



# Town Council Meeting

Tuesday, January 4, 2022 at 6:00 pm

## MEETING LOCATION

101 Courthouse Drive (Calhoun County Community Development Center) St. Matthews,  
SC 29135

### 1. Call to Order

Mayor Helen Peterson

### 2. Agenda

- a. Prayer and Pledge of Allegiance
- b. Approval of Prior Meeting Minutes

#### Attachments:

- **Town Council Meeting Minutes 12/07/2021** (Council\_Meeting\_Minutes\_12072021.pdf)

- c. Approval of the Agenda

#### Attachments:

- **Council Agenda 01/04/2022** (Council\_Agenda\_01042022.pdf)

- d. Acceptance of the Police and Fire Reports

#### Attachments:

- **Fire Department Report 01/2022** (Fire\_Department\_Report\_012022.pdf)
- **Police Department Report 01/2022** (Police\_Department\_Report\_01-2022.pdf)

### 3. Citizen Input

Each Citizen must sign in and has up to 3 minutes to speak to matters on the Agenda or matters related to the Town of St. Matthews. Citizens are required to wear mask and respect social distancing restrictions. Thank you!

### 4. Mayor and Council News

- a. Recognition of Town Employees
- b. Town Council News

### 5. Motions Period (Town Council) None Distributed to Administration

### 6. Old Business

- a. Town Right-of-Way Legal Matter (Town property near Chestnut and Oak Streets) Executive Session
- b. Boards and Commissions Vacancies Council Submissions (3 Vacancies)
- c. Dominion Energy Right-of Way Request (2nd Reading)
- d. Town/County Railroad Maintenance Agreement (Update)
- e. Town of St. Matthews Street Light Map (Path Forward)

**7. New Business**

- a. Council 2022 Meeting Schedule and Holiday Schedule**
- b. Publiq Utility Service Charge (Requires Council Approval)**

**8. Report of the Town Administrator**

- a. Holiday Giving Update**
- b. Capital Project Update(s)**
- c. SAFEbuilt Contract (Pending)**
- d. Town Maintenance Operations Update**
- e. MASC Home Town Legislative Update**
- f. Town Volunteer Fire Response Report (Attachment)**
- g. Water Cut-Off Dates 2022**
- h. MASC Important Information**
- i. Operations Capital Purchases (Update)**
- j. Yard Trash Reminder**

**Attachments:**

- **Yard Trash Reminder** (Yard\_Trash\_Reminder.pdf)

**9. Executive Session**

**10. Adjourn**

**Town of St. Matthews**

**Town Council Meeting**

**Tuesday December 7<sup>th</sup> 2021 at 6:00 p.m.**

**101 Courthouse Drive, (Calhoun County Community Development Center) St. Matthews, SC**

**Council Member Present:**

Mayor Helen Carson-Peterson  
Deidre Prickett  
William "Webb" Carroll  
Marla Riley  
Sharon Bennett  
Eloise Shuler-Guinyard  
Virgil Jacobs

**Also Present:**

J. Milton Pope, Town Administrator  
Rosyl Warren, Town Clerk  
Michael Smalls, Chief of Police

The Mayor called the Meeting to order at 6:00 p.m. The Meeting was opened in prayer by Ms. Bennett followed by the Pledge of Allegiance. Ms. Shuler-Guinyard entertained a motion to approve the prior Meeting Minutes and it was moved by Ms. Bennett seconded by Ms. Prickett. The motion was carried unanimously. Ms. Shuler-Guinyard entertained a motion to approve the Meeting Agenda. It was moved by Ms. Bennet and seconded by Mr. Jacobs. The motion was carried unanimously. The Police, Fire and Animal Reports were accepted as information.

**Citizens Input**

No Citizens were present at the Meeting.

**Mayor and Council News**

December Birthdays were acknowledged by the Town Administrator; Willie Britt – 4<sup>th</sup> and Ms. Bennett – 10<sup>th</sup>.

Ms. Prickett reported that she was unable to get anyone from her District to serve on the Boards and Commissions.

