Act; and

WHEREAS, the Town of West Pelzer Town Council and the Town of West Pelzer Planning Commission understands the importance of updating the Comprehensive Plan as an essential document that will guide policy decisions, providing a mesh between new and existing developments; and

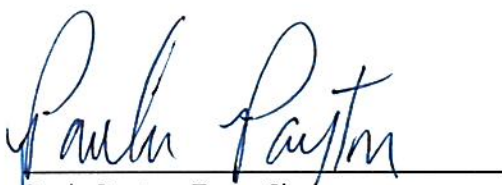
WHEREAS, the Town of West Pelzer Planning Commission met in August and discussed the need for this process to be completed by qualified professionals.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of West Pelzer, duly assembled and with a legal quorum, as follows:

1. Town Council desires to appropriate staff time and financial resources from the Capital Projects Account and American Recovery Plan Act revenue reimbursements and resources to work with the Planning Commission to update the 2017 Comprehensive Plan and 2017 Master Plan.
2. The Town of West Pelzer will issue a Request for Qualifications for Design Teams in 2021 for the Comprehensive Plan and Master Plan to be updated in 2022.



Blake Sanders, Mayor


Paula Payton, Town Clerk

RESOLUTION 2021-0907.4

**DESIGNATING AN AUTHORIZED REPRESENTATIVE AND CONTACT PERSON FOR PURPOSES OF THE
AMERICAN RESCUE PLAN ACT OF 2021**

WHEREAS, the American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to nonentitlement units of local government (NEUs), which are local governments typically serving a population under 50,000;

WHEREAS, the Town of West Pelzer, South Carolina (the Municipality), is an NEU for purposes of ARPA and expects to receive funding pursuant to the ARPA appropriation;

WHEREAS, ARPA requires that the Municipality designate an Authorized Representative to approve and sign documents, make certifications required by ARPA, and otherwise act as the Municipality's designated and lawfully appointed agent for purposes of ARPA; and

WHEREAS, ARPA further requires that the Municipality designate a Contact Person to receive official communications and notice related to ARPA;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. Blake Sanders, the Mayor of the Municipality, is hereby designated as the Municipality's Authorized Representative pursuant to ARPA. The Authorized Representative is hereby authorized and directed to do all things necessary (including without limitation to sign documents, make certifications, make regular reports to council and otherwise act on behalf of the Municipality) to receive and expend funds pursuant to an appropriation by council and ARPA rules. The Authorized Representative's contact information is:

Blake Sanders
Mayor
30 Main Street West Pelzer, South Carolina 29669
864-947-6297 option #
bsanders@westpelzer.com

Section 2. Paula Payton, the Town Clerk | Administrator of the Municipality, is hereby designated as the Municipality's Contact Person pursuant to ARPA. The Contact Person's contact information is:

Paula Payton
Town Clerk | Administrator
30 Main Street West Pelzer, South Carolina 29669
864-947-6297 ext. 101
ppayton@westpelzer.com

DONE IN MEETING duly assembled this 7th day of September, 2021.



Blake Sanders, Mayor



Paula Payton, Town Clerk