



# Town Council Meeting

Tuesday, February 7, 2023 at 6:00 pm

## MEETING LOCATION

1313 Bridge Street (St. Matthews Municipal Court) , 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
- c. Approval of the Agenda
- d. Acceptance of the Police , Fire and Animal Reports

### 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) - None Distributed to Administration

### 6. Old Business

- a. Capital Projects Update
- b. Audit Update (Tim Cornelison, CPA)
- c. Redistricting Process - Update
- d. Purple Martin Festival - Update
- e. Demolition Projects - Update
- f. Utility Billing Issues
- g. Update on On-going Litigation - ES
- h. Potential Economic Development - ES

### 7. New Business

- a. Winter Trim of Crepe Myrtles
- b. Town Newsletter
- c. Meeting with Calhoun County
- d. Water System Upgrades
- e. Meeting with LSCOG - Dilapidated Structures

### 8. Report of the Town Administrator

- a. Chief of Police Report
- b. Fire Chief Report
- c. Maintenance Supervisor Report

### 9. Executive Session

- a. Update on On-going Litigation
- b. Potential Economic Development Matter

### 10. Adjourn



**Town of St. Matthews**  
**Town Council Meeting Minutes**  
**Tuesday, January 03, 2022, at 6:00 p.m.**  
**1313 Bridge Street, St. Matthews, SC 29135**

**Council Members Present:**

Mayor Helen Carson-Peterson  
Virgil Jacobs  
William “Webb” Carroll  
Eloise Shuler-Guinyard  
Sharon Bennett  
Marla Riley  
Deidre Prickett via phone

**Also Present:**

Rosyl Warren, Town Administrator  
Rosalind Johnson, Town Clerk/Treasurer  
Gregory Sandlin, Fire Chief  
Michael Smalls, Police Chief  
Gregory Wilson, Maint. Supervisor

The Mayor called the meeting to order at 6:00 pm. Mr. Jacobs opened the Meeting in prayer, followed by the Pledge of Allegiance. Mayor Carson-Peterson entertained a motion to accept prior meeting minutes. It was moved by Ms. Prickett and seconded by Mr. Jacobs. The motion was carried unanimously.

The Mayor entertained a motion to approve the Meeting Agenda. It was moved by Ms. Prickett and seconded by Mr. Jacobs. The motion was carried unanimously.

The Mayor entertained a motion to accept the Police and Fire Report. It was moved by Ms. Shuler-Guinyard and seconded by Mr. Jacobs. The motion was carried unanimously.

**Citizens Input**

No Citizens present wished to speak.

**Mayor and Council News**

**1. Recognition of Town Employees:** The Mayor acknowledged the birthdays of Town Employees for the month of January: Mr. Lewis on January 4<sup>th</sup>, Mr. Carroll on January 29<sup>th</sup>, and Mr. Sandlin on January 30<sup>th</sup>.

**2. Town Council News:**

**Mayor Carson-Peterson:** The Mayor wished everyone a Happy and Prosperous New Year. She thanked Ms. Warren and Mr. Wilson for assisting her with the Coat Drive presentation at St. Matthews K-8. She felt it was a huge success. She also wants to inform the citizens that the S.C. Stay Program application ends on January 30<sup>th</sup>, 2023.

**Ms. Bennett:** She wished everyone a Happy New Year. She was concerned that the past Council Woman, Ms. Archie-Simmons, is still on the Town webpage. Ms. Warren informed her that the new webpage is in the process of being updated.

**Mr. Carroll:** The Christmas parade turned out lovely. He was glad everyone made it through the cold weather we experienced during December.

**Ms. Riley:** She commented that the lighting issues have improved. On Means Street, her vehicle bogged down near her mother's Home. Ms. Riley is still inquiring about the sweeper, and Ms. Warren informed her that she would meet with the County on Friday.

