



Town Council Meeting

Tuesday, February 1, 2022 at 6:00 pm

MEETING LOCATION

101 Court House Dr. (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:

- **Council Meeting Minutes 01/04/2022** (Council_Meeting_Minutes_01042022.pdf)

c. Approval of the Agenda

Attachments:

- **Council Meeting Agenda 02/01/2022** (Council_Agenda_02012022.pdf)

d. Acceptance of the Police, Fire and Animal Reports

Attachments:

- **Fire Department Report 02/2022** (Fire_Department_Report_022022.pdf)
- **Police Department Report 02/2022** (Police_Department_Report_02-2022.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 Matter (Town property near Chestnut and Oak Streets) - Update
- b. Purchase of Ladder Truck
- c. Capital Projects Update - a. Demolition of Old High School b. Bid Package for Lake Inspiration
- d. Report/Update on the Town's "New" State Mandated Business License Process

- e. Administrator's Contract, Transition Plan/Recommendation (Personnel Matter) ES**
- 7. New Business**
 - a. Council 2022 Meeting Schedule and Approved Holiday Schedule**
 - b. Purchase of CPM Building (Town Hall Lease Purchase)**
 - c. Partnership with Community Action Agency (Assist with Low Income Water Assistance)**
- 8. Report of the Town Administrator**
 - a. Truck Parking Update**
 - b. Accounting Contract - ES**
 - c. St. Matthews K-8 Letter of Thanks**
 - d. Outstanding Bond Amounts**
 - e. Town Organizational Chart**
 - f. Town Maintenance Operations Update**
 - g. Operations Capital Purchases (Update)**
 - h. Volunteer Fire Fund Accounts (Oyster Fund & Fire Premium, \$20,088.63 & \$20,702.00**
 - i. Yard Trash Capital Equipment (Reminder)**
 - j. Fire Chief Status (Interim)**
 - k. Agnes Street Property Clean-Up (Court Ruling)**
 - l. Summons, Town/Calhoun County vs. Mark Dixon - ES**
 - m. Anita Chestnut vs. The Town of St. Matthews Police Department (Legal Matter) - ES**
 - n. Potential Legal Matter (Water Samples) - ES**
 - o. Mask Policy Update (Legal Opinion) - ES**
- 9. Executive Session**
 - a. Accounting Contract**
 - b. Town/Calhoun County vs. Mark Dixon**
 - c. The Town of St. Matthews Police Department**
 - d. Water Sample**
 - e. Administrator's Contract**
 - f. Mask Policy**
- 10. Adjourn**

Town of St. Matthews

Town Council Meeting Minutes

Tuesday January 4th 2022 at 6:00 p.m.

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

Council Members Present:

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

Also Present:

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

Absent:

Mayor Helen Carson-Peterson

Mayor Pro-Tempore, Virgil Jacobs called the Meeting to order at 6:00 p.m. Mr. Jacobs opened the Meeting in prayer followed by the Pledge of Allegiance. Mr. Jacobs entertained a motion to accept the prior Meeting Minutes. It was moved by Ms. Shuler-Guinyard and seconded by Ms. Bennett. The motion was carried unanimously.

Mr. Jacobs then entertained to motion to approve the Agenda for the Meeting. It was moved by Ms. Shuler-Guinyard and seconded by Ms. Bennett. The motion was carried unanimously. The Police, Fire and Animal Reports were accepted as information.

Citizens Input

Town employee Ms. Flora Fordham expressed dissatisfaction of the Christmas Bonus. She felt that Part-time employees who received \$525.00 and Full-time employees who received \$1,025.00 was unfair.

Mayor and Council News

Mr. Jacobs acknowledged those employees who are celebrating their Birthdays in January; Councilmember Webb Carroll – 29th and Gregory Sandlin – 30th.

Councilmember Prickett – Acknowledged the new COVID-19 outbreak and asked if Council should reconsider another Mask Ordinance. There was some discussion on reinstating the Mask Ordinance. Council asked the Town Administrator to conduct legal research on the matter.

