



## COUNCIL MEETING AGENDA

Tuesday March 14, 2023

6:00pm

West Pelzer Municipal Center  
30 Main Street

- I. INVOCATION/PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER
- III. APPROVAL OF MEETING MINUTES
  - a) February 21, 2023 Council Meeting
  - b) March 3, 2023 Budget Workshop
- IV. PRESENTATIONS AND REPORTS
  - a) Paula Payton - Clerk's Report
  - b) Chief Stoller - Police Department Report
  - c) Mayor Sanders - Proclamation Honoring Emily DeRoberts
- V. CITIZEN COMMENTS (sign up required / max 3 minutes)
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - a) Resolution 2023-0314 "A RESOLUTION TO MAKE HINDMNAN STREET ONE-WAY FROM MAIN STREET TO THE PUBLIC PARKING ENTRANCE (TMS 2430406017)"
  - b) Ordinance No. 2023-0314 "FIRST READING OF ANNUAL BUDGET FISCAL YEAR 2023-2024"
- VIII. REQUEST BY COUNCIL
- IX. EXECUTIVE SESSION
- X. ADJOURNMENT



## COUNCIL MEETING MINUTES

Tuesday March 14, 2023

6:00pm

West Pelzer Municipal Center  
30 Main Street

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

INVOCATION/PLEDGE OF ALLEGIANCE - Mayor Sanders

CALL TO ORDER - Mayor Sanders 6:01pm

APPROVAL OF MEETING MINUTES February 21, 2023 Council Meeting and March 3, 2023 Budget Workshop  
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

Mayor Sanders – Proclamation Honoring Emily DeRoberts

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

OLD BUSINESS - None

### NEW BUSINESS

Resolution 2023-0314 "A RESOLUTION TO MAKE HINDMAN STREET ONE-WAY FROM MAIN STREET TO THE PUBLIC PARKING ENTRANCE (TMS 2430406017)"

Clerk's Comments: Hindman Street is a street that the Council has authority to modify; Designating Hindman Street as one-way from Main Street to the public parking entrance will not impede traffic and make its intersections safer to thru-traffic, walkers and visitors to downtown. Mayor Sanders added that this would not be effective until July 1, 2023. Councilman Lee made a motion to approve, 2<sup>nd</sup> by Councilman Riddle; all were in favor.

Ordinance No. 2023-0314 "FIRST READING OF ANNUAL BUDGET FISCAL YEAR 2023-2024"

Clerk's Comments: First reading of the 2023-2024 budget; Workshop held on March 3, 2023 to discuss departmental budget request, capital projects and revenues/expenditures; Complete budget was provided to council via email following the workshop; A public hearing will be scheduled prior to second and final reading. Mayor Sanders presented Council with an overview of the budget (see attached). Councilman Lee made a motion to approve first reading, 2<sup>nd</sup> by Councilman Rogers; all were in favor.

REQUEST BY COUNCIL

Councilman Lee – None

Councilman Rogers – None

Councilman Riddle – None

Mayor Sanders – reminded and encouraged everyone to vote on March 28, 2023; one seat and one candidate, meet candidate Thomas Scarfo;

Mayor Sanders also thanked everyone for coming to the meeting; stating that it was nice to see everyone coming out again.

EXECUTIVE SESSION - None

ADJOURNMENT

Councilman Lee made a motion to adjourn at 6:25pm, 2<sup>nd</sup> by Mayor Sanders; 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 Sanders and Council

From: Paula H. Payton, MMC, ABL

Subject: Clerk's Report

Date: March 14, 2023

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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 scheduled for April 2023.
- TextMyGov
  - Connect to citizens via text
  - Report issues & find information
  - Opt to receive alerts for **General Information, Emergency, Events**
- 2023 Elections
  - Special Election for vacant Council seat 3/28/2023
    - Filing opened 1/20/23 at 8am
    - Filing closed 1/30/23 at 12pm
      - One Candidate – Thomas Scarfo
  - General Election for Mayor & 2 Council seats 11/7/2023
    - Filing opens 8/9/2023 at 12pm
    - Filing closes 8/23/2023 at 12pm
- Request for Proposal
  - Property TMS 2430506008 "28 Spring Street Property"
  - Annual Contract for Professional Landscaping Services
    - To be released Wednesday March 15, 2023



### **Public Works**

- 8 work orders were completed in the month of February 2023.
  - Work Orders can be submitted online ([www.westpelzer.com](http://www.westpelzer.com)) or by calling Town Hall
- 2021 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
- Waste Industries dba GFL will pick up only GFL cans starting April 1, 2022
  - Citizens can contact GFL directly to add an additional can for a discounted rate of \$5 per month
- ReWa Update
  - Rate Increase (effective for February 2023 billing)
    - Current Base \$12.38 ~ Increase \$12.75
    - Current Usage \$6.27/1,000 ~ Increase \$6.56/1,000
- Utility Billing
  - Paperless Billing
  - Auto Draft
  - Customer Login Options

