

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

110 NORTH MORGAN AVE.
ANDREWS, SC 29510
THURSDAY, JULY 27, 2017 @ 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. CITIZENS COMMENTS (Three (3) minutes only)**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A. Workplace Pledge
 - B. Seat Belt Policy
 - C. Resolution No: 2017- 03 Safety Resolution
 - D. 1st Reading of Ordinance No: 2017 – 04 Proposed Dilapidated Building Ordinance
- 10. FINANCIAL REPORT: KENNETH COBB AND COMPANY; MRS. BRENDA JACKSON, CPA**
- 11. ADMINISTRATOR'S REPORT**
- 12. DEPARTMENT HEAD REPORTS**
- 13. COUNCIL'S (SUB – DIVISION'S REPORTS)**
- 14. MAYOR'S REPORT**
- 15. ADJOURNMENT**

Town of Andrews

Regular Monthly Town Council Meeting

Thursday, July 27, 2017 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, July 27, 2017. 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 Rev. William Stockton.
Pledge of Allegiance was recited by everyone present.

Town Officials Present:

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

Motion was made by Council Member Eddie Lee and seconded by Council Member David Tisdale to approve the minutes from the following meetings: Thursday, June 8, 2017 Town Hall Meeting, Thursday June 15, 2017 Special Called Town Council Meeting and Thursday, June 15, 2017 Public Hearings/Regular Monthly Town Council Meeting as written. **Mayor Frank McClary; Yes, Council Member David Tisdale; Yes, Council Member Sudha Patel; Yes, Council Member Terrance Middleton; Yes, Council Member Eddie Lee; Yes, Council Member Mack E. Watford, Sr.; Yes, All in favor, motion carried.**

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

Citizens Comments

There were no Citizens comments.

Old Business

There was no Old Business for discussion.

New Business

Workplace Pledge: This agenda item was omitted from discussion.

Seat Belt Policy: Motion was made by Council Member Sudha Patel and seconded by Council Member Eddie Lee to approve the 2017 Town of Andrews Seat Belt Policy. **Mayor Frank McClary; Yes, Council Member David Tisdale; Yes, Council Member Sudha Patel; Yes, Council Member Terrance Middleton; Yes, Council Member Eddie Lee; Yes, Council Member Marva Session; Yes, Council Member Mack E. Watford, Sr; Yes, All in favor, motion carried.**

First Reading of Ordinance Number 2017-04 a Proposed Dilapidated Building Ordinance; Motion was made by Council Member Sudha Patel and seconded by Council Member Eddie Lee to approve the First Reading of Ordinance Number 02017-04 a Proposed Dilapidated Building Ordinance for the Town of Andrews. **Mayor Frank McClary; Yes, Council Member David Tisdale; Yes, Council Member Sudha Patel; Yes, Council Member Terrance Middleton; Yes, Council Member Eddie Lee; Yes, Council Member Marva Session; Yes, Council Member Mack E. Watford, Sr; Yes, All in favor, motion carried.**

Safety Resolution Number 2017-03: Motion was made by Council Member Eddie Lee and seconded by Council Member Mack E. Watford to approve Resolution Number 2017-03 a Safety Resolution for the Town of Andrews. **Mayor Frank McClary; Yes, Council Member David Tisdale; Yes, Council Member Sudha Patel; Yes, Council Member Terrance Middleton; Yes, Council Member Eddie Lee; Yes, Council Member Marva Session; Yes, Council Member Mack E. Watford, Sr; Yes, All in favor, motion carried.**

Financial Report

CPA Brenda Jackson presented Council with an overview of the Town's financial report that included budgeted versus actual revenues and expenditures for the month ending June 30, 2017.

