

## COUNCIL MEETING AGENDA

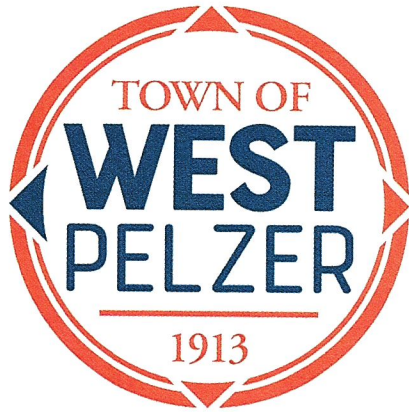
Tuesday May 14, 2024

6:00pm

West Pelzer Municipal Center  
30 Main Street

- I. MOMENT OF SILENCE/REVERANCE
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER
- IV. APPROVAL OF MEETING MINUTES
  - a) April 23, 2024, Council Meeting
- V. PRESENTATIONS AND REPORTS
  - a) Paula Payton - Clerk's Report
  - b) Chief Stoller – Police Department Report
- VI. CITIZEN COMMENTS (sign up required / max 3 minutes)
- VII. PUBLIC HEARING

*“Ordinance No. 2024-0423 An Ordinance Approving & Authorizing the Transfer & Sale of the Town of West Pelzer Water System to the Board of Commissioners of Public Works of the City of Greenville (Greenville Water)”*
- VIII. OLD BUSINESS
  - a) *Second Reading “Ordinance No. 2024-0423 An Ordinance Approving & Authorizing the Transfer & Sale of the Town of West Pelzer Water System to the Board of Commissioners of Public Works of the City of Greenville (Greenville Water)”*
- IX. NEW BUSINESS
  - a) *First Reading “Ordinance No. 2024-0514 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2024, through June 30, 2025”*
- X. COUNCIL COMMENTS
- XI. EXECUTIVE SESSION
- XII. ADJOURNMENT



## COUNCIL MEETING MINUTES

Tuesday May 14, 2024

6:00pm

West Pelzer Municipal Center  
30 Main Street

Those present: Mayor Jim Riddle, Council Members Jeff Lee, Tom Scarfo, Tim Williams and Johnny Rogers; Town Clerk Paula Payton and Chief Scott Stoller.

### MOMENT OF SILENCE/REVERANCE

### PLEDGE OF ALLEGIANCE

CALL TO ORDER – Mayor Riddle 6:01pm

APPROVAL OF MEETING MINUTES - April 23, 2024, Council Meeting  
Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Rogers; all were in favor.

### PRESENTATIONS AND REPORTS

Paula Payton - Clerk's Report – see attached

Chief Stoller – Police Department Report – see attached

CITIZEN COMMENTS (sign up required / max 3 minutes) – None

### PUBLIC HEARING

*“Ordinance No. 2024-0423 An Ordinance Approving & Authorizing the Transfer & Sale of the Town of West Pelzer Water System to the Board of Commissioners of Public Works of the City of Greenville (Greenville Water)”*

No public comment

### OLD BUSINESS

*Second Reading “Ordinance No. 2024-0423 An Ordinance Approving & Authorizing the Transfer & Sale of the Town of West Pelzer Water System to the Board of Commissioners of Public Works of the City of Greenville (Greenville Water)”*

Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Scarfo. Town Clerk Payton asked Steve Miller from Greenville Water to address the rate structure for Greenville Water customers. Mr. Miller presented the Council with a rate comparison sheet and stated that the bills would be due 21 days after delivery, 3 days later a late fee of \$7.50 or 5%, whichever is less will be applied. If service is discontinued, a reconnect fee of \$40 will be charged. Mayor Riddle stated a motion and 2<sup>nd</sup> was on the table, a vote was taken. All were in favor.

### NEW BUSINESS

*First Reading “Ordinance No. 2024-0514 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2024, through June 30, 2025”*

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

Town Clerk Payton stated that a public hearing would be held as part of the June 11, 2024 meeting.

COUNCIL COMMENTS

Mayor Riddle stated that the railing on Main Street would be extended to the crosswalk next week.