**Ms. Shuler-Guinyard:** Wishes everyone a Happy New Year. She asked Ms. Warren if the issue with Mr. Bull was cleared up. Ms. Warren stated she couldn't get in touch with Mr. Bull and that he doesn't have a water or sewer contract. Ms. Peterson – Carson asked did he pay taxes, and Ms. Warren stated she would check with Calhoun County Treasurer Office. Ms. Warren stated if she couldn't get in touch with Mr. Bull, the Town would pick up the debris and charge Mr. Bull for the pick-up.

**3. Dr. William Molnar, Lower Savannah Council of Governments:** Dr. Molnar congratulated Mr. Jacobs as a newly elected member of the Board of Lower Savannah Council of Government. He also presented Mayor Carson-Peterson with a plaque for ten (10) years of service with the Lower Savannah Council of Government. Dr. Molnar will come back later and speak about State and Federal programs.

**Motions Period (Town Council)**- None Distributed to Administration**Old Business**

**Capital Projects Update:** Mr. Wilson gave an update on the Penny Sales Tax Project that is currently going on at Lake Inspiration, the Town Hall, and the Municipal Court building. On Friday, January 06, 2023, Ms. Warren, Mr. Wilson, Mayor Carson-Peterson, and Mr. Carroll will meet with County Administrator Mr. James Haigler and Mark Briggman to discuss upcoming projects.

**Town Christmas Parade Update:** The Town has been receiving great feedback on the Christmas Parade. A special thank you to Mr. Carroll, Ms. Prickett, Ms. Green, and Ms. Crook for an outstanding job organizing the Christmas parade.

**Redistricting Process:** Ms. Warren is waiting on a response from the State Fiscal Affairs Office.

An update from Legal Counsel on the On-going Litigation will be discussed in Executive Session.

**New Business**

1. **Town Christmas Cards:** The citizens appreciated the kind gesture from the Town of St. Matthews for the Christmas cards they received.
2. **Town Staff Christmas Party and Holiday Dates:** Ms. Warren thanked the Town Staff for shopping for gifts for the annual Christmas party.
3. **Boards and Commissions:** Ms. Warren will contact the board to set up a meeting in January.
4. **Town and Country parking Lot:** Ms. Warren spoke with Mr. Mohammed Hloubi, informing him that his offer was denied. He asked if he could receive more lighting around his establishment.
5. **Town Signage:** Ms. Warren is still awaiting a response from Mr. Holbert.
6. **Potential Economic Development Matter:** Will be discussed in Executive Session.
7. **SCDHEC Sanitary Survey:** The Town received a satisfactory rating on the water report.
8. **Meeting with USDA Representative:** Mayor Carson-Peterson and Ms. Warren met with a representative from the USDA to discuss projected projects for the Town. Ms. Warren has the application to proceed in getting the necessary funds.

9. Calhoun County High School Marching Band: The band requested a donation to attend the Atlanta Hawks game. The Mayor entertained a motion to give the Calhoun County marching Band a donation to assist them in going to the Atlanta Hawks game. It was moved by Mr. Jacobs and seconded by Ms. Prickett. Ms. Shuler-Guinyard opposed the motion. Mr. Jacobs suggested using the funds from the Recreation Budget, and Ms. Warren suggested it come from the Event Community Budget. Ms. Bennett suggested donating five hundred dollars (\$500.00) to help the band on their trip. Ms. Bennett motioned to allocate the Calhoun County High School band seven hundred fifty dollars (\$750.00) to assist on their trip to the Atlanta Hawks game. Mr. Jacobs and Ms. Shuler-Guinyard opposed the motion.

10. Demolition and Beautification Projects: A Special Called meeting will be held on January 09, 2023, at 6:00 pm to accept the bid request and to go through each application to get the amount awarded to each applicant.