Councilmember Bennett – Announced COVID-19 vaccinations on January 8th 2022 at the Calhoun County High School 10 a.m. – 2:00 p.m. She also stated only 52% of Calhoun County residents are vaccinated. Ms. Bennett also expressed condolences to Ms. Warren on the passing of her grandmother.

Councilmember Shuler-Guinyard – Spoke to Representative Ott regarding the storm drain on Pearl Street. She also reported that there was trash near the cemetery. Also, there are limbs scattered about the Town due to the recent storm.

Old Business

Dominion Energy Right-of-Way Request (2nd Reading) – Council voted unanimously to give the Right-of-Way to Dominion Energy. (2nd Reading) Dominion Energy would pay \$3,100.00 for the Right-of-Way. Mr. Jacobs entertained a motion to approve the Right-of-Way for Dominion Energy near Mack Hill Street. It was moved by Ms. Bennett and seconded by Ms. Prickett. The motion was carried unanimously.

Town Right-of-Way Matter (Town property near Chestnut and Oak Streets) – Draft information was provided to Council. Town Administrator would contact the three (3) adjacent property owners to sell the property. However, it would be open to the public as this is public property.

Board and Commission Vacancies Council Submissions (3 Vacancies) – These three vacancies still need to be filled. Two (2) vacancies on the Board of Zoning Appeals and one (1) on the Historic Design Review Committee.

Town/County Railroad Maintenance Agreement (Update) – The County wants to complete the work on the Railroad Right-of-Way. The Town maybe be asked to agree to ongoing maintenance.

Street Light Map – Town Administrator recommended that no additional lights be added until the new LED lights are installed by Dominion Energy. (Council Consented)

New Business

Council 2022 Meeting Schedule and Holiday Schedule – Mr. Jacobs entertained a motion to accept the Council Meeting Calendar and the Holiday Schedule. It was moved by Ms. Shuler-Guinyard and seconded by Ms. Bennett. The motion was carried unanimously.

Publiq Utility Service Charge (Requires Council Approval) – Administration received notification from Publiq Software that they will be increasing the transaction fee for credit card payments. The increase is 0.25 cents. Mr. Jacobs entertained a motion to increase the credit card usage fee (convenience fee) by 0.25 cents. It was moved by Ms. Prickett and seconded by Mr. Carroll. The motion was carried. Ms. Shuler-Guinyard opposed the motion.

Report of the Town Administrator

The Town Administrator gave Council a copy of the recusal form. He noted this should be distributed annually.

Holiday Giving Update – Thanks to the Police Department who provided the “mini” Police Car, which was raffled. The total amount raised was \$765.00 and all of the monies went to Calhoun Cares. Ms. Robin Phillips was very appreciative of the funds. Also, Town employees donated funds to provide Christmas Gifts to three (3) families in St. Matthews. Each family came by

Town Hall to pick up the gifts and were thankful to the employees and Town of Administration. The names were provided to Administration by DSS. A St. Matthews Angel donated monies to assist customers with utility bills.

Capital Project Update(s) – The first project is the demolition of the Old School. The asbestos will be removed first. That work will begin shortly. The Town is awaiting the architect's costs on the remaining projects, based on the budgets.

SAFEbuilt Contract – Is still pending.

Town Maintenance Operations Update – Mr. Gregory Wilson has started full-time working on Water Leaks and other Maintenance issues.

MASC Home Town Legislative Update – Information given to Council

Town Volunteer Fire Response Report (Attachment) – Report given for Volunteers.

Water Cut-Off Dates – All Water bills are due on the 15th of every month. Water is cut-off when a customer is two months in arrears.

Operations Capital Purchases (Update) – Purchases are still pending

Yard Trash Reminder – Given as information. Yard trash pick-up has improved.

