



Town of St. Matthews
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Town Council Meeting
Tuesday, September 1st, 2026 at 6:00 p.m.
1313 Bridge Street (St. Matthews Municipal Court), St. Matthews, SC 29135

Call to Order – Mayor Helen 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.
2. Mr. John Singletary – International Connection Alliance – Sister Cities

Mayor and Council News

1. Recognition of Town Employees
2. Town Council News

Old Business

1. Town Events – Update
2. SCIP Grant – Update
3. CDBG Demolition Grant - Update
4. Municipal Court System Upgrades – Update
5. Springbrook Software Utility Upgrade – Update
6. SCDES – Proposed Consent Order - Update
7. 2026-2027 Budget – Public Hearing and Final Reading September 9th 2026 at 6:00 p.m.
8. Utility Accounts – Update
9. Code Enforcement – Update
10. Lake Inspiration Project - Update

New Business

1. Request from Community Churches – Community Tent Revival
2. Resolution – LSCOG Natural Hazards Mitigation Adoption Plan
3. Request from SAFE (Self Esteem, Advocacy, Faith and Education)

Report of the Town Administrator

1. Police Department Report
2. Fire Department Report
3. Maintenance Department Report

Executive Session

1. Potential Legal Matter – Administration

Adjournment

Town of St. Matthews

Town Council Work Session

August 25^h, 2026, at 6:00 p.m.

Council Members present:

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

Also Present:

Rosyl Warren, Town Administrator
Rosalind Johnson, Town Clerk
Gregory Wilson, Maintenance Supervisor
Gregory Sandlin, Fire Chief
Micheal Smalls, Chief of Police

Call to Order

Mayor Carson called the meeting to order at approximately 6:00 p.m.

Invocation and Pledge

Mr. Jacobs opened the session with a prayer, followed by the Pledge of Allegiance.

Work Session with Mr. Charlie Barrineau – MASC Field Services Manager

Mr. Charlie Barrineau, MASC Field Services Manager, provided Council with guidance on the proper procedures for conducting Town Council meetings. He discussed various methods that municipalities may use to receive citizen input and explained how establishing clear procedures can help meetings operate more smoothly and efficiently.

Discussion

Council engaged in discussion with Mr. Barrineau regarding proper procedures for conducting Town Council meetings. Council members asked questions and received clarification on meeting procedures, citizen input, and methods for maintaining an orderly and effective meeting process.

Minutes submitted by:



Rosalind Johnson, Town Clerk

Town of St. Matthews

Town Council Meeting Minutes

Tuesday, August 05, 2026, at 6:00 p.m.

1313 Bridge Street, St. Matthews, SC 29135

Council Members Present:

Mayor Helen Glover-Carson

Virgil Jacobs

Eloise Shuler-Guinyard

William “Webb” Carroll

Deidre Prickett

Marla Riley

Sharon Bennett

Also, Present

Rosyl Warren, Town Administrator

Rosalind Johnson, Town Clerk

Gregory Sandlin, Fire Chief

Gregory Wilson, Maintenance Supervisor

Michael Smalls, Chief of Police

The Mayor called the meeting to order at 6:00 p.m. Mr. Jacobs opened the Meeting in prayer, followed by the Pledge of Allegiance.

The Mayor entertained a motion to approve the minutes from the prior meeting. The motion was made by Ms. Shuler-Guinyard and seconded by Ms. Riley. The motion was carried unanimously. The Mayor entertained a motion to amend the agenda to include the following items under New Business: Budget Ordinance – First Reading by Title Only, a request from the Calhoun County Museum, and the Small Cities Summit, scheduled for August 12 at the Columbia Convention Center. She also requested that a Personnel Matter be added under Executive Session. The motion was made by Ms. Bennett and seconded by Ms. Shuler-Guinyard. The

motion was carried unanimously.

The Mayor entertained a motion to approve the Police, Fire, and Animal Control Reports. It was moved by Ms. Shuler-Guinyard and seconded by Ms. Riley. The motion was carried unanimously.

Citizens' Input – No Citizen wished to speak.

Ms. Jeannette Brown and Ms. Shanika Aiken - SAFE (Self Esteem, Advocacy, Faith, and Education) – gave a brief synopsis of their organization.

Mayor and Council News

The Mayor reported that she spoke with Charlie Barrineau of the Municipal Association regarding citizen input during Council meetings. She suggested inviting Mr. Barrineau to conduct a session on appropriate procedures for managing public comments presented during Council meetings. The Mayor also discussed the possibility of requiring individuals who wish to address Council to complete and submit a request form at least one week prior to the meeting.

