

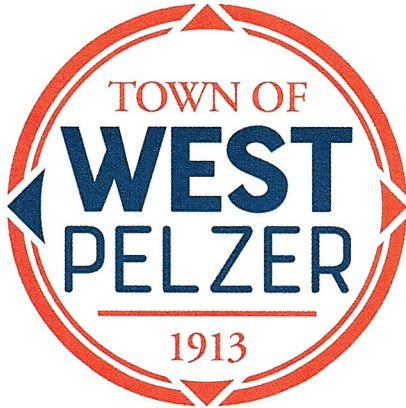
## COUNCIL MEETING AGENDA

Tuesday January 14, 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) *December 10, 2024, Council Meeting*
- V. PRESENTATIONS AND REPORTS
  - a) *Paula Payton - Clerk's & Admin Report*
  - b) *Chief Zachary Owen - Police Department Update*
  - c) *Charlie Nix - Quarterly Maintenance Report*
- VI. CITIZEN COMMENT (per Town Code, Sec. 2-56/sign up required/limit 3 minutes)
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
  - a) *Second/Final Reading of Ordinance 2024-1210.2 "An Ordinance to Provide for the Amendment of Article 9 - Board of Zoning Appeals; Section 9-1 Organization (A) (B), of the Town of West Pelzer Zoning Ordinance"*
- IX. COUNCIL COMMENTS
- X. EXECUTIVE SESSION (to be held at O'Dell Center)
  - a) *Legal Matters*
  - b) *Pending Litigation*
- XI. ADJOURNMENT



## COUNCIL MEETING AGENDA

Tuesday January 14, 2025

6:00pm

West Pelzer Municipal Center  
30 Main Street

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

### MOMENT OF SILENT PRAYER

### PLEDGE OF ALLEGIANCE

CALL TO ORDER – Mayor Riddle at 6:02pm

APPROVAL OF MEETING MINUTES - December 10, 2024, Council Meeting  
Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

### PRESENTATIONS AND REPORTS

Paula Payton - Clerk's & Admin Report – see attached

Chief Zachary Owen – Police Department Update – see attached

Charlie Nix – Quarterly Maintenance Report – see attached

### CITIZEN COMMENT (per Town Code, Sec. 2-56/sign up required/limit 3 minutes)

Joyce Vanhook – questioned if anyone was removing signs placed on the roadside? Charlie Nix responded that he tried to watch for them and remove as necessary.

OLD BUSINESS - None

### NEW BUSINESS

Second/Final Reading of Ordinance 2024-1210.2 “An Ordinance to Provide for the Amendment of Article 9 – Board of Zoning Appeals; Section 9-1 Organization (A) (B), of the Town of West Pelzer Zoning Ordinance”

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

### COUNCIL COMMENTS

Councilman Williams – stated that in October he contacted the Town Clerk to question why the Beautification and Maintenance line was over budget; he was told that the Town was waiting on grant reimbursements to balance that line item. Williams questioned what the spending policy was for the Town, related to staff and Mayor. Payton responded that per the Town Code department heads could spend up to \$500 with approval, as long as it is in the budget, anything over that would need approval from the Mayor. Mr. Murphy added that the Mayor could spend within the budget without Council approval and also, has the ability to balance line items by moving from another line in the budget if needed.

Councilman Williams addressed Chief Owen in regard to Mrs. Vanhook's question about the sign removal and stated that he felt it was more appropriate for the police to remove signs. Chief Owen responded that if it was a violation of Town Code the PD would remove them.

Councilman Williams stated that at the Christmas Party, Mayor Riddle stated that the Town was in the best financial shape it had ever been in; if that is the case, he would like Council to explore removing property taxes for our senior citizens and possibly institute a local sales tax to make up the lost revenue. Mr. Murphy stated that the Town did not have the ability to add a local option sales tax. Mr. Murphy advised that if he would like this added to the February agenda, he could make a motion to do so and if the majority approved it would be added. Councilman Williams made a motion to add discussion of removal of town property taxes for homestead citizens to the February agenda, 2<sup>nd</sup> by Councilman Scarfo. Councilman Lee stated that he felt more information was need for a meaningful discussion. Payton stated that she would reach out to Anderson County to request any available information for citizens on homestead. Mayor Riddle stated that there was a motion and a 2<sup>nd</sup> on the floor and asked for a vote; all were in favor of the item being added to the February agenda for discussion.

