

Town of Branchville
Council Meeting Minutes
June 10, 2013

The regular monthly meeting of the Branchville Town Council was called to order by Mayor Pro-Tem Tom Jennings, at the request of Mayor Glenn Miller. Mayor Miller would be late coming to the meeting due to the broken water main on Freedom Road.

Council, along with those present stood for the Pledge of Allegiance followed by a prayer.

Roll Call for council indicated that all council members were present for the meeting.

Mayor Pro-Tem Jennings welcomed the guests.

A short recess was called to allow the water at the broken main to be cut off.

After the recess, Mayor Miller returned and the meeting continued.

Minutes: Mayor Pro-Tem Jennings asked that the second paragraph of the minutes be corrected to read "Corrections on the last page the amount of \$375,000,000.00 should have been \$375,000.00. With no other corrections noted, motion to approve the minutes with the noted corrections was made by Councilwoman Amy Bryant and seconded by Councilwoman Benita Gibbs. Motion Carried

Councilman Sam Whisenhunt requested that when corrections are made to the minutes and financial statements, that the council be given a corrected copy.

Public Comments Agenda Items: None

Public Comments Other Matters: Arlene Burns requested that the Town please come and remove the old meter from her yard. Ms. Burns noted that she has requested this to be done before. Mayor Miller indicated that at his first opportunity, he would get the meter moved. Mayor Miller said that he would have the meter moved sometime this week (on or before June 14, 2013). However, with the repair work needed for the broken water main, the meter would probably not be moved on Tuesday (June 11, 2013)

Approval of Financial Report: There were several questions regarding the financials for the month. The questions are as follows:

Water and Sewer:

An explanation is needed for a check issued to Cal Hartzog in the amount of \$4220.00. The Council requested that this invoice be pulled and an explanation be given for this check.

An explanation was requested for checks issued to Scarlett Greer. Mayor Miller said that these checks were child support payments paid by an employee outside the court system.

Check # 10734, in the amount of \$8834.00 is posted as being paid to Farmers and Merchants Bank of SC. It is believed that this check is for the payment on the Cattle Creek Water project. An explanation of this check was requested.

In the waste collections, two checks were issued in February of 2013 and a check has been issued each month thereafter. An explanation of this was requested as council feels that we should have had a credit due to two checks being written in February.

Outside Labor is over budget. It was determined that employee Bloodworth's salary was posted to outside labor prior to him becoming a full time Town employee. In addition, Paul Byrd's salary is paid from the outside labor as well. After some discussion, it was determined that the budget needs to be amended to reflect this and monies from salaries be moved to outside labor. This should be done by the July meeting.

Municipal Court:

An explanation was requested concerning the -480.00 in the employee insurance category.

An explanation was requested concerning the \$17,000.00 income from the General Fund to the Municipal Court account. No record of the \$17,000.00 was found on the expenses of the General Fund.

In professional fees, there is no posting of a check for Judge Quattlebaum, however, 3 checks were issued to Ira James (police officer) and posted to Professional fees. An explanation was requested for this.

General Fund:

An explanation was requested as to why Town Insurance is so high.

In Operational supplies, the question was raised as to what was Bank Card Center, it was determined that this is payment for the credit card bill. However, no bill was included in the council packet. A copy of this bill, along with the receipts has been requested by council.

Also in Operational Supplies, a check was written to Dollar General in the amount of \$451.85. Council has requested a copy of this bill.

In Professional Fees, McGregor and Company received \$9741.00. A copy of this invoice has been requested by council. It is believed that this is for the audit. A request was made to verify what this check was written for.

In Dues and Subscriptions, an explanation was requested as to what International Credit Company is and why did we pay them \$299.00

General Fund Check register indicates that \$15,000.00 and \$8000.00 was drafted on 5/30/2013 for Operations and Maintenance, however nothing was posted in Operations and Maintenance indicating this. An explanation of this transaction was requested.

Misc. Income shows an entry of \$5810.00 for School Bond, it is believed that this amount should have been credited to the Water and Sewer account. Verification of this was requested.

Motion to table financial approval until the above items can be addressed and corrected and a corrected copy of each report given to each council member at a special called meeting to be announced by Mayor Glenn Miller was made by Mayor Pro-Tem Tom Jennings, the second was made by Councilwoman Amy Bryant. The motion carried.

Mayors Report: Mayor Miller reported that the Telephone Company should be finished their work this week (by June 14, 2013). Mayor Miller further reported that the telephone company had requested to be involved in arranging and configuring the wiring for telephone service at the beginning of the Town Hall project, but other individuals were selected to provide this service. A temporary service has been installed. Mayor Miller reported that the doors and walls in the town hall were being cleaned and the squeaks on the doors were being handled. Mayor Miller also reported that Thelma Butler was employed through job service and is not paid through the town of Branchville. She works approximately 25 hours per week and is doing a good job.