### **Municipal Court**

Monies disbursed for February 2023

- General Fund ~ \$3,360.19
- Victim's Fund (Anderson County) ~ \$478.45
- State Assessment ~ \$4,798.58

### **Finance**

- February 2023 Budget
  - General Fund    Income \$50,851.51    ~    Expense \$52,725.98
  - Water/Sewer    Income \$68,685.01    ~    Expense \$67,352.80
  - Hospitality Tax    Income \$5,491.40    ~    Expense \$5,026.86
- Over Budget Items (YTD)
  - 03-7195-000    SCDHEC Fees
  - 03-7411-000    Vehicle/Equipment Repairs & Maintenance
  - 01-7220-100    Dues & Subscriptions
  - 01-7254-000    Contingency Expense \*Reimbursement claim filed\*



To: Mayor Sanders and Council  
From: Chief Scott Stoller  
Subject: Police Department Report  
Date: March 1, 2023

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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- 11
- Arrests- 4 persons
  - Possession of stolen property
  - Resisting Arrest
  - Trespassing
  - Unlawful Burning
  - Driving Under Suspension
  - Uninsured MV
  - Unregistered MV
- Tickets written – 58
- Warnings- 14
- Motor vehicle collisions - 0

#### **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.***
- Please use extreme caution driving on Main Street, especially between Gray Mortuary and Hwy 20. There is a lot of foot traffic crossing, especially near the mortuary and Mill Town. We had a pedestrian struck just before Christmas in front of the mortuary. **Speeding and aggressive driving enforcement will be strictly enforced.**
- Especially at night, if you see someone or something out of place, please report it to 911.

# PROCLAMATION

## *Honoring Emily DeRoberts*

**WHEREAS**, International Women's Day, March 8, 2023, is a global day celebrating the social, economic, cultural, and political achievements of women; and

**WHEREAS**, the GSA Women of Influence recognition program celebrates the accomplishments of Upstate businesswomen who are reaching inspiring heights in their careers and providing inspirational examples by giving back to the community; and

**WHEREAS**, Emily DeRoberts, District Manager, South Carolina Government & Community Relations Team for Duke Energy has received nomination and award of the 2023 GSA Women of Influence; and

**WHEREAS**, Emily has served Duke Energy in many capacities for the past three decades; and

**WHEREAS**, Emily has served the surrounding communities by volunteering in board positions for Upstate SC Alliance, Anderson Area Chamber of Commerce, United Way of Pickens, Anderson Interfaith Ministries and Anderson University; and

**WHEREAS**, Emily has continued to make a difference in her community, including West Pelzer, through her leadership, friendship, and example.

**NOW THEREFORE**, I, Blake Sanders, Mayor of the Town of West Pelzer, South Carolina, do hereby congratulate Emily DeRoberts on her successful career, upcoming retirement, and award of the 2023 GSA Women of Influence.

*Signed, Sealed & Delivered  
This 14<sup>th</sup> day of March 2023*



BLAKE SANDERS, Mayor  
Town of West Pelzer, South Carolina

**RESOLUTION NO. 2023-0314**

**A RESOLUTION TO MAKE HINDMAN STREET ONE-WAY FROM  
MAIN STREET TO THE PUBLIC PARKING ENTRANCE (TMS 2430406017)**

**WHEREAS**, the Town of West Pelzer's Code of Ordinances provides the power of Council to designate through streets, stop streets, one-way streets and make other modifications to the Town's road system; and

**WHEREAS**, Hindman Street are streets Town Council has the authority to modify; and

**WHEREAS**, the Town of West Pelzer believes designating Hindman Street one-way from Main Street to the public parking entrance (TMS 2430406017) will not impede traffic and make its intersections safer to thru-traffic, walkers, and visitors to downtown; and

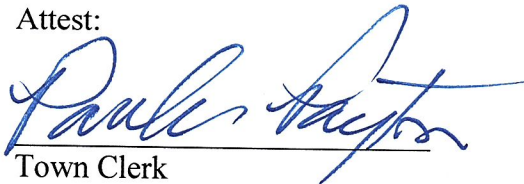
**WHEREAS**, the one-way of Hindman Street will be completed through proper signage and improvements as provided by the guidelines as established in the Manual on Uniform Traffic Control Devices (MUTCD) provided by the Federal Highway Administration (FHWA); and

**NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF WEST PELZER, SOUTH CAROLINA:** The Town of West Pelzer agrees to make Hindman Street one way from Main Street to the public parking entrance (TMS 2430406017). The one way signage for the new flow will be installed upon approval of Council and completed no later than July 1, 2023.



