Approved
1/10/18

Town of McCormick, SC
Regular Town Council Meeting
Tuesday, December 12, 2017 – 7:00 PM
McCormick One Stop Conference Room, 109 W. Augusta St., McCormick, SC

Attendance:

Mayor:	Roy Smith, Jr.
Council Members Present:	Nathan Jones J. Calvin Chiles Eric T. Butler Alvin Jennings Ann Seymour
Council Members Absent:	Dolly Franklin
Staff Present:	Police Chief W.D. Bo Willis Fire Chief Mike Barron Town Clerk/Treasurer Sandra McKinney
Town Attorney:	John D. Compton, III
Guests:	Rett Harbeson, JLA, Inc. – Streetscape Presentation Chuck Cook, Corporate Secretary & Liaison, Public Affairs Committee – Savannah Lakes Village, Inc. Mark Miller Kathy Stokes Charlotte Tallent, Chamber of Commerce Dr. John Compton Heather McNally Barbara Hinkel
News Media:	Rodney Creswell, McCormick Messenger
Appearance of Citizens:	**No Written Requests**

Public Notification:
December 6, 2017 - News Media notified of the meeting by e-mail
December 6, 2017 - Posting to the Town's website, **townofmccormicksc.org.**
December 6, 2017 - All other parties requesting notification either by fax, e-mail or correspondence
December 8, 2017 - Agenda Packages delivered to Town Council Members
December 8, 2017 - Public notice posting - Town's Kiosk outside of the Town Hall area

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Prior to the Welcome and Call to Order, Mayor Smith stated he wanted to read a letter and read to those in attendance the letter from the Governor's Office dated November 8, 2017 awarding the Town a Community Block Development Grant from the South Carolina Department of Commerce in the amount of $500,000 for a Downtown Streetscape Improvement Project

1. Call to Order:
At approximately 7:03 pm, Mayor Smith called to order the McCormick Town Council's regularly scheduled meeting for December 12, 2017.

2. Pledge of Allegiance:
Mayor Smith asked all present to stand and offer the Pledge of Allegiance; all did so in a patriotic manner.

3. Invocation:
Mayor Smith called for Council Member Mr. Butler to offer the invocation; Council Member Mr. Butler did so, being thankful for the day, the receipt of the grant, asking for mercy and grace, and seeking intervention and guidance for the meeting.

4. Approval of Agenda as Written:
Mayor Smith called for any discussion regarding the Approval of Agenda as Written, and receiving none, called for a motion; Council Member Mrs. Seymour offered the motion to approve the agenda as written, said motion being duly seconded by Council Member Mr. Butler, and unanimously approved.

Rett Harbeson, Johnson, Laschober & Associates, PC
Presentation of Design Plans, Contract to Proceed, and Construction Documents
Downtown Streetscape Project

Mayor Smith called for Mr. Harbeson to address Council; Council had received a copy of the Scope of Work to be performed prior to the meeting for review.
Mr. Harbeson handed out a drawing for the first phase of the Downtown Streetscape Project and pointed out the various elements of the improvements to be performed: Paving, Striping and Improvements to the Roadway, Sidewalks, and Common Crossing areas, Re-lamping existing lights with LED fixtures, Landscaping – new trees and shrubs, additional crosswalks, ADA upgrades to current regulations, Wayfaring signage and install call boxes and bicycle stands, seating area improvements, and decorative fencing running the length of the railroad tracks. Mr. Harbeson stated that JLA will assist with the construction process from the advertising, bidding and awarding of the project, as well as being on site during the construction and approval

and payment of grant funds. He stated that the award of the grant was good news and that he was looking forward to working with the Town in moving forward with the Project.

Mayor Smith thanked Mr. Harbeson for his presentation and stated that Council needed to consider action regarding the Scope of Work and Agreement document.

Council Member Mr. Butler made a motion to approve the Scope of Work and Agreement document, duly seconded by Council Member Mr. Jennings and unanimously approved.

5. Appearance of Citizens:
Mayor Smith stated that no written requests had been received for appearance of citizens and no requests or comments were offered from those present.

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6. Regular Town Council Business Items:
Mayor Smith stated Council had received copies of the Minutes of the regular meeting of Council for November 14, 2017, a copy of the Bills for November, and the monthly Financial Statement for November, all for review prior to the meeting, and called for any discussion or action regarding the regular Town Council business items as presented.