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

1. 2023 Holiday Schedule: Council Approval – The Mayor entertained a motion to accept the 2023 Holiday schedule. It was moved by Ms. Prickett and seconded by Ms. Bennett. The motion was carried unanimously.
2. 2023 Council Meeting Calendar: No discussion
3. Report on November Utility Bills: There were over one hundred (100) or more payments through November 04, 2022, and November 09, 2022, that weren't received. It was an issue with the United States Postal Service. Ms. Warren had to issue stop payments for vendors who had not received payments due to postal issues.
4. MASC Municipal Elected Officials Institute of Government: The Mayor and the Council will inform Ms. Johnson if they would like to attend the conference.
5. Chief of Police: The Chief of Police stated that Cadet Lewis finished his four (4) weeks of testing, and Cadet Darby was delayed on testing but has also finished. They both are waiting to attend the Police Academy.
6. Fire Chief Report: The Fire Department received a call from a resident, and the homeowner didn't have a fire but had several extension cords plugged into one outlet that was

overloading the circuit. The Town will coordinate with the Fire, Police and Maintenance Depts. to do a flyer to insert in utility bills concerning issues of concern. Also, he plans to conduct fire prevention training at the Council of Aging.

7. Maintenance supervisor Report: Ms. Warren thanked Mr. Wilson for working hard during the Christmas Holidays and appreciated all he did for the Town.

Mayor Helen Carson-Peterson entertained a motion to go into Executive Session to discuss the update concerning the ongoing litigation and potential economic development matter. It was moved by Ms. Prickett and seconded by Mr. Jacobs. The motion was carried unanimously.

Council reconvened its Public Session at approximately 7:10 pm. Mayor Carson-Peterson entertained a motion to adjourn the Meeting. It was moved by Mr. Jacobs and seconded by Ms. Shuler-Guinyard. The motion was carried unanimously. The Meeting was adjourned at approximately 7:19 p.m.

Minutes submitted by:



Rosalind Johnson, Town Clerk/Treasurer

**Town of St. Matthews**  
**Special Called Town Council Meeting Minutes**  
**January 09, 2023 at 6:00 p.m.**

**Council Members present:**

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

**Also Present:**

Rosyl Warren, Town Administrator  
Rosalind Johnson, Town Clerk/Treasurer  
Michael Smalls, Chief of Police  
Gregory Sandlin, Fire Chief  
Gregory Wilson, Maint. Supervisor

The Mayor called the meeting to order at 6:00 pm. The Mayor opened the meeting in prayer followed by the pledge of the Allegiance. Council met to review the two bids received for the Demolition of Dilapidated Structures. The first bid received was from DMPO Enterprises in the amount of \$116,850.00. The second bid received was from Mitchell Tree Services in the amount of \$67,800.00. There was some discussion from Council regarding the two bids.

The Mayor questioned whether they were bidding on all the properties and would the Town pay half of the bid or have the property owner pay the other half. Ms. Bennett stated that the application advertised up to \$6900.00 and are we not going to allow the full amount of the demolition bid. Mr. Carroll said, we should allow the demolition without having the property owner to pay. If the bid amount is greater than \$6900.00 the property owner would pay the difference.

The Mayor entertained a motion to accept the bid as written by Mitchell's Tree Service. It was moved Mr. Carroll and seconded by Ms. Bennett. The motion was carried unanimously.

Mayor Helen Carson-Peterson entertained a motion to adjourn the meeting. It was moved by Mr. Carroll and seconded by Ms. Bennett. The motion was carried unanimously. The meeting was adjourned approximately 6:20 pm.

Minutes submitted by:



Rosalind Johnson, Town Clerk/Treasurer





*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](mailto:townofstmatthews@windstream.net)**

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**Town Council Meeting**

**Tuesday February 7<sup>th</sup>, 2023 at 6:00 p.m.**

**1313 Bridge Street (St. Matthews Municipal Court), St. Matthews, SC 29135**

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

**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**

1. 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.

