

COUNCIL MEETING AGENDA

Tuesday June 10, 2025

6:00pm

West Pelzer Municipal Center
30 Main Street

- I. MOMENT OF SILENT PRAYER
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER
- IV. APPROVAL OF MEETING MINUTES
 - a) May 13, 2025, Council Meeting
- V. PRESENTATIONS AND REPORTS
 - a) Paula Payton - Clerk's & Admin Report
 - b) Chief Zachary Owen - Police Department Update
- VI. CITIZEN COMMENT (per Town Code, Sec. 2-56/sign up required/limit 3 minutes)
- VII. PUBLIC HEARING

Ordinance No. 2025-0513 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2025, through June 30, 2026
- VIII. OLD BUSINESS
 - a) *Second/Final Reading "Ordinance No. 2025-0513 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2025, through June 30, 2026"*
 - b) *Second/Final Reading "Ordinance No. 2025-1513.1 An Ordinance Declaring and Defining Public Nuisances in Public Parks and Providing for Their Abatement & Penalties"*
- IX. NEW BUSINESS
- X. COUNCIL COMMENTS
- XI. ADJOURNMENT



COUNCIL MEETING MINUTES

Tuesday June 10, 2025

6:00pm

West Pelzer Municipal Center
30 Main Street

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

MOMENT OF SILENT PRAYER

PLEDGE OF ALLEGIANCE

CALL TO ORDER Mayor Riddle at 6:01pm

APPROVAL OF MEETING MINUTES May 13, 2025, Council Meeting
Councilman Lee made a motion to approve, 2nd by Councilman Rogers; all were in favor

PRESENTATIONS AND REPORTS

Paula Payton - Clerk's & Admin Report - see attached
Chief Zachary Owen - Police Department Update - see attached

CITIZEN COMMENT (per Town Code, Sec. 2-56/sign up required/limit 3 minutes)
None

PUBLIC HEARING

Ordinance No. 2025-0513 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2025, through June 30, 2026

Rick Sanders questioned the status of the Christmas lights and if the purchase of additional lights were included in the upcoming budget. Mrs. Payton responded that there is ongoing conversation and partnerships with Duke Energy to install the proper wiring and that the purchase of additional decorations would be part of the new budget, under the capital projects line item.

OLD BUSINESS

Second/Final Reading "Ordinance No. 2025-0513 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2025, through June 30, 2026"

Clerk's Comments: First reading at the May meeting; Workshop was held May 23rd; Increase of \$22,521.64 in overall budget; due to property tax increase and other developmental growth within the Town Limit; No fee or tax increase; Conservative, balanced budget; Effective July 1, 2025.

Mayor Riddle made a motion to approve, 2nd by Councilman Lee;

Councilman Williams questioned the increase in beautification/maintenance and professional services; Mrs. Payton responded that several expenses had to be placed over the hospitality and general fund accounts once the utility was sold; beautification/maintenance is an acceptable expense through hospitality as long as it is focused on parks,

recreation and tourism. Previously most of the professional services expense were split between the general fund and the utility, but since the utility was sold the full expense fell to the general fund.
Mayor Riddle stated that a motion and second was on the floor and called for a vote; all were in favor.

Second/Final Reading "Ordinance No. 2025-1513.1 An Ordinance Declaring and Defining Public Nuisances in Public Parks and Providing for Their Abatement & Penalties"

Clerk's Comments: Town Code Chapter 30 - PARKS AND RECREATION

State Law reference— Municipal authority to establish rules and regulations concerning municipal parks, S.C. Code 1976, § 51-15-20 ; S.C. Code 1976, § 51-15-20. Municipalities may make, ordain and establish all necessary and proper rules and police regulations for the protection of property and the preservation of peace, order and propriety of conduct in all public parks owned and maintained by any such municipality;

Town Attorney has made minor revisions, which were provided to Council via email on Monday June 9, 2025.

Mayor Riddle made a motion to approve, 2nd by Councilman Lee.

After discussion of open fire/cooking in the park Mayor Riddle called for a vote;

Mayor Riddle, Councilman Lee, Scarfo and Rogers were in favor; Councilman Williams opposed.

