

TOWN OF BRANCHVILLE  
SPECIAL COUNCIL MEETING MINUTES  
JULY 28, 2014

The special council meeting was on July 28, 2014 at 6pm. A notice was placed on the door of the Town Hall with the time, date and place of the meeting at least 24 hours before the meeting.

The meeting was called to order by Mayor Pro Tem Tom Jennings due to the absence of Mayor Glenn Miller. All present stood for the Pledge of Allegiance followed by prayer.

Roll call indicated all Councilmembers were present with the exception of Councilwoman Amy Bryant.

Mayor Pro Tem Jennings welcomed the guest.

**Review and Amend Town Ordinance:** Mayor Pro Tem Jennings said Councilman Sam Whisenhunt had documents he would like to review.

Councilman Whisenhunt said he had recommendations for the Personnel Policy the biggest change would go under 101 Town Council and 102 Mayor.

Councilman Whisenhunt said 101 Town Council currently reads "The Branchville Town Council shall be responsible for establishing personnel policy and may amend any of the provisions contained herein." He recommends to change it to "Basis for powers. Pursuant to S.C. Code 1976, 5-7-160, all powers of the municipality are vested in the city council, except as otherwise provided by law and Duties and appointments. The council shall provide for the performance of all duties and obligations imposed upon the town by law."

Councilman Whisenhunt said 102 Mayor currently reads "The Mayor shall have full power and responsibility for carrying out or administering the Town personnel program as provided for within this ordinance." He recommends to change it to "Irrespective of any duties set forth in this Code, the Mayor shall have the following duties, responsibilities and powers:

1. Powers conferred by council. The Mayor shall have no other responsibility, authority or power apart from that conferred upon him by members of the council
2. Chief Executive. The Mayor shall be chief executive officer and the town's representative and spokesman at official functions on the local, county and state level
3. Preside over council meetings. The Mayor shall preside over meetings of the council.
4. Special Meetings. The Mayor may call special meeting of the council
5. Policies and ordinances. The Mayor shall vote with the council on all matters involving policies and ordinances
6. Promotion of economic growth. The Mayor shall work with the county planning and development board in promoting economic growth for the town
7. Provision of services. The Mayor shall work with other county and state agencies which provide services to the town
8. Designation of municipal judge. The Mayor shall designate a municipal judge in case of temporary absence, sickness or disability of the regular judge."

Councilman Whisenhunt said he found an error in the handbook in 203 Selection (The Mayor and Town Council will be elected by public vote every two years) it should state "The Mayor and Town Council will be elected by public vote every four years."

Councilman Whisenhunt recommended to remove "The Mayor shall have day to day authority over all Town employees". (3<sup>rd</sup> bullet point 203 Selection)

Councilman Whisenhunt said the handbook states that the employees are paid weekly but they are being paid every two weeks. (302 Pay Schedule)

Councilman Whisenhunt said the handbook states "Work schedules of Police Personnel shall be set by the Chief of Police. The mayor shall set working hours for the streets and sanitation department and the water works department. All other town personnel shall work the hours of 8:30 AM to 5:30 PM." but the employees are working 9 AM to 5 PM. (401 Work Hours)

Councilman Whisenhunt said the handbook states "The Mayor at his discretion, may provide different working hours for the specific positions, and he shall establish working hours for temporary or part-time positions on an individual basis." (401 Work Hours) Councilman Whisenhunt said he would like it to state The Mayor or Council per Supervisor, may provide different working hours for specific positions, and shall establish working hours for temporary or part-time positions on an individual basis.

Councilman Michael Blankenship said he would like council to be more involved in the hiring and firing process. Councilman Blankenship questioned how the employees are hired now because the handbook states "All other employees will be employed by the Town Council and Mayor." (203 Selection, Bullet Pt2) Town Clerk, Jenny Elliott said when she was hired she went before Council but anyone hired after her had been hired by the Mayor. Mayor Pro Tem Jennings recommended it read "All other employees will be employed and terminated with approval by the Town Council and Mayor."