**Mayor and Council News**

1. Recognition of Town Employees
2. Town Council News

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

**Old Business**

1. Capital Projects – Update
2. Audit – Update (Tim Cornelison, CPA)
3. Redistricting Process – Update
4. Purple Martin Festival – Update
5. Demolition Projects – Update
6. Utility Billing Issues
7. Update on On-going Litigation – **ES**
8. Potential Economic Development - **ES**

**New Business**

1. Winter Trim of Crepe Myrtles
2. Town Newsletter
3. Meeting with Calhoun County
4. Water System Upgrades
5. Meeting with LSCOG – Dilapidated Structures

**Report of the Town Administrator**

1. Chief of Police Report
2. Fire Chief Report
3. Maintenance Supervisor Report

**Executive Session**

1. Update on On-going Litigation
2. Potential Economic Development Matter

**Note: **ES** indicates Executive Session**

**Adjourn**



## Animal Services January 2023 Monthly Report

### Complaints: 47

Sandy Run: 9    Town St. Matthews: 8    Town Cameron: 1    County: 29

Calls after Hours: 10    Court Cases: 3    Tickets Issued: 0

Animals Brought In: 23    Animals Reclaimed: 3    Animals Adopted: 9

Animals to/in Foster: 4    Animals Euthanized: 6

Animals Transferred to Rescue: 0

There are 17 Animals in the shelter going into February 2023.

### Incident Types:

Aggression: 1    Animal Attacked: 3    Animals at Large: 20

Animal Left in Vehicle: 0    Bite: 1    Cruelty: 0

Law Enforcement Asst: 0    Noise: 1    Sick/Injured Animal: 1

Stray Animal: 16    Trapped Animal: 0    Welfare Check: 4

<b>CALL TYPE</b>	<b>January 2023</b>	<b>Year-to-Date</b>
<b>Alarm - False</b>	<b>8</b>	<b>8</b>
<b>FIRE - Structure</b>	<b>6</b>	<b>6</b>
<b>FIRE - Vehicle</b>	<b>2</b>	<b>2</b>
<b>FIRE - Woods/Grass</b>	<b>3</b>	<b>3</b>
<b>MVA</b>	<b>5</b>	<b>5</b>
<b>Medical</b>	<b>9</b>	<b>9</b>
<b>Other</b>	<b>2</b>	<b>2</b>
<b>Inside Town Limits</b>	<b>17</b>	<b>17</b>
<b>Outside Town Limits</b>	<b>18</b>	<b>18</b>
<b>Illegal Burns (info only)</b>	<b>1</b>	<b>1</b>
<b>Total Calls</b>	<b>35</b>	<b>35</b>



# PURPLE MARTIN FESTIVAL 2023

ST. MATTHEWS, SC

APRIL 21ST

APRIL 22ND

COMMUNITY  
BINGO &  
STREET DANCE:  
7PM-10PM  
TOWN HALL PARKING LOT

PARADE: 10AM  
BRIDGE STREET  
FESTIVAL:  
11AM-7PM  
CALHOUN COUNTY COURTHOUSE  
GROUNDS

FESTIVAL INFO: 803-874-0101  
PARADE INFO: 803-707-0808

# TOWN OF ST. MATTHEWS

## Town Hall Hours of Operations:

9:00 a.m. – 4:00 p.m.

Office Closed – For Lunch 12:00 p.m. – 1:00 p.m. daily  
After Hour Emergency Water Leak number (803-655-5949) please call this number after regular operating hours, weekends or holidays.

## Municipal Court:

Municipal Court is Held on Wednesdays at 10:00 a.m.

Town Website:

[Stmatthews.sc.gov](http://Stmatthews.sc.gov)

## Calhoun County

**CodeRED is a free service that provides local emergency alerts in Calhoun County.**

How to Sign up?

Call the Library at (803)

874-3389 or visit the

website at

[www.calhouncodered.com](http://www.calhouncodered.com)



