

## COUNCIL MEETING AGENDA

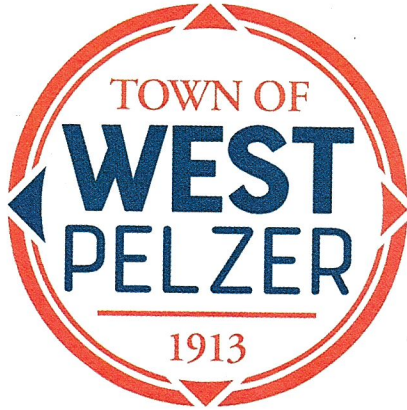
Tuesday May 13, 2025

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) April 8, 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. OLD BUSINESS
  - a) *Second Reading of Ordinance No. 2025-0408* "An Ordinance Amending the Business License Ordinance of the Town of West Pelzer to Update the Class Schedule as Required by Act 176 of 2020"
- VIII. NEW BUSINESS
  - a) *Resolution 2025-0513* "Resolution to Award Demolition Contract for 33B Dendy Street
  - b) *First 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"
  - c) *First Reading "Ordinance No. 2025-1513.1* An Ordinance Declaring and Defining Public Nuisances in Public Parks and Providing for Their Abatement & Penalties"
- IX. COUNCIL COMMENTS
- X. ADJOURNMENT



## COUNCIL MEETING MINUTES

Tuesday May 13, 2025

6:00pm

West Pelzer Municipal Center  
30 Main Street

Those present: Mayor Jim Riddle, Council Members Jeff Lee, Thomas Scarfo, Tim Williams and Johnny Rogers; Town Clerk | Administrator 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 April 8, 2025, 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

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

### OLD BUSINESS

*Second Reading of Ordinance No. 2025-0408* "An Ordinance Amending the Business License Ordinance of the Town of West Pelzer to Update the Class Schedule as Required by Act 176 of 2020"

Clerk's Comments: South Carolina Act 176, the Business License Standardization Act, requires every municipality and county government with a business license tax to update its business licensing class schedule every odd-numbered year to go into effect the following year; As such, 2025 is the time to update our licensing practices to remain in compliance with the state law. Updates use the latest statistical data on business profitability from the IRS, which then receives approval from the SC Revenue and Fiscal Affairs Office; Council approved first reading at the April 8, 2025 meeting.

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

### NEW BUSINESS

*Resolution 2025-0513* "Resolution to Award Demolition Contract for 33B Dendy Street

Clerk's Comments: Request for Proposal was released by the Town on social media, as well as the local paper Received three (3) bids; Cape's Landscaping \$4250.00, HLM Grading Llc \$9000.00, and D&D Construction\$6500.00

Councilman Williams made a motion to award the contract to Cape's Landscaping in the amount of \$4,250, 2<sup>nd</sup> by Councilman Lee; all were in favor.

*First 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 to start the process; Second reading and public hearing is scheduled for the June 10, 2025, meeting; Subject to posting, a workshop will be held Friday May 23, 2025 at 12pm to discuss greater detail on line items: Any requests made by Council will be presented at that time; Increase of \$22,521.64 in overall budget; due to property tax increase and other developmental growth within the Town Limit; No fee increase; Expense increases are spread over several line items; Maintenance, utilities, training, property/vehicle/liability insurance, uniforms, vehicle/equipment, fuel, ammunition, capital expenditures (balance of revenue); the proposed budget shows very conservative revenue projections and liberal expense projections, but it is a balanced budget. Councilman Williams stated that he believed the Council should consider tax cuts and salary increases for officers; Councilman Williams also requested the time for the workshop be set at 6pm, same as the regular meeting time. Council agreed and the workshop was set for Friday, May 23, 2025 at 6pm. Mayor Riddle made a motion to approve first reading of the 2025-2026 budget, 2<sup>nd</sup> by Councilman Lee; Mayor Riddle, Councilman Lee, Scarfo and Rogers voted in favor; Councilman Williams did not vote.

***First 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: Current Town Code, Chapter 30 - PARKS AND RECREATION references State Law — Municipal authority to establish rules and regulations concerning municipal parks, S.C. Code 1976, § 51-15-20. S.C. Code 1976, § 51-15-20 states that 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.