No discussion being offered, Council Member Mrs. Seymour made a motion that the Minutes be approved as written, that the Bills be paid in the usual manner, and that the Financial Statement be approved as information; said motion was duly seconded by Council Members Mr. Butler and Mr. Jennings, and unanimously approved.

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7. Legislation:
Mayor Smith stated under **Legislation**, Council had received for review prior to the meeting, one **Ordinance - O-2017-11-14-01**, One Stop Lease & Contract for discussion, second reading and adoption.

Calling for discussion, questions or comments, and receiving none, Mayor Smith called for a motion.

Council Member Mrs. Seymour made a motion to give second reading to and adoption of the Ordinance, said motion was duly seconded by Council Member Mr. Butler, and unanimously approved.

Mayor Smith stated Council had received one **Resolutions** for Council action, R-2017-12-12-01 – Employee Handbook Revised 2018. He then called for the Town Clerk/Treasurer to comment regarding the Resolution.

Mrs. McKinney stated that it was mandatory that the Handbook be reviewed every five years by a Labor Attorney, that review having been started in August and reviewed by Kevin Sturm, the Municipal Association's assigned Labor Attorney, out of Spartanburg. She stated the

Handbook was updated to the current regulations regarding employment and pointed out that the biggest change would have to do with health insurance costs which costs seemed to be getting more expensive, and was projected to be at a 3% increase in the coming budget process for the Town. She stated the Handbook called for future fulltime employees to contribute to the insurance costs in the amount of 25%.

Calling for any discussion, questions or comments, and receiving none, Mayor Smith called for a motion.

Council Member Mrs. Seymour made a motion to authorize the Mayor to sign the Resolution, adopting the 2018 Employee Handbook, attested to by the Town Clerk/Treasurer, said motion was duly seconded by Council Member Mr. Butler, and unanimously approved.

Mayor Smith stated one **Proclamations** had been issued – **School Choice Week**.

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8. Reports:

Mayor Smith stated Council had received copies of the Departmental Reports – Police, Fire, Town Clerk/Treasurer, and Deputy Town Clerk/Treasurer for November - prior to the meeting for review.

Mayor Smith called for questions regarding the Police Department report and no questions were offered.

Mayor Smith stated with the Fire Department budget, there was a request for the expenditure of funds for the recent Georgia Pacific donation, and called upon Town Clerk/Treasurer Mrs. McKinney.

Mrs. McKinney stated that the donation was specific to the Fire Department for the purchase of equipment and that Chief Barron had requested that the funds be used to purchase PPE equipment.

Council Member Mr. Chiles made a motion to expend the funds for the specific purchase of PPE equipment in the Fire Department, said motion was duly seconded by Council Members Mr. Butler and Mr. Jennings, and unanimously approved.

Continuing with Reports, Mayor Smith asked if Council had questions regarding the Town Clerk/Treasurer and Deputy Town Clerk/Treasurers reports as presented.

No questions, comments, or discussion being offered, Council Member Mr. Butler offered a motion to approve all reports, said motion being duly seconded by Council Member Mr. Jennings, and unanimously approved

9. Old Business:

Mayor Smith stated no items were listed under Old Business.

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10. New Business:
Mayor Smith stated several items were listed under New Business.

Council had received draft copies of both the Comprehensive Plan Review, Process and Agreement with Upper Savannah COG to begin the mandated review process, along with a Schedule of Events – Ordinance O-2018-01-09-01, and the Safety Policy & Management Letter for 2018, Resolution R-2018-01-09-01; it was stated that these two items would be moved to the Legislative section of the Agenda in January for action by Council.

Mayor Smith stated that Council action was needed for two items, the Budget Schedule for beginning preparations of the FY 18/19 Town General Fund Operating Budget, and the 2018 Meeting Dates & Holiday Schedule.

Council Member Mrs. Seymour offered a motion to approve the Budget Schedule, said motion being duly seconded by Council Member Mr. Jennings, and unanimously approved.

Council Member Mrs. Seymour offered a motion to approve the Meeting Dates and Holiday Schedule, said motion being duly seconded by Council Members Mr. Butler and Mr. Jennings and unanimously approved.

Executive Session:
Section 30-4-70. Meetings which may be closed.....
(a)(1) Discussion of Employment, appointment, compensation, promotion, demotion, discipline, or release of an employee..., and
(a)(2) Discussion of negotiations incident to proposed contractual arrangements...receipt of legal advice...

