



TOWN OF WILLISTON

JASON W. STAPLETON, MAYOR
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Williston Town Council Regular Meeting November 11, 2013

Minutes:

Mayor Stapleton opened the public hearing for Ordinance 2013-10 an ordinance to adopt a new comprehensive zoning plan; Chapter seven land use element.. There was no public comment. Councilman Williams made a motion adjourn from the public hearing. Councilman Baxley seconded the motion. All in Favor.

Mayor Stapleton opened the public hearing for Ordinance 2013-11 an ordinance to adopt a revised zoning ordinance and official zoning map. There was no public comment. Councilman Valentine made a motion adjourn from the public hearing. Councilman Moody seconded the motion. All in Favor.

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: Mayor Stapleton, Councilman Moody, Councilman Baxley, Councilman Williams, Councilman Valentine, Councilman Cagle and Councilman Rivers

Members of Council absent: None

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

Councilman Cagle gave the invocation.

Councilman Williams led the Pledge of Allegiance.

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

Councilman Moody made a motion to accept the agenda as presented. Councilman Valentine seconded the motion. All in favor.

Councilman Baxley made a motion to accept the minutes from the October 14, 2013 meetings as presented. Councilman Valentine seconded the motion. All in favor.

Councilman Williams made a motion to accept the financial report as information only. Councilman Baxley seconded the motion. All in favor.

Public Forum –

Mr. Cauldwell stated he was at the meeting as a representative from the American Legion 75. He stated that wished to let the town know that the American Legion is available to help with anything special including holidays. He stated that they wished to pledge themselves to give back to their community.

Approval of Well Abandonment Contractor

Mr. Cook stated that bids for the four well abandonments were opened on Wednesday, November 6, 2013. The wells to be abandoned are: Dewey Court Well, West Street Well, Town Hall Well and Old Town Hall Well. He stated that bids were received from four companies and the low bidder was McNeill Well Drilling from Blythewood, SC. He stated that he recommends that Council approve the McNeill Well Drilling bid with some flexibility because the Department of Natural Resources (DNR) may want to take over one of the wells. He stated that the bid came in at \$19,100.00.

Councilman Baxley asked if the Halford Street Well would be under a study by the DNR.

Mr. Cook stated that Halford Street is not on the list of abandonment list because it will be taken over by DNR. He stated that DNR may take over the West Street Well also.

Councilman Rivers asked what was budgeted for the abandonment.

Mr. Cook stated that \$40,000.00 was budgeted and the bids came in well below budget.

Mayor Pro-Tem Williams made a motion to accept the Administrator's recommendation. Councilman Baxley seconded the motion. All in favor.

Approval of Golf Cart/Utility Vehicle Purchase

Mr. Cook stated that council approved \$10,000.00 for the purchase of a new golf cart/utility vehicle. He stated that sealed bids were opened in September and there was only one quote received. It was in the amount of \$7,482.00. He stated that the vehicle would be used for the meter change out, meter reading and other uses as well. He stated that he recommends that council accept the bid received.

Councilman Baxley made a motion to accept the recommendation of the Administrator. Councilman Valentine seconded the motion. All in favor.

Approval of Ordinance #2013-10, Second reading of new Comprehensive Plan: Chapter Seven Land Use Element

Councilman Baxley made a motion to approve the second reading of Ordinance 2013-10 by title only. Councilman Valentine seconded the motion.

All in favor of the approval of the second reading of Ordinance 2013-10.

Attorney Boulware read Ordinance 2013-10 by title only.

Councilman Cagle made a motion to accept Ordinance 2013-10. Councilman Valentine seconded the motion.

Mr LeDuc stated that in 2000 the Town approved zoning for the community in an ordinance. According to the planning act of SC there should be an update to the zoning and map every ten year. That is why the map and zoning have been changed now. He stated that a number of changes have been made and a new map will be printed for the wall.

All in favor of acceptance of Ordinance 2013-10.

