

**Town of McCormick, SC
Regular Town Council Meeting
Tuesday, January 10, 2017**

McCormick One Stop Conference Room, 109 W. Augusta St., McCormick, SC

Attendance:

Mayor: Roy Smith, Jr.

Council Members Present: Dolly Franklin
Nathan Jones
Calvin Chiles
Eric T. Butler

Council Members Absent: Alvin Jennings
Ann Seymour

Staff Present: Major W.D. (Bo) Willis, Interim Police Chief
Fire Chief Mike Barron
Town Clerk/Treasurer Sandra McKinney

Town Attorney John D. Compton, III (and his Dad,
John Compton)

News Media: Wes Emery, McCormick Messenger

Guests: Mrs. Teresa Kemp, SC Wilds Heritage
Plantation Center
Charlotte Tallent, Chamber of Commerce
Rett Harbeson & Lance Cheely, JLA &
Associates, PA – Architects
(Streetscape Master Plan)
Kathy Stokes
Christine Lee
Alonzo Harrison
Tim White

Public Notification:

January 4, 2017 - News Media notified of the meeting by e-mail
January 4, 2017 - Posting to the Town's website, townofmccormicksc.org.
January 6, 2017 - All other parties requesting notification either by fax, e-mail or
correspondence
January 6, 2017 - Agenda Packages delivered to Council Members
January 6, 2017 - Public notice posting - Town's Kiosk outside of the Town Hall area

Welcome:

Mayor Smith welcomed all present to the regular meeting of Council for January 10, 2017, recognizing guest's presence:
Rett Harbeson & Lance Cheely, JLA & Associates, PA for the Streetscape Master Plan
Janice Grizzard, Executive Director, MACK, and Attorney Compton's father.

1. Call to