



City of Bennettville

EXECUTIVE DEPARTMENT

P.O. BOX 1036

Bennettville, South Carolina 29512

Monthly Reports

SOUTH CAROLINA'S FIRST "GREAT" TOWN
"Governor's Rural Economic Achievement Trophy"

Memo

To: Max Alderman, City Administrator & Dir. Of Public Utilities

From: Angela W. Ward, Asst. C.A. 

cc:

Date: January 11, 2021

Re: December Monthly Report Summary

- New employee orientations.
- SCMIRF claim deposition.
- Holiday luncheon.
- Interviews for Sanitation Worker.
- Advertising for Finance Director.
- Budget preparations.



City of Bennettsville

Department of Tourism, Parks, & Recreation

www.visitbennettsville.com

P.O. Box 1036, Bennettsville, SC 29512

843-454-2142

To: Max Alderman, City Administrator and Director of Public Utilities

From: Elisabeth K. McNeil, Director of Tourism, Parks, and Recreation

Date: January 11, 2021

Re: Monthly Report for December 2020

A limited schedule of City-sponsored Christmas activities was offered to the public including several Tree Lighting ceremonies coordinated with the Pilot Club of Bennettsville and House of J, collection of Letters to Santa and mailed replies in partnership with the Herald-Advocate, Holiday Clue in the Parks game, socially-distanced photos with Santa at the Bennettsville Visitor Center and Marian Wright Edelman Public Library, and a collaboration with the Marlboro Chamber of Commerce to promote a three week-long “Win the Window” contest. Barbara Gehm of Bennettsville was chosen as the contest winner on December 21st. Utility bill inserts as well as newspaper advertising and social media posts were used to publicize the events.

Numerous previously arranged rentals of the Bennettsville Community Center were cancelled or postponed due to the resurgence of COVID-19.

Plans are being made for yearlong community-wide activities for 2021 to commence once the pandemic is under control.



MEMO

To: Mayor and City Council

From: Chief Kevin J. Miller

CC: Max Alderman

Date: Tuesday, January 05, 2021

Subject: Monthly Police Reports (December 2020)

Dear Mayor and Council,

As always, it is an honor and privilege to serve as the Chief of Police for the City of Bennettsville and its great citizens. I want to express how lucky our police department is to serve such a diverse and supportive community! Every day, members of this great agency respond to numerous calls for service across the city. Some serious and even life threatening. I cannot tell you how proud I am of every officer at this department and their continued commitment to providing quality services to citizens, business owners, and visitors each day. Please remember our dedicated men and women who put their lives on the line each day so that we may live in a free and safe environment.

I am also proud to report that all Christmas holiday events went off without any issues. Parades, special assignments, and events were all completed by B.P.D. officers. Even though we are currently shorthanded, we continue to maintain and provide all essential services for now. Many officers "including myself," have had to change their schedules and working assignments to ensure that the Bennettsville Police Department continues to be effective. Moving into the new year, we here at the B.P.D. will continue to do our part in eliminating deficiencies, which negatively impact the community and impede progress.

Officers with the B.P.D. have also focused all traffic enforcement within accordance with the last two (bi-weekly) traffic enforcement requests. The areas of enforcement for the month of December included Parsonage Street, Fayetteville Street, Woodland Drive, Crestview Drive, Tator House Road, West Main Street, Jefferson Street, and South Cook Street. We will continue to utilize and spotlight areas where complaints are generated from citizens and government officials. We here at the Bennettsville Police Department are 100% committed to reducing speed related complaints and will continue to work towards making all areas safer for pedestrians and motorists. We also continue to utilize our "speed measurement sign," and place it in areas of concern. The B.P.D. is also one step closer in finalizing our (Community Advisory Board) program. We will be reviewing all applications soon and hope to have interviews soon. Moreover, we look forward to building better relationships with citizens and community stakeholders with this and other progressive programs already in place.

The December 2020 Monthly Police Department Report begins with the Patrol Division. Officers wrote a total of 195 public contact warnings/summons. Out of those citations and warnings, 2 contacts were issued for violations associated with commercial vehicles driving in restricted areas. With that being said, we have seen an improvement regarding this specific violation. All Speed enforcement continues to be monitored on a bi-weekly report, which records overall officer activities. We continue to focus on certain areas within the city, which receive complainants. The Patrol Division also made a total of Beginning with the Patrol Division, 13 arrests, wrote 312 incident reports, served 4 warrants, and completed 9,546 property checks, and placed 386 property cards with local businesses. Officers also increased foot patrol hours downtown and in other areas within the city to help with increasing officer presence over the holiday. Marked

police vehicles were also deployed in several areas throughout the city to help deter crime, which was increased and conducted daily.