NEW BUSINESS

None

COUNCIL COMMENTS

Councilman Williams – None

Councilman Scarfo – None

Councilman Lee – None

Councilman Rogers – None

Mayor Riddle – Thanked everyone for their participation in the Dog Show, held June 7th.

Also, added that the Town of West Pelzer has been selected to be part of the WSPA Summer Zip Trip; they will be onsite Friday August 1, 2025 to film our Town and interview selected individuals. "It's a great time to show off West Pelzer".

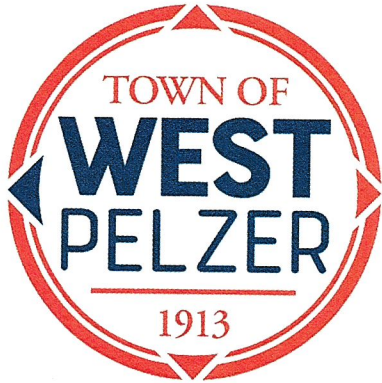
ADJOURNMENT

Mayor Riddle made a motion to adjourn at 6:24pm, 2nd by Councilman Lee; all were in favor.

Minutes prepared by:

Paula H. Payton, MMC, ABL

Town Clerk | Administrator



#gowest

www.westpelzer.com

To: Mayor Riddle and Council

From: Paula H. Payton, MMC, ABL

Subject: Administration Report

Date: June 2025

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

O'Dell Community & Entrepreneur Center

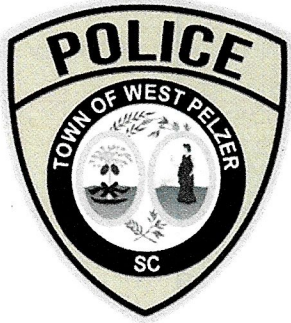
- Co-Work Space open every Tuesday, Wednesday and Thursday from 9am-3pm
- **The Senior Place – Meals on Wheels**
 - Food & activities are provided every Monday & Friday; 10am-2pm
 - Free; donations accepted

Updates, Announcements & Events

- **Updates & Announcements**
 - A request has been submitted to the Anderson Legislative Delegation for recommendation for a 2025 PARD grant
- **Events**
 - Annual Dog Show – June 7, 2025
 - National Night Out – Tuesday, August 5, 2025

Finance

- May 2025 Budget
 - General Fund Income \$20,322.55 ~ Expense \$63,204.23
 - Hospitality Tax Income \$9,632.99 ~ Expense \$13,870.52



**WEST PELZER POLICE DEPARTMENT
30 MAIN STREET
WEST PELZER, SOUTH CAROLINA 29669**

To: Mayor Riddle & Council
From: Chief Zachary Owen
Subject: Police Department Report
Date: May 2025

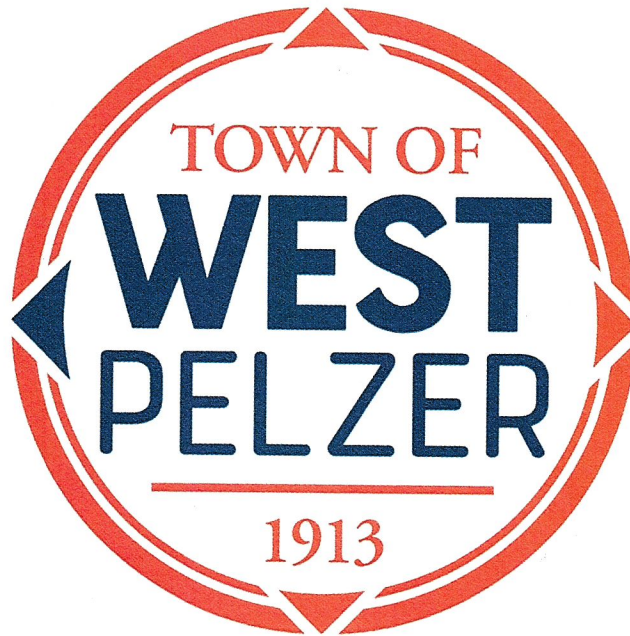
*The following is statical data related to activities of the West Pelzer Police Department.
Please contact me with any questions or concerns:*

zowen@westpelzer.com

864-947-6297 ext. 103

May 2025 Statistics

- **Calls for Service** 135
- **Traffic Stops** 57
- **Tickets/Warrants** 61
- **Warnings** 2
- **Reports** 12
- **Citizen Contacts** 232