Ms. Bennett commended the Town employees for the Town Christmas parade. She also reported that the COVID-19 vaccination drive held on Saturday was a success. There will be information forthcoming about another vaccination drive in the near future.

Mr. Jacobs requested to revisit the Christmas Bonus. This will be discussed further under Old Business.

Ms. Guinyard thanked Town staff for the organization of the Town Christmas Parade. She also inquired about the storm drain on Pearl Street. The Town Administrator reported that SCDOT stated that it cannot be moved. They will put reflectors on it.

### **Motions Period (Town Council)**

Mr. Jacobs wanted to amend the motion regarding Christmas Bonuses for employees. This matter will be discussed under Old Business item #7.

### **Old Business**

COVID-19 Update (Town Employee Status) – All employees are fully vaccinated. All new employees must be fully vaccinated.

Boards and Committees – Update 5 vacancies. There are two (2) Committees that have vacancies; Board of Zoning Appeals has two (2) and the Historic District Design Review Committee has three (3). The Planning Commission is full and all training has been completed. The Historic District Design Review Committee is not a viable committee because it does not have a quorum. Ms. Bennett entertained a motion to appoint Ms. Linda Archie-Simmons to serve on that Committee. It was moved by Ms. Prickett and seconded by Mr. Jacobs. The motion was carried unanimously. The Historic District Design Review Committee now has a quorum.

Public Hearing (open/close) and 2<sup>nd</sup> Reading St. Matthews Business License Ordinance – Repeal (Existing Ordinance). Mayor Carson-Peterson opened the Public Hearing at 6:55 p.m. and closed the Public Hearing at 6:56 p.m. as no Citizens were present. The Mayor then entertained a motion to repeal the existing Town of St. Matthews Business License Ordinance. It was moved by Ms. Shuler-Guinyard and seconded by Ms. Bennett. The motion was carried unanimously.

Public Hearing (open/close) and 2<sup>nd</sup> Reading St. Matthews Business License Ordinance – Adoption (2021-2022 (1)). Mayor Carson-Peterson opened the Public Hearing at 6:57 p.m. and closed the Public Hearing at 6:58 p.m. as no Citizens were present. The Mayor entertained a motion adopt the Town of St. Matthews Business License Ordinance (2021-2022 (1)). It was moved by Ms. Prickett and seconded by Mr. Jacobs. The motion was carried unanimously.

American Rescue Plan – The Town has received approximately \$474,000.00 of the funds allotted. The funds will be used for infrastructure, Town Equipment and public Safety needs. The funds have been deposited into a separate bank account so that all expenses can be documented.

Power of Attorney Declaration – Council approved the Power of Attorney to allow the Attorney to speak to the IRS on the Towns behalf. However, a second Power of Attorney is needed to allow Mr. Larson to speak to the IRS.

Mr. Jacobs entertained a motion to amend the previous motion of \$700.00 for full-time employees and \$350.00 for part-time employees' retirement and tax free. It was moved by Ms.



Bennett and seconded by Ms. Prickett. The motion was carried. Ms. Guinyard opposed the motion. Council voted to approve \$700.00 for full-time employees and \$350.00 for part-time employees' retirement and tax free at the last Town Council Meeting. He then entertained a motion to increase the bonus to \$1,000.00 for full-time employees and \$500.00 for part-time employees, retirement and tax free. The monies will be used from the general fund. It was moved by Ms. Prickett and seconded by Mr. Carroll. The motion was carried unanimously.

### **New Business**

Dominion Energy Right-of-Way Request – 1<sup>st</sup> Reading. Dominion Energy has been working on transmission lines near the old laundromat. The property across the road belongs to the Town and Dominion Energy is offering the Town \$3,100.00 for the Right-of-Way. The Mayor entertained a motion to approve the offer of \$3,100.00 for the Town Right-of-Way. It was moved by Mr. Jacobs and seconded by Ms. Riley. The motion was carried unanimously.

Holiday Schedule – Town Hall will be closed for the Christmas Holiday on Friday December 24<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>. Town Hall will also close at 12:00 on the 23<sup>rd</sup> for the Staff Christmas Party. Town Hall will also be closed on Friday December 31<sup>st</sup> in observance of New Years Day. Garbage service will be picked up as normal.