Mayor Riddle made a motion to approve first reading, 2<sup>nd</sup> by Councilman Rogers; all were in favor. Town Attorney Murphy added that he would continue to review and changes would be made to the ordinance prior to second/final reading; however, it would be substantially the same and enforceable.

**COUNCIL COMMENTS**

Councilman Williams – updated everyone on his discussions with SCDOT and reported that the crosswalk markings and school signs had been replaced. He added that he had noticed on the 2025 Town Event Schedule that October 31<sup>st</sup> would be “Boo with the Blue” in place of Pumpkin Palooza.

Councilman Scarfo – none

Councilman Lee – none

Councilman Rogers – none

Mayor Riddle – none

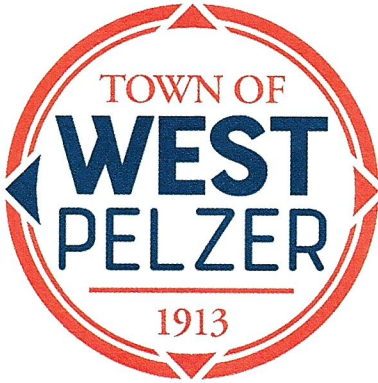
**ADJOURNMENT**

Councilman Lee made a motion to adjourn at 6:18pm, 2<sup>nd</sup> by Councilman Scarfo; all were in favor.

Minutes prepared by:

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

Town Clerk | Administrator



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**#gowest**

[www.westpelzer.com](http://www.westpelzer.com)

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To: Mayor Riddle and Council

From: Paula H. Payton, MMC, ABL

Subject: Administration Report

Date: May 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

**Updates, Announcements & Events**

- **Updates**
  - We are continuing to work with Duke Energy to repair/replace brackets and outlets that were damaged during Hurricane Helene; this will allow additional Christmas lights to be installed for the 2025 season
- **Announcements**
  - The 2025-2026 budget planning process has begun; a workshop will be scheduled in May
- **Events**
  - Annual Dog Show – June 7, 2025

**Finance**

- April 2025 Budget
  - General Fund                      Income \$119,464.73     ~                      Expense \$52,293.13
  - Hospitality Tax                      Income \$5,676.10       ~                      Expense \$1,955.79



**ORDINANCE NO. 2025-0408**

***AMENDING THE BUSINESS LICENSE ORDINANCE OF THE TOWN OF WEST PELZER TO UPDATE THE CLASS SCHEDULE AS REQUIRED BY ACT 176 OF 2020.***

**WHEREAS**, the Town of West Pelzer (the "Municipality") is authorized by S.C. Code Section 5-7-30 and Title 6, Chapter 1, Article 3 to impose a business license tax on gross income;

**WHEREAS**, by Act No. 176 of 2020, known as the South Carolina Business License Tax Standardization Act and codified at S.C. Code Sections 6-1-400 to -420 (the "Standardization Act"), the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes;

**WHEREAS**, the Standardization Act requires that by December thirty-first of every odd year, each municipality levying a business license tax must adopt, by ordinance, the latest Standardized Business License Class Schedule as recommended by the Municipal Association of South Carolina (the "Association") and adopted by the Director of the Revenue and Fiscal Affairs Office;

**WHEREAS**, following the enactment of the Standardization Act, the Municipality enacted Ordinance No. 2021-0907.1 on October 5, 2021, in order to comply with the requirements of the Standardization Act (the "Current Business License Ordinance");

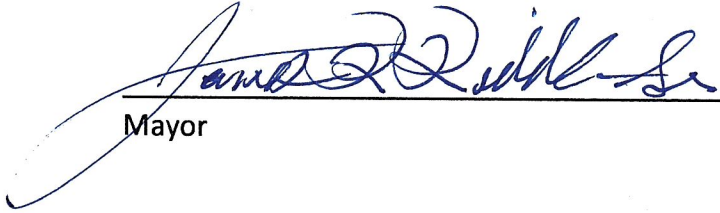
**WHEREAS**, the Town Council of the Municipality (the "Council") now wishes to amend the Current Business License Ordinance to adopt the latest Standardized Business License Class Schedule, as required by the Standardization Act;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Town of West Pelzer, as follows:

**SECTION 1. Amendments to Appendix B.** Appendix B to the Current Business License Ordinance, the "Business License Class Schedule," is hereby amended and restated as set forth on the attached Exhibit A.

