

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

**110 NORTH MORGAN AVE.
ANDREWS, SC 29510
THURSDAY, JULY 21, 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. CITIZENS COMMENTS (Three (3) minutes only)**
- 9. NEW BUSINESS**
 - SEAT BELT POLICY
 - RESOLUTION No: 2016-02: SAFETY RESOLUTION
- 10. ADMINISTRATOR'S REPORT**
- 11. DEPARTMENT HEAD REPORTS**
- 12. COUNCIL'S REPORTS**
- 13. MAYOR'S REPORT**
- 14. ADJOURNMENT**

Town of Andrews

Monthly Town Council Meeting Thursday, July 21, 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, July 21, 2016 at 6:00 p.m. 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 Mr. Martin Mays, Jr.
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

Motion was made by Council member Sudha Patel and seconded by Council member Eddie Lee to approve the minutes from Tuesday, June 23, 2016 Budget Finance Committee Workshop; Thursday, June 30, 2016 Regular Monthly Town Council meeting as read.

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, All in favor, motion carried.

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

Financial Report

Mrs. Brenda Jackson, CPA presented Council with a report of the Town of Andrews' revenues, expenditures and payroll payments for the month of June 2016.

Citizens Comments

Greg Bennett 7 West Oakland Street: Mr. Bennett addressed Council with his preliminary plans to restore the mural painted on the side of the building at Main Street and Morgan Avenue. He is in the process of identifying individuals who may offer their assistance with restoring the mural. He solicited the support of the Town of Andrews Town Council for the project.

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Tracy Holmes 65 Deerwood Estates: Mrs. Holmes addressed Town Council with her concerns and that of other home owners in Deerwood Estates. Mrs. Holmes stated that the owner, Mr. Michael Morris of Deerwood Estates presents his tenants a water bill every month. The monthly water bills averages are very high and the bill is not informative of how the usages are calculated and thus are unverifiable by the tenants. Mrs. Holmes stated to Council that she along with other residents of Deerwood Estates are being taken advantage of by Mr. Morris and would like for Town Council to look into the matter or offer any assistance they can.

Jerry Price 202 N. Morgan Avenue: Mr. Price spoke to Council about his concerns with the poor trash and debris pick-up service by the Town of Andrews Public Works Department. He requested that the Town provide some literature to the citizens of Andrews identifying the type of debris they can pick up.

Linda Filmore 13 Mango Street: Mrs. Filmore addressed Council with her concern of having the ditch in front of her house cleaned out by the proper responsible party. She stated that the ditch has not been cleaned out for some time and it holds rain water.

Barbara Collins 501 Jones Avenue: Ms. Brown addressed Council with her concern regarding citizens dumping trash and debris in front of her home illegally.

Wendy Alston 9 Dogwood Avenue: Mrs. Alston stood before Council and addressed the concerns of her and that of her neighbors about a grave on Dogwood Avenue. The citizens stated that the location of the grave is not healthy for the community and it could possibly impose on the value of their property. Mayor McClary informed the citizens that the Town doesn't have an ordinance that speaks about this matter. He stated that Council would have the Town's Attorney, Mr. Carter to look into the legal aspect concerning this matter.

Jennie Dunn 202 N. Morgan Avenue: Mrs. Dunn addressed her concerns with stray animals in her neighborhood and complaints about an abandon gas station.

Jennifer Hunt 207 S. Farr Avenue: Mrs. Hunt appeared before Council a second time with concerns about debris on Martin Luther King Hwy that tenants from Clayfield Properties leave behind after vacating mobile homes from the Mobile Home Park. She solicited the assistance from Mayor and Council with helping to put an end to this illegal dumping within the Town limits of Andrews.

Mayor McClary in response to the citizen's comments informed the citizens that the Town is aware and working diligently to help reduce and to eliminate the challenges within the Town of Andrews.