Approval of Ordinance #2013-11, Second reading Revised Zoning Ordinance and Official Zoning Map

Mayor Pro-Tem Williams made a motion to approve the second reading of Ordinance 2013-11 by title only. Councilman Moody seconded the motion.

All in favor of the approval of the second reading of Ordinance 2013-11.

Attorney Boulware read Ordinance 2013-11 by title only.

Councilman Baxley made a motion to accept Ordinance 2013-11. Councilman Valentine seconded the motion. All in favor.

Appointment of New Planning Commission Member

Mr. Cook stated that it was mentioned at last month's meeting that there is a vacancy on the Planning Commission. He stated that there is one nomination for Beth Overton to fill this vacancy. He stated that she is a long-time resident and very active in the local community. Mr. Cook stated that she is the only nomination that he has received. He made the recommendation that the council approve her nomination to serve on the Planning Commission.

Councilman Baxley made a motion to approve Mrs. Overton to be appointed as new member of the Planning Commission. Councilman Moody seconded the motion. All in favor.

Evaluations and Performance Management (Information Only)

Mr. Cook stated that one of the goals discussed by the council at their retreat was performance management. He stated that he has put together evaluation forms that would be used to determine any merit increase that employees may receive if the budget allows for salary increases. He stated that he put it in the packet for information only so council can look over it and address any concerns they may have before it comes for approval. He stated that evaluation form has goals and performance evaluation. He stated that it would come back before council at the next meeting for approval.

Councilman Moody asked if Mr. Cook has met with the department heads and looked over the evaluation forms?

Mr. Cook stated that he has gone over in general with the department heads but would be meeting with them in the weeks to come to go over more thoroughly.

Employee Raises

Mr. Cook stated that in the budget \$600.00 was put in for each full-time employee and \$300.00 for part-time employees to have a raise for the year. He stated that ½ was given at the beginning of the fiscal year. He stated that the other ½ was to be decided on how to be distributed in December. Mr. Cook stated that it could either be given as a one-time \$300.00 lump sum or be broken up and added to each employees hourly wages. He stated that he recommends adding the additional monies to the employees' base pay.

Councilman Baxley asked what would the amount of the raise for the two employees that will be going from full time to part time?

Mr. Cook stated that they will be going to part time by the end of this year.

Mayor Pro-Tem Williams made a motion to give the remaining \$300.00 approved in this year's budget go to the employees base pay. Councilman Cagle seconded the motion.

Councilman Moody asked if the two employees that are going to be part time can receive the money as a one time gift instead of putting it to their base pay. He stated that if it goes to their base pay when they become part time they would not receive the full \$300.00.

Councilman Rivers stated that they would still get a raise even if they are part time employees.

Mr. Cook he felt like the fair way to do this would be to give those employees the same base pay rate increase as the full time employees. He stated that he has always in the past, looked at the status of the employees at the time of the increase.

Mr. LeDuc stated that when the budget was approved the intent was to give \$600.00 total. If base pay is looked at every employee would receive an increase of \$.14 per hour.

Mr. Cook stated that those employees have been in a full time role for the entire year and he would recommend giving them the full time raise.

Councilman Cagle asked what their hours would be cut to.

Mr. Cook stated that it depends on how long the routes take. He stated that it would probably be cut to around 25 hours a week but he was not exactly sure but it would be under 30 hours per week.

Sprinkler Meter Elimination

Mr. Cook stated that in August council approved to eliminate one of the meters of homes with dual meters by the Town bearing the expense of one of the meters being eliminated. He stated that an individual came forward and stated that they did not think it would be fair for those who have already paid for the second meter to be put in. The customer wished to have the base fee dropped for the second meter. Mr. Cook stated that the Town would lose a large sum of money by doing this. He stated that he recommends that the council approve for the Town to pay up to \$225.00 for the second meter to be eliminated. He stated by the customer hiring a plumber to do the work and the town reimbursing them it would eliminate the liability of the town employee going onto the property. He stated by waiving the base fee the town would lose around \$15,000.00 per year, but by reimbursing for the work to be done it would be a one-time expense of around \$3,500.00.