**SECTION 2. Repealer, Effective Date.** All ordinances in conflict with this ordinance are hereby repealed. This ordinance shall be effective with respect to the business license year beginning on May 1, 2026.

**ENACTED IN REGULAR MEETING,** this 13 day of May, 2025.

  
\_\_\_\_\_  
Mayor

ATTEST:  
  
\_\_\_\_\_  
Clerk

First reading: April 8, 2025

Second/Final reading: May 13, 2025

**Exhibit A: Amendment to Classes 1 – 8 in Appendix B of the  
Current Business License Ordinance**

**APPENDIX B**

**Classes 1 – 8: Business License Class Schedule by NAICS Codes**

<b>NAICS Sector/Subsector</b>	<b>Industry Sector</b>	<b>Class</b>
11	Agriculture, forestry, hunting and fishing	1
21	Mining	3
22	Utilities	1
31 - 33	Manufacturing	3
42	Wholesale trade	1
44 - 45	Retail trade	1
48 - 49	Transportation and warehousing	2
51	Information	4
52	Finance and insurance	7
53	Real estate and rental and leasing	6
54	Professional, scientific, and technical services	4
55	Management of companies	7
56	Administrative and support and waste management and remediation services	3
61	Educational services	3
62	Health care and social assistance	3
71	Arts, entertainment, and recreation	3
721	Accommodation	1
722	Food services and drinking places	2
81	Other services	3
<b>Class 8</b>	<b>Subclasses</b>	
23	Construction	8.1
482	Rail Transportation	8.2
517111	Wired Telecommunications Carriers	8.3
517112	Wireless Telecommunications Carriers (except Satellite)	8.3
517122	Agents for Wireless Telecommunications Services	8.3
5241	Insurance Carriers	8.4
5242	Insurance Brokers for non-admitted Insurance Carriers	8.4
713120	Amusement Parks and Arcades	8.51
713290	Nonpayout Amusement Machines	8.52
713990	All Other Amusement and Recreational Industries ( pool tables)	8.6

*2025 Class Schedule is based on a three-year average (2019 - 2021) of IRS statistical data.*

**RESOLUTION NO 2025-0513**  
**A RESOLUTION AWARDING THE CONTRACT FOR**  
**DEMOLITION SERVICES**

**WHEREAS**, the Town of West Pelzer has determined that it is necessary and in the public interest to condemn and demolish a mobile home located at 33B Dendy Street; and

**WHEREAS**, a request for bids/proposals was duly advertised, and responses were received and evaluated in accordance with the applicable procurement guidelines; and

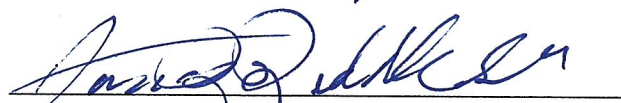
**WHEREAS**, the contractors having submitted the most responsive and responsible bid/proposal, has been evaluated and deemed capable of performing the required work; and

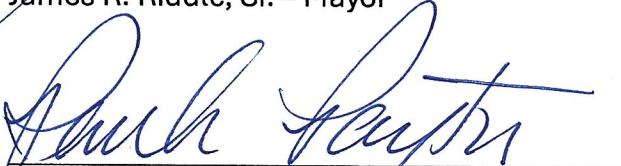
**WHEREAS**, funding for the Project has been reviewed and confirmed to be available;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of West Pelzer as follows:

1. The contract for the Dendy Street Demolition Project is hereby awarded to Cape's Landscaping, in the total amount of \$ 4250.00, in accordance with the bid/proposal submitted.
2. The Mayor is authorized to execute all documents necessary to effectuate this award, including but not limited to the contract agreement and any related administrative forms.
3. The appropriate staff is directed to proceed with all steps necessary to initiate and monitor the Project in accordance with applicable regulations and oversight requirements.
4. This Resolution shall take effect immediately upon adoption.

Resolution declared and adopted on May 13, 2025.

  
James R. Riddle, Sr. – Mayor

  
Paula H. Payton – Town Clerk | Administrator

**Request for Proposals**  
**Demolition Services**  
***Town of West Pelzer, SC***

The Town of West Pelzer, South Carolina is soliciting Proposals from interested parties to perform demolition services for one (1) residential mobile home located at 33B Dendy Street West Pelzer, South Carolina (TMS 2430506017). The work includes dismantling of the home and complete clearing of all debris from property. The proposals shall include a preliminary schedule and an itemized cost proposal. The successful party must demonstrate that they possess the appropriate insurance, licenses and certifications, equipment, and experience to complete the project.

