

Walterboro City Council
Regular Meeting
October 28, 2008

MINUTES

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, October 28, 2008 at 6:15 P.M. with Mayor Charlie Sweat presiding.

PRESENT WERE: Mayor Charlie Sweat, Council Members: Randy Peters, Charles Lucas, Bill Young, Ted Parker, Franklin Smalls and Mary Anne Cannady. City Manager Jeff Lord, City Clerk Betty Hudson and City Attorney George Cone were also present.

There being a quorum present, the Mayor called the meeting to order and called on Council Member Smalls for the invocation and Council Member Lucas to lead the Pledge of Allegiance to our flag.

APPROVAL OF MINUTES:

The Minutes of the October 14, 2008 Regular Meeting were approved as submitted on the motion of Council Member Lucas, seconded by Council Member Smalls and passed unanimously.

PROCLAMATIONS AND RESOLUTIONS:

A proclamation designating November 22, 2008 as Rosalind Cox Day, Adoptive Family of the Year, was adopted on the motion of Council Member Young, seconded by Council Member Lucas and passed with all members voting in favor. A copy of said proclamation is attached as part of these minutes.

Next, Resolution # 2008-R-06, a Resolution establishing an Identity Theft Policy in Compliance with Recent Federal and State Legislation and Regulation, was approved on the motion of Council Member Parker. Council Member Cannady seconded the motion that passed unanimously. A copy of said resolution is attached as part of these minutes.

In discussing the motion, Council Member Young asked the City Manager for an explanation of this policy. City Manager Lord explained that federal regulations came down that the city would have to adopt certain policies to take extra measures to protect the identity. This is related to identity theft. A lot of people are losing their social security numbers and such. Basically, it is things such as locking our filing cabinets which have our customer's names and phone number information. The City Manager then recognized Finance Director Bill Floyd for further clarification.

Mr. Floyd explained that this new legislation is in two parts - that is the federal and the state. They are slightly different, but they are so similar in their intent, so we have wrapped them up on the recommendation of the Municipal Association into one policy statement. The biggest thing that this affects, particularly the federal legislation, is areas that do routine monthly billing, which will be our Utilities Department. For the most part, the federal regulation really only applies to our Utilities Department. It just means we have to take extra precautions in keeping up with our records. The state legislation is a little broader and it applies to all our records, but there is a different set of penalties and a whole new different scope. This document, which is attached to the resolution, outlines what the procedures are and the steps we have to go through to put it in place, how we are going to carry it out, and it has staff guidelines to implement the day-to-day routine. It spells out pretty much what we are concerned about.

Council Member Lucas asked if the City had already been doing most of what is required. Finance Director Floyd affirmed that the city was already doing a whole lot of the requirements. He stated, the biggest change that we have made so far is that we have purchased a cross cut shredder, and we are going to start shredding all the waste material that comes out of the Finance Department. This cross cut shredder makes it almost impossible to put it back together. With that and a few internal procedures we already had in place, we are going to tighten up just a little. We already had good procedures in place. We will tighten up a few things that are specifically called for here.

Council Member Lucas asked if the required implementation date for this policy had been delayed. Finance Director Floyd affirmed that the implementation date had been delayed for another six months, but the City decided that since the State regulation goes into effect on December 31, the City may as well go ahead and put it in place and get everybody trained. In that way, we will just be ahead of the game.

The motion then passed with members voting in favor.

There was no Old Business, no New Business or Committee Reports given.

The Mayor then opened the floor to receive public comments. No public comments were given.

A motion to enter an Executive Session was then made by Council Member Lucas, seconded by Council Member Smalls and passed unanimously. The Mayor then announced that the meeting will convene into an executive session to discuss the following items:

- 1) Discussion of negotiations incident to proposed purchase of property.
- 2) Discussion of appointment of persons to Municipal Boards and Commissions.
- 3) Discussion of negotiations incident to proposed contractual arrangements.

The meeting returned to Open Session, and a motion was made by Council Member Parker to cancel the November 25 Regular City Council Meeting and to reschedule that meeting to November 18, 2008. Council Member Smalls seconded the motion that passed with all members voting in favor.

A motion was then made by Council Member Cannady, seconded by Council Member Lucas, authorizing the City Manager to use \$20,000 from the Accommodations Tax Fund to put up four (4) billboards for one year advertising Walterboro's shopping, lodging, dining, and antiques. The motion passed unanimously.

There being no further business to consider, a motion to adjourn was made by Council Member Lucas, seconded by Council Member Young and passed unanimously. The Mayor adjourned the meeting at 6:50 P.M. Notice of this meeting was distributed to all local media and posted on the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,
Betty J. Hudson
City Clerk

APPROVED December 9, 2008