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New Business

Seat Belt Policy: Council member Terrance Middleton made a motion and it was second by Council member Marva Session to approve the Town of Andrews Seat Belt policy for 2016. **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, All in favor, motion carried.**

Resolution No. 2016-02 Safety Resolution: Council member David Tisdale made the motion and it was second by Council member Terrance Middleton to approve Resolution No: 2016-02 Safety Resolution for the Town of Andrews. **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, All in favor, motion carried.**

Old Business

There was no Old Business for discussion.

Administrator's Report

Mrs. Dorsey announced that the Town of Andrews is on schedule to complete its CDBG Project/ Pump Stations Upgrades by the June 2017 deadline set by the Department of Commerce. The Town has also submitted its Drinking Water Operating Procedure Manual to SC DHEC by the required date. Mrs. Dorsey stated that the Town of Andrews will host its Patsy B. Greene Memorial Back to School Bash on Saturday, August 13, 2016 from 4:00 p.m. until 8:00 p.m. at the Andrews Recreational Center. The town will be seeking donations and volunteers to assist with the event and any interested parties can sign up at Town Hall. Mrs. Dorsey stated that she and other members of Council attended the MASC Annual meeting in Charleston, SC and she shared some of the topics that were covered during the training with all members of Council. Mrs. Dorsey stressed to all Town officials the importance of them utilizing their Town Email addresses to conduct Town Business. To address the complaints from citizens about debris pick-up in the Town, she will be mailing citizens a copy of the Town's ordinance to inform and educate citizens on debris pick-up. Council member Eddie Lee was recognized for his hard work within the Public Works Department.

Department Head Reports

Police Department: Lieutenant Melvyn Garrett stated that the Police Department was selected by the S.C. Criminal Justice Academy to undergo an audit of its training records and that audit was performed, and all records were found to be in order. The department has a new hire Officer David Powers. Several promotions have taken place within the department: Oliver Nesmith has been promoted to Criminal investigator and Officer Quintard Tucker has been promoted to Patrol sergeant.

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Fire Department: Fire Marshall Clint Stockton reported that the Andrews Fire Department responded to 18 calls from June 30 thru July 21, 2016. Two new volunteers have been added to the Fire Department. The department has volunteered to assist the Public Works Department to conduct Fire Hydrants Flow Tests.

Public Works Department: No report

Council's Report

Council Member Eddie Lee: Council Member Lee stated that he has been working diligently to assist the Public Works Department in responding to work orders placed by citizens. He has placed signs throughout the Town identifying illegal dumping sites. He stressed that the department needs the involvement of the citizens to help clean up the Town; everyone needs to work together. Citizens should report any type of illegal dumping that they witness so that the appropriate fines can be issued as a means to put an end to illegal dumping of debris within the Town of Andrews.

Council Member Marva Session: Mrs. Session stated that the citizens need to take pride in their community to help with the debris problem. She stressed the fact that our County Representatives should take a more active role in helping the Town of Andrews accomplish its goals. The lack of the presence of our County Elected officials within the town contributes to a lot of the challenges that the Town of Andrews faces.

Council Member Terrance Middleton: Council Member Terrance Middleton made the motion and it was second by Council Member Marva Session that Council begin the legal preparation to establish an ordinance that governs the proper burial of the deceased individuals within the Town limits of Andrews, S.C. **Mayor Frank McClary; Yes, Council Member David Tisdale; Yes, Council Member Eddie Lee; Yes, Council Member Sudha Patel; abstain, Council Member Terrance Middleton; Yes, Council Member Marva Session; Yes, All in favor, motion carried.**

Council Member Sudha Patel: Council Member Sudha Patel extended her condolences to Mayor McClary and his family in the passing of his brother, Victor White. She extended her prayers to the Police Department during this time of an outbreak of the shootings of police officers over the United States. She offered her full support to Mr. Garrett in his efforts to keep our community and officers safe. Ms. Patel also responded to Mr. Gregg Bennett that the Rotary Club would like to support his mural restoration project, however, there is some requested information that they will need before making a commitment.