EXECUTIVE SESSION - None

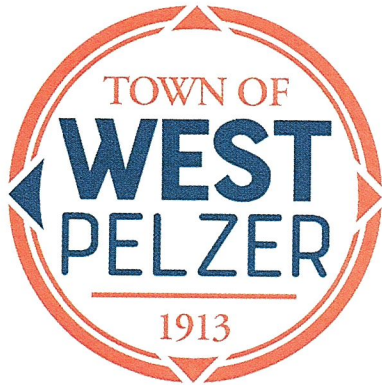
ADJOURNMENT

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 2024

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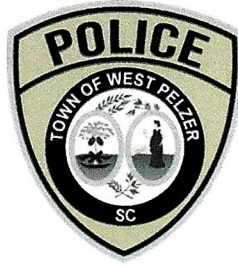
*The following are updates and information related to activities in the Town of West Pelzer and/or upcoming events. Please contact me with any questions that you may have related to these items. [ppayton@westpelzer.com](mailto:ppayton@westpelzer.com) or 864-947-6297 ext. 101*

#### **Administration**

- O'Dell Community & Entrepreneur Center
  - Open every Tuesday, Wednesday and Thursday from 9am-3pm
  - Free Wireless Internet, Conference Table, Individual Desks, Whiteboard, Television for Presentations, Refrigerator, Microwave, fully ADA compliant
  - **The Senior Place – Meals on Wheels**
    - Food & activities are provided every Monday & Friday; 10am-2pm
    - Free; donations accepted
- SCDOT Update
  - SCDOT has replaced/repainted the ladder crosswalks for all four legs at the Main Street/Hindman Street/Spring Street intersection
  - Sidewalk repairs will continue as they are reported and scheduled

#### **Finance**

- April 2024 Budget
  - General Fund    Income \$30,625.34    ~    Expense \$50,507.27
  - Water/Sewer    Income \$43,810.93    ~    Expense \$36,492.96
  - Hospitality Tax    Income \$7,749.90    ~    Expense \$1,528.92



To: Mayor Riddle and Council  
From: Chief Scott Stoller  
Subject: Police Department Report – April 2024  
Date: May 1, 2024

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*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!*

*chief@westpelzer.com or 864-947-6297 ext. 103*

#### **Crime Stats**

- Reports- 13
- Arrests - 7
  - Shoplifting
  - Petit Larceny
  - Driving Under Suspension 2<sup>nd</sup>
  - Trespassing After Notice
  - Driving Under Suspension 1<sup>st</sup>
  - Operating Uninsured Motor Vehicle
  - Speeding >25mph over the limit
- Ordinance notices issued – 3 (grass, trash, junk cars, and other violations)
- Tickets - 26
- Warnings – 12
- Collisions - 2

#### **Municipal Court – April 2024**

- State Treasurer – 2314.02
- Victim fund – 297.52
- City General Fund – 1658.61

#### **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.**
- We currently are accepting applications for two full-time officers
- A few residents on Dendy Street asked about speed bumps/humps. They were advised that I would pass it on and to contact their council members.

**ORDINANCE NO. 2024-0423**  
***AN ORDINANCE APPROVING AND AUTHORIZING THE TRANSFER AND  
SALE OF THE TOWN OF WEST PELZER WATER SYSTEM TO THE BOARD OF  
COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF GREENVILLE  
(GREENVILLE WATER)***

**WHEREAS**, Greenville Water is a board of commissioners of public works established August 1, 1918, pursuant to a referendum conducted by the City of Greenville, a municipal corporation of the State of South Carolina chartered on December 18, 1831, located in Greenville County, South Carolina, and owns and operates water infrastructure and provides water service to customers in both incorporated and unincorporated parts of Greenville County, among other geographical areas, including Anderson County; and

**WHEREAS**, West Pelzer is a municipal corporation that owns and operates a waterworks system and related assets, as more specifically set forth herein below, that is used to produce, process, and distribute water to customers in and around the Town of West Pelzer, South Carolina, in Anderson County; and

**WHEREAS**, concurrent with this agreement, management of West Pelzer and Greenville Water have negotiated a Utility Asset Purchase Agreement (“Purchase Agreement”), in which West Pelzer would grant Greenville Water the right to purchase the Water System under the terms and conditions stated therein; and

**WHEREAS**, it is the mutual desire of West Pelzer and Greenville Water to enter into this Purchase Agreement for services to be provided by Greenville Water with respect to the ownership, operation, maintenance, and repair of the waterworks system currently owned and operated by West Pelzer, pursuant to the terms and conditions of this Purchase Agreement pending approval of said Purchase Agreement by the Town of West Pelzer and the finalization of same; and

**WHEREAS**, the Mayor and Town Council of West Pelzer will, prior to final reading of this ordinance, conduct a Public Hearing seeking public input concerning the above referenced transfer of assets from the Town to Greenville Water; and