The Town Administrator reminded Council of the Utility Bill process, including the due date. He also reported that the Town is waiting on the CTC on the paving of Flagler Street. There was a discussion on the animals in Town. Residents cannot tether an animal.

Ms. Prickett asked if the Town could pay for a Councilmember going to a conference for the Fire Department or would the Department pay for the conference. The Administrator responded in the affirmative. If the Fire Fighter is full time.

There were no items in Executive Session.

Ms. Shuler-Guinyard entertained a motion to adjourn the Meeting. It was moved by Mr. Jacobs and seconded by Ms. Bennett. The motion was carried unanimously. The Meeting was adjourned approximately 7:20 p.m.

Minutes submitted by:



Rosyl Warren, Town Clerk



Town of St. Matthews
Post Office Box 172, 606 F.R. Huff Drive
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Town Council Meeting
Tuesday February 1st, 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

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

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Motions Period (Town Council) – None Distributed to Administration

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4. Report/Update on the Town's "New" State Mandated Business License Process
5. Administrator's Contract, Transition Plan/Recommendation (Personnel Matter) **ES**

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3. Partnership with Community Action Agency (Assist with Low Income Water Assistance)

Report of the Town Administrator

1. Truck Parking Update
2. Accounting Contract **ES**
3. St. Matthews K-8 Letter of Thanks
4. Outstanding Bond Amounts
5. Town Organizational Chart
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10. Fire Chief Status (Interim)
11. Agnes Street Property Clean Up (Court Ruling)
12. Summons, Town/Calhoun County vs. Mark Dixon **ES**
13. Anita Chestnut vs. The Town of St. Matthews Police Department (Legal Matter) **ES**
14. Potential Legal Matter (Water Sample) **ES**
15. Mask Policy Update (Legal Opinion) **ES**

Executive Session

1. Accounting Contract
2. Town/Calhoun County vs. Mark Dixon
3. The Town of St. Matthews Police Department
4. Water Sample
5. Administrator's Contract
6. Mask Policy

Note: ES indicates Executive Session

Adjournment

CALL TYPE	January 2022	Year-to-Date
Alarm - False	2	2
FIRE - Structure	1	1
FIRE - Vehicle	2	2
FIRE - Woods/Grass	4	4
MVA	5	5
Medical	1	1
Other	10	10
Inside Town Limits	4	4
Outside Town Limits	21	21
Total Calls	25	25

St. Matthews Police Department

1/25/2022

January 2022

Activity Summary

Chief Michael Smalls Jr.

Activity	# of Calls	Arrest	Unfounded	Recovered	Remarks
Motor Vehicle Accidents	3				
Alarms ***	4				
Animal complaint	3				
Assaults	0				
Breach of Trust/ Stolen Veh.	0				
Burglary	0				
CDV	0				
Civil Disturbance	3				
Mental Patients	2				
DUS	0				
Domestic Dispute/Disturbance	0				
Escorts ***	5				
Identity Theft	0				
Gun Shot Fire In Town Limits	1				
Sexual Assaults	0				
Juvenile Incident	0				
Larceny	0				
Malicious Injury to Property	0				
Noise Complaint	0				
PDC/ Public Drunk/ DUI	0				
Shoplifting/Stolen Property	4				
Simple Possession	0				
Suicide Threat	0				
Suspicious/Unknown Activity	8				
Trespass	0				
Missing Person/Runaway	0				
Welfare Check & Public Service	14				
Harrassments	3				
911 Hang-ups	4		0		
Follow Up	2				
Property Check	63				
Assist Motorist	2				
Tobacco & Alcohol Compliance Check	0				
Arrest for Possession with Intent to Distribute					
Arrest Previous Cases \ Month Total					
*** = Subject has more than one count					
Assist Other Agencies	EMS	Sheriff Dep	Fire Dep	DSS	Mental Health
	0	0	0	0	1
Traffic Tickets	38				
Total Calls Month of November	160				
Total For Year 2022	160				