



COUNCIL MEETING AGENDA

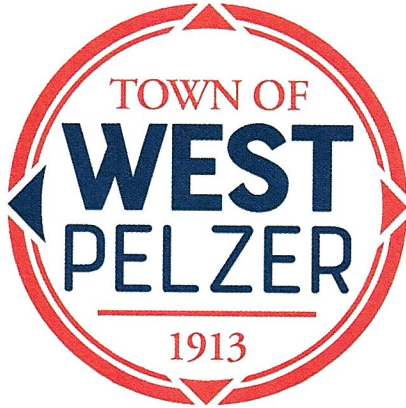
Tuesday December 9, 2025

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) *November 18, 2025*
- 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. OLD BUSINESS
- VIII. NEW BUSINESS
 - a) *Approval of 2026 Meeting Schedule for Town Council, Planning Commission & Board of Zoning Appeals*
 - b) *Resolution No. 2025-1209 "EmpowerHER Mentorship Program"*
- IX. COUNCIL COMMENTS
- X. ADJOURNMENT



COUNCIL MEETING MINUTES

Tuesday December 9, 2025

6:00pm

West Pelzer Municipal Center

30 Main Street

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

MOMENT OF SILENT PRAYER

PLEDGE OF ALLEGIANCE

CALL TO ORDER 6pm by Mayor Lee

APPROVAL OF MEETING MINUTES November 18, 2025

Motion to approve by Councilman Williams, 2nd 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

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

OLD BUSINESS

NEW BUSINESS

Approval of 2026 Meeting Schedule for Town Council, Planning Commission & Board of Zoning Appeals
Councilman Lee made a motion to approve, 2nd by Councilman Scarfo; all were in favor.

Resolution No. 2025-1209 “EmpowerHER Mentorship Program”

Councilman Williams made a motion to approve, 2nd by Councilman Scarfo; all were in favor

COUNCIL COMMENTS

Councilman Williams commented that the snowflake decorations on Main Street looked wonderful.

Councilman Scarfo – none

Mayor Lee – stated that this was his last meeting and thanked Paula Payton, Staff and Chief Owen for all their efforts to keep West Pelzer operating smoothly. Mayor Lee also encouraged everyone to get involved in their Town and local government.

ADJOURNMENT

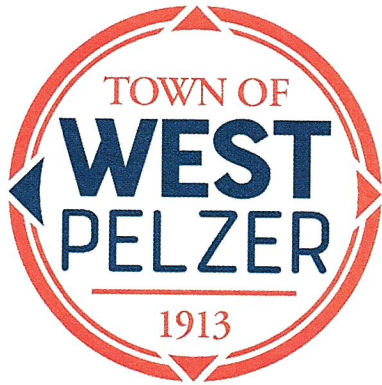
At approximately 6:10pm Councilman Scarfo made a motion to adjourn, 2nd by Councilman Williams; all were in favor.

Minutes prepared by:

Paula H. Payton, MMC, ABL

Town Clerk | Administrator

****Complete audio recording of meeting is available at www.westpelzer.com****



#gowest

www.westpelzer.com

To: Mayor Lee and Council

From: Paula H. Payton, MMC, ABL

Subject: Administration Report

Date: December 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

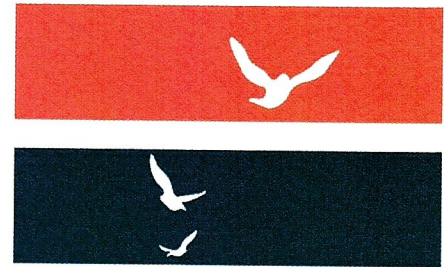
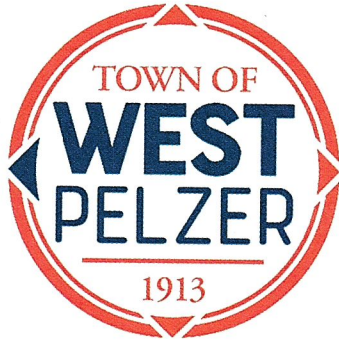
- Co-Work Space open every Tuesday, Wednesday and Thursday from 9am-3pm
- **The Gathering Place – Meals on Wheels**
 - Food & activities are provided every Monday & Friday; 10am-2pm
 - Exercise, games and crafts