The Detective Division continued to be very busy during the month of December, making arrests and investigating cases including drug and narcotics violations, assault, credit card/bank fraud, contributing to a minor, and criminal sexual conduct. The Detective Division has also heled assist the Patrol Division when we have shortages in certain areas within the department. Detectives fill in and help take on assignments when asked. They go above any beyond and continue to be a vital part of this organization.

The Administrative and Training Division continues to supervise our SRO Unit; moreover, oversee many other "day to day" operations within the department. SRO's have also been helping the Patrol Division when needed. They have been a huge help regarding transportations. The Training Division would also like to welcome to new officers to the department, which are Courtney Tillman and Jaylen Hilton. Both are currently uncertified and in training awaiting a SCJA Academy date. Tillman and Hilton both are exceptional recruits, and I have very high hopes for both of them to become great additions here at the B.P.D. Administration has also utilized the remaining funds regarding the Department of Public Safety Covid- 19 grant. Through this grant, the Department has been able to purchase important equipment to help slow and hopefully stop the spread of the virus. We now also have a "decontamination fogger." If any department needs our assistance with decontamination, concerning office space or a vehicle, please reach out to me. We will do our best to accommodate your request/needs.

Animal Services responded to (15) calls of service. Animal Services also set (6) traps throughout various locations within the city. A total of (3) animals were impounded and transferred to the Marlboro County Humane Society. Animal Services also completed (2) animal related incident reports and served (2) warrants concerning animal related issues. The Animal Services Division is still maintaining a complete log of all enforcement activities and an animal intake form during each month to help with accountability. The Animal Services Officer continues to fill in on day shift when we experience staff shortages and by working the Bennettsville City Hall safety detail.

Administration staff (Mrs. Baker and Ms. McCall) recorded 274 incident reports, 9 accident reports, completed 6 background checks, and placed 212 citations/warnings into Law Trak. They also served 60 customers in the lobby, completed 66 timesheets, completed the monthly ticket report, made 2 appointments for staff, as well as, helped citizens with 0 fire reports.


In conclusion, I would like to say that we here at the Bennettsville Police Department will continue and strive to offer nothing but consistent/professional services to the public. We have faithful and dedicated officers at the Bennettsville Police, and I expect nothing but the best from them as should you. We will continue to do everything possible when it comes to working with outside agencies and government officials to keep the citizens of Bennettsville safe and property protected. Thank you again for your continued support! It truly means so much to me and our officers! I look forward to a much better 2021 and working toward a better united Bennettsville.

Respectfully yours,



Chief Kevin J. Miller

MEMORANDUM

DATE: January 4, 2021
TO: Max Alderman, City Administrator
FROM: Michelle Hodges, Business License Inspector 
RE: Activity Report
December 1-31, 2020

The following provides information on my involvement in billing and collection activities from December 1 to December 31, 2020:

Business License Total:

• Business License:	\$ 5,460.18
TOTAL BL Revenue:	\$5,460.18
MASC INS-TAX	29.43

New Businesses in Bennettsville:

The County Nutrition-207 15-401 Bypass

Code Enforcement Collections:

• Permits collected:	\$6,662.00
• Online Permits	560.00
TOTAL PERMITS:	\$ 7,222.00
• Lot Clearing and Demolition:	\$ 3,800.00



City of Bennettsville
Fire Department
Phone: 843-479-9001 ext.321
Fax: 843-479-1592
PO Box 1036
Bennettsville, SC 29512

Memo

To: Max Alderman, City Administrator
From: Chris Burks, Fire Chief
Ref: Monthly Report
Date: January 4, 2021

Calls:

During the month of December, the Bennettsville Fire Department responded to a total of 65 calls. There were 40 calls in the City Limits, and 25 calls in the county coverage area

Public Relations/Fire Prevention:

Santa Express 12-15-20
Santa Express 12-17-20
Santa Express 12-20-20
Santa Express 12-21-20

Vehicles, Equipment, and Station Maintenance:

Dive 4 – is out of service due to motor issues.
Tower 4 – is out of service. The ladder truck is now at FES in Sumter, SC. FES is waiting on a wiring harness.

Fire Department Response Times:

Our overall average response time for the month was 6.69 minutes. (dispatched to on scene)
Our average time on scene for the month was 30:33 minutes.

Community Risk Reduction:

Fire Marshal did a total of 7 fire inspections.
The fire department installed a total of 5 smoke alarms and 1 CO alarms.