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

ANNUAL BUDGET
FISCAL YEAR 2025-2026
Ordinance 2025-0513

Prepared by:

James R. Riddle, Sr.
Mayor

Paula H. Payton, MMC
Town Clerk | Administrator

Budget Highlights

- Historical high in reserve balance & operating capital
- Competitive salaries for full-time, qualified police officers, as well as other staff
- Capital Projects
- Requests for grant funding for beautification and park improvements
- Improved events and festivals
- Policy Refinement
 - Safety & Security
 - Employee Reviews
- No fee or tax increase

Budget Process

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 1st. 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 2025-2026

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

Account Name	Type	PY Budget	PY Actual	Prior Phase	Current Amount
01-4020-000: Business License	Revenue	\$110,000.00	\$45,910.01	\$ -	\$110,000.00
01-4250-000: Hospitality Tax Deposit	Revenue	\$50,000.00	\$42,812.14	\$ -	\$50,000.00
01-2021-100: Capital Project Deposit	Revenue	\$0.00	\$216,388.82	\$ -	\$10,000.00
01-4000-000: Property Taxes	Revenue	\$261,000.00	\$293,453.91	\$ -	\$290,000.00
01-4010-000: Auto Taxes	Revenue	\$25,000.00	\$34,575.93	\$ -	\$29,000.00
01-4050-000: MCF-GF DEPOSIT	Revenue	\$20,000.00	\$25,439.01	\$ -	\$20,000.00
01-4050-100: MCF Deposit	Revenue	\$40,000.00	\$7,244.48	\$ -	\$40,000.00
01-4080-000: Franchise Fees	Revenue	\$73,000.00	\$80,388.52	\$ -	\$73,000.00
01-4091-000: Accomodation Tax	Revenue	\$100.00	\$293.93	\$ -	\$250.00
01-4092-000: Inventory Tax	Revenue	\$1,000.00	\$2,188.02	\$ -	\$1,800.00
01-4093-000: Homestead Exemption	Revenue	\$15,128.36	\$18,994.76	\$ -	\$18,900.00
01-4094-000: Local Government Fund	Revenue	\$22,000.00	\$24,842.78	\$ -	\$22,000.00
01-4100-000: Water System Transfer	Revenue	\$15,000.00	\$24,773.65	\$ -	\$0.00
01-4130-000: Sanitation Collections	Revenue	\$62,000.00	\$45,952.58	\$ -	\$56,000.00
01-4210-000: Hospitality Salary Reimbursement	Revenue	\$14,200.00	\$0.00	\$ -	\$10,000.00

Account Name	Type	PY Budget	PY Actual	Prior Phase	Current Amount
01-6010-000: 2021 GO PROJ DEPOSIT	Revenue	\$17,562.96	\$13,904.01	\$ -	\$17,562.96
01-8000-000: B&C DEPOSIT	Revenue	\$0.00	\$12,176.18	\$ -	\$0.00
01-4253-000: Festival Expense	Expense	\$5,000.00	\$1,155.04	\$ -	\$5,000.00
01-4254-000: Christmas Parade-Related Exp	Expense	\$2,000.00	\$1,646.49	\$ -	\$2,000.00
01-4257-000: Hospitality Tax Utility	Expense	\$20,000.00	\$15,665.35	\$ -	\$18,000.00
01-4258-000: Hospitality Tax Liability Ins	Expense	\$1,000.00	\$1,000.00	\$ -	\$1,000.00
01-4259-000: Beautification- Maintenance	Expense	\$6,000.00	\$4,101.87	\$ -	\$12,200.00
01-4260-000: Public Parking	Expense	\$1,800.00	\$1,800.00	\$ -	\$1,800.00
01-4262-000: Recreation Salary Exp	Expense	\$14,200.00	\$9,035.00	\$ -	\$10,000.00
01-6015-000: 2021 GO PROJ EXPENSE	Expense	\$17,562.96	\$13,172.22	\$ -	\$17,562.96
01-7000-000: Salaries - GF	Expense	\$225,000.00	\$162,946.65	\$ -	\$225,000.00
01-7050-000: Salaries - Council	Expense	\$14,000.00	\$12,919.98	\$ -	\$14,000.00
01-7100-000: Payroll Taxes - GF	Expense	\$25,000.00	\$15,176.69	\$ -	\$25,000.00
01-7130-000: Advertising/Public Notices	Expense	\$750.00	\$144.00	\$ -	\$750.00
01-7170-000: Postage	Expense	\$1,200.00	\$603.64	\$ -	\$1,200.00

