

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

110 NORTH MORGAN AVE.

ANDREWS, SC 29510

FRIDAY, OCTOBER 23, 2015 @ 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**
- 8. NEW BUSINESS**
 - 1st Reading of Ordinance Number 03-2015: Annexation of Jerusalem Center
- 9. CITIZENS COMMENTS (Three (3) minutes only)**
- 10. ADMINISTRATOR'S REPORT**
- 11. DEPARTMENT HEAD REPORTS**
- 12. COUNCIL'S REPORTS (Three (3) minutes only)**
- 13. MAYOR'S REPORT**
- 14. ADJOURNMENT**

Town of Andrews

Monthly Town Council Meeting

Friday, October 23, 2015

6:00 pm

Sheriff's Substation

110 N Morgan Ave. Andrews, SC

The Town of Andrews met for their Monthly Town Council Meeting on Friday, October 23, 2015 at 6:00 pm. Mayor Rodney Giles presiding in compliance with the Freedom of Information Act, called the meeting to order at 6:05 pm.

Invocation was rendered by Mrs. Dena Cooper
Pledge of Allegiance was recited by everyone present.

Town Officials Present:

Mayor Rodney Giles, Sr.
Council Member Angela Anderson
Council Member Mattie McGee
Council Member David Tisdale
Council Member Patsy Greene
Council Member Eddie Lee

Council Member Sudha Patel entered later

Motion was made by Council Member Eddie Lee and seconded by Council Member David Tisdale to approve the minutes from September 23, 2015 Town Council Meeting. All in favor, motion carried. **Council Member Angela Anderson; Yes, Council Member Eddie Lee; Yes, Council Member Mattie McGee; Yes, Council Member David Tisdale; Yes, Council Member Patsy Greene; Yes, Mayor Rodney Giles; Yes Motion carried.**

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

Financial Report

Christopher Anderson presented to Council a statement of financial position for the Town of Andrews as of 09/30/2015. Mr. Anderson also stated that the Town needs to invest in an electronic time system so that all departments will be operating off of the same system. He also recommended to Council that the pay period end day for the Town of Andrews employees be amended from Sunday to Thursday giving the department's heads the weekend if necessary to

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review all time cards before they are submitted to the accounting department for processing. Mr. Anderson presented all Council Members and Department's Heads with a chart of accounts for their review and he recommended that a meeting be held to amend the current working budget. Mr. Anderson also requested that Council schedule a meeting with the Town's former CPA to explain and answer some questions concerning the financials of the previous fiscal year.

Public Works Department director Mr. Jonathan Heald informed Council of some potential expenditures that the Town will incur which have not been included into the current working budget. Those expenses are related to the annual true-up cost assessed to the Town from the contract that the Town entered into with Georgetown County some years ago. In addition, both the County and the City of Georgetown are both engaging into capital improvement projects which the Town of Andrews is responsible for a certain percentage of.

New Business

A first reading of Ordinance Number 03-2015 annexing the Jerusalem Center into the Town limits of Andrews was held. The motion was made by Council Member Sudha Patel and seconded by Council Member Patsy Greene to accept the first reading of Ordinance Number 03-2015 annexing the Jerusalem Center into the Town limits of Andrews. **Council Member Angela Anderson; Yes, Council Member Eddie Lee; Yes, Council Member Mattie McGee; Yes, Council Member David Tisdale; Yes, Council Member Sudha Patel; Yes, Council Member Patsy Greene; Yes, Mayor Rodney Giles; Yes Motion carried.**

Citizens Comments

Mrs. Dollie Pushia addressed Council stating that during the recent flood she spoke with a relative in Pennsylvania whose job sent an eighteen wheeler truck full of supplies to the Town of Andrews, SC for the citizens of Andrews. Mrs. Pushia stated that she went to Chief Capers who was in charge of all trucks coming in to the Town at that time and she was told that he knew nothing about the truck in question. Mrs. Pushia stated to Council that she will continue investigating until she finds out what happened to that truck.

Administrator's Report

The Town's Administrator Mauretta Dorsey stated that she would like to clear up some questions about the hiring and firing procedures within the Town of Andrews. Mrs. Dorsey stated that there is a difference between a policy and a practice. In the Andrews Town Code it states that the Mayor has the authority to hire and fire the Police Chief and the officers within that department. It has been a practice over the years that this ability has trickled down to other departments. Mrs. Dorsey stated that according to her job description and the Andrews Town Code that the City Manager has the ability to hire, fire and discipline employees. Mrs. Dorsey address the DHEC consent order that has been issued to the Town which states that the Town is

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required to hire a Public Work Director and to adequately staff the department. Furthermore, to operate a water system there must be a licensed operator on staff. The Town previous contracted with two other individuals to perform the required duties for this department and the last contract ran out in September. At that time Council decided to move forward with interviews to full the required positions so that the Town would not be in violation of the two consent orders issued by DHEC on both the Water side and Sewer side. During their meeting on September 3, 2015 after reviewing the applications for the positions Council chose the top two candidates one for Director and the other for Supervisor of the Public Works Department. At which time attempts were made to make contact with the appropriate officials but the attempts were unsuccessful. Council took the appropriate steps to keep the Town from violating both DHEC consent orders by hiring the two individuals. The current budget allowed for the hiring of the additional individuals which included a fulltime truck driver. The Town is required to provide the same level of services that it once did twenty years ago on only half the budget it had at that time. The Town of Andrews will bid out for Accounting and Human Resource services. Mrs. Dorsey stated that she just attended the South Carolina Public Records Association Annual Conference and she will present to Council a Records Management Plan by the end of November for review. It is her recommendation that the Town develop a Disaster Management Plan for the Town. Mrs. Dorsey thanked all of the first responders and citizens who helped out during the recent flood.