## Cold Weather Safety Tips

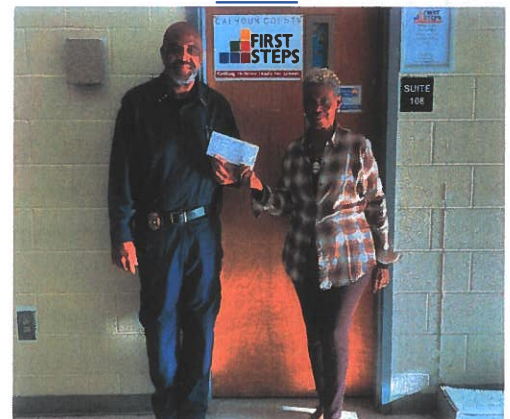
### St. Matthews Fire Department

- **Pay attention to your space heaters.** Space Heaters need space. Keep anything flammable at least (3) feet from any heat source. **DO NOT USE EXTENSION CORDS TO RUN SPACE HEATERS!** Do Not overload extension cords.
- **Cultivate Good Fire Safety Habits.** Turn off electric blankets when not in use. Do not use the oven to heat your home. Turn off portable heaters when leaving a room or going to bed. Blow out candles before going to sleep. Keep bedroom doors closed when sleeping. Install smoke alarms on every level of your home. Test smoke alarms every month. Have a fire escape plan and practice it twice a year. If a fire occurs in your home, **GET OUT, STAY OUT AND CALL FOR HELP!**
- **Stay in the kitchen when cooking.** Keep a residential fire extinguisher nearby and understand how to use it.



Congratulations to Captain Willie Britt  
On his Promotion!

## St. Matthews Police Department News



The St. Matthews Police Department raffled a Pit Boss Pro Wood Pellet Grill from October 1<sup>st</sup> through December 20<sup>th</sup> and the proceeds went to Calhoun County First Steps. Calhoun County First Steps is a local non-profit that works collaboratively to ensure that all children start school ready to reach their highest potential. Chief Michael Smalls presented a check in the amount of \$625.00 to the Executive Director, Virginia Newman.

## Town of St. Matthews Business License:

Every vendor conducting business (Residential or Commercial) shall have a valid Business License with the Town.

Unlicensed work may result in citations and or fines. Call Town Hall to report unlicensed vendors or contractors.

### Electronic Payments &

#### Secure Drop Box:

#### **Electronic Payments & Secure Drop**

The Town of St. Matthews accepts electronic payments for utility bills, court fines and business licenses. Payments can be made on-line. Citizens can make their payments using the secure drop box and the end of our Drive-through window.

PLEASE DO NOT PUT CASH IN THE DROP BOX!



## Paying your Water Bill

**Website:**  
**Stmatthews.sc.gov**

1. Click – Pay My Water Bill
2. Enter Account Number and last 4 digits of the phone number on file.

**Phone Payments:**  
**Call (844) 281-6012**

**WE DO NOT ACCEPT PAYMENTS OVER THE PHONE AT TOWN HALL.**

**If you have not received your bill by the 5<sup>th</sup> of the Month, please call Town Hall for assistance.**



# Town of St. Matthews Yard Waste Regulations Garbage Pick-Up And Utility Bills

Town of St. Matthews is responsible for:

**1. 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 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.**

**4. Piles of Yard Trash shall be no larger than 5x5x5.**

**5. Yard Trash inconsistent with Town specifications will receive a "Notice" of Illegal Pile.**

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

## **Garbage Pick-Up**

Garbage Pick-Up is on Mondays. Please have carts out to the curb on Sunday evenings or before 6:00 a.m. Monday morning.

The only Holidays affected by the Monday schedule in 2023 will be Labor Day (September 4<sup>th</sup>). Garbage will be picked up the following day and Christmas Day (December 25<sup>th</sup>) Garbage will be picked up the following day!

**All Carts are to be returned to the residence within 24 hours of pick up...non compliance may result in a \$25.00 citation.**

## **Utility Bills**

All utility bills are due by the 15<sup>th</sup> of each month.

Payments received after the 15<sup>th</sup> will be charged a 15% late fee penalty. If bills are not paid by the 30<sup>th</sup> of the month they will receive an additional \$20 fee and added to the Town's disconnect list. Customers whose services have been disconnected will not be restored until their account is in good standing.

**All Town customers shall have an identifiable "shut-off" valve. NOTE: Only Town staff is allowed to enter into Town Meter Boxes. Unauthorized tampering may result in citations.**