Mayor Smith called for a motion to enter the executive session.

Council Member Mrs. Seymour offered the motion, said motion duly seconded by Council Members Mr. Butler and Mr. Jennings, and unanimously approved.

Executive Session – 7:25 pm

Upon return to open session, Council Member Mrs. Seymour offered a motion to revert to Regular Session, said motion being duly seconded by Council Member Mr. Jennings and unanimously approved.

Mayor Smith report to the audience that no action was needed; discussion only having been held in the Executive Session.

Mayor's Comments:
Mayor Smith stated the Chamber was having a Workforce Solutions luncheon to be held December 13, at the MACK, and asked if Council Members Mr. Chiles and Mrs. Seymour could attend.

Mayor Smith stated that he felt the Holiday on Main and Christmas parade went well.

In closing, Mayor Smith wished everyone happy holidays and hoped that everyone would be safe. He then called for adjournment.

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12. Adjournment

Council Member Mrs. Seymour made the motion to adjourn, said motion being duly seconded by Council Member Mr. Butler and unanimously approved.

Council adjourned at approximately 7:40 pm.

Respectfully submitted,

Sandra McKinney

Sandra McKinney
Town Clerk/Treasurer

M12122017

-HISTORIC-
McCormick
SOUTH CAROLINA

Agenda
Regular Town Council Meeting
Tuesday, December 12, 2017 - 7:00 PM
McCormick One Stop Conference Room
109 W. Augusta St., McCormick, SC

Welcome & Comments

1. Call to Order

2. Pledge of Allegiance

3. Invocation

***4**. Approval of Agenda as Presented

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Rett Harbeson, Johnson, Laschober & Associates, PC
Presentation of Design Plan, Contract to Proceed, and Construction Documents
Downtown Streetscape Project
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5. Appearance of Citizens, Public Comments, No Written Requests

***6**. Regular Town Council Business:
(for consideration/motions for action/approval):
A) **Minutes**, Regular Council Meeting –November 14
B) **Bills**, November
C) **Financial Statement**, November

***7**. Legislation (for consideration/motions/action):
A) **Ordinances –one: O-2017-11-14-01**
(1) One Stop Lease, second reading & adoption

B) **Resolutions – one: R-2017-12-12-01**
(1) Resolution adopting the 2018 Employee Handbook, as reviewed by Labor Attorney – motion to authorize Mayor to sign; Town Clerk/Treasurer to attest

C) **Proclamations -**
(1) School Choice Week

117 West Augusta Street
P.O. Box 306
McCormick, S.C. 29835
(864) 852-2225
FAX (864) 852-2476

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***8**. Reports
A) **Police**
B) **Fire**
C) **Clerk/Treasurer & Deputy Clerk/Treasurer**

9. Old Business

***10**. New Business
A) **Draft Copy of Ordinance No. O-2018-01-09-01 to Implement the Comprehensive Plan Review Process & Agreement with Upper Savannah COG to facilitate the review process & Schedule of Events**

B) **Draft Copy of Resolution No. R-2018-01-09-01, Safety Policy & Management Letter**

***C) Budget Schedule for Beginning Preparations of the FY 18/19 Town General Fund Operating Budget**

***D) 2018 Meeting Dates & Holiday Schedule**

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Executive Session:
Section 30-4-70. Meetings which may be closed; ....
(a)(1) Discussion of Employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.... and (a)(2) Discussion of negotiations incident to proposed contractual arrangements..... receipt of legal advice.....

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Mayor's Comments

***11**. Adjournment

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Distribution Schedule

Mayor	Roy Smith, Jr.
Council Members	Dolly Franklin Nathan Jones Calvin Chiles Eric Butler Alvin Jennings Ann Seymour
Attorney	John D. Compton, III
Department Heads	Police Chief Fire Chief Mike Barron
News Media	McCormick Messenger The Index-Journal
Town Website	TownofMcCormicksc.org
Agencies Requesting Notice	McCormick County Arts Council - MACK Chamber of Commerce SC Wilds Heritage/Plantation Quilts SCE&G Chuck Cook, Corporate Secretary & Liaison, Public Affairs Committee – SLV
For Streetscape	Rett Harbeson, JLA
For Appearance of Citizens	No Written Requests
Public Posting	Town Kiosk, 117 W. Augusta St.