Councilman Scarfo – stated that when the Town sold the water system to Greenville Water they stated that improvements would be made to the system; he asked if any progress had been made.? Payton responded that Greenville Water is trying to secure funding to make improvements to systems in Pelzer and West Pelzer, but it had not been finalized.

Councilman Lee – none

Mayor Riddle – informed everyone that the Town was making upgrades to the Town website and that it now featured a Mayor's Blog where he would be posting comments and sharing information important to the citizens.

#### EXECUTIVE SESSION (to be held at O'Dell Center)

Legal Matters

Pending Litigation

Mayor Riddle made a motion to enter into executive session and move to the O'Dell Center at 6:30pm, 2<sup>nd</sup> by Councilman Lee; all were in favor. (Officials required: Mayor, Council, Legal Counsel, Chief of Police and Town Administrator)

Councilman Williams exited executive session at 7:25pm.

Councilman Lee made a motion to exit executive session and re-enter open session at 8:01pm, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

Mayor Riddle stated that no action was taken during the executive session.

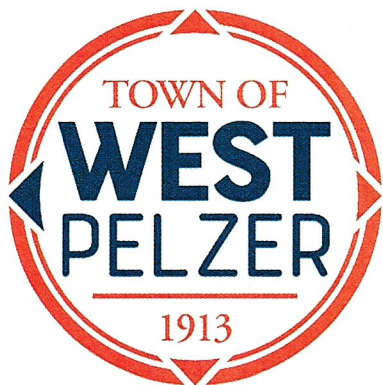
#### ADJOURNMENT

Councilman Lee made a motion to adjourn at 8:02pm, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

Minutes prepared by:

**Paula H. Payton, MMC, ABL**

Town Clerk | Administrator



[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: January 2025

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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**

- 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

**Announcements & Events**

- Tentative dates for the 2025 Town-Sponsored Events
  - Spring Mile Long Yard Sale 4/4
  - Dog Show 6/7
  - National Night Out 8/5
  - Fall Mile Long Yard Sale 10/4
  - Fall Festival 10/31
  - Tree Lighting 12/5
  - Christmas Parade 12/6

**Finance**

- December 2024 Budget

○ General Fund	Income \$54,645.80	~	Expense \$46,319.72
○ Hospitality Tax	Income \$22,976.43	~	Expense \$2,270.68



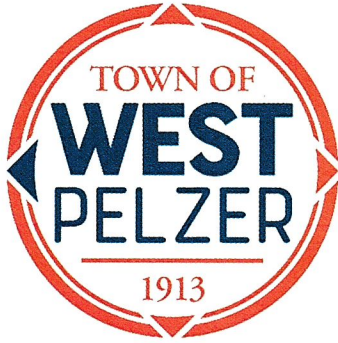
I would also like to share with you what we have accomplished since I took office on July 1, 2024. As many of you may know the West Pelzer Police Department was not able to be operatable when I first took office. The first thing we had to do is put in place the Critical Nine Policy and Procedures that is set fourth through the State of South Carolina, which is the legal standards. Without these policies in place, it would have been very problematic for the West Pelzer Police Department to operate.

Within sixty days of reopening the Police Department we were able to hire and retain a full staff of experienced Certified Police Officers. All of these officers have made it a point to serve the citizens of the Town of West Pelzer and have been at every town event that the town has put on.

We were able to update our officers with functioning equipment and also able to reinstall equipment that had been previously missing.

Through the hard work and dedication of all the officers we were able to build partnerships and relationships with all of the surrounding law enforcement agencies.

I am looking forward to researching and applying for federal and state grants to continue to grow and build our department, so we can offer the very best services to the citizens of West Pelzer.