Interested parties should submit a proposal no later than Monday, March 31, 2025, by 5:00pm. Town Council will review and award the successful bid at the April 8, 2025, regular schedule Council Meeting.

Town of West Pelzer  
Attn: Paula Payton  
30 Main Street  
West Pelzer, SC 29669

Please mark your package "Demolition Services"

**ORDINANCE NO. 2025-0513**

**AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF THE AN 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: 5-13-2025  
Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

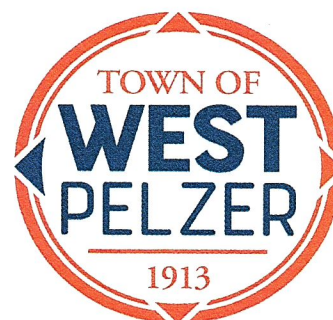
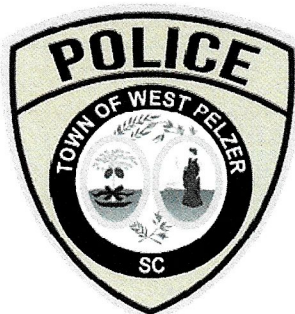
\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
TOWN CLERK

Account Description	Account No.	24-25 YTD Actual	24-25 Budget Year	25-26 Proposed Budget	% Used (YTD 4/15/25)
Festival Expense	01-4253-000	\$605.04	\$5,000.00	\$5,000.00	12.1
Christmas Related Exp	01-4254-000	\$1,646.49	\$2,000.00	\$2,000.00	82.32
Hospitality Tax Utility	01-4257-000	\$13,700.71	\$20,000.00	\$18,000.00	68.5
Hospitality Tax Liability Ins	01-4258-000	\$1,000.00	\$1,000.00	\$1,000.00	100
Beautification-Maintenance	01-4259-000	\$4,005.89	\$6,000.00	\$12,200.00	66.76
Public Parking	01-4260-000	\$1,800.00	\$1,800.00	\$1,800.00	100
Recreation Salary Exp	01-4262-000	\$2,175.00	\$14,200.00	\$10,000.00	15.32
2021 GO PROJ EXPENSE	01-6015-000	\$11,708.64	\$17,562.96	\$17,562.96	66.67
Salaries - GF	01-7000-000	\$144,957.04	\$225,000.00	\$225,000.00	64.43
Salaries - Council	01-7050-000	\$11,628.18	\$14,000.00	\$14,000.00	83.06
Payroll Taxes - GF	01-7100-000	\$12,722.98	\$25,000.00	\$25,000.00	50.89
Advertising/Public Notices	01-7130-000	\$0.00	\$750.00	\$750.00	0
Postage	01-7170-000	\$603.64	\$1,200.00	\$1,200.00	50.3
MCF GF Ex	01-7188-100	\$6,177.18	\$20,000.00	\$20,000.00	30.89
Utilities - GF/PD	01-7190-000	\$12,154.18	\$15,000.00	\$18,000.00	81.03
Dues & Publications	01-7220-000	\$1,015.00	\$1,500.00	\$1,500.00	67.67
Dues & Subscriptions	01-7220-100	\$0.00	\$1,000.00	\$1,500.00	0
Contingency Expense - GF	01-7254-000	\$0.00	\$0.00	\$0.00	0
Christmas Bonus - GF	01-7255-000	\$500.00	\$500.00	\$900.00	100
Christmas Bonus - PD	01-7255-100	\$600.00	\$600.00	\$800.00	100
Professional Services - GF	01-7260-000	\$35,815.32	\$35,000.00	\$45,000.00	102.33
PROFESSIONAL SERVICES - PD	01-7260-100	\$997.00	\$3,000.00	\$4,000.00	33.23
Travel/Training/Meals - GF	01-7281-000	\$748.82	\$5,000.00	\$5,000.00	14.98
Travel/Training/Meals - PD	01-7281-100	\$0.00	\$1,000.00	\$4,000.00	0
Property/Vehicle/Liability Ins	01-7290-000	\$28,031.00	\$27,000.00	\$30,000.00	103.82
Employee Health Insurance - GF	01-7300-000	\$27,909.48	\$62,000.00	\$50,000.00	45.02
Insurance - W/C	01-7310-000	\$3,038.25	\$12,000.00	\$12,000.00	25.32
Retirement - GF/PD	01-7375-000	\$37,265.64	\$50,000.00	\$50,000.00	74.53
Office Expense/Supplies-GF/PD	01-7380-000	\$503.97	\$1,500.00	\$1,500.00	33.6
Office Expense / Supplies MCF	01-7380-100	(\$566.75)	\$1,000.00	\$2,000.00	-56.68
Uniforms - MCF	01-7390-100	\$221.90	\$1,000.00	\$3,000.00	22.19
Vehicle/Equip Repairs & Maint	01-7411-100	\$10,807.00	\$17,000.00	\$20,000.00	63.57
Fuel	01-7412-100	\$5,159.71	\$18,000.00	\$21,000.00	28.67
Capital Expenditures	01-7500-000	\$18,509.47	\$46,515.40	\$50,237.04	39.79
Bond Payment	01-7550-000	\$8,049.69	\$17,562.96	\$17,562.96	45.83
Ammunition	01-7620-100	\$0.00	\$300.00	\$1,000.00	0
Sanitation Contract	01-7660-000	\$36,959.31	\$56,000.00	\$56,000.00	66
B&C EXPENSE	01-8010-000	\$630.94	\$0.00	\$0.00	0
<b>EXPENSE TOTAL</b>		<b>\$441,080.72</b>	<b>\$725,991.32</b>	<b>\$748,512.96</b>	<b>60.76</b>