Mayor Pro-Tem asked if there will be a timeline or deadline for the customer to decide if they wish to have this change out done or not.

Mr. Cook stated that it is a good idea to give the customers a timeline and a reasonable time like July of 2014 could put in place.

Councilman Valentine asked how many customers have dual meters.

Mr. Cook stated that it is around 66.

Councilman Rivers asked how the meters are cut off?

Mr. Cook stated that there are cut-off valves for each meter.

Mayor Pro-Tem Williams made a motion to approve the recommendation of the Administrator. Councilman

Valentine seconded the motion. All in favor.

Administrator's Report

Mr. Cook stated that several months ago paperwork was received from the Municipal Association to take over our liability insurance to save money. He stated that the town had looked at switching the workman's comp as well but the rates were too high right now to do that.

Mr. Cook stated that he has contacted Amick Equipment and the new garbage truck is in route. He stated that the new garbage schedule will go into effect next week.

Mr. Cook stated that Mark Carroll was in the process of getting a vendor to pressure wash the outside of Town Hall.

Mr. Cook stated that there was a meeting held with the County Administrator and they agreed to allow the town to use their side mount mower to mow around the edges of the Park Pond. Councilman Baxley asked if it was possible to cut around the ditches while the town has the side mount mower. Mr. Cook stated that he would look into that.

Mr. Cook stated that a meeting is scheduled with the Lower Savannah Council of Governments to discuss the community development block grant for the northeast side of town.

Councilman Rivers asked what the status of the new well is and if there is a deadline for the project.

Mr. Cook stated that he has been in communication with Wiedeman & Singleton. He stated that it was expected to have the lab results last week but he has spoken with them this week to see if the results have come in. He stated that the hold-up is getting samples. He stated that the deadline for the grant is July but August is a more realistic time period for the completion. He stated that as long there is progress being made it would be ok.

Councilman Rivers asked if we do not hit the deadline of July would we still receive the grant money.

Mr. Cook stated that an extension can-not be asked for until certain target have been met. He stated after speaking with a representative from LSCOG he does not feel that receiving an extension will be a problem as long as progress is being shown.

Mayor's Report

Mayor Stapleton stated that he would like to publicly thank the Ivy Garden Club for the decorations they have placed in the middle of town for fall. He stated that he feels it has raised a festive atmosphere with the gourd people. He asked that everyone thank the garden club members if they see them.

Mayor Stapleton stated that the Christmas Parade will be held on December 8th at 4PM. He stated the town is planning a tree lighting ceremony on the night before beginning at 5:30.

Mayor Stapleton stated that he wished to send his condolences to the family of Mr. Rudy Starnes. He stated that Mr. Starnes was a councilmember for many years, a citizen of the year, helped with the Wonderful Williston Weekend, active in the Williston JC club, and worked with the recreation department for many years.

Mayor Stapleton stated that he would like to thank the maintenance department for the clean-up around the town. He stated that one of the goals of the council was town beautification. He stated that they have worked hard on cleaning the streets.

Mayor Stapleton stated that he wishes everyone a very Happy and safe Thanksgiving.

Executive Session to discuss employment, appointment, compensation, promotion, demotion, discipline, or release of an employee

Mayor Pro-Tem Williams made a motion to enter into executive session. Councilman Valentine seconded the motion. All in favor.

Councilman Moody made a motion to enter back into regular session. Councilman Baxley seconded the motion. All in favor.


Councilman Cagle made a motion to hire Mr. Devrinn Washington as a new police officer. Councilman Baxley seconded the motion. All in favor.

Mayor Pro-Tem Williams made a motion to accept the Administrator's recommendation for the pay change for Employees A,B and C. Councilman Valentine seconded the motion. All in favor.

Councilman Valentine made a motion to adjourn. Councilman Rivers seconded the motion. All in favor.

The meeting adjourned at 8:30pm.

TOWN OF WILLISTON, SOUTH CAROLINA



Jason W. Stapleton, Mayor

ATTEST:



Angela S. Overton, Town Clerk

12/9/13

Date