Points of Interest:

BFD had 11 overlapping calls.
BFD received mutual aid 1 times and rendered mutual aid 2 times.
Firefighters logged 301 hours of training for the month.
BFD is currently cleaning around hydrants and digitizing their locations on Active 911 (an app that is used by all members for call alerts through Marlboro Co. E-911 and mapping).
Leadership Training was completed by FD Officers.

memo

City of Bennettsville Public Works

To: Max Alderman, City Administrator
From: Bill Parrish, Director of Public Works *BP*
Date: January 4, 2021
RE: December Monthly Report

Street and Sanitation

1. A total of 465.35 tons of Municipal Solid Waste (MSW) was collected and transported to Lee County Landfill. This month the total was 70.13 tons more than the previous month. Total cost for December was \$13,239.20. Leaves, Limbs, and yard debris totaled 207 tons for the month. This was 6 tons more than the previous month. A total of 49.51 tons of brown goods was collected. This was 3.64 tons more than the previous month.
2. We continue to mandate all our employees must wear their masks while at work or on duty.
3. We continue to keep the doors locked to the general public since we have no barriers separating the public from the employees at this time.
4. We are now screening employee's temperature at the beginning of the workday.
5. We run the streetsweeper as staffing allows. However due to a short staff and the holidays. I have been operating it whenever time allowed.
6. Some mowing and cleaning of vacant lots has been performed by department, but only after the Planning and Zoning Department has followed the procedures in place to notify owners. Inquiries about any enforcement issue should be directed to the Planning and zoning Department.
7. We have cleaned out several storm drains. And will continue to do so in areas that are known to have problems.

8. We have closed out all vacation time for the past year.
9. We are understaffed by three drivers but hope to fill two of these positions by the first of this year.
10. We have one employee on medical leave that has been out for the last three months. Hopefully we will resolve this in the next few weeks.

Maintenance Shop

1. We had several mechanical issues this month. Down time for several vehicles was a little long due to having to wait on parts to be shipped. The shop has also worked on several other department's' vehicles.

Beautification & Recycling

1. We have now started our regular beautification duties such as pruning, mowing, etc. during their daily activities. However, we continue to use members of this crew in the absence of other department employees during periods of annual and other leave.
2. We continue to operate two recycling drop-offs for residents wishing to recycle.
3. We will continue to cut all right of ways for the Electrical Department. The Gun Range and Public Safety Complex. Also, all Parks and Recreation areas as needed.

Electric distribution monthly report

December 2020

Installed 2 new permanent services

Installed 0 temporary services

Upgrade 0 services

Responded to 12 misc. services calls

Repaired 17 street lights

Repaired 17 security lights

Locates 10

rehab work System: no new pole change outs

Memo

To: Max Alderman, City Administrator/Director of Utilities

From : LEE JOHNSON, NAT. GAS SUPERVISOR

Date: 12,01,2020

Re: Monthly Report for December , 2020

Department Work Orders:

- New Services – 0
- Miscellaneous Work Orders - 71
- Locate work orders -39

Monthly Activities

1. Me and my guy's did a Head Repair on a 2 inch steel under ground main line valve . The head is in pretty bad shape & grooved out , but was able to stop valve from leaking for now .
2. 12,09,2020 I had a whole day virtual CPGA Operator's meeting .
3. 12,14,2020 I had CORR-PRO ATLANTA come and do my 2020 cathodic system protection survey .
4. I have been watching pressure and keeping it as low as possible on the leaking EAST MAIN ST. REGULATOR STATION RELIEF VALVE , The BLYTHE Company has just got the parts in to do the repair on it and is scheduled for repair on 01,12,2021

Memo

To: Max Alderman, City Administrator and Director of Public Utilities

From: Tasha Townsend, Purchasing Agent

Date: January 5, 2021

Re: Purchasing Department Monthly Report

Below is the Purchasing department's monthly report for December 2020. Please let me know if you need any further details.

Purchasing Report December 2020

- There were a total of 144 approved purchase orders. Of those, 113 have been completely processed, and 31 are still pending. All purchase orders were processed in compliance with our purchasing ordinance.
- Of the approved purchase orders, 3 were for utilities inventory supplies. The items were ordered, received, and stocked accordingly.
- Obtained several quotes and coordinated service calls for departments as requested.
- Maintained the fuel system, including tanks, pumps, and Fuelmaster software. One (1) order was placed for gasoline and diesel fuel for the City Hall location.
- Maintained the worker's compensation insurance certificates for current vendors. These certificates are audited by the SC Municipal Insurance and Risk Financing.
- Assisted the utilities departments with customer service calls, preparing work orders, and dispatching.