

TOWN OF ANDREWS
MONTHLY COUNCIL MEETING
SHERIFF'S DEPARTMENT SUB-STATION COURTROOM
110 NORTH MORGAN AVE.
ANDREWS, SC 29510
THURSDAY, NOVEMBER 15, 2018 @ 6:00 PM

AGENDA

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
5. APPROVAL OF MINUTES
 - A. THURSDAY, OCTOBER 18, 2018 TOWN COUNCIL MONTHLY MEETING
6. MONTHLY BANK STATEMENTS: FOR INFORMATION ONLY
7. FINANCIAL REPORT: KENNETH COBB AND COMPANY; MRS. BRENDA JACKSON, CPA
8. NEW BUSINESS
 - A. Planning Commission Report
 - B. 1ST READING: ORDINANCE NUMBER 2018-06: A PROPOSED SETOFF DEBT COLLECTION ACT ORDINANCE
 - C. 1ST READING: RESOLUTION NUMBER 2018-04: A PROPOSED RESOLUTION AUTHORIZING THE MASC TO ACT AS THE CLAIMANT AGENCY FOR THE COLLECTION OF DEBT FOR THE TOWN OF ANDREWS WITH THE SETOFF DEBT COLLECTION PROGRAM
 - D. DISCUSSION AND RECOMMENDATIONS FOR SCHEDULING MONTHLY WORKSHOPS
9. CITIZENS COMMENTS (Three (3) minutes only)
10. ADMINISTRATOR'S REPORT
11. COUNCIL'S (SUB – DIVISION'S REPORTS)
12. MAYOR'S REPORT
13. ADJOURNMENT

Town of Andrews

Regular Monthly Town Council Meeting Thursday, November 15, 2018 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, November 15, 2018. Mayor Frank McClary presiding in compliance with the Freedom of Information Act, called the meeting to order at 6:01 p.m.

Invocation was rendered by Mayor Pro Tem Eddie Lee.
Pledge of Allegiance was recited by everyone present.

Town Officials Present:

Mayor Frank McClary
Mayor Pro Tem Eddie Lee
Council Member Terrance Middleton
Council Member Marva Session
Council Member Angela Anderson
Council Member Bradley Prince

Mayor McClary announced that Council Member Mack E. Watford, Sr. is not in attendance due to a conflict with his work schedule.

Motion was made by Mayor Pro Tem Eddie Lee and seconded by Council Member Angela Anderson to approve the minutes from the Thursday, October 18, 2018 Town Council Meeting minutes as written. **Mayor Frank McClary; Yes, Mayor Pro Tem Eddie Lee; Yes, Council Member Bradley Prince; Yes, Council Member Marva Session; Yes, Council Member Terrance Middleton; Yes, Council Member Angela Anderson; Yes, motion carried.**

Monthly Bank Statements

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

Financial Report

Mrs. Brenda Jackson, CPA for the Town of Andrews presented Town Council Members with review of the Budgeted versus Actual Revenues and Expenditures Financial Report for the Town of Andrews for month ending October 31, 2018.

Planning Commission Report

Rob Stamper chairman of the Planning Commission Committee submitted the following report: the Planning Commission Committee convened on Tuesday, October 30, 2018 at 6:00 p.m. The committee reviewed parcel #45-404-031 with regards to an application to have a portion of the parcel annexed into

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the incorporated portion of the Town of Andrews. The property is a proposed site for a mercantile business; the buyer wants just enough area for the business to be built upon and to be annexed into the incorporated area of the Town of Andrews. The current owner of the parcel would like the remaining area of the parcel to remain outside the unincorporated area of the Town. The Town of Andrews Planning Commission Committee members after much discussion came to the conclusion to recommend the mercantile business to make the purchase of the property or area needed for construction which would require a survey resulting in the sub division of parcel #45-404-031 establishing two unique parcel numbers. This would establish boundaries for tax purposes, the zoning amendments and annexation request.

1st Reading: Ordinance Number 2018-06: A proposed Setoff Debt Collection Act Ordinance. Motion was made by Council Member Bradley Prince and seconded by Council Member Terrance Middleton to approve the first reading of Ordinance Number 2018-06 relating to the recovery of collection costs as a part of delinquent debts collected pursuant to the Setoff Debt collection Act.

Discussion: Mayor McClary explained that the Setoff Debt Collection process and stated that the town is currently an active participant in the program and has been for several years; the ordinance is just a formality and has to be renewed every two years. The MASC compiles and forwards to the Department of Revenue each December a database of delinquent accounts and debts owed to participating municipalities. Participants of the MASC Setoff Debt Collection Program submit claims to the Association who forwards them to the Department by December 1 each year. The Department matches the claims list with the refunds due to taxpayers. If there is a match, the Department sets off the debt, notifies the taxpayer of the setoff, and forwards the amount collected to the Association, which then forwards the amount collected, minus an administrative fee of \$25 per offset to the entity making the claim. The Department also collects \$25 from the debtor for every successful setoff. These collection costs are charged in addition to the original debt amount.

Participants must notify debtors in writing both before the Association can submit the information to the Department of Revenue and after a debtor's income tax refund is setoff. If the debtor wishes to contest the setoff, he must file a written protest within 30 days of the date of the initial notification letter. Participants must also appoint a hearing officer who has the authority to decide a protest in favor of either the debtor or the entity. Participants must notify the Department of the hearing officer's name, address and telephone number.