Town/County Railroad Maintenance Agreement (Contractual Matter) will be discussed in Executive Session.

Mike Carson – Water Connection will be discussed in Executive Session.

### **Report of the Town Administrator**

Thanksgiving Luncheon (Council & Town Employees) – Mr. Pope expressed thanks for the Luncheon and all who attended enjoyed the food and fellowship. The Town will have a Staff & Council Christmas Party on Wednesday December 23<sup>rd</sup> at 12:00 noon.

WWTP Removal of Hazards (pictures attached) – Pine Trees were cut near the WWTP.

2021/2022 Approved Budget – Distributed to Council as information.

Town of St. Matthews Street Light Map – Old streets light will be replaced with LED lights. Town Administration is waiting on the documents.

St. Matthews Garden Club Christmas Contest – Information given to Council as information.

Downtown has been decorated by the Garden Club. New garland has been placed on the Bridges. Snowflakes have been erected. Town employees have been asked to “voluntarily” donate \$20.00 each for 3 families in need for Christmas. The Town received the names of the families from DSS. Council was also asked to participate if they wish.

Capital Projects – An update was given by Town Administrator.

SAFEbuilt Contract – Contract is still being finalized.

Town Right-of-Way Legal Matter (Town property near Chestnut and Oak Streets). Will be discussed in Executive Session

Waste Management Change – The Town has a new representative. Information forwarded to Council.

Ms. Shuler-Guinyard entertained a motion to go into Executive Session to discuss Town/County Railroad Maintenance – Contractual Agreement, Mike Carson – Water Connection and Town Right-of-Way Legal Matter (Town property near Chestnut and Oak Streets). It was moved by Ms. Bennett and seconded by Ms. Prickett. The motion was carried unanimously.

Council reconvened its Public Session at approximately 8:15 p.m. The Mayor entertained a motion to authorize the Administrator to move forward with the Boundary Survey and potential sale of the Town Right-of-Way near Chestnut and Oak Streets. It was moved by Ms. Shuler-Guinyard and seconded by Mr. Carroll. The motion was carried unanimously.

The Mayor then entertained a motion to give the Administrator the authority to move forward with the Railroad Maintenance Contract with the County. It was moved by Ms. Shuler-Guinyard and seconded by Mr. Jacobs. The motion was carried unanimously.

The Mayor entertained a motion to approve a water connection for Mike Carson (Carson's Farm and Garden) on Colonel Thompson Highway. It was moved by Ms. Prickett and seconded by Mr. Jacobs. The motion was carried unanimously.

Mayor Carson-Peterson entertained a motion to adjourn the Meeting. It was moved by Ms. Shuler-Guinyard and seconded by Mr. Jacobs. The motion was carried unanimously.

The Meeting was adjourned approximately 8:30 p.m.

Minutes Submitted by:

A handwritten signature in black ink, appearing to read 'RWarren', written in a cursive style.

Rosyl Warren, Town Clerk



*Town of St. Matthews*  
*Post Office Box 172, 606 F.R. Huff Drive*  
*St. Matthews, SC 29135*  
*Phone: 803-874-2405 Fax: 803-874-4000*  
*Email: townofstmatthews@windstream.net*

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**Town Council Meeting**  
**Tuesday January 4<sup>th</sup>, 2022 at 6:00 p.m.**  
**101 Court House Dr. (Calhoun County Community Development Center), St. Matthews, SC 29135**

**Call to Order – Mayor Helen Carson-Peterson**

**Agenda**

1. Prayer and Pledge of Allegiance
2. Approval of prior Meeting Minutes
3. Approval of the Agenda
4. Acceptance of Police, Fire and Animal Reports

**Citizens Input**

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**Mayor and Council News**

1. Recognition of Town Employees
2. Town Council News

**Motions Period (Town Council)** – None Distributed to Administration

**Old Business**

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2. Board and Commission Vacancies Council Submissions (3 Vacancies)
3. Dominion Energy Right-of-Way Request (2<sup>nd</sup> Reading)
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**New Business**

