



## COUNCIL MEETING AGENDA

Tuesday December 7, 2021

6:00pm

West Pelzer Municipal Center  
30 Main Street

- I. INVOCATION/PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER
- III. APPROVAL OF MEETING MINUTES
  - a) November 9, 2021 Council Meeting
- IV. PRESENTATIONS AND REPORTS
  - a) Paula Payton - Clerk's Report
  - b) Chief Stoller - Police Department Report
  - c) Mayor Blake Sanders
  - d) Camilla Pittman - City of Greenville Municipal Clerk
  - e) SCDHEC Upstate Region Health Director Kandi Frederic - Smoke-Free Palmetto State Certificate
- V. CITIZEN COMMENTS (sign up required / max 3 minutes)
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - a) Approval of 2022 Regular Scheduled Meeting Dates
- VIII. REQUEST BY COUNCIL
- IX. EXECUTIVE SESSION
- X. ADJOURNMENT

*\*\*Reception immediately following the meeting\*\**



## COUNCIL MEETING MINUTES

Tuesday December 7, 2021

6:00pm

West Pelzer Municipal Center  
30 Main Street

Those present: Mayor Blake Sanders, Council Members Jim Riddle and Johnny Rogers; Town Clerk Paula Payton and Chief Scott Stoller.

INVOCATION/PLEDGE OF ALLEGIANCE – Mayor Sanders

CALL TO ORDER – Mayor Sanders 6pm

APPROVAL OF MEETING MINUTES - November 9, 2021 Council Meeting

Councilman Riddle 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

**\*\*Councilwoman Alexander entered the meeting at 6:06pm\*\***

Mayor Blake Sanders – Presentation of Proclamation – see attached

Camilla Pittman – City of Greenville Municipal Clerk – presentation of Master Municipal Clerk plaque and pin to Paula Payton

SCDHEC Upstate Region Health Director Kandi Frederic – Smoke-Free Palmetto State Certificate – presentation to Council

### CITIZEN COMMENTS (sign up required / max 3 minutes)

Joyce Vanhook – stated that there are several signs in town nailed to telephone poles; she asked that per the sign ordinance those signs be removed.

OLD BUSINESS – none

### NEW BUSINESS

Approval of 2022 Regular Scheduled Meeting Dates – see attached

Clerk's Comments: Monthly meeting will be moved to the second Tuesday starting January 2022.

Mayor Sanders made a motion to approve, 2<sup>nd</sup> by Councilman Rogers; all in favor.

### REQUEST BY COUNCIL

Councilwoman Alexander – none

Councilman Rogers – none

Councilman Riddle – wished everyone a Merry Christmas

Mayor Sanders – Thank you to Councilwoman Alexander for helping with the annual Christmas parade; thank you to Councilman Riddle and his wife Sue for all the Christmas decorations that they installed throughout town;

thank you to Councilwoman Farmer for her dedication to the town during her time on Council; January 11, 2021 we will swear in new comer Jeff Lee and incumbent Johnny Rogers.  
Take time to recognize that we are missing Stan Welch, who passed away recently on his 72<sup>nd</sup> birthday; Stan was a reporter for the Williamston Journal.

EXECUTIVE SESSION - none

ADJOURNMENT

Mayor Sanders made a motion to adjourn at 6:25pm, 2<sup>nd</sup> by Councilman Rogers; all were in favor.

Minutes prepared by:

*Paula H. Payton, MMC*

Town Clerk



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

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To: Mayor Sanders and Council

From: Paula H. Payton, CMC

Subject: Clerk's Report

Date: December 7, 2021

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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**

- The next Quarterly Department Meeting will be held in January 2022.
- Training – November 2021
  - Office Staff – Credit Card Compliance

#### **Public Works**

- 15 work orders were completed in the month of November 2021.
  - Work Orders can be submitted online ([www.westpelzer.com](http://www.westpelzer.com)) or by calling Town Hall
- 2020 CCR Water Quality Report is available at [www.westpelzer.com](http://www.westpelzer.com)
- Reminder - Sanitation will run as usual, unless notification is received, even on holidays
- ReWa increase will be effective on the February 2022 Utility Bills
  - Current Rate
    - Residential \$12 base; \$5.86/1,000
    - Commercial \$12 base; \$5.57/1,000
  - February 2022 Rate
    - Residential \$12.38 base; \$6.27/1,000
    - Commercial \$12.38 base; \$5.96/1,000