After an informal hearing, the hearing officer may decide the setoff amount was in error. The participant must refund the appropriate amount to the taxpayer. If the participant determines it is not entitled to any of the setoff, it must refund the entire amount, including the administrative fees of the Department of Revenue and Municipal Association. The participant must refund administrative fees from its own funds and is required to pay interest to the taxpayer.

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Mayor Frank McClary; Yes, Mayor Pro Tem Eddie Lee; Yes, Council Member Bradley Prince; Yes, Council Member Marva Session; Yes, Council Member Terrance Middleton; Yes, Council Member Angela Anderson; Yes, motion carried.

1st Reading: Resolution Number 2018-04: A Proposed Resolution authorizing the MASC to act as the Claimant Agency for the collection of debt for the Town of Andrews with the Setoff Debt Collection Program. Motion was made by Mayor Pro Tem Eddie Lee and seconded by Council Member Angela Anderson to approve the first reading of Resolution Number 2018-04 as read. **Mayor Frank McClary; Yes, Mayor Pro Tem Eddie Lee; Yes, Council Member Bradley Prince; Yes, Council Member Marva Session; Yes, Council Member Terrance Middleton; Yes, Council Member Angela Anderson; Yes, motion carried.**

Discussion and recommendations for scheduling monthly workshops: Council Member Angela Anderson stated that monthly workshops would allow Council Members the opportunity to become more informed of occurrences within the town, prior to the Regular Scheduled Monthly Town Council Meetings. Motion was made by Council Member Marva Session and seconded by Council Member Angela Anderson to schedule a monthly Town Council workshop one week prior to the Regular Scheduled Monthly Town Council Meeting. **Mayor Frank McClary; Yes, Mayor Pro Tem Eddie Lee; Yes, Council Member Bradley Prince; Yes, Council Member Marva Session; Yes, Council Member Terrance Middleton; Yes, Council Member Angela Anderson; Yes, motion carried.**

Citizens Comments

There were no citizens' comments.

Administrator's Report

Ms. Dorsey informed Town Council of updated DHEC deadlines. April 1, 2019 is the established deadline for Well #1 and #6 to be completely abandoned; well #5 must be rehabilitated or abandoned and an engineer's certification regarding reliable capacity must be submitted by that same date. By September 1, 2019 the remaining 15 inoperable water hydrants must be replaced and a complete system map must be submitted. Upcoming events for the town are as follows: Thanksgiving Holidays Thursday, November 22nd and Friday, November 23rd, the office will be closed; Christmas Parade will be held Sunday, December 2nd at 2pm and the Christmas Tree Lighting at 5:15 pm.

Council's (Sub – Division's Reports

Council Member Terrance Middleton: No, report.

Council Member Angela Anderson: Mrs. Anderson announced that the Andrews Community Christmas dinner will be held at Trinity Church on December 24, 2018 from noon until 2pm; free shoes will be given away to children ages PK to high school students, who are in need. She informed the citizens of various organizations within Georgetown County that provide utility, food, jobs and medical insurance assistance.

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Council Member Bradley Prince: Mr. Prince thanked Ms. Nicole Stone and Ms. Kristen Nesbitt for their hard work on the Halloween festival sponsored by the Andrews Youth Center.

Council Member Marva Session: No, report.

Mayor Pro Tem Eddie Lee: Mr. Lee made reference to the Advance Finance and Budgeting Session sponsored by the MASC during the MEO Advance training on October 24, 2018 that he attended. He stated that the training session provided valuable information and guidance to help elected officials to be more effective and efficient in the creation and enactment phases of their municipality annual budgeting process.

Quality Assurance Manger Justin Duncan: Mr. Duncan stated that work has begun to abandon well #6. Well #1 and #6 have been offline for years because they were running softshells which could possibly damage our system and provide contamination to citizens. Repairs to well #2 are currently underway. Well #5 is being assessed and quoted for repairs. Repair work is underway on the water gages located at all of the towns water tanks. Quotes are also being prepared for repairs to all of town's inoperable water hydrants. Fall clean up for the town will begin on tomorrow.

Police Chief Tyrone York: Mayor McClary introduced the new Police Chief Tyrone York. Mr. York thanked Mayor and Town Council Members for granting him the opportunity to serve as police chief and his goal for his department is to make the Town of Andrews a safe place to live.

Mayor's Report

Mayor McClary thanked Ms. Chasity Cooper and all other business owners for participating in the Main Street Trick or Treat event and Mr. Thomas of the Corvette Club for sponsoring a Halloween Trunk or Treat. He thanked Ms. Kristen Nesbitt and Ms. Nicole Stone for their work at the youth center. The directors of the Youth Center will be working with various organizations to offer services such as group counseling and speech therapy to our area youth. Piney Grove Missionary Baptist Church will be sponsoring Freedom Readers a literacy program for youth and they are in need of volunteers to work with and read to the youth for one hour on a weekly basis. News Channel 15 has conducted an interview about the infrastructure problems of Andrews for their segment on Small Towns Big Problems to be aired soon. On December 13th 2018 Mayor McClary and Town Administrator Mauretta Dorsey will take part in the State of the County/Town Address at the Beck Center at 11:00 a.m. and all are invited to attend.

Adjournment

Motion was made by Mayor Pro Tem Eddie Lee and seconded by Council Member Angela Anderson to adjourn the meeting at 7:11 p.m.

Town Council Meeting minutes submitted by Town Clerk Chaconas Parson.