1. Council 2022 Meeting Schedule and Holiday Schedule
2. Public Utility Service Charge (Requires Council Approval)

**Report of the Town Administrator**

1. Holiday Giving Update
2. Capital Project Update(s)
3. SAFEbuilt Contract (Pending)
4. Town Maintenance Operations Update
5. MASC Home Town Legislative Update
6. Town Volunteer Fire Response Report (Attachment)
7. Water Cut-Off Dates (Attachment)
8. MASC Important Information (Attachment)
9. Operations Capital Purchases (Update)
10. Yard Trash Reminder

**Executive Session**

**Note: ES indicates Executive Session**

**Adjournment**



## St Matthews Monthly Fire Report

<b>CALL TYPE</b>	<b>December 2021</b>	<b>Year-to-Date</b>
<b>Alarm - False</b>	<b>5</b>	<b>83</b>
<b>FIRE - Structure</b>	<b>3</b>	<b>32</b>
<b>FIRE - Vehicle</b>	<b>2</b>	<b>8</b>
<b>FIRE - Woods/Grass</b>	<b>2</b>	<b>34</b>
<b>MVA</b>	<b>6</b>	<b>57</b>
<b>Medical</b>	<b>0</b>	<b>52</b>
<b>Other</b>	<b>4</b>	<b>29</b>
<b>Inside Town Limits</b>	<b>10</b>	<b>133</b>
<b>Outside Town Limits</b>	<b>12</b>	<b>165</b>
<b>Total Calls</b>	<b>22</b>	<b>298</b>



# St. Matthews Police Department

12/29/2021

## December 2021

Activity Summary  
Chief Michael Smalls Jr.

Activity	# of Calls	Arrest	Unfounded	Recovered	Remarks
Motor Vehicle Accidents	4				
Alarms ***	10				
Animal complaint	10				
Assaults	0				
Breach of Trust/ Stolen Veh.	0				
Burglary	2				
CDV	0				
Civil Disturbance	3				
Mental Patients	4				
DUS	0				
Domestic Dispute/Disturbance	6				
Escorts ***	2				
Identity Theft	0				
Gun Shot Fire In Town Limits	0				
Sexual Assaults	0				
Juvenile Incident	0				
Larceny	0				
Malicious Injury to Property	0				
Noise Complaint	3				
PDC/ Public Drunk/ DUI	0				
Shoplifting	0				
Simple Possession	0				
Suicide Threat	0				
Suspicious/Unknown Activity	25				
Trespass	1				
Missing Person/Runaway	1				
Welfare Check & Public Service	6				
Harrassments	0				
911 Hang-ups	5				
Tobacco & Alcohol Compliance Check					
Arrest for Possession with Intent to Distribute					
Arrest Previous Cases \ Month Total					
*** = Subject has more than one count					
<b>Assist Other Agencies</b>	EMS	Sheriff Dep	Fire Dep	DSS	Mental Health
<b>Traffic Tickets</b>	65				
<b>Total Calls Month of December</b>	255				
<b>Total For Year 2021</b>	1493				
<b>Total Retain for Victim Services</b>	(See Monthly Handout)				





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## **TOWN OF ST. MATTHEWS** **YARD WASTE REGULATIONS**

### **The Town of St. Matthews is responsible for:**

- 1. All Tree limbs, branches, underbrush, hedge trimmings, leaves, pine straw, grass and other yard waste resulting from normal yard maintenance shall be placed between the sidewalk and curb close to the street for collection.**
- 2. Yard waste of size and weight which will fit in plastic trash bags must be secured in in plastic bags before it will be removed by the Town.**
- 3. Tree branches shall be no greater than four inches in diameter and four feet in length.**

**Special exceptions must be approved by Town Administration and will be subject to the surcharge.**

### **Citizens are responsible for removing:**

- 1. Construction materials.**
- 2. Materials produced by Contractors.**
- 3. Furniture, appliances, tires, stumps, and excessive quantities of materials. (Shall **NOT** be placed on the street for pick-up).**

**All materials NOT consistent with this notice must be moved within 5 days or a Town removal fee will be added to the Utility Bill associated with the address of the debris.**

**Please call Town Hall with any questions (803) 874-2405**