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To: Mayor Riddle and Council

From: Charlie Nix

Subject: Maintenance & Project Report

Date: January 2025 (4th Quarter Review)

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#### **Facilities & Equipment**

- Serviced and cleaned all equipment
- Serviced and cleaned all vehicles

#### **Landscaping & Maintenance**

- Overseen soft surface installation at playground
- Trimmed shrubs and trees on Main Street
- Assisted in multiple seasonal plantings
- Reported multiple sidewalk issues to SCDOT

#### **Projects & Events**

- Set up PA system to be used at all Town events
- Overseen all holiday decoration installation:
  - Lights on Main Street
  - Chapman Park
  - Municipal Center
  - O'Dell Center
- Assisted with tree lighting ceremony in Chapman Park 12/6
- Assisted PD with traffic control and road closures for the parade 12/7
- Assisted with registration and line-up for the parade 12/7

# ORDINANCE NO. 2024-1210.2

## AN ORDINANCE TO PROVIDE FOR THE AMENDMENT OF ARTICLE 9 - BOARD OF ZONING APPEALS; SECTION 9-1 ORGANIZATION (A) (B), OF THE TOWN OF WEST PELZER ZONING ORDINANCE

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

**PURPOSE:** To reduce the number of members required to be appointed to the Town of West Pelzer Board of Zoning Appeals, per South Carolina Code 6-29-780:

**SECTION 1.** *In accordance with West Pelzer Zoning Code, Article 9 Board of Zoning Appeals: Section 9-1 (A) Creation. There is hereby created a Board of Zoning Appeals to be composed of five (5) members. It is the declared policy of the Town Council that it will consider and appoint only those persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, and availability to prepare for and attend meetings; (B) Terms of Office. The term of office shall be four (4) years. The terms of three (3) members shall expire in each odd numbered year and the terms of two (2) member shall expire in each even numbered year. The members of the Board shall be identified by place numbers one (1) through five (5). The odd numbered places shall expire in the odd numbered years and the even numbered places shall expire in the even numbered years. Board members may be appointed to succeed themselves.*

**SECTION 2.** *In accordance with South Carolina Code 6-29-780 (B) Board of Zoning Appeals; the board consists of not less than three members nor more than nine members, a majority of which constitutes a quorum, appointed by the governing authority or authorities of the area served. The members shall serve for overlapping terms of not less than three nor more than five years or after that time until their successors are appointed.*

**SECTION 3.** *From the date of approval of this Ordinance at the second reading hereof, the minimum number of required Board of Appeals members to be appointed by Council will be reduced from five (5) to three (3), and terms set forth to be in accordance to South Carolina Code 6-29-780; All members appointment date shall be effective January 1, 2025 and with the term of three (3) years for one member, four (4) years for one member and five (5) years for one member. Board members may be appointed to succeed themselves.*

**SECTION 4.** *All provisions of the Town of West Pelzer Zoning Ordinance, Article 9 Board of Appeals, not amended herein shall remain in full force and effect.*

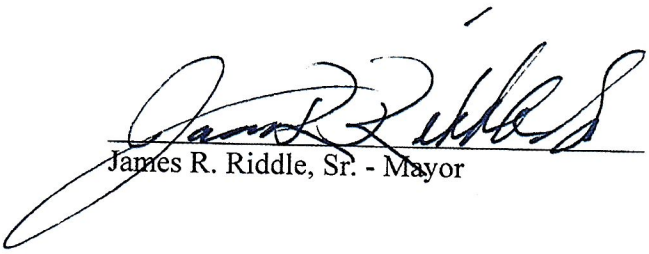
**THIS ORDINANCE SHALL BECOME EFFECTIVE AS OF THE DATE OF THE SECOND READING AND FINAL ADOPTION HEREOF.**

First Reading Date:

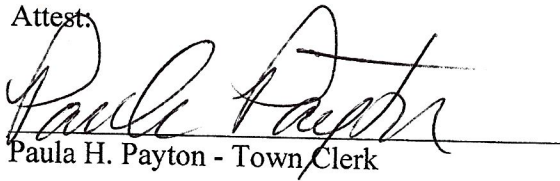
12-10-2024

Second Reading Date:

1-14-2025

  
James R. Riddle, Sr. - Mayor

Attest:

  
Paula H. Payton - Town Clerk