Updates, Announcements & Events

- **Updates & Announcements**
 - Special Election will be held Tuesday January 20, 2026, for the office of Mayor; Election certification will be held on Thursday January 22, 2026, and the Mayor elect will be sworn in immediately.
- **Upcoming Events**
 - Swearing in ceremony for newly elected Council members

Finance

- November 2025 Budget
 - General Fund Income \$54,199.56 ~ Expense \$59,609.65
 - Hospitality Tax Income \$1,210.42 ~ Expense \$4,426.05



TO: Town Council and Citizens
FROM: Mayor Jeff Lee
SUBJECT: 2026 Regular Scheduled Meeting Dates

The Town of West Pelzer meets for Regular Council Meetings on the Second Tuesday of each month at 6:00P.M. The Town of West Pelzer Planning Commission and Board of Zoning Appeals will meet for Quarterly Meetings as follows. Additional meeting can be scheduled if needed. All meetings are held in the Council Chambers of the West Pelzer Municipal Center located at 30 Main Street, West Pelzer, SC 29669. The dates below are the scheduled Regular Meeting dates for 2026.

Council Meetings:

January 27, 2026
February 10, 2026
March 10, 2026
April 14, 2026
May 12, 2026
June 9, 2026
July 14, 2026
August 11, 2026
September 8, 2026
October 13, 2026
November 10, 2026
December 8, 2026

Planning Commission Meetings:

January 20, 2026
April 21, 2026
July 21, 2026
October 20, 2026–Mandatory Training

Board of Zoning Appeals Meetings:

February 17, 2026
May 19, 2026
August 18, 2026
October 20, 2026 - Mandatory Training

**TOWN OF WEST PELZER
RESOLUTION NO. 2025-1209**

**A RESOLUTION RECOGNIZING THE IMPORTANCE OF THE "EMPOWERHER"
MENTORSHIP PROGRAM AT PALMETTO MIDDLE SCHOOL**

WHEREAS, the Town Council of the Town of West Pelzer values and supports the education, empowerment, and personal growth of all young people within our community; and

WHEREAS, the EmpowerHER Mentorship Program at Palmetto Middle School provides valuable guidance, encouragement, and leadership development opportunities for young women; and

WHEREAS, the program fosters confidence, academic achievement, and positive self-image by connecting students with caring mentors who serve as role models and advocates; and

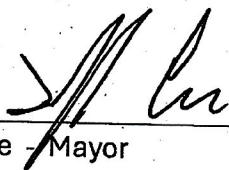
WHEREAS, the Town recognizes that mentorship programs like EmpowerHER help build a stronger, more inclusive community by preparing future leaders and promoting respect, kindness, and resilience among participants; and

WHEREAS, the Town Council commends the faculty, staff, volunteers, and community partners who dedicate their time and resources to ensuring the success of the EmpowerHER program and its participants;

NOW, THEREFORE, BE IT RESOLVED, that the Town of West Pelzer, by and through its Mayor and Council, does hereby recognize and celebrate the EmpowerHER Mentorship Program at Palmetto Middle School for its outstanding contributions to the empowerment and education of young women in our community; and

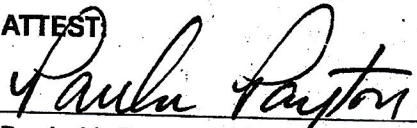
BE IT FURTHER RESOLVED, that the Town expresses its continued support for initiatives that inspire leadership, confidence, and community involvement among youth.

Adopted this 9th day of December 2025, by the Town Council of West Pelzer.



Jeff Lee - Mayor

ATTEST



Paula H. Payton, MMC, ABL - Town Clerk | Administrator