Capital Project Deposit	01-2021-100	\$9,308.08	\$0.00	\$10,000.00	0
Property Taxes	01-4000-000	\$290,123.61	\$261,000.00	\$290,000.00	111.16
Auto Taxes	01-4010-000	\$29,174.96	\$25,000.00	\$29,000.00	116.7
Business License	01-4020-000	\$11,658.72	\$10,000.00	\$10,000.00	10.6
MCF-GF DEPOSIT	01-4050-000	\$15,076.53	\$20,000.00	\$20,000.00	75.38
MCF Deposit	01-4050-100	\$6,258.77	\$40,000.00	\$40,000.00	15.65
Franchise Fees	01-4080-000	\$64,395.87	\$73,000.00	\$73,000.00	88.21
Accommodation Tax	01-4091-000	\$229.61	\$100.00	\$250.00	229.61
Inventory Tax	01-4092-000	\$1,823.35	\$1,000.00	\$1,800.00	182.34
Homestead Exemption	01-4093-000	\$0.00	\$15,128.36	\$18,900.00	0
Local Government Fund	01-4094-000	\$18,635.13	\$22,000.00	\$22,000.00	84.71
SETOFF DEBT COLLECTIONS	01-4096-000	\$110.00	\$0.00	\$0.00	0
Water System Transfer	01-4100-000	\$24,773.65	\$15,000.00	\$0.00	165.16
Sanitation Collections	01-4130-000	\$35,701.71	\$62,000.00	\$56,000.00	57.58
Misc Income	01-4150-000	\$0.00	\$0.00	\$0.00	0
Hospitality Salary Reimbursement	01-4210-000	\$0.00	\$14,200.00	\$10,000.00	0
Hospitality Tax Deposit	01-4250-000	\$33,157.48	\$50,000.00	\$50,000.00	66.31
2021 GO PROJ DEPOSIT	01-6010-000	\$12,440.43	\$17,562.96	\$17,562.96	70.83
B&C DEPOSIT	01-8000-000	\$10,458.75	\$0.00	\$0.00	0
<b>REVENUE TOTAL</b>		<b>\$563,326.65</b>	<b>\$725,991.32</b>	<b>\$748,512.96</b>	<b>77.59</b>



**Ordinance No. 2025-0513.1**

**An Ordinance Declaring and Defining Public 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 vehicles within the park;
- Creates any excessive noise or disorderly conduct; including, but not limited to loud or amplified music or use of sound systems without 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 keeping unleashed pets or failing to clean up pet waste;
- Involves unauthorized sales or solicitations;
- Involves any act of loitering.

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.

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 \$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 Tow of West Pelzer.

\_\_\_\_\_  
Mayor – James R. Riddle, Sr.

\_\_\_\_\_  
Town Clerk | Administrator – Paula Payton

First Reading: 5-13-2025  
Second/Final Reading: \_\_\_\_\_