#### **Municipal Court**

Monies disbursed for November 2021

- General Fund ~ \$403.56
- Victim's Fund (Anderson County) ~ \$45.42
- State Assessment ~ \$561.52

## Finance

- November 2021 Budget
  - General Fund    Income \$46,202.52    ~    Expense \$53,867.56
  - Water/Sewer    Income \$61,751.73    ~    Expense \$71,870.52
  - Hospitality Tax    Income \$4,249.46    ~    Expense \$1,186.41
- Over Budget Items (YTD)
  - 01-7220-100 Dues & Subscriptions PD
  - 03-7195-000 SCDHEC Fees
  - 03-7290-000 & -200 Property Vehicle Liability
- Net Totals - YTD
  - +\$190,185.15



To: Mayor Sanders and Council

From: Chief Scott Stoller

Subject: Police Department Report

Date: December 1, 2021

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

#### Crime Stats

- Reports- 20
- Arrests- 3
  - Driving Under Suspension - 1
  - Shoplifting & Resisting Arrest - 1
  - Shoplifting - 1
- Search Warrant Executed – 1 (Gvl bank robbery)
- Tickets Written- 20
- Warnings- 16

#### 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.**
- New stop signs were installed at Holiday St & Marguerite St. We are seeing generally good compliance with the three-way stop. We are currently just issuing warnings for those who disregard it. Regular enforcement actions will begin effective December 18<sup>th</sup>, after giving motorists a month to get used to the new signs being in place. In addition to the signs, public works painted stop lines, installed orange flags, and advanced warning signs, all to improve motorist awareness and safety.



# PROCLAMATION

**WHEREAS**, the office of the Municipal Clerk is a time-honored profession in local government and is considered the oldest among public servants throughout the world; and

**WHEREAS**, the office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government; and

**WHEREAS**, the International Institute of Municipal Clerks is a professional, nonprofit association that partners with university and college-based institutes to achieve the primary goals of promoting education and training, professional development, certification, public service, mutual assistance and goodwill, and skill development to its members worldwide; and

**WHEREAS**, Paula Payton has served as Municipal Town Clerk of the Town of West Pelzer since 2007, and she has been a member of the International Institute of Municipal Clerks since October 25, 2013; and

**WHEREAS**, upon graduation from the Municipal Clerks and Treasurers Institute sponsored by the Municipal Association of South Carolina, Ms. Payton qualified to pursue certification opportunities in the Municipal Clerk profession; and


**WHEREAS**, in October 2015, upon completion of continuing education and professional development requirements offered by the International Institute of Municipal Clerks, Ms. Payton earned the designation of Certified Municipal Clerk; and

**WHEREAS**, pursuant to her commitment to advancement in the Municipal Clerk profession and upon the completion of extensive and rigorous educational and professional components offered by the International Institute of Municipal Clerks, Ms. Payton has earned the prestigious designation of Master Municipal Clerk; and

**WHEREAS**, Ms. Payton should be recognized for her accomplishment and acknowledged as being one of eight Municipal Clerks in the State of South Carolina and one of 1,367 Municipal Clerks internationally currently designated as a Master Municipal Clerk.

**NOW THEREFORE**, I, Blake Sanders, Mayor of the Town of West Pelzer, South Carolina, do hereby congratulate Paula Payton, MMC on earning the designation of Master Municipal Clerk from the International Institute of Municipal Clerks. Town Council expresses its support of Ms. Payton's commitment to the Town of West Pelzer and to her continued pursuit of advanced professional development as the Municipal Clerk. Town Council also wants to take this opportunity to celebrate another special occasion with Ms. Payton by wishing her a Happy Birthday.

*Signed, Sealed and Delivered  
this 7<sup>th</sup> day of December, 2021.*

  
BLAKE SANDERS, Mayor  
Town of West Pelzer, South Carolina



## MEMORANDUM

TO: Town Council and Citizens  
FROM: Mayor Blake Sanders  
SUBJECT: 2022 Regular Scheduled Meeting Dates  
DATE: January 1, 2022

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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 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 2022.

### **Council Meetings:**

January 11, 2022  
February 8, 2022  
March 8, 2022  
April 12, 2022  
May 10, 2022  
June 14, 2022  
July 12, 2022  
August 9, 2022  
September 13, 2022  
October 11, 2022  
November 8, 2022  
December 13, 2022

### **Planning Commission Meetings:**

February 15, 2022  
May 17, 2022  
August 16, 2022  
November 15, 2022–Mandatory Training