Recognition of Town Employees: The Mayor acknowledged Town employees celebrating birthdays in August: Mr. Owens (25th) and Councilwoman Ms. Shuler-Guinyard (26th).

Town Council News:

Mr. Carroll commended the Maintenance Department for their hard work and dedication, particularly for continuing to perform their duties during the extreme heat and challenging weather conditions.

Ms. Shuler-Guinyard thanked the Police Department for their work in making National Night Out

an enjoyable event for the children. She also spoke about the leadership message presented at the Annual Municipal Association of South Carolina (MASC) Conference and stated that she thoroughly enjoyed the conference. Additionally, Ms. Shuler-Guinyard shared that she enjoyed the western dance and suggested that the Town purchase red handkerchiefs for the upcoming Western Night.

Mr. Jacobs commended the Maintenance Department for the good work they continue to do throughout the Town.

The Mayor provided an update on her *Now You Know* podcast, highlighting a recent guest who shared information on SNAP work requirements, workforce registration, and available employment and educational resources. She also thanked the Police Department, Town employees, and the community for their participation and contributions toward making National Night Out a successful event.

Ms. Prickett commented that National Night Out went very well and thanked everyone who contributed to the gift bags and summer rock project. She thanked Mr. Wilson for promptly contacting SCDOT to address visibility concerns caused by overgrown trees near Bridge Street. She also expressed concerns about residents placing prohibited items and debris along the roadside and suggested providing reminders about proper disposal procedures. Councilwoman Prickett also shared that she enjoyed the MASC conference in Greenville and found the sessions informative, especially the opportunity to hear from potential candidates for Governor.

Ms. Bennett shared that she enjoyed both the Annual Municipal Association of South Carolina (MASC) Conference and National Night Out. She discussed the possibility of establishing a Youth Council and providing workshops for citizens to learn more about the different forms of municipal government. She also inquired about the date of this year's Western Dance.

Ms. Riley thanked the Maintenance Department for helping maintain her area.

Old Business

Town Events Update:

Western Night – September 5th

Veterans Day Luncheon – November 6th

Christmas Parade – December 5th

SCIIP Grant Update – Mr. Wilson provided an update on the SCIIP Grant, noting that work on the lagoon continues to be challenging due to groundwater and frequent rainfall. Despite these conditions, progress is being made, and work will continue as weather permits.

CDBG Demolition Grant Update – The Town Administrator reported that the CDBG Demolition Grant continues to progress, with the Town Attorney currently working on the required title searches.

Municipal Court System Upgrades Update – The Town Administrator reported that the Police Department continues to work through issues with the new system and has not yet gone live.

Springbrook Software / Utility Upgrade – The Town Administrator reported that the new utility billing system is now live and that a representative from Express Bill Pay was in the office providing staff training. The Deputy Town Clerk provided an overview of the new system and highlighted several features and benefits available to customers.

SCDES – Proposed Consent Order Update – The Town Administrator reported that an extension until September 1 was granted for the SCDES - Proposed Consent Order Update due to delays with the lagoon liner, groundwater, and rainfall.

MASC Annual Meeting – July 15th – 19th (Greenville, SC) – The Town Administrator stated that she was pleased everyone enjoyed the Annual MASC Conference and returned home safely.

Vision Plan Draft Meeting (6/30) – Update - The Town Administrator reported that the Vision Plan was emailed to the Council for feedback.

Budget Work sessions August – The Town Administrator announced that budget work sessions were scheduled for August 17th and August 20th at 6:00 p.m. She said the Town Accountant, Ms. Jones, would be available to conduct an additional session if needed. Council requested that the budget information be provided in advance of the scheduled work sessions.

Utility Accounts – The Town Administrator discussed the need to update utility accounts that remain in the names of deceased individuals. She stated that she had spoken with the Town Attorney regarding the matter and that he would like to conduct additional research before providing further guidance.

Code Enforcement - The Town Administrator and Mr. Wilson discussed code enforcement efforts concerning overgrown properties. Mr. Wilson reported that property owners are provided a warning and given time to correct violations before citations are issued. Council discussed establishing an appropriate fine for overgrown grass violations, noting that the current ordinance allows fines of up to \$500.00.

The Mayor entertained a motion to establish a \$75.00 fine for overgrown grass violations. The motion was made by Mr. Carroll and seconded by Ms. Prickett. The motion carried

unanimously.