Department Head Reports

Public Works Department: Mr. Heald thanked everyone for working together during the flood. He thanked Georgetown County for lending a CDL truck driver to the Town to assist with garbage pickup. Mr. Heald stated that due to the current cash flow his department is operating understaffed and with limited equipment. The department has hired a new meter reader and hopefully this will help the department out tremendously. During the flood well number 3 was under water but it is currently being tested and will soon be back in operation mode. Mr. Heald stated that the Town does have some issues with its water system and he has already applied for some grants to assist with the maintenance and updating of the water system here in the Town of Andrews.

Police Department: Chief Capers thanked the first responders, fire department and police department employees for doing an outstanding job during the flooding. Williamsburg County EOC and Georgetown County EOC both assisted the Town. It is his recommendation that the Town set up their own Local EOC in case something else was to happen like what we just experienced. Officer Tucker will be going away for 6 weeks of training and Officer Stone will be gone for 12 weeks however, his department does have a strategic plan in place to help minimize the overtime. The department has a new employee Mr. Ashley Houston. Chief Capers stated that he has contacted the different distribution centers and was advised that if a truck was

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missing they will track the truck down but to date they show no record of any truck being missing. Chief Capers stated that he has contacted Lieutenant Abraham with Sled and discussed some of the issues that the Town of Andrews is experiencing and if they see fit they will send out an agent to talk with him. Chief Capers also informed Mayor and Council that the National Baptist Association USA have pledged one million dollars in relief funds to assist victims of the flood in South Carolina and they want to make sure that some of the funds are received by the citizens of Andrews, SC.

Fire Department: no report.

Council's Report

Council Member McGee thanked those citizens who came out to the emergency shelters and brought the required supplies. Mrs. McGee advised citizens on the importance of bringing the required supplies such as medication, pillows etc. Mrs. McGee told the citizens that if they were denied by FEMA then they need to file an amendment.

Council Member Eddie Lee stated that he has met with Representative James Clyburn, Cezar McKnight and a FEMA Representative and as of Monday they have already received fifty-five applications for assistance and 36 million dollars has been approved.

Council Member Sudha Patel thanked the citizens of Andrews, SC for neighbors helping neighbors during the recent state of emergency. Mrs. Patel recognized all who helped out during the recent unexpected flooding.

Council Member Greene thanked all who came out and supported the back to school fest. She would like to honor one family who stayed after the program was over and assisted with the cleaning up of the gym. Ms. Greene also stressed the fact that Andrews is in need of their own local EOC to serve the citizens of Andrews during time of emergencies.

Council Member David Tisdale: Thanked the Andrews Police Department, Fire Department and Mr. Frank McClary for helping and assisting the citizens of Andrews during the recent flooding. Mr. Tisdale stated that Georgetown County needs to spend some time and money investing in the Andrews Recreational Center which was used for an emergency shelter during the recent state of emergency. The conditions at this facility is very deplorable.

Council Member Angela Anderson: Thanked and encouraged everyone for doing an excellent job of working together and the ones who were praying for the Town of Andrews and its citizens during the recent state of emergency.

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Mayor's Report

Mayor Rodney Giles thanked Frank McClary and Captain Garrett for being a representative for the Town of Andrews at the EOC Headquarters in Georgetown during the recent flooding. Mr. McClary addressed Council by stating that the EOC in Georgetown is well equipped with all the necessary training for disasters. There is a need for a central EOC within the Town of Andrews to relay vital information between the citizens of Andrews and the EOC in Georgetown. Mr. McClary stated that he doesn't think that Andrews Elementary School is an ideal place for an emergency shelter because as we go through recovery phases schools will be back in and the kids will be there which would require a shift in shelter location. He informed the citizens that there are two places that they can utilize for recovery information: fema.gov and the one stop shop 211 for a listing of disaster agencies. He strongly suggest that people who have been affected by the flood visit one of two established Disaster Recovery Centers (DRC): Beck Center in Georgetown and the other in the Big Dam Community. Mr. McClary explained that a distribution hub has been established at the Old Wire Plant in Andrews where agencies and companies can make relief donations. The Hub is not a place for individuals to go and receive relief items. Mr. McClary announced that a program will be held on Saturday, October 31, 2015 from 2pm – 4pm at Andrews High School Auditorium to recognize individuals who made sacrifices and worked around the clock during the recent flooding to assist those who were in need. Mayor Giles also personally thanked everyone who played a part in the recent disaster. Mayor Giles reinforced that the Town needs to have a meeting with the County as well as the EOC so that they all can be on the same page moving forward. Mayor Giles concluded his report by asking the Town's Attorney Mr. Carter to please review and inform his of his duties and responsibilities as Mayor within the Town of Andrews. Mayor Giles also stated that the lack of communication within the Administration of the Town needs to stop and he needs to be informed of all decisions being made at the top level.

Adjournment

Council Member Eddie Lee made the motion to adjourn the meeting at 8:08 pm and was seconded by Council Member Angela Anderson.

Council Meeting minutes submitted by Chaconas Parson, Town Clerk.