\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
Town Clerk



**AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF AN OPERATING BUDGET, ITS EXECUTION AND EFFECT, FOR THE FISCAL PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024**

**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 July 1, 2023 to June 30, 2024, an operating budget for the Town of West Pelzer, South Carolina, based on budget estimates of various funds as prepared by the Mayor and incorporated into the FY 2023-2024 operating budget document, and as modified by the attached adjustment schedule.

**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	\$533,301.65	\$533,301.65	0
Public Maintenance Fund	\$633,127.21	\$633,127.21	0
Totals	\$1,166,428.86	\$1,166,428.86	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. 2022-0510. Subsequent review of revenues and expenditures occurs daily, weekly, and monthly; a review of revenues and expenditures will occur by council biannually.

**DONE, RATIFIED, AND PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
Town Clerk



# **FY2023/2024 Budget Presentation**

**March 14, 2023  
Town of West Pelzer**





# Budget Calendar

- January - Mayor/Clerk Mid-Year Budget Review
- January/February - Budget Preparation and Department Head Meetings
- February - Budget Preparation and Request Due to Mayor
- March - Council Workshop
- March - 1st Reading of Budget
- April/May/June - Public Hearing/Adopted Budget Ordinance - 2<sup>nd</sup> Reading
- July 1- Budget Year Begins (Adopted Budgets Distributed)





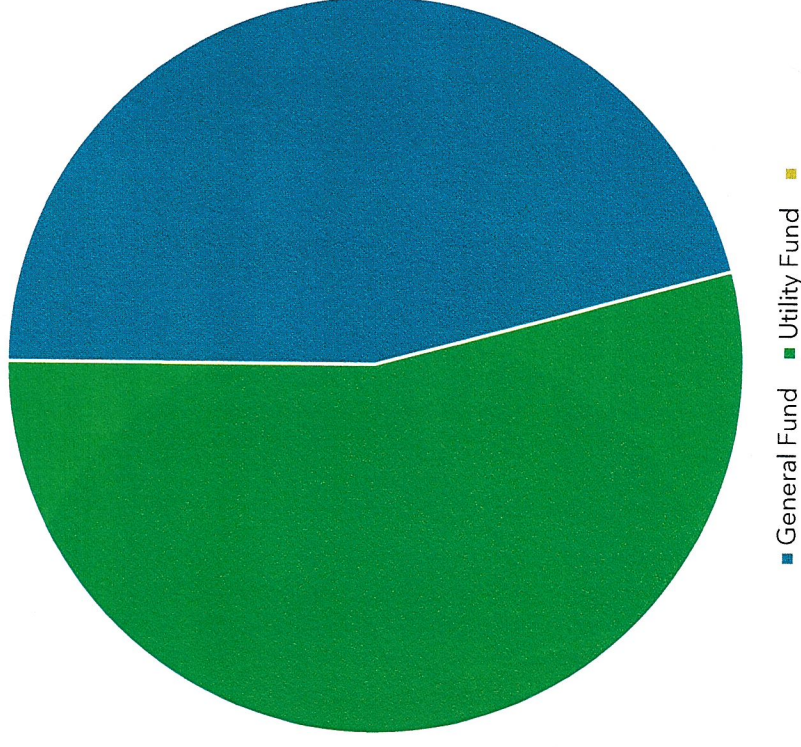
## **FY22/23 Review**

- Local economy is booming!
- Property tax revenues improved well above projections.
- Water revenues and collections remained stable and reserves increased with contractual buy-out of Greenville Water.
- Reduced expenditures across the board for 7 straight years.
- Utilization of Tranche 1 American Rescue Plan funds to recover and improve community.
- Minimize financial burden on residents (no change to tax rate, water/sewer rates/sanitation)