Mayor Pro Tem Jennings recommend that under 203 Selection it read "Council will be notified of any employee vacancy and will be encouraged to participate in any application process." He also recommend under 203 Selection it read "All employee matters hiring, firing, disciplinary, and expansion of department will be addressed and approved by Council and Mayor."

Mayor Pro Tem Jennings said for sake of clarity and review he would recognize Councilman Whisenhunt to go over the changes that Council was proposing.

(203 Selection, 1<sup>st</sup> Bullet Pt) Council proposed "The Mayor and Town Council will be elected by public vote every four years."

(203 Selection, 2<sup>nd</sup> Bullet Pt) Council proposed "All employee matters dealing with vacancy, hiring, firing, disciplinary, etc. will be vote on and handled by Council and Mayor."

(203 Selection, 3<sup>rd</sup> Bullet Pt) Council proposed that "The Mayor shall have day to day authority over all Town employees." be removed. Councilman Oliver asked who would have authority over day to day. Councilman Whisenhunt said the Mayor or an appointed supervisor. Mayor Pro Tem Jennings said at one time each Councilmember was over a department. Councilman Whisenhunt proposed "The Mayor or Council Appointed Designee will have daily authority over their prospective departments."

(302 Pay Schedule) Councilman Whisenhunt said the policy states employees are paid weekly but currently employees are paid every two weeks. Councilman Oliver said he thinks the employees should continue to be paid every two weeks because the Town Clerk said she was already having trouble with the checks and most places pay every two weeks. Councilman Blankenship asked the Town Clerk if it was easier to pay the employees every two weeks. Jenny Elliott said the Town employees would rather be paid every week and she still has to add the time cards each week and it is not a problem to print the checks each week.

(303 Rates of Pay) Councilman Whisenhunt said the policy states "Rates of pay for all Town employees shall be determined by The Town Council at the recommendation of the Mayor. With the approval of The Town Council, rates of pay shall be determined for all workers based on a pay schedule which shall normally be approved by The Town Council each year for implementation by the Mayor on the following July 1<sup>st</sup>." He proposed it to read January 1<sup>st</sup>.

(401 Work Hours) Councilman Whisenhunt said the policy states "Work schedules of the Police Personnel shall be set by the Chief of Police. The Mayor shall set working hours for the streets and sanitation department and the water works department. All other town personnel shall work the hours of 8:30 AM to 5:30 PM." but the employees are currently working 9 AM to 5 PM. Councilman Whisenhunt proposed to leave the time from 9 AM to 5PM.

(401 Work Hours) Councilman Whisenhunt proposed "The Mayor or Council, may provide different working hours for specific positions, and shall establish working hours for temporary or part-time positions on an individual basis.

(402 Holidays and Holiday Pay) Councilman Whisenhunt said the policy states "New Year's Day; Good Friday; Memorial Day; Fourth of July; Labor Day; Thanksgiving and day after; Dec. 24-26" but the Town currently observes Dec. 24<sup>th</sup>, Dec. 25<sup>th</sup> and Martin Luther King Day rather than Dec. 26<sup>th</sup>.

**Public Comments:** Leon Holmes said he would like a copy of the Personnel Policy. He also said that council should work with the Mayor.

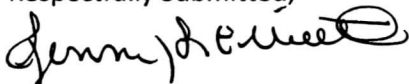
Karen Williams asked how many departments were in the Town. Mayor Pro Tem Jennings said Police Department, Water Department, and Administrative Department. She said the Mayor should have day to day authority over employees. She said the Town should have a policy to go by and the Mayor should be able to enforce it. She said she felt that Council was trying to take the power from the Mayor.

Charles Bamberg said Council needs to get it together. He said Council and the Mayor need to work together.

Vivian Fogle said Council needs to get the information in writing then give it to the Town's Citizens. She said it is the Mayor's job to have last say so.

Councilman Chris Ott made the motion to adjourn. Councilman Gregory Oliver seconded the motion. The motion carried.

Respectfully Submitted,



Jenny Elliott/ Town Clerk