Old Business:

SCE&G provided documentation regarding the placement of street lights on Buttes Road. SCE&G will install 2 30' poles, and two 150 watt high pressure sodium open fixtures on Buttes Road for a total distance of 350'. The monthly charge would be \$22.04 (\$11.02 per light). Motion to accept this bid and have the lights installed was made by Councilman Sam Whisenhunt and seconded by Mayor Pro-Tem Tom Jennings. The motion carried

Councilman Sam Whisenhunt presented information regarding the spray park. For the equipment, delivery and 4 hours of installation the price would be \$16,450.00. An additional 4 people would be required to help construct, run water lines, prepare the ground, prepare trenches, and finish the cement for an additional \$7240.00, for a total cost of \$23,690.00. This expense would be paid through the penny sales tax monies available to the Town of Branchville through Orangeburg County. Councilman Whisenhunt informed the council members that this spray park would be controlled by an on/off button that would be pressed when people used the park and pressed again to turn the water off. The drainage system would be 2 – 12x12 drains that would prevent any standing water, therefore eliminating the need for a life guard. Also the drainage system would be installed so that one drain could be opened and the entire system drained, preventing freezing in the winter time. The park would drain into our present sewer system. The total size for the park would be 25'x25'. This spray park would be located inside the playground on Freedom Road by the Health Plex building. Shelters and picnic areas are not included in this cost. A motion to purchase and install the water park at a cost of \$23,690.00 was made by Councilwoman Benita Gibbs and seconded by Amy Bryant. The motion carried.

Councilwoman Benita Gibbs reported to council that the SCDOT was contacted about the drainage issue located on Edwards Street in front of the Raylrode Daze fenced area.

Councilwoman Gibbs said that dirt was hauled in but it has washed away due to the heavy rains that we have had in our area recently. Councilwoman Gibbs further explained that she would contact the SCDOT again informing them that problem has not been resolved. She also reported that she didn't think that SCDOT would approve paving the area due to drainage issues, but if the Town of Branchville was interested in paving this section, we would need to get a plan together, apply for a permit and submit it to SCDOT for consideration. Councilwoman Gibbs would have a report at the July meeting regarding this matter.

Councilwoman Benita Gibbs motioned to write a letter to Bryant's Mechanical Contracting asking for an explanation of a debt that is believed to have been owed to the Town of Branchville in the amount of \$12,000.00. The motion was seconded by Councilman Sam Whisenhunt. The motion carried. *

Councilman Sam Whisenhunt and Councilman Chris Ott reported that in order for the Town to spray for mosquitoes, someone would have to obtain a class 8 license through the Clemson Regulatory Commission. The cost for the test is approximately \$100.00 and the books for the class are approximately \$30.00. The council would be given more information in July regarding this matter.

New Business:

Councilman Sam Whisenhunt suggested that our Police Clerk should start handling the Municipal Court financials. Councilman Whisenhunt feels that our clerk has not received the proper training since she was hired. Mayor Miller reported that Town Clerk Myra Gaskin had submitted her resignation effective June 21, 2013. Mayor Miller reported that the town would be in need of a clerk. Mayor Miller reported that he had been looking through resumes' and applications that the town has on file and he has one particular resume' that he is interested in pursuing. Several members of council expressed their concern to be involved in the interview process for hiring a new Town Clerk and inquired if the council would have any involvement in the selection of a new clerk. Mayor Miller responded that he would welcome the involvement of the council and would expect the council to assist with the decision making process regarding the new Town Clerk.

Councilman Chris Ott inquired about a returned check fee for the town. Currently, there is no fee in place when a check is returned NSF. After some discussion, motion to charge a \$20.00 returned check fee, effective immediately, was made by Councilman Chris Ott and seconded by Councilman Sam Whisenhunt. The motion carried.

Councilman Sam Whisenhunt inquired about the condition on Buttes Road. Some time ago, there was some damage to the road, believed to have been done by a boring crew. There are several pot holes in the road. Councilwoman Benita Gibbs will contact SCDOT and see what can be done about the condition of this road.

Mayor Miller reported that 3 sections of Penn Branch had become clogged because of beavers. He and County Councilman Harry Wimberly met and surveyed the situation and Mayor Miller stated that Councilman Wimberly will be helping to get the water flowing properly.

Concerns were raised regarding a fire hydrant on Cattle Creek Road. The sand has been washing away from the hydrant. Mayor Miller reported that while the hydrant appears to be in need of work, it is actually secure and in good shape.

Mayor Miller reported that the town has paid \$5400.00 to cap an old well located off Reeves Branch Road. Mayor Miller informed the council that this citation was noted on our DHEC report and had been being reported for quite some time. Mayor Miller reported that he didn't think it was fair of DHEC to require that a project of this magnitude be given only 15 days to complete. However, the project has been completed and the well secured.

A question was raised regarding the hiring of a laborer to replace James Bloodworth, who resigned a few weeks ago. Mayor Miller indicated that help was needed and that we will be advertising for someone for this position.

Motion to adjourn was made by Mayor Glenn Miller. The second was made by Benita Gibbs. The motion carried and the meeting adjourned.

Respectfully submitted, (due to the absence of the Town Clerk)

Tom Jennings,
Mayor Pro- Tem