

**TOWN OF ANDREWS MONTHLY COUNCIL MEETING
SHERIFF'S DEPARTMENT SUB-STATION COURTROOM**

110 NORTH MORGAN AVE.

ANDREWS, SC 29510

THURSDAY, DECEMBER 15, 2016 @ 6:00 PM

AGENDA

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. APPROVAL OF MINUTES**
- 6. MONTHLY BANK STATEMENTS: FOR INFORMATION ONLY**
- 7. FINANCIAL REPORT: KENNETH COBB AND COMPANY; MRS. BRENDA JACKSON. CPA**
- 8. NEW BUSINESS**
 - Christmas Bonuses
- 9. CITIZENS COMMENTS (Three (3) minutes only)**
- 10. ADMINISTRATOR'S REPORT**
- 11. DEPARTMENT HEAD REPORTS**
- 12. COUNCIL'S (SUB – DIVISION'S REPORTS)**
- 13. MAYOR'S REPORT**
- 14. EXECUTIVE SESSION – Pursuant to S.C. Code §30-4-70 [a]**

Town Council may take action during the evening Town Council meeting on matters discussed in Executive Session.

 - Contractual Matters: Town's Attorney S.C. Code. §30-4-70 [a] [2]
- 15. ADJOURNMENT**

Town of Andrews

Regular Monthly Town Council Meeting Thursday, December 15, 2016 6:00 p.m.

Sheriff's Substation

110 N Morgan Ave. Andrews, SC

The Town of Andrews met for their Monthly Town Council Meeting on Thursday, December 15, 2016. Mayor Frank McClary presiding in compliance with the Freedom of Information Act, called the meeting to order at 6:00 p.m.

Invocation was rendered by Council Member David Tisdale.
Pledge of Allegiance was recited by everyone present.

Town Officials Present:

Mayor Frank McClary
Council Member David Tisdale
Council Member Eddie Lee
Council Member Sudha Patel
Council Member Terrance Middleton
Council Member Marva Session
Council Member Mack E. Watford, Sr.

Motion was made by Council member Sudha Patel and seconded by Council member Eddie Lee to approve the minutes from the November 17, 2016 Town Council meeting with the necessary corrections. **Mayor Frank McClary; Yes, Council Member David Tisdale; Yes, Council Member Eddie Lee; Yes, Council Member Sudha Patel; Yes, Council Member Terrance Middleton; Yes, Council Member Marva Session; Yes, Council Member Mack E. Watford; Yes, All in favor, motion carried.**

The monthly financial statements were included in the Council's packet for informational purposes only.

Financial Report

CPA Brenda Jackson presented Council with an overview of the Town's financial report for the month of November 2016. She recommended that a budget review be held in January 2017.

New Business

Christmas Bonuses: Motion was made by Council member Terrance Middleton and seconded by Council member Eddie Lee to present all Town employees with a \$150.00 Christmas gift in the form of a gift card. **Mayor Frank McClary; Yes, Council Member David Tisdale; Yes, Council Member Eddie Lee; Yes, Council Member Sudha Patel; Yes, Council Member Terrance Middleton; Yes, Council Member Marva Session; Yes, Council Member Mack E. Watford; Yes, All in favor, motion carried.**

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Citizens Comments

Gregory Bennett of 7 West Oakland Street #84 informed Council that the Christmas tree located on the front lawn of Town Hall should be lit-up at night.

Administrator's Report

Mrs. Dorsey updated Council on the current status of the RIA Grant which has been awarded to the Town in the amount of \$350,000.00. The Town has procured a contractor and a Pre-Construction meeting will be held next week. Groundbreaking for the Wastewater System Upgrades will begin on December 29, 2016. She emphasized that all Input from Council members for the Town's 2017 Calendar should be submitted to her by Wednesday, December 28, 2016. New initiatives for 2017 are Yard of the Month, Business of the Month, Citizen of the Quarter and Employee of the Month. In conclusion, she thanked all who assisted with the Town's Christmas Parade, Tree Lighting and Open House.

