



# Town Council Meeting

Tuesday, March 1, 2022 at 6:00 pm

## MEETING LOCATION

101 Court House Drive (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 02/01/2022** (Council\_Meeting\_Minutes\_02012022.pdf)
- **Special Called Council Meeting Minutes 02/17/2022** (Special\_Called\_Meeting\_Minutes\_02172022.pdf)

- c. Approval of the Agenda
- d. Acceptance of the Police and Fire Reports

#### Attachments:

- **Fire Department Report 03/2022** (Fire\_Department\_Report\_03-2022.pdf)
- **Police Department Report 03/2022** (Police\_Department\_Report\_03-2022.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.

### 4. Mayor and Council News

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

### 5. Motions Period (Town Council)

### 6. Old Business

- a. Purchase of CPM Building (Town Hall Lease Purchase) - Administrator's recommendation/request to pay off Lease Purchase - Update
- b. Offer to Sell Town Property
- c. Capital Projects Update - a) Timeline to spend funds b) Demolition of Old High School c) Bid Package for Lake Inspiration/Hut and Town Pocket Park

### 7. New Business

- a. Demolition Assistance Request
- b. Administrator Demolition Program Recommendation
- c. Downtown Redevelopment Project (Attachments)

**d. Purple Martin Festival - Update a) License Waiver b) Elected Official Float**

**8. Report of the Town Administrator**

**a. Business License Requirement**

**b. Accounting Contract - Update**

**c. Operations Capital Purchases - Update Administrator is in the process of securing and purchasing; New or Pre-Owned Truck, Dump Trailer and Tractor refuse grabber**

**d. Fire Truck Purchase**

**e. Fire Service Resignation (Personnel Matter) - ES**

**f. Yard Trash Update**

**g. S.C. DHEC Complaint (Butler Street)**

**h. Court Administration "Mask" Ruling**

**9. Executive Session**

**10. Adjourn**

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Contact: Rosyl Warren (townofstmatthews@windstream.net 803-874-2405) | Agenda published on 02/25/2022 at 12:07 PM

**Town of St. Matthews**

**Town Council Meeting**

**Tuesday, February 1<sup>st</sup> 2022 at 6:00 p.m.**

**101 Courthouse Drive, St. Matthews SC 29135**

**Council Members Present:**

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

**Also Present:**

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

Mayor Helen Carson-Peterson (via phone)

**Absent:**

Marla Riley

Mayor Pro-Tempore, Virgil Jacobs called the Meeting to order at 6:01 p.m. The Meeting was opened in prayer by Mr. Jacobs, followed by the Pledge of Allegiance. Mr. Jacobs entertained a motion to accept the prior meeting Minutes. It was moved by Ms. Bennett and seconded by Mr. Carroll. The motion was carried unanimously. Mr. Jacobs then entertained a motion for the approval of the Meeting Agenda. Under the Report of the Town Administrator an additional item to be added; #16 – Letter from Local Law Office, a potential legal matter to be discussed in Executive Session. It was moved by Ms. Shuler-Guinyard and seconded by Ms. Bennett. The motion was carried unanimously. The Police and Fire Reports were accepted as information.

**Citizens Input**

There were no Citizens present at the Meeting who wished to speak. However, Rosyl Warren – Town Clerk expressed appreciation to Council and Town Employees for their thoughtfulness and prayers during the passing of her grandmother.

**Mayor and Council News**

Mayor Pro Tempore acknowledged those Town employees who are celebrating their Birthdays in the month of February; Nathan Young – 1<sup>st</sup>, Aubrey Ferguson – 2<sup>nd</sup>, Adrian Johnson – 6<sup>th</sup> and Ross Binsley – 10<sup>th</sup>.

Ms. Shuler-Guinyard – Expressed that she was confused about the hiring of Mr. Wilson and the job description of the Town Administrator. She expressed that she doesn't have an understanding of the hiring. She also felt that there was not enough communication between Council, Mayor and Administration. Constituents have been questioning who runs the Police Department and are not satisfied with the litter near Pearl Street. She expressed that she doesn't have an understanding about the hiring. Ms. Prickett suggested that Ms. Shuler-Guinyard organize a Clean-Up Day in her neighborhood. Ms. Prickett expressed that she has cleaned up that area in Pearl Street and noted it was not her district, and that instead of complaining about the trash Constituents should do something about it.

Ms. Prickett is continuously working to get Citizens to volunteer for the Board vacancies. Ms. Racheal Schwartz submitted her application for the Zoning Appeals Board and Brittany Sandifer is interested in the Historic District Design Review Committee. Ms. Prickett asked the Town Administrator to enlighten Council on the business located on Bridge Street. There were some activities that took place on Saturday and there were complaints related to parking. Town Administrator emphasized that the business does not have an ABC license.