New Business

Lake Inspiration Project - The Town Administrator introduced Mr. Herb Gilliam of JLA, who presented an updated conceptual plan for improvements to Lake Inspiration based on previous discussions with Representative Govan and Council members. Mr. Gilliam explained that the purpose of the project is to enhance the lake while addressing concerns related to flooding, safety, accessibility, and recreational use. Proposed improvements included expanding water storage areas to assist with drainage, additional parking, a new fishing pier, a canoe/kayak launch, a walking trail around the lake, and designated access for Fire Department training. He also discussed possible roadway modifications to improve pedestrian safety and connectivity to surrounding areas.

Mr. Gilliam emphasized that the proposal is still in the conceptual stage and that no financial commitment was being requested from Council at this time. The next steps would include refining the plan and exploring potential funding opportunities and grant requirements.

Center for Heir's Property Information - The information was provided for informational purposes only.

Rural Development Initiative Funding Information - The information was provided for informational purposes only.

Budget Ordinance – First Reading by Title Only: The Mayor entertained a motion to adopt

Ordinance No. 2027-1, the annual budget for the Town of St. Matthews for the fiscal year beginning October 1, 2026, and ending September 30, 2027, on First Reading by Title Only. It was moved by Ms. Shuler-Guinyard and seconded by Ms. Riley. The motion carried unanimously.

Calhoun County Museum - The Town Administrator reported that the Calhoun County Museum will host the South Carolina Federation of Museums Annual Conference, September 8–10, 2027, and has requested sponsorship from the Town. Council agreed to further discuss the request during the upcoming budget work sessions.

Small City Summit - The Town Administrator announced that the Small Cities Summit will be held August 12th at the Columbia Convention Center and asked Council members interested in attending to notify staff for registration.

Council also discussed scheduling a training session with Mr. Charlie Barrineau of the Municipal Association of South Carolina during the week of August 24–28 concerning citizen input at Council meetings.

Report of the Town Administrator

Police Department – The Police Chief reported that Officer Tullock graduated from the South Carolina Criminal Justice Academy as a Class I Certified Law Enforcement Officer and is currently completing the field training portion of his training. He also thanked Council, Town employees, and everyone who assisted with National Night Out.

Fire Department – The Fire Chief reported that operations continue to run smoothly. The department has remained busy responding to calls, including incidents related to recent storms and downed trees.

Maintenance Department – Mr. Wilson reported that the department continues to work through equipment challenges and has nearly caught up on debris and limb collection following recent storms. He also provided an update on code enforcement efforts, noting that he conducted an inspection throughout the Town to identify overgrown properties, inoperable vehicles, debris, and other ordinance violations. The Town will issue citations to property owners who have previously received warnings and remain noncompliant.

Executive Session

The Mayor entertained a motion to go into Executive Session to discuss a Potential Legal Matter Maintenance Department (Update), Potential Legal Matter - Administration, and a Personnel Matter. It was moved by Ms. Shuler-Guinyard and seconded by Mr. Carroll. The motion was carried unanimously.

The Council reconvened its Public Session at approximately 7:58 p.m. without further discussion or vote. The Mayor entertained a motion to adjourn the meeting. It was moved by Mr. Jacobs and seconded by Mr. Carroll. The motion was carried unanimously. The meeting was adjourned at approximately 8:00 p.m.

Minutes submitted by


Rosalind Johnson, Town Clerk

Town of St. Matthews

Town Council Budget Work Session

August 17th, 2026, at 6:00 p.m.

Council Members present:

Mayor Helen Glover-Carson
Marla Riley
Deidre Prickett
Sharon Bennett
Virgil Jacobs
William “Webb” Carroll
Eloise Shluer-Guinyard

Also Present:

Rosyl Warren, Town Administrator
Rosalind Johnson, Town Clerk
Gregory Wilson, Maintenance Supervisor
Micheal Smalls, Chief of Police

Call to Order

The Mayor Pro Temp called the meeting to order at approximately 6:00 p.m.

Invocation and Pledge

Mr. Jacobs opened the session with a prayer, followed by the Pledge of Allegiance.

Review of Proposed 2026–2027 Budget

The Town Administrator and the Town Auditor presented a review of the Proposed 2026–2027 Budget.

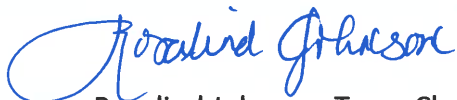
Discussion

Council engaged in discussion, followed by questions and answers regarding the proposed budget.

Note

- No official action was taken at this work session.
- This session was held for guidance and discussion purposes only.
- Formal decisions, including the 2nd and Final Reading of the Budget, will take place on September 9, 2026 at 6:00 p.m.

Minutes submitted by:



Rosalind Johnson, Town Clerk