Administrator's Report

Mrs. Dorsey informed Council that all insurable Town Properties were reassessed for current value by Asset Works during the month of June and the new appraised values will be available at the end of the year. She mentioned that after the scheduled August trainings are completed she would like for Council to meet and review the Town's Planning Ordinance and Zoning Ordinance. Council members were requested to provide the Town Clerk with dates and times that they will be available to meet in September to review the Town's Planning Ordinance and Zoning Ordinance. Tuesday, August 8th and Wednesday, August 16th are pre-scheduled training dates for Continuing Education training and New Appointed Board Members training. It was noted that Mayor McClary, several members of Council and the Town Administrator attended the MASC Annual Meeting on July 20 through July 23, 2017. During this year's conference attendees were granted the opportunity to attend seminars on Managing your Message and South Carolina is a Special Place. Re-codification of Ordinances, 2020 Census, Building Code 101 and Small Cells are highlighted items for Council to consider during this fiscal year. It was announced that the Andrews Heritage Festival will be held August 9th thru 12th and support was solicited from everyone to make this event a success. Mrs. Dorsey extended Condolences to Mr. Wadus Newton a Public Works employee in the passing of his father.

Department Head Reports

Public Works Department: Supervisor Fred Sumpter stated that he has attained his Class E Certification in Water Treatment. The department is still installing new water and sewer meters. Sections of Beech

Avenue are shut down due to a washout that is a result of infrastructure problems developing overtime. Two of the three rented by-pass pumps has been returned and as a result the department should begin to see a decrease in its monthly expenses. The department has repaired 29 water leaks and completed 37 work orders during the month of July. Mayor McClary explained that a request has been made to SC DOT to reduce the weight limit for North Beech Avenue until the necessary repairs have been made to ensure safe travel along that Avenue. A three inch broken pipeline has been discovered at the site of Oneita Knitting Mill which has been the source of millions of gallons of water loss for the Town and the Public Works Department will begin to repair that leak with the assistance of Mr. Frank Fisher.

Police Department: Chief Whitfield reported that items from the TD Bank Robbery have been discovered and the APD is working with the ATF and FBI to solve the case. He also presented Council with a formula that he would like to present as part of his monthly report with Council's approval; the formula is used to develop the rate of various crimes reported and solved in a particular area. The report can be shared with various agencies such as the FBI.

Council's (Sub – Division's Reports)

Council Member Terrance Middleton: No report.

Council Member Sudha Patel: Ms. Patel extended her condolences to the Dunn's family in the loss of Mrs. Beverley Dunn.

Council Member Mara Session: No report.

Council Member Mack E. Watford, Sr.: No report.

Council Member Eddie Lee: Mr. Lee reported that he has provided guidance and direct contact information for S.C. DOT to citizens whose homes have been flooded due to the poor maintenance of ditches and drains within the Town of Andrews. He has called and requested work orders to have several stop signs repaired or replaced. During the month of July he assisted the Public Works Department with the repairing of a compromised road issue on N. Beech Avenue. Mr. Lee added that he is continuing to help clean up the town; he recently placed additional no dumping signs at various sites as requested by concerned citizens. During the MASC Annual Meeting in July he attended several training sessions which has expanded his knowledge and provided him with a broader understanding of different avenues to help better promote and market the Town of Andrews.

Council Member David Tisdale: No report.

Mayor's Report

Mayor McClary reminded the citizens that the approved water and sewer rate increase will go into effect August 1, 2017. A Department Head meeting will be scheduled for next week and it will be stressed that over-time hours must be kept to a minimum. He stated that during the MASC Annual Meeting he learned a lot of helpful information that has allowed him to develop a better understanding of the Town's Finances, the importance of developing a 3 to 10 year plan for the Town and some of the

Town Council Meeting

Thursday, July 27 2017

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vendors present during the Annual Meeting will be a part of the Town's Planning Committee Discussions. He announced that he recently attended a Georgetown County Council Meeting. During this meeting he addressed concerns with the conditions of the Andrews Recreational Center; he requested air conduction units for the center and assistance from the County with animal control in Andrews. He was informed that the 1.5 million dollars collected from the 1% tax referendum was only seed money for the New Emergency Complex Building. He also stated that he and some Town representatives met with the Mayor of Georgetown and City officials to discuss the contract between the Town of Andrews and the City of Georgetown as it pertains to volume charges, capacity and annual true up charges.

