



# TOWN OF WILLISTON

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THOMAS R. RIVERS, MAYOR  
ANGELA S. OVERTON, TOWN CLERK

P.O. BOX 414, WILLISTON, SOUTH CAROLINA 29853  
TELEPHONE 803-266-7015  
FAX 803-266-4644  
WEB [www.williston-sc.com](http://www.williston-sc.com)

## Williston Town Council Regular Monthly Meeting February 13, 2012

### Minutes:

Notice of this meeting was posted at the Williston Town Hall and provided to The People Sentinel newspaper at least 24 hours in advance of the meeting in accordance with the S.C. Freedom of Information Act.

Members of Council present: Councilman Baxley, Councilman Williams, Mayor Pro-Tem Matthews, Mayor Rivers, Councilman Holmes, Councilman Valentine and Councilman Stapleton.

Members of Council absent: None

Mrs. Angela Overton took minutes. Mr. Tom Boulware was also present.

Mayor Pro-Tem Matthews gave the invocation.

Councilman Stapleton led the Pledge of Allegiance.

Mayor Rivers called the meeting to order, stated that a quorum of Council was present, and welcomed everyone to the meeting.

Councilman Valentine stated that the minutes for the Special Called Meeting on January 14, 2012 needed to be amended to show him as absent.

Councilman Baxley made a motion to approve the minutes from the January 9, 2012 and January 14, 2012 with the amendments mentioned by Councilman Valentine. Councilman Holmes seconded the motion. All in favor. The minutes were approved with the amendments.

Councilman Baxley made a motion to accept the treasurer's report as information only. Councilman Williams seconded the motion. All in favor. Treasurer's report accepted as information only.

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### TOWN COUNCIL

SAMMIE L. BAXLEY   BRETT WILLIAMS   JERRY HOLMES   JASON STAPLETON   WANDA B. MATTHEWS   SCOTT VALENTINE

Public Forum –

No one wished to speak during the Public Forum.

Mayor Pro-Tem Matthews made a motion to approve the agenda for the meeting on February 13, 2012 as presented. Councilman Williams seconded the motion. All in favor.

Judd Bing to address Council concerning Elko Street and ramp onto the Town Trail at Kelly Street

Mr. Bing stated that he was concerned about the ramp that should be built on the Kelly Street side of the cross walk for the school children. He stated that he had done some footwork and had a request that the Town needed to fill out and return to the Highway Department for the ramp to be considered.

Mayor Rivers stated that he had spoken with County Councilman Houston and Stan Holiday from the Highway Department and before any changes can be made they must be approved by the Highway Department.

Mr. Bing explained that was the request that he had to give to council.

Councilman Holmes made a motion that the request be taken from Mr. Bing and that the Town Administrator should fill it out and return it to the Highway Department. Councilman Baxley seconded the motion. All in Favor.

Mr. Bing then expressed his concern with the appearance of Elko Street. He stated that the drainage was a hazard on the street, the lighting was poor and the light poles were staggered from one side of the street to the other instead of being uniformly placed on one side of the street like other streets in town, the driveways should be paved on the egress from the road, and the ditch that runs in front of the water tower was dirty and held a lot of water.

Mayor Rivers stated that he and the Town Administrator had spoken with the Highway Department and the ditches had started to be cleaned out but the work stopped because the workers were run off of the property by the property owners.

Councilman Holmes stated that the street lights were staggered because there are many streets on Elko Street that do not completely cross over the street and the lights were placed on the side of the road where the intersection is. Mayor Rivers added that lights were also added as safety precautions as the Town grew.

Mr. Bing then addressed the appearance of the Kelly Edwards Elementary School. He stated that the high school campus had a very clean and well lit appearance but the elementary school did not.

Mayor Pro-Tem asked Mr. Bing if he had spoken with the School Board because that would be an issue they would have to handle.

Mr. Bing then stated that it is not on the agenda, but he would like to address the wooded area in front of Spring Branch Church on Main Street. He stated that the trees had been trimmed back on all of the Town Trail except that area. Councilman Holmes stated that the Town crew had cleaned up the underbrush around that area. Mayor Rivers stated that he would have the supervisor look at that area again.