**WHEREAS**, the Mayor and Council believe it to be in the best interest of West Pelzer, both financially and environmentally, to transfer the West Pelzer waterworks system to Greenville Water according to the terms, conditions, and considerations as set forth in the proposed Purchase Agreement; and

**WHEREAS**, this ordinance requires two separate readings for final passage and adoption;  
and

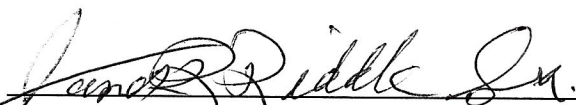
**WHEREAS**, the terms and consideration of and for the Purchase Agreement are substantially agreed upon but that certain particulars and figures in the agreement will not be known because they cannot be calculated with certainty until the date and time of the final reading and perhaps thereafter.

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

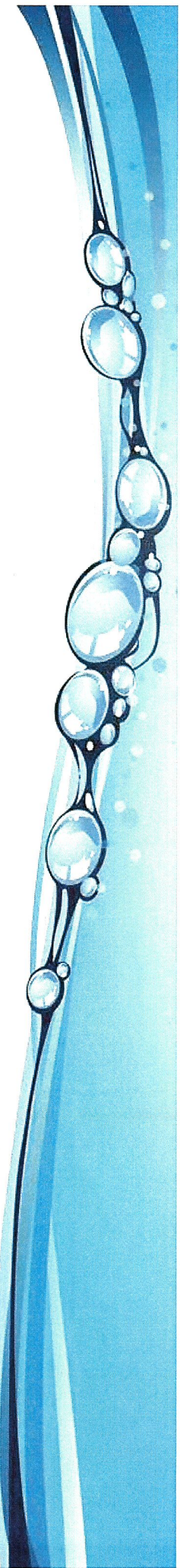
That the above referenced Purchase Agreement approving and authorizing the transfer and sale of the Town of West Pelzer Water System to Greenville Water is hereby approved and authorized according to the terms and conditions set forth in the attached Purchase Agreement between Greenville Water and the Town;

That the Mayor and Town Clerk of the Town of West Pelzer are hereby authorized to negotiate and execute the above referenced Purchase Agreement on behalf of the Town of West Pelzer.

First Reading: 4-23-2024  
Public Hearing: 5-14-2024  
Second Reading: 5-14-2024

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

  
\_\_\_\_\_  
Town Clerk Paula H. Payton, MMC



# How do West Pelzer Water Rates Compare to Greenville Water Rates?

	Town of West Pelzer Bill			Greenville Water Bill			
Customer Type	Base Rate (All Services)	Volume Charges Example: 3,000/mo. Customer	Total Bill Amount	Base Rate (All Services)	Volume Charges Example: 3,000/mo. Customer	Total Bill Amount	Total Savings/Mo.
Residential - In-Town	\$48.68	\$33.36	\$82.04	\$34.02	\$28.98	\$63.00	\$19.04
Residential - Out-Town	\$79.68	\$36.30	\$115.98	\$34.02	\$28.98	\$63.00	\$52.98
Commercial - In-Town	\$54.68	\$33.96	\$88.64	\$34.02	\$28.26	\$62.28	\$26.36
Commercial - Out-Town	\$83.68	\$37.80	\$121.48	\$34.02	\$28.26	\$62.28	\$59.20



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

**ANNUAL BUDGET**  
**FISCAL YEAR 2024-2025**  
**Ordinance 2024-0514**

Prepared by:

James R. Riddle, Sr.  
Mayor

Paula H. Payton, MMC  
Town Clerk | Administrator

## Budget Highlights

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- Increased reserve fund by over 50%
- Decreased salaries by 12%
- Capital Projects
- Secured grant funding for beautification and park improvements
- Additional events and festivals
- Policy Refinement
  - Updated Employee Handbook
  - Quarterly Employee Reviews
  - Progressive Discipline Policy
- Fully staffed Police Department
- Increase in Sanitation
  - Residential \$13.00/month
  - Commercial \$16.00/month

## Budget Process

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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 1<sup>st</sup>. 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 2024-2025

