

**TOWN OF ANDREWS
Special Called Council Meeting/Work Session
TOWN HALL / CONFERENCE ROOM
101 N. MORGAN AVE
ANDREWS, SC 29510
THURSDAY, MARCH 1, 2018 @ 10:00 A.M.**

AGENDA

- 1) INVOCATION**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL**
- 4) NEW BUSINESS**

A. ORGANIZATION STRUCTURE: POLICY AND PROCEDURES

- ORGANIZATIONAL CHART
- OUTSOURCED STAFF
- EMPLOYEE HANDBOOK
- TOWN OF ANDREWS CODE OF ORDINANCES

B. WATER & SEWER PROJECTS UPDATE

C: SPECIAL PROJECTS

- ONE-CENT CAPITAL PROJECT SALES TAX

D: BEST BUSINESS PRACTICES

- FLEET MANAGEMENT
- DISPOSITION OF PUBLIC WORKS EQUIPMENT

E: FINANCE

- AUDITS
- FY 2018 BUDGET UPDATE

5) EXECUTIVE SESSION – Pursuant to S.C. Code §30-4-70 [a]

Town Council may take action during the Special Called Council Meeting/ Work Session on matters discussed in Executive Session.

- Contractual Matters: Municipal Court Judge S.C. Code. §30-4-70 [a] [2]

NEW BUSINESS CONTINUED

F. Municipal Court

G. S.C. DHEC Water & Sewer Consent Orders

6) ADJOURNMENT

Town of Andrews

Special Called Council Meeting/Work Session

Thursday, March 1, 2018 10:00 a.m.

Town Hall Conference Room

101 N Morgan Ave. Andrews, SC

The Town of Andrews met for a Special Called Council Meeting/Work Session on Thursday, March 1, 2018. Mayor Frank McClary presiding in compliance with the Freedom of Information Act, called the meeting to order at 10:03 a.m.

Invocation was rendered by Council Member Bradley Prince.
Pledge of Allegiance was recited by everyone present.

Town Officials Present:

Mayor Frank McClary
Council Member Eddie Lee
Council Member Terrance Middleton
Council Member Marva Session
Council Member Bradley Prince
Council Member Angela Anderson
Council Member Mack E. Watford, Sr.

Mayor McClary stated the purpose of this meeting is to serve as a training session for the new Council Members and to educate them on the operations of the Town of Andrews.

New Business

Council Members were provided with a copy of the Town of Andrews Code of Ordinances that was codified in 2003. Re-codification of the Town's Ordinances is a priority in FY2019. The Town of Andrews Ordinances are established laws used to govern the town. However, these laws are only effective when they are enforced, when violators are cited and fined. The Town of Andrews Police Department has been instructed to write tickets to violators of the Town Ordinances. These tickets will allow the town to capture and retain the majority of funds generated from tickets.

Council Members had a brief discussion or review of the established internal controls utilized to help safeguard town funds as well as town employees. A review of the Town of Andrews Organizational Chart revealed staff shortages in all departments mainly due to the lack of cash flow. The Town of Andrews has implemented an expanded hiring process. The process consists of utilizing tools to help identify qualified candidates for positions. Candidates are required to take a written and typing test. In addition, drug screenings and physicals are also a part of the hiring process and a condition for continued employment.

Ms. Dorsey provided Council Members with a draft copy of an updated Employee Handbook for their review and input.

Ms. Dorsey presented Town Council Members with an overview of the Town of Andrews current Water & Sewer Projects. Ten of the town's fifteen pump stations are scheduled to be upgraded/replaced or

eliminated. The RIA 15 project includes pump stations 10, 1, 17 and 20. The RIA 16 project includes 8 and 19. The CDBG project includes 9, 13, 14 and 18. The Town will make a grant application in the Spring of 2019 to address pump stations 5, 7, 12, 16, 23 & 24. Currently, an electrician has been contacted to assess the alarm concerns at 5, 7, 12, 16, 23 & 24. For years the Town of Andrews infrastructure hasn't been properly maintained. Through the current grant projects the water and sewer systems are being mapped to help educate workers on the location of water hydrants, valves, pipes and manholes. The USDA project will provide for a complete examination of the systems to identify locations of infiltration.

Ms. Dorsey spoke about the one percent sales tax referendum that was passed by Georgetown County in 2015 which was to provide funding for a Public Safety Complex to be constructed in Andrews. After the passing of the referendum, Andrews was informed that only 1.5 million dollars would be allocated for the proposed Public Safety Complex. The Town will be making a request to receive a portion of the six million dollars that was intended for the Georgetown dredging project that has been canceled. Thus, requiring the additional funds from the referendum, to be reallocated to the other listed projects. Based upon the law once a referendum has been passed the funds raised as result of the referendum can be spent only on the listed projects.

Mayor McClary informed Town Council that Council previously granted approval for the Town to engage in a contract with a Fleet Management Company to manage the Town's vehicles. Another part of the agreement was to find suitable means for disposing all of inoperable equipment and vehicles.

Ms. Dorsey stated that the Town of Andrews has entered into a contract with Love Bailey and Associates, LLC to conduct audits. The auditors are in the process of completing the FY2015 audit. The will be begin the FY2016 audit in April and the FY2017 in June.

CPA, Brenda Jackson stated that a few amendments will have be made to the current budget. These amendments will consist of moving some funds from one line item to another. The Police Department requested to purchase a scanner and two gun radars which will require a shifting of money within that departmental budget. The Heritage Festival spending will cause a change in the bottom line and thus requires an ad in the newspaper ad and a public hearing. All members were provided with a copy of the FY 2018.

Motion was made by Council Member Terrance Middleton and seconded by Council Member Eddie Lee to enter into an Executive Session Pursuant to S.C. Code §30-4-70(a) to discuss a contractual matter as it pertains to Municipal Court Judge SS.C. Code30-4-70(a){2}.

Motion was made by Council Member Eddie Lee and seconded by Council Member Bradley Prince to come out of Executive Session.

Mayor McClary stated that no decision was rendered during the Executive Session on items discussed.

Adjournment

Council Member Eddie Lee made the motion to adjourn the meeting at 1:11 p.m. and was seconded by Council Member Bradley Prince.

Council Meeting minutes submitted by Chaconas Parson, Town Clerk.