# Revenue Sources

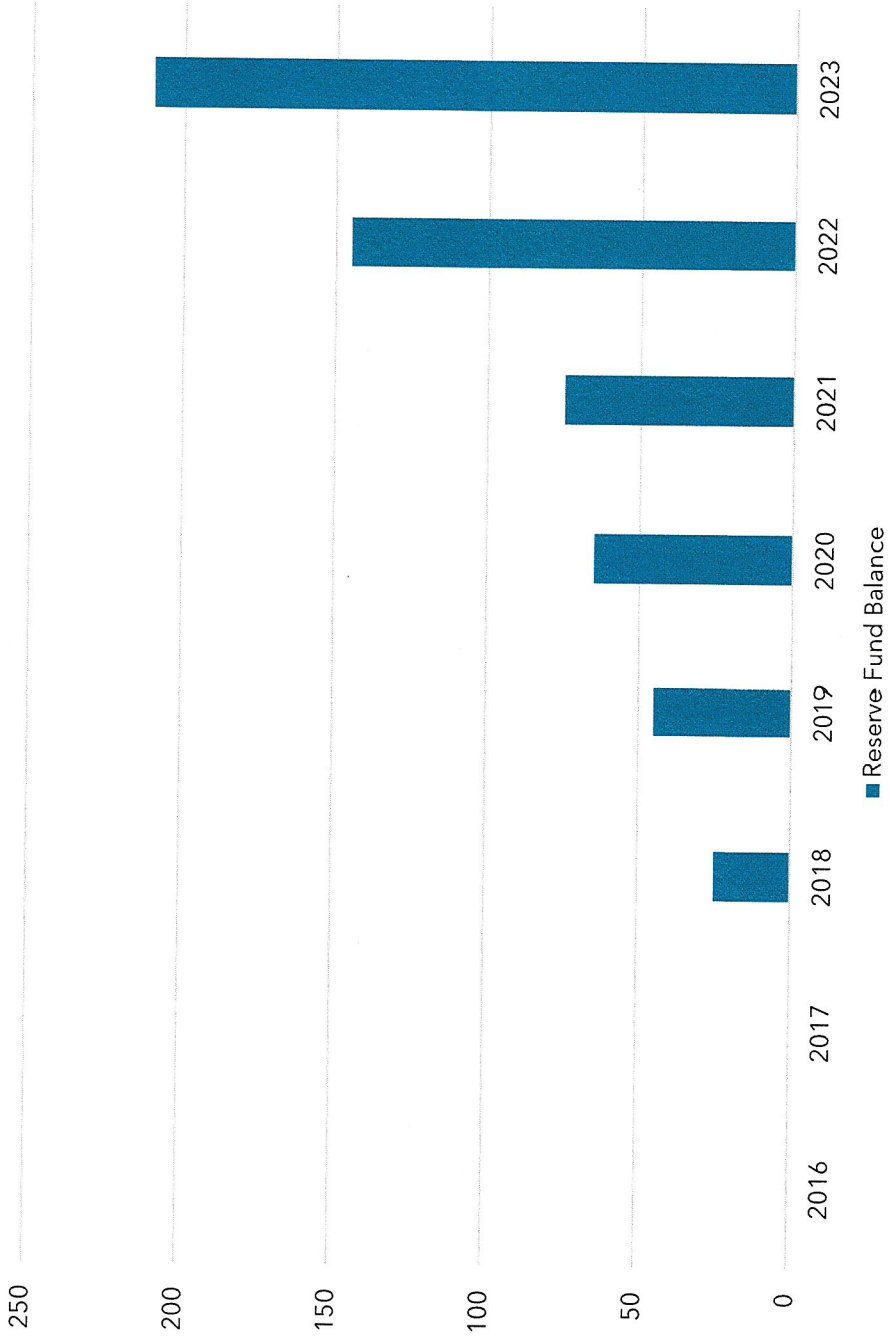
- **45.8%** General Fund  
(Property taxes, business license, franchise fees, Local Government Fund) and Hospitality Fund (2% on Prepared Food)
- **54.2%** Utility Fund (Water, Sewer, Sanitation)

Revenue





# Reserve Fund Balance







## **FY22/23 Budget Direction**

- 3% COLA
- Maintain reserves above 20% per MASC recommendations
- Minimize financial burden on residents (no change to tax rate or water rates)
- Improve landscape and visual improvements along Main Street
- Maintain existing events (Mile Long Yard Sale, Pumpkinpalooza, etc.)
- ARPA Allocations (economic development, infrastructure, broadband)
- Capital Expenditures for all departments



## FY22/23 Budget Direction

	Revenues	Expenditures	Surplus/Deficit
General Fund	\$533,301.65	\$533,301.65	0
Public Maintenance	\$633,127.21	\$633,127.21	0
<b>Total</b>	<b>\$1,166,428.86</b>	<b>\$1,166,428.86</b>	<b>0</b>

# Capital and ARPA Projects

Chapman Park Improvements	\$20,000	PARD
Odell Co-Work Space/Community Center	\$5,000	Senator Gambrell
Uniform Replacement	\$4,500	Capital
Firearm Replacement	\$2,400	Capital
Vehicle Replacement	\$51,000	Capital
Landscape Contractor	\$12,000	Capital
Festival/Events	\$4,500	Capital
Main Street Safety (leaning rail)	\$10,000	Capital
Electric Sprayer Pump	\$500	Capital
Valve Can Locator	\$600	Capital
Pipehorn Pipe Locator	\$1,600	Capital
Sidewalk Edger	\$500	Capital
Master Key System	\$11,500	Capital
Branding/Marketing	\$5,000	ARPA
Gateway Signage	\$30,000	ARPA
Public Maintenance Facility	\$50,000	ARPA
Gaines Center	\$30,000	ARPA