Ms. Bennett – wanted to make the Public aware that there will be a vaccination clinic on February 5, 2022 at Calhoun County High School from 10:00 – 2:00 p.m.

Mr. Jacobs requested that Paris Lane be scraped. Town Administrator will contact CTC.

Mr. Carroll asked questions regarding the business on Bridge Street.

Town Administrator asked Council to keep former Councilmember Linda Archie-Simmons in their thoughts and prayers on the passing of her mother.

### **Motions Period**

Ms. Prickett entertained a motion to appoint Ms. Rachael Schwartz to the Board of Zoning Appeals. It was moved by Ms. Bennett and seconded by Mr. Carroll. The motion was passed unanimously.

### **Old Business**

Town Right-of-Way Matter (Town property near Chestnut and Oak Streets) A boundary survey has been completed and adjacent property owners have been notified. The Town Administrator recommended that after all parties have been notified that the Town publicly offer the sale of the property. Mr. Carroll asked if there was any way for the three residents to work something out if there was no one from the public interested. Mr. Jacobs entertained a motion to allow the Administrator to proceed with the public sale of the Town property located near Chestnut and Oak Street. It was moved by Ms. Prickett and seconded by Mr. Carroll. The motion was carried unanimously.

Purchase of Ladder Truck – Fire Chief Greg Sandlin gave Council an update on two Ladder Trucks that are potentially for sale. Both trucks were located in New York and that he would be travelling with a mechanic to test the trucks. They were a 1996 and 1997 respectively and both had a cost of approximately \$65,000.00 each.

Capital Projects Update – The demolition of the Old School has begun. This project came in under the budgeted amount. The other projects estimates were way over budget and the Town Administrator has been working to get updated estimates on a “design build” option.

Business License – The Town Clerk gave an update on the State Business License Portal which has now open. Business owners will be notified as to how to renew their licenses.

Administrator’s Contract – This item will be discussed in Executive Session.

### **New Business**

Council 2022 Meeting Schedule and Approved Holiday schedule was given to Council as information.

Purchase of CPM Building (Town Hall Lease Purchase) – The total pay-off for the building is approximately \$99,000.00. Mr. Jacobs entertained a motion to give the Administrator authorization to move forward with the purchase of the CPM building. It was moved by Ms. Bennett and seconded by Ms. Prickett. The motion was carried unanimously.

Partnership with Community Action Agency – This Agency received Federal monies to assist individuals who are unable to pay their water bills. The Town will refer customers to them.

### **Report of the Administrator**

Truck Parking Update – Administrator reported that all six (6) permits have been issued. Tag numbers have been given to Police and the Maintenance Department so that parking area can be monitored.

Accounting Contract (ES) – This item will be discussed in Executive Session.

St. Matthews K-8 Letter – The Town received a letter from St. Matthews K-8 school, thanking Town employees for the Christmas gifts for three (3) Calhoun County families.

Outstanding Bond Amount – Given to Council as information.

Town Organizational Chart – Given to Council as information.

Town Maintenance Operations (Update) – The Administrator is still in the process of purchasing a new 2500 (Diesel) pick-up truck. He noted that the prices of trucks are extremely high, however, the search will continue. The dump trailer and grapple for the tractor have been ordered.

Volunteer Fire Fund – The Town has closed the two (2) volunteer accounts and the funds of these accounts have been turned over to the Volunteer Fire Department.

Fire Chief Status – Mr. Gregory Sandlin has been appointed the Fire Chief. The interim title has been removed.

Agnes Street Property Clean-Up – The Magistrates Court has ordered the property to be cleaned up and fencing to be placed around the property.

Summons, Town/Calhoun County vs. Mark Dixon – This item will be discussed in Executive Session.

Anita Chestnut vs. The Town of St. Matthews Police Department – This item will be discussed in Executive Session.

Potential Legal Matter – (Water Sample) – This item will be discussed in Executive Session.

Mask Policy Update (Legal Opinion) – This item will be discussed in Executive Session.

Mr. Jacobs entertained a motion to go into Executive Session to discuss Administrator's Contract, Transition Plan, Accounting Contract, Summons, Town/County vs. Mark Dixon, Anita Chestnut vs. The Town of St. Matthews Police Department (Legal Matter), Potential Legal Matter (Water Sample) and the Mask Policy Update (Legal Opinion). It was moved by Ms. Shuler-Guinyard and seconded by Ms. Bennett. The motion was carried unanimously.