Department Head Reports

Police Department: Mayor McClary stated that the department is currently reviewing employee applications in search of Certified Officers to fill the open positions within the department. He stated that Officer Ila Casselman will be going to the Police Academy in January 2017 followed by Officer Brandon Rowell. He also informed Council that he has met with Sheriff Lane Cribb from Georgetown County who has assured him that his department will assist the APD if needed.

Public Works Department: Supervisor, Mr. Fred Sumpter stated that the Public Works Department has been diligently working on repairing water leaks throughout the Town. The department has repaired thirty leaks since August 19, 2016. He informed Council that the back hoe is currently not operational. All three of the Town's water towers have been flushed. He stated that work orders will be submitted for all water leaks reported by citizens and seen by employees so that repairs can be made more efficiently. He informed Council that the new trash truck capacity level is much smaller than the old trash truck, thus causing each trash route to take at least a day and a half to complete. Council member David Tisdale addressed his concerns regarding a water leak on the corner of South Beech Avenue and Alder Street which he reported last month.

Fire Department: Council member Mack E. Watford stated that his department responded to 22 calls during the month of December 2016. He extended his thanks to all of the firefighters who assisted with the hanging of the Christmas lights.

Council's (Sub – Division's Reports)

Council Member Terrance Middleton: He stated that during his previous term on Council, the Council made contact with their State Representative to seek his assistance with the completion of Phase 1 and Phase 2 of the sidewalk project implementation along Ashland and Harper Streets. He stated that he would like to contact our New State Representative and request assistance with completion of Phase 3 and Phase 4 of that project. He also recommended that the Public Works department work on

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clearing the existing sidewalks so they are visible. He further recommended that they ask for volunteers from the community to assist them with cleaning up the Jones Avenue Park. He also stated that it should be the responsibility of the town to place some lights in the park as a safety precaution. He requested that Mrs. Dorsey contact Georgetown County Parks and Recreation and inquire about the \$13, 000.00 that former Council Member Patsy Greene may have received from former Senator Yancey McGill to improve the park on Jones Avenue.

Council Member Sudha Patel: Ms. Patel thanked all who were involved in the Town acquiring the new garbage truck. She wished all a Merry Christmas and a Happy New Year.

Council Member Marva Session: No report. However, she stressed to her fellow Council members that they should communicate more with the citizens in West Andrews and encourage them to take pride in their community by assisting with the cleaning up and maintaining of their community.

Council Member Mack E. Watford, Sr.: Mr. Watford reported in response to citizen David Reddick's concern with the Welcome sign located at the Exxon Station. He has concluded that the lighting problem will require an electrician to make repairs. In addition, he has contacted two honey bee catchers to come and assess the bee infestation at that location.

Council Member Eddie Lee: Mr. Lee stated that he has been assigned to Zone 4 and he has identified two citizens, Mr. Jerome Johnson and Ms. Barbara Brown who have agreed to keep him informed on any concerns within his assigned area. He stated that he has been making every effort to help the Public Works Department save money by locating a mechanic, Mr. Dwayne Conyers, who performs maintenance and repairs on equipment at a very low rate. He has also established a good relationship with the owners of Three D Metal Works who has loaned the Town their equipment at little to no cost. It is his goal to help this department become healthier by cutting their expenditures down and operating more efficiently and effectively.

Council Member David Tisdale: No, report.

Mayor's Report

Mayor McClary mentioned to Council that if they plan to host the Heritage Festival this upcoming year, that time is of the essence because the window will soon close to apply for Accommodation Tax funds to support that type of event. He announced that Helping Hands will be hosting their next job fair event on January 5, 2017.

Executive Session

Motion was made by Council member Eddie Lee and seconded by Council member Terrance Middleton to enter into Executive Session regarding a Contractual Matter pertaining to the Town's Attorney in accordance with S.C.Code§30-4-70-[a][2].

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Motion was made by Council member Terrance Middleton and seconded by Council member Sudah Patel to come out of Executive Session.

Mayor Frank McClary announced that no decision was made on any topic discussed in Executive Session.

Council Member Eddie Lee made the motion to adjourn the meeting at 7:45 p.m. and was seconded by Council Member Terrance Middleton.

Council Meeting minutes submitted by Chaconas Parson, Town Clerk.