Mayor Pro-Tem Matthews made a motion to accept Mr. Bing's concerns as information only. Councilman Baxley seconded the motion. All in Favor.

Request from Mr. Freddy Houston for use of Town athletic field an Academy Street

Mr. Houston stated that the Williston-Elko Community Resource Center (WECRC) has sponsored a Community Awareness day at the ball field on Academy Street. He requested the use of the field or another area to hold a Community Awareness event for this year.

Mayor Rivers stated that the Recreation Director, James Hewitt, suggested that the event be held on the pavement at the Town Park.

Mr. Houston stated that that area would be fine. He also stated that in previous years they have done it as an awareness day but this year they will have vendors raising money. He asked if the vendors would need a business license.

Councilman Holmes stated that to comply with DHEC there would need to be running water if vendors are present. Mayor Rivers stated that there is running water at the park and it would be looked into to see if the vendor's needed a business license.

Councilman Baxley made a motion to allow WECRC to use the Town Park for their Community Awareness Day. Mayor Pro-Tem Matthews seconded the motion. All in favor.

First reading of an Ordinance Amending Section 74-59 of the Town Code the effect of which would be to eliminate mandatory cost participation by the Town in water line extensions

Mr. Carter stated that this issue came up at the Council Retreat. He asked that a motion be made for Town Attorney Boulware read the Ordinance by title only.

Councilman Williams made a motion that Town Attorney Boulware read the Ordinance by title only. Mayor Pro-Tem Matthews seconded the motion. All in Favor.

Town Attorney Boulware gave the first reading of the Ordinance by Title only.

Councilman Holmes made a motion to approve the reading by title only. Mayor Pro-Tem Matthews seconded the motion. All in favor.

Discussion on Amending Business License Ordinance to require verification of gross income upon application for Business License

Angela Overton, the Town Clerk, stated that she would like for the Business License Ordinance to be amended to require proof of income when a vendor fills out an application for a business license. She stated that while there are many honest business owners that report their correct gross income there are many that are dishonest and report far less than they should.

Councilman Holmes asked if the current ordinance does not provide a clause where the clerk can request for proof of income. The clerk stated that it does, but an audit of the business would have to be done in order to request that information and she does not have time to do an audit of every business that she believes is falsifying their information.

Mayor Rivers asked if the State Tax Commission sends out a report on business in the state. The clerk stated that she does get a yearly report from the Tax Commission but it is only for businesses that pay retail taxes. She also stated that if a business sold items that retail tax is not paid that amount is not on the report.

Mayor Rivers asked Mr. Carter what his recommendation would be. Mr. Carter stated that it is really a fairness issue. All business should have to pay on their gross receipts because that is what the current ordinance states.

Mayor Rivers suggested that the matter be tabled and discussed at a later date because it is too late to change the ordinance for the business licenses due for the current year.

Mayor Pro-Tem Matthews made a motion to table the discussion. Councilman Holmes seconded the motion. All in Favor.

Consideration of a Proclamation supporting the Legislative Agenda of the South Carolina Municipal Association

Mr. Carter stated that this Proclamation is historically passed to show support for the Municipal Association.

Mayor Pro-Tem Matthews made a motion to pass the Proclamation to support the Municipal Association's Legislative Agenda. Councilman Baxley seconded the motion. All in Favor.

## Administrator's Report

### 1. MASC Home-Town Legislative Action Day

Mr. Carter reminded the council that the MASC Home-Town Legislative Action Day would be held in Columbia on Wednesday, February 15<sup>th</sup>.

### 2. Town Hall Office Hours

Mr. Carter stated that during the council retreat the topic of changing the hours of Town Hall from 8 – 4:30 to 8 – 5. He stated that the Town Clerk would explain more in detail why the Town Hall currently closes at 4:30.