Account Name	Type	PY Budget	PY Actual	Prior Phase	Current Amount
01-7188-100: MCF GF Ex	Expense	\$20,000.00	\$6,177.18	\$ -	\$20,000.00
01-7190-000: Utilities - GF/PD	Expense	\$15,000.00	\$12,154.18	\$ -	\$18,000.00
01-7220-000: Dues & Publications	Expense	\$1,500.00	\$1,015.00	\$ -	\$1,500.00
01-7220-100: Dues & Subscriptions	Expense	\$1,000.00	\$0.00	\$ -	\$1,500.00
01-7255-000: Christmas Bonus - GF	Expense	\$500.00	\$200.00	\$ -	\$900.00
01-7255-100: Christmas Bonus - PD	Expense	\$600.00	\$600.00	\$ -	\$800.00
01-7260-000: Professional Services - GF	Expense	\$35,000.00	\$41,510.36	\$ -	\$45,000.00
01-7260-100: PROFESSIONAL SERVICES - PD	Expense	\$3,000.00	\$1,027.00	\$ -	\$4,000.00
01-7281-000: Travel/Training/Meals - GF	Expense	\$5,000.00	\$1,053.34	\$ -	\$5,000.00
01-7281-100: Travel/Training/Meals - PD	Expense	\$1,000.00	\$0.00	\$ -	\$4,000.00
01-7290-000: Property/Vehicle/Liability Ins	Expense	\$27,000.00	\$28,569.00	\$ -	\$30,000.00
01-7300-000: Employee Health Insurance - GF	Expense	\$62,000.00	\$35,719.28	\$ -	\$50,000.00
01-7310-000: Insurance - W/C	Expense	\$12,000.00	\$3,057.25	\$ -	\$12,000.00
01-7375-000: Retirement - GF/PD	Expense	\$50,000.00	\$48,345.45	\$ -	\$50,000.00

Account Name	Type	PY Budget	PY Actual	Prior Phase	Current Amount
01-7380-000: Office Expense/Supplies-GF/PD	Expense	\$1,500.00	\$1,240.02	\$ -	\$1,500.00
01-7380-100: Office Expense / Supplies MCF	Expense	\$1,000.00	-\$566.75	\$ -	\$2,000.00
01-7390-100: Uniforms - MCF	Expense	\$1,000.00	\$842.29	\$ -	\$3,000.00
01-7411-100: Vehicle/Equip Repairs & Maint	Expense	\$17,000.00	\$15,089.24	\$ -	\$20,000.00
01-7412-100: Fuel	Expense	\$18,000.00	\$8,111.85	\$ -	\$21,000.00
01-7500-000: Capital Expenditures	Expense	\$46,515.40	\$29,593.65	\$ -	\$50,237.04
01-7550-000: Bond Payment	Expense	\$17,562.96	\$8,049.69	\$ -	\$17,562.96
01-7620-100: Ammunition	Expense	\$300.00	\$0.00	\$ -	\$1,000.00
01-7660-000: Sanitation Contract	Expense	\$56,000.00	\$46,227.36	\$ -	\$56,000.00
01-8010-000: B&C EXPENSE	Expense	\$0.00	\$8,181.47	\$ -	\$0.00

Type	PY Budget	PY Actual	Prior Phase	Current Amount
Revenue	\$725,991.32	\$889,508.73	\$0.00	\$748,512.96
Expense	\$725,991.32	\$547,353.91	\$0.00	\$748,512.96

PUBLIC NOTICE

Pursuant to Section 6-1-80 of the SC Code of Laws, public notice is hereby given the West Pelzer Town council will hold a public hearing on the municipal budget for the 2025-2026 fiscal year.