Council Member David Tisdale: Council member David Tisdale stated that he has lived in Andrews for over 17 years and he has never seen the Town in such bad conditions.

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Mayor's Report

Mayor McClary informed citizens that Helping Hands will host a job training seminar at the Andrews Library on August 18, 2016 to help address the jobless issue here in Andrews. This program will be sponsored by the Helping Hands Organization which will have a permanent location here in Andrews.

He encouraged all to go and patronize the new businesses in the Town of Andrews. The Family justice Center will be opening an office on Main Street soon. Eight Days of Hope will be setting up shop next month at the Jerusalem Center to assist the Long Term Recovery Group in its efforts to provide services to the victims of the October 2015 Flood. Mayor McClary stated to Council that they need to consider adopting a Street Program in an effort to clean up and to maintain a clean Town.

Adjournment

Council Member Eddie Lee made the motion and it second by Council Member Terrence Middleton to adjourn the meeting at 7:10p.m.

Council Meeting minutes submitted by Chaconas Parson, Town Clerk.

Town of Andrews

Seat Belt Policy

2016

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
2016

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.

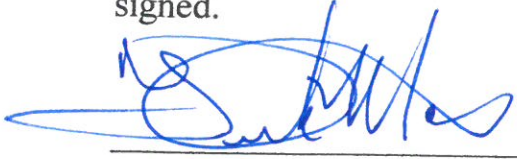
Disciplinary Action:

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
2016

Note:

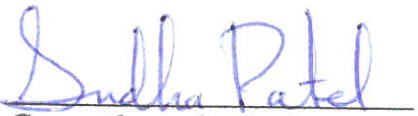
The undersigned hereby agree to place the Seat Belt Policy into action on the date signed.



Mayor's Signature

21 Jul 2016

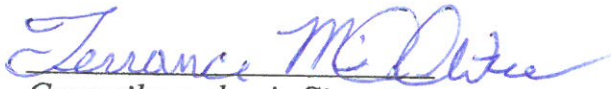
Date



Councilmember's Signature

21 July 2016

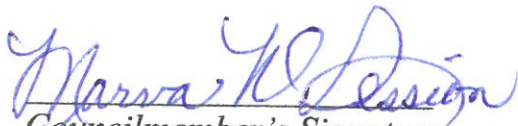
Date



Councilmember's Signature

7-21-16

Date



Councilmember's Signature

7-21-16

Date



Councilmember's Signature

7-21-16

Date



Councilmember's Signature

7-21/16

Date

Councilmember's Signature

Date

SAFETY POLICY RESOLUTION

No: 2016- 02

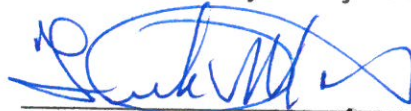
WHEREAS, the Mayor and Andrews Town Council recognize that the prevention of accidental losses affecting employees, property, and the public will enhance the operating efficiency of The Town of Andrews government; and

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.

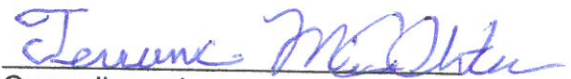
SIGNED, SEALED AND ADOPTED BY Town Council this 21st day of July 2016.



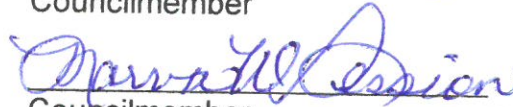
Mayor



Councilmember



Councilmember



Councilmember



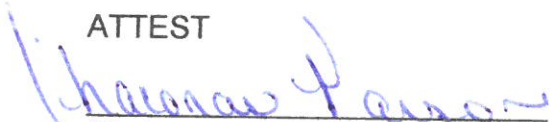
Councilmember



Councilmember

Councilmember

ATTEST


Clerk