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

<b>Account No.</b>	<b>Account Description</b>	<b>23-24 Budget</b>	<b>24-25 Budget</b>
<b>INCOME</b>			
01-4000-000	Property Taxes	200,000.00	225,000.00
01-4010-000	Auto Taxes	21,500.00	25,000.00
01-4020-000	Business License	75,000.00	90,000.00
01-4050-000	MCF-GF DEPOSIT	15,000.00	20,000.00
01-4050-100	MCF Deposit	30,000.00	40,000.00
01-4080-000	Franchise Fees	70,000.00	73,000.00
01-4091-000	Accomodation Tax	0.00	100.00
01-4092-000	Inventory Tax	1,000.00	1,000.00
01-4093-000	Homestead Exemption	14,000.00	15,128.36
01-4094-000	Local Government Fund	22,163.69	22,000.00
01-4096-000	Setoff Debt Collections	75.00	0.00
01-4150-000	Misc Income - Water System	0.00	15,000.00
01-4250-000	Hospitality Tax Deposit	48,000.00	50,000.00
	Hospitality Salary Reimbursement		14,200.00
	Sanitation Collections		62,000.00
01-6010-000	2021 GO PROJ DEPOSIT	17,562.96	17,562.96
	B&C DEPOSIT		
<b>TOTAL INCOME</b>			<b>669,991.32</b>
<b>EXPENSES</b>			
01-4253-000	Festival Expense	3,500.00	5,000.00
01-4254-000	Christmas Parade-Related Exp	1,000.00	2,000.00
01-4257-000	Hospitality Tax Utility	5,000.00	20,000.00
01-4258-000	Hospitality Tax Liability Ins	1,000.00	1,000.00
01-4259-000	Beautification-Maintenance	2,500.00	6,000.00
01-4260-000	Public Parking	1,800.00	1,800.00
01-4261-000	HTax Capital Projects	16,200.00	<b>CAPITAL PROJ</b>
01-4262-000	Recreation Salary Exp	12,000.00	14,200.00
01-6015-000	2021 GO PROJ EXPENSE	17,562.96	17,562.96
01-7000-000	Salaries - GF	175,000.00	198,000.00
01-7050-000	Salaries - Council	14,000.00	14,000.00
01-7100-000	Payroll Taxes - GF	18,750.00	23,000.00
01-7130-000	Advertising/Public Notices	750.00	750.00
01-7170-000	Postage	1,200.00	1,200.00
01-7188-100	MCF GF Ex	15,000.00	20,000.00
01-7190-000	Utilities - GF/PD	13,000.00	18,665.40
01-7201-100	Equipment Cost/Radio/Communica	2,000.00	<b>CAPITAL PROJ</b>
01-7220-000	Dues & Publications	1,500.00	1,500.00
01-7220-100	Dues & Subscriptions	1,000.00	1,000.00
01-7254-000	Contingency Expense - GF	10,000.00	0.00
01-7255-000	Christmas Bonus - GF	400.00	500.00
01-7255-100	Christmas Bonus - PD	600.00	600.00
01-7260-000	Professional Services - GF	28,000.00	35,000.00
01-7260-100	PROFESSIONAL SERVICES - PD	2,000.00	3,000.00
01-7281-000	Travel/Training/Meals - GF	4,000.00	5,000.00
01-7281-100	Travel/Training/Meals - PD	500.00	1,000.00
01-7290-000	Property/Vehicle/Liabilty Ins	24,700.00	27,000.00
01-7300-000	Employee Health Insurance - GF	40,000.00	62,000.00
01-7310-000	Insurance - W/C	11,691.75	12,000.00
01-7375-000	Retirement - GF/PD	36,000.00	50,000.00
01-7380-000	Office Expense/Supplies-GF/PD	1,500.00	1,500.00
01-7380-100	Office Expense / Supplies MCF	1,000.00	1,000.00
01-7390-100	Uniforms - MCF	3,000.00	1,000.00
01-7411-100	Vehicle/Equip Repairs & Maint	17,000.00	17,000.00
01-7412-100	Fuel for Patrol Cars	12,000.00	15,000.00
01-7420-000	Miscellaneous Expense - GF	0.00	0.00
01-7500-000	Capital Expenditures	24,065.46	18,850.00
01-7550-000	Bond Payment	8,781.48	17,562.96
01-7620-100	Ammunition	300.00	300.00
	Sanitation Contract Agreement		56000
<b>TOTAL EXPENSES</b>			<b>669,991.32</b>

# ORDINANCE NO. 2024-0514

AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF THE AN OPERATING BUDGET,  
ITS EXECUTION AND EFFECT, FOR THE  
FISCAL PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025

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, 2024, to June 30, 2025, 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:

	Revenues	Expenditures	Surplus/Deficit
General Fund	\$669,991.32	\$669,991.32	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. 2024-0514. Subsequent review of revenues and expenditures occurs daily, weekly, and monthly.

First Reading: 5-14-2024  
Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

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