Councilman Stapleton stated that he would begin the discussion because he was the one that brought it up at the retreat. He stated that he was voted in to make decisions that were good for the general public. He said that he had been asked on multiple occasions why the Town Hall closed at 4:30 instead of 5 and he was not sure. He stated that he wished to speak with the Town Hall employees to see why the closing time was as it is and weigh the options of staying open until 5. He stated that the county offices stay open until 5 and the Williston Police Department stays open until 5 so how do people pay tickets after 4:30 if the front doors to Town Hall are closed. He also stated concerns that if a customer's water is turned on and Town Hall closes how the Town workers could get in touch with the Clerk if the water can not stay on due to the meter running and no one being home.

The Clerk told Council that as it is currently the front doors to Town Hall closes at 4:30 then end of the day reports must be run. After the reports are run the deposits must be put together then the cash drawer balanced. This has to be done every day because the Town Hall does not hold cash on the premises. She stated that after all of this is done it is usually 5 before the Clerk and Assistant Clerk get to leave for the day. If the hours to Town Hall changed to close at 5 the same procedures would have to be done at the end of the day and that could lead to overtime for the Clerk and Assistant Clerk.

Council thanked the Clerk for her information and decided to discuss it further at a later date.

### 3. Update on contractual custodial agreement with Regent Security Systems

Mr. Carter stated that this matter is null and void because Regent Security Systems no longer offers the service that the Town was looking into.

### 4. Formulation of a Personnel Handbook or Policy

Mr. Carter stated that this was another topic brought up Council Retreat. He stated that the handbook should be implemented and have a disclosure at the beginning to help with legal issues. He suggested having a working group or subcommittee of the council to work on putting together a handbook to present.

Mayor Rivers asked the Town Attorney his opinion on the matter. Mr. Boulware stated that the Municipal Association of SC (MASC) does give a general handbook. He stated that the City of Barnwell adopted parts of it. He also stated that having a handbook does not violate the at will employment status in the state.

Councilman Baxley stated that the MASC handbook was a good tool to go by and he believes the Lower Savannah Council on Government holds classes to teach municipalities how to put together a comprehensive handbook.

Mayor Rivers asked for volunteers to serve on the committee to construct a handbook. There were no volunteers so he stated that the whole council would work on it together.

#### Mayor's Report

Mayor Rivers stated that he and Mr. Carter had met with Mr. Holiday from the Highway Department and discussed Kelly Street. Mr. Holiday stated that he could not do anything about the ramp and that they needed to speak with Mr. Franklin Brown. Mayor Rivers also stated that the ditches were discussed and they were told that there was a dispute with the property owners so the County workers ceased their work. Mr. Holiday was not sure where the dispute stood but would check into it.

Mayor Rivers also informed the Council that the Town had to purchase a new lawnmower. The mower was purchased from the lowest bidder, Blanchard Equipment in Orangeburg, SC, in the amount of \$9,089.65.

#### Council Comments

Councilman Valentine wished to praise the water crew for their dedication and hard work on the water main break.

Councilman Baxley wished to thank everyone for their attendance and hopes that they will continue to come to the meetings.

Councilman Valentine made a motion to enter into Executive Session for no more than one hour to discuss a potential claim or the position of the agency in an adversarial situation involving a claim of erroneous water billing in accordance with the provisions of § 30-4-70 (2) of the SC Code of Laws. Councilman Williams seconded the motion. All in favor.

Upon returning to OPEN Session, Mayor Pro-Tem Wanda Matthews made the motion that a credit balance of \$6,167.74 be applied toward account #2967: Dayco, due to erroneous water billings during a portion of the year 2011. The motion was seconded by Councilman Holmes and passed unanimously.

Upon motion of Mayor Pro-Tem Wanda Matthews, seconded by Councilman Holmes the Council agreed to pay \$9,089.65 for the cost of a new mower.

Upon motion of Mayor Pro-Tem Matthews, seconded by Councilman Valentine the Council voted unanimously to adjourn at 10:05 PM.

TOWN OF WILLISTON, SOUTH CAROLINA



Thomas R. Rivers, Mayor

ATTEST:

  
Angela S. Overton, Town Clerk

3/12/12  
Date