June 10, 2025

6:00pm

West Pelzer Municipal Center ~ 30 Main Street

Current Operating Budget	2024-2025 Fiscal Year
Budgeted Revenues	\$725,991.32
Budgeted Expenses	\$725,991.32

Estimated Operating Budget	2025-2026 Fiscal Year
Budgeted Revenues	\$748,512.96
Budgeted Expenses	\$748,512.96

Current Fiscal Year Millage .1067	2025-2026 Fiscal Year Millage .1067
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ORDINANCE NO. 2025-0513

AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF THE OPERATING BUDGET, ITS EXECUTION AND EFFECT, FOR THE FISCAL PERIOD OF JULY 1, 2025, THROUGH JUNE 30, 2026

**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, 2025, to June 30, 2026, 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:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Surplus/Deficit</u>
General Fund	\$748,512.96	\$748,512.96	0

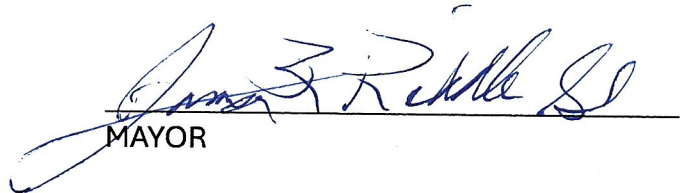
SECTION 3. A bound copy of the budget containing detailed schedules which support the appropriations set forth in Section 2, above, shall be attested by the Mayor and maintained as an official record in the office of the Mayor and Town Clerk.

SECTION 4. This ordinance shall become effective upon date of passage, designated as Ordinance No. 2025-0513. Subsequent review of revenues and expenditures occurs daily, weekly, and monthly.

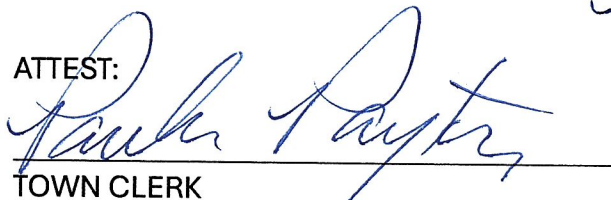
First Reading: May 13, 2025

Public Hearing: June 10, 2025

Second Reading: June 10, 2025


MAYOR

ATTEST:


TOWN CLERK

Ordinance No. 2025-0513.1

An Ordinance Declaring and Defining Nuisances in Public Parks and Providing for Their Abatement and Penalties

A public park nuisance includes any act, omission, behavior, or condition in or around public parks which:

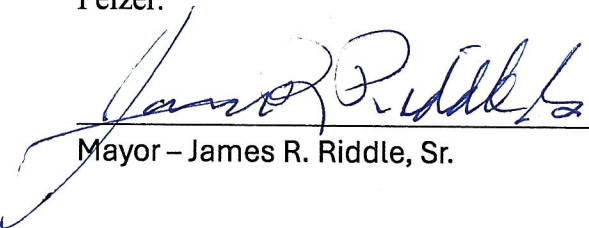
- Disrupts the public’s enjoyment, health, safety, or peace;
- Causes any damage to park property or natural features;
- Endangers any wildlife or park personnel;
- Involves any use of fire or any use of vehicles within the park; further, no vehicles shall be parked except in designated parking spaces;
- Creates any excessive noise or other disorderly conduct; including, but not limited to loud or amplified music or use of sound systems without prior Town authorization;
- Results in any littering;
- Obstructs or restricts any access to park facilities or park amenities;
- Consumption of alcohol or use of illegal drugs;
- Camping, open fires, or cooking;
- Involves having unleashed pets or failing to clean up pet waste;
- Involves unauthorized sales or solicitations;

Upon observation by or any report to any law enforcement official of any such violation, a notice to abate shall be issued to any person or persons responsible, requiring immediate cessation of the nuisance activity.

In the event that any person shall fail to abate any such violation, immediately after notice of such violation, then this ordinance shall be enforced by the Chief of Police or his/her designated law enforcement officers. All persons violating this section shall be prosecuted in municipal court and punishable by up to a \$500 fine or up to thirty (30) day imprisonment; and

If any provision of this ordinance is found to be invalid, the remainder shall not be affected.

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Town of West Pelzer.



Mayor – James R. Riddle, Sr.



Town Clerk | Administrator – Paula Payton

First Reading: May 13, 2025
Second/Final Reading: June 10, 2025