



City of Chester  
100 West End Street, Chester, South Carolina 29706  
Phone: (803) 581-2123 • Fax# (803) 377-1116 • Web: [www.chestersc.org](http://www.chestersc.org)

PUBLIC WORKS COMMITTEE MEETING  
Minutes

May 17, 2017

**PRESENT:** Chairman Carlos Williams; Committee Members, Councilwoman Annie Reid and Councilwoman Angela Douglas; Interim Public Works Director Dale Cook, Jr.; and Public Works Clerk Sylvia Young.

Chairman Carlos Williams called meeting to order at 5:30 p.m.

**Old Business/ Employment Applications:** Chairman Williams asked the Committee to review the copies of applications received for Public Works Director vacant position.

**New Business/ Take Home Policy:** The Committee discussed the Take Home Policy in detail. Mr. Cook informed the Committee that he was the only person in the Public Works Department that takes a city vehicle home. In addition, all Department Heads may take home a city vehicle.

Chairman Williams and the Committee discussed consolidating employees from the Recreation Department and Administration Department into the Public Works Department to better utilize their skills and have better employee accountability. After a brief discussion, Chairman Williams suggested that the Committee should analyze Public Works Department organizational chart to get a better idea of how to replace employees upon consolidation. The Committee asked Mr. Cook to provide them with an organizational chart at the next meeting. Chairman Williams expressed his concerns about employees without supervision and the employee consolidation should eliminate public and employee confusion.

After a brief discussion, the Committee decided to bring the following topic to Council for discussion:

**I. Reinstate Public Works Assistant Position**

The Committee excused Mr. Cook to at 6:22 p.m. to discuss Public Works Department applications received for Director's position. After a brief discussion, Chairman Williams instructed the Committee to select a maximum of three applicants for discussion at the next meeting.

With no further discussion, the meeting was adjourned by Chairman Williams at 6:48 p.m.

Respectfully Submitted By,

*Sylvia Young*  
Sylvia Young  
Public Works Clerk