

**TOWN OF SALEM
TOWN MEETING
MINUTES
January 10, 2012
6:00PM**

Opening: The regular monthly council meeting of the Town Of Salem was called to order at 6:02 pm on January 10, 2012 in Council Chambers by the Honorable Mayor Diane Head.

Present: Mayor Diane Head, Council Tony Moore, Kevin Talley, Lorenia Lee, Town Attorney Brad Norton, Town Clerk/Tres. Kim Alexander, Utilities Office Mgr. Marti Jennings, Police Chief David Poulson, Assistant Fire Chief Chris McGaha, Water Department Rick Jones , Ryan Hardin. See attached sign in sheet for public attendance.

Invocation: The Invocation was given by Councilman Tony Moore.

Mayor's Comments: Mayor Head addressed the audience and gave an update on the activities of the town for the month of December. The 3rd Annual Meet and Greet was held on December 1, 2011 everyone that attended had a great time. The Christmas Parade was one of the best Salem has had. There have been many compliments thanks to everyone that worked and thanks for being a team working together. The Toys for Tots campaign went very well for the first ever to be held in Salem. There were a total of eighteen families that were assisted from the Fire Department and Town. The plan is to do this again next year. The Salem Lions Club has approached the town in regards to donating trees for the town to plant. Mr. George Blanchard suggested that they donate approximately six large trees to be planted by the town in the park area. The Lions Club will also be participating in the Towns annual earth /cleanup day to be held the first of May.

A. Public Comment

Tonya Whitworth, Ms. Withworth appeared before council to request a change in the decision made on Ordinance violation related to her residence at 256 Crestwood Drive. The Council listened to the request and stated that they would seek legal advice and let her know the decision of council.

Mr. Yazel did not appear before council. Mayor Head asked what the request Mr. Yazel had. It was the understanding of the staff that Mr. Yazel has recently purchased a home just outside the town limits on Park Ave. and wishes to be annexed into the town limits.

B. Minutes

Approval of minutes from the November 1, 2011 meeting. Motion made by Kevin Talley, Second by Tony Moore, All in favor.

C. Police Report

Police Chief David Poulson presented the police report to the town council. Chief Poulson committed on this year's parade being the first one that he was involved in and that he felt it was a success. There were no questions at this time for Chief Poulson.

D. Utilities Report

Mr. Ryan Hardin presented his report to town council. He reported that the Tennis and Basketball Court project is completed. Mr. Hardin also stated that the water department was running smoothly and there were no system issues at this time. Two water technicians Mr. Dan Nabors and Mr. Travis Towe are in Sumter SC attending Licensing School for Water Treatment Class D License. Their test will be within the next month and we will update council at that time. Ryan had taken the written test for the CDL license and now holds the permit to obtain a CDL license. The water department will review the Pine Mountain road project within the next few months.

E. Fire Report

Chris McGaha – Assistant Fire Chief presented the monthly fire report to council please refer to the report in the council packs. No questions at this time for Assistant Chief McGaha.

F. Recreation Report

Brad Norton – Presented the Recreation Department report to council. The basketball season has started. The referees and concessions have all been taken care of for the first week. The Mayor asked that Brad, Rick and Kevin make sure that all referees have their paperwork done correctly to avoid any problems. Brad stated that they will also keep council informed of the progress throughout the season.

H. Clerk/ Treasurer – Report

Bills paid sheet in council packs by Kim Alexander, Clerk/Treasurer. The clerk also updated council on the information received from the ethics commission concerning electronic filing. There was a report of hail damage to several buildings in the town and there has been an adjustor looking at the town buildings to see how much hail damage they may have. We will let council know if anything needs to be done.

Treasurer received a request from the Police Department to have an approval from council to attend FBI training in Anderson for Chief Poulson. Motion was made by Kevin Talley for Chief Poulson to attend this class in February second by Lorenia Lee all in favor.

The Municipal Court fund has need of a computer for the police car with a mount. The request from Chief Poulson is to use this fund to offset the cost and not amend the regular police budget; Cost of this item will be approximately \$600.00 to \$1000.00. Kevin Talley motioned to approve this purchase second by Tony Moore all in favor.

Coach Poland brought to the attention of the clerk that the environmental science class will be looking to do a community garden; the school has also received a grant for a composter. Crystal Talley has spoke with the mayor regarding a community garden. Several sites have been discussed with in the town limits. There is a possibility they could offer canning classes through Clemson University Extension Agency.

The Town Council meetings for 2012 will be on the second Tuesday of each month at 6:00pm in council chambers with the following exceptions due to conflicts.

February 7, 2012***

March 12, 2012 ***

April 10, 2012 Preliminary Budget from Departments

May 8, 2012 Public Hearing before Council Meeting

June 12, 2012 Final Budget Meeting

June? To finalize all budget and year end

I. Executive Session -

A motion was made by Kevin Talley to go into executive session for personnel issue related to the water department and to receive legal advice from the town attorney on contractual and city ordinance enforcement.

Tony Moore made a motion to return to regular session, seconded by Lorenia Lee all in favor.

No action, no change for the legal advice on ordinance enforcement. Original vote stands and ordinance will be enforced.

Water Department personnel issue addressed the restructuring of the department. Council will divide the Water Administrator Job into two department head positions.

1. Director of Field Operations (ORC Water Distribution) – Ryan Hardin will be in charge of this area of the Water System. The ORC License on file with DHEC and responsible operator will be Ryan.
2. Director of Compliance (ORC Water Treatment) – Rick Jones will be in charge of this area of the Water System. The ORC License on file with DHEC and responsible operator will be Rick. When Dan and Travis receive their Class D License they will work under Rick to treat the water in all town facilities.

For both positions please review the attached Job Descriptions the duties and responsibilities of the water system have been divided between these two department heads.

Tony Moore made a motion to restructure the water system department as proposed second by Lorenia Lee all in favor.

Tony Moore made a motion to change Rick Jones employment from part time to full time second by Lorenia Lee all in favor.

No further business at this time motion to adjourn by Kevin Talley second by Tony Moore. Meeting Adjourned 7:52pm, by Mayor Diane Head.

Respectfully submitted:

Kim Alexander Town Clerk/Tres.