Town Council reconvened its Public Session approximately 9:00 p.m. Mr. Jacobs entertained a motion to authorize the Administrator to negotiate the potential sale of Town property. It was moved by Ms. Bennett and seconded Ms. Prickett. The motion was carried. Ms. Shuler-Guinyard opposed the motion.

Mr. Jacobs entertained a motion requesting the Administrator provide additional information regarding the transition plan. Also, Council will have a Special Called meeting on Thursday, February 17<sup>th</sup> at 6:00 p.m. It was moved by Ms. Bennett and seconded by Ms. Prickett. The motion was carried unanimously.

Ms. Shuler-Guinyard entertained a motion to adjourn the Meeting. It was moved by Ms. Bennett seconded by Mr. Carroll. The motion was carried unanimously. The Meeting was adjourned approximately 9:20 p.m.

Minutes submitted by:

A handwritten signature in blue ink, appearing to read "Rosyl Warren".

Rosyl Warren, Town Clerk

**Town of St. Matthews**  
**Special Called Council Meeting**  
**Thursday, February 17<sup>th</sup> 2022**

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

**Council Members Present:**

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

**Also Present:**

J. Milton Pope, Town Administrator  
Rosyl Warren, Town Clerk

The Mayor called the Meeting to order at 6:01 p.m. The Meeting was opened in prayer by Mr. Jacobs, followed by the Pledge of Allegiance. The Mayor entertained to motion to approve the Meeting Agenda. It was moved by Mr. Jacobs and seconded by Ms. Prickett. The motion was carried unanimously.

Mayor Carson-Peterson entertained a motion to go into Executive Session to discuss a potential Economic Development Project and an Administrative personnel matter. It was moved by Ms. Bennett and seconded by Mr. Carroll. The motion was carried unanimously.

Council reconvened its Public Session at 7:24 p.m. The Mayor entertained a motion allowing the Administrator to move forward with the pre-application process for a potential Economic Development Project. It was moved by Ms. Bennett and seconded by Mr. Jacobs. The motion was carried unanimously.

Mayor Carson-Peterson read a statement from Town Council; Town Council will proceed with the transition process of appointing a Town Administrator and has accepted the resignation (completion of Contractual Duties) of the present Administrator effective, April 29<sup>th</sup> 2022.

The Mayor then entertained a motion to adjourn the Meeting. It was moved by Ms. Prickett and seconded by Ms. Bennett. The motion was carried unanimously. The Meeting was adjourned approximately 7:30 p.m.

Minutes submitted by:



Rosyl Warren, Town Clerk



<b>CALL TYPE</b>	<b>February 2022</b>	<b>Year-to-Date</b>
<b>Alarm - False</b>	<b>5</b>	<b>7</b>
<b>FIRE - Structure</b>	<b>1</b>	<b>3</b>
<b>FIRE - Vehicle</b>	<b>1</b>	<b>4</b>
<b>FIRE - Woods/Grass</b>	<b>4</b>	<b>9</b>
<b>MVA</b>	<b>5</b>	<b>15</b>
<b>Medical</b>	<b>1</b>	<b>2</b>
<b>Other</b>	<b>2</b>	<b>14</b>
<b>Inside Town Limits</b>	<b>8</b>	<b>15</b>
<b>Outside Town Limits</b>	<b>11</b>	<b>39</b>
<b>Total Calls</b>	<b>19</b>	<b>54</b>

# St. Matthews Police Department

2/24/2022

## February 2022

### Activity Summary Chief Michael Smalls Jr.

Activity	# of Calls	Arrest	Unfounded	Recovered	Remarks
Motor Vehicle Accidents	0				
Alarms ***	4				
Animal complaint	0				
Assaults	0				
Breach of Trust/ Stolen Veh.	1				
Burglary	0				
CDV	0				
Civil Disturbance	0				
Mental Patients	0				
DUS	0				
Domestic Dispute/Disturbance	2				
Escorts ***	6				
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	0				
PDC/ Public Drunk/ DUI	0				
Shoplifting/Stolen Property	0				
Simple Possession	0				
Suicide Threat	0				
Suspicious/Unknown Activity	0				
Trespass	1				
Missing Person/Runaway	0				
Welfare Check & Public Service	5				
Harrassments	0				
911 Hang-ups	5		0		
Follow Up	2				
Property Check	18				
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					
<b>Assist Other Agencies</b>	<b>EMS</b>	<b>Sheriff Dep</b>	<b>Fire Dep</b>	<b>DSS</b>	<b>Mental Health</b>
	0	0	0	0	0
Traffic Tickets	22				
Total Calls Month of February	72				
Total For Year 2022	232				