Fire Department: Chief Robert Stamper reported that the department responded to 20 calls from June 28th to July 27, 2017 to include 3 structure fires, 8 medical calls, 4 fire alarm activations, 1 brush fire, 1 MVA, 1 vehicle fire, 1 check burn fire and 1 landing zone.

Council Member Eddie Lee made the motion to adjourn the meeting at 7:15 p.m. and was seconded by Council Member Terrance Middleton.

Council Meeting minutes submitted by Chaconas Parson, Town Clerk.

Town of Andrews Seat Belt Policy 2017

Purpose:

The Town of Andrews recognizes that motor vehicle crashes represent the number one cause of both lost work time and on-the-job fatalities. According to OSHA, where safety devices are provided the employer is compelled to require their use to sustain compliance. It is the full intent of the Town of Andrews to provide a safe working environment and protect its employees from job-related injuries and illnesses. Thus, the Town of Andrews shall implement and enforce the following policy regarding the use of seat belts in Town owned and operated vehicles and equipment. This policy will also be enforced for employees who are using their personal vehicles for business relating to the Town.

Seat Belt Use:

No employee shall operate a Town motor vehicle nor ride as a passenger in a Town motor vehicle unless such employee is wearing a seat belt which has been properly adjusted and fastened.

No employee operating a Town motor vehicle shall permit any person to ride as a passenger in such Town vehicle unless such person is wearing a seat belt which is properly adjusted and fastened.

All mowing, grading, and similar construction equipment which has the capability to exceed 15 mph during travel shall be equipped with a roll over protection device and seat belts which shall be worn by the operator, properly adjusted and fastened.

Any Town employee riding as a passenger in a motor vehicle in which all seating positions equipped with seat belts are occupied by other passengers, who are using said restraints, shall not be allowed to stand, ride on tailgate, or hang on running boards. In the event that all seats are occupied, every effort shall be made to provide adequate transportation to accommodate additional passengers so that seat belt can be used. Additional transportation is highly recommended if this event should occur.

No employee shall be allowed to ride as a passenger on a trailer or otherwise towed equipment.

Town of Andrews
Seat Belt Policy
2017

Seat Belt Exceptions:

Provisions of the Seat Belt Policy do not apply to any person who is physically unable to use seat belts provided, however, that such condition is certified by a licensed physician.

Any driver or passenger who frequently stops and leaves motor vehicle where the speed between stops does not exceed 15 mph. However, those employees who are required by operation to ride on rear step (Sanitation Rear Loaders) of vehicles shall be required to use the safety handrail with both hands any time the vehicle is in motion. The driver shall make every effort to maintain a safe minimal speed and observe safe driving practices so as to avoid sudden bumps and dangerous or quick turns.

¹Any driver or passenger in which use of seat belt restraints may hamper efficient conduct of police functions. Supervisors may grant exemption to this policy for specific situations in which they deem efficiency of operation outweighs the seat belt use benefit.

Seat Belt Maintenance:

It is the direct responsibility of the driver and supervisor to insure:

1. That seat belts are inspected daily.
2. That seat belts are always visible and readily accessible for use.
3. That seat belts are regularly cleaned and are operational at all times.

No Town vehicle shall be allowed to operate where seat belts are missing or defective.

Failure to properly maintain seat belts shall require disciplinary action as described in this policy.

¹This applies to police department personnel only.

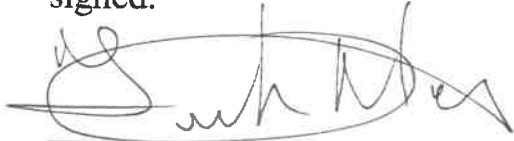
Disciplinary Action:

The provisions of the Seat Belt Policy are mandatory and shall be enforced by all supervisors. Failure to enforce or otherwise comply with the provision of this policy will result in disciplinary action (**first and second violations – warnings/third violation – one day out of work without pay**).

Town of Andrews
Seat Belt Policy
2017

Note:

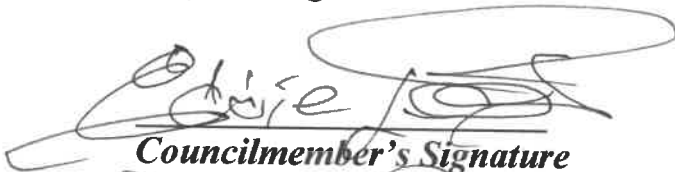
The undersigned hereby agree to place the Seat Belt Policy into action on the date signed.



Mayor's Signature

7/27/17

Date



Councilmember's Signature

July 27-17

Date



Councilmember's Signature

7/27/2017

Date



Councilmember's Signature

7/27/2017

Date



Councilmember's Signature

7-27-17

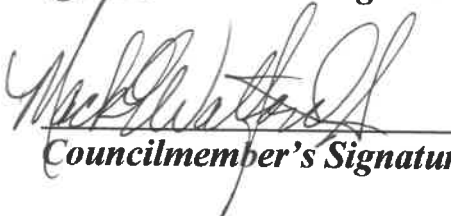
Date



Councilmember's Signature

7-27-17

Date

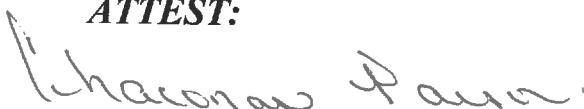


Councilmember's Signature

7-27-17

Date

ATTEST:



Chaconas Parson, Town Clerk

**TOWN OF ANDREWS
SAFETY POLICY RESOLUTION
No: 2017- 03**

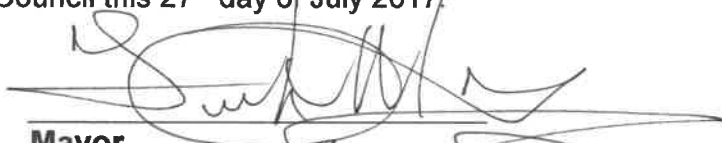
WHEREAS, the Mayor and Andrews Town Council recognize that the prevention of accidental losses affecting employees, property, and the public will enhance the operating efficiency of The Town of Andrews government; and

WHEREAS, a pro-active loss control posture requires that sound loss prevention measures are of primary consideration and take precedence over expediency in all operations.

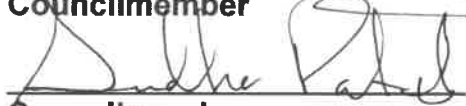
NOW, THEREFORE, BE IT RESOLVED that the Town of Andrews will endeavor to provide a work environment free of recognized hazards through the establishment and implementation of loss control policies and procedures, and their subsequent amendments and additions, designed to provide protection to The Town of Andrews employees, public and private property, and members of the public.

BE IT FURTHER RESOLVED that The Town of Andrews will support compliance with all Federal and State safety regulations; provide and require the use of personal protective equipment by all employees; and insure that all employees are advised of and understand their loss control responsibilities in the performance of their work.

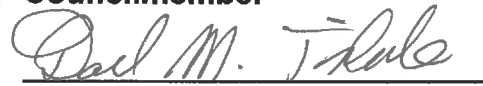
SIGNED, SEALED AND ADOPTED BY Town Council this 27th day of July 2017:

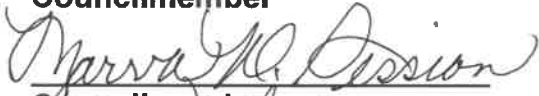


Mayor

Councilmember

Councilmember

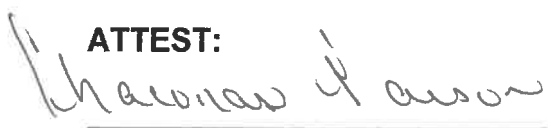
Councilmember

Councilmember

Councilmember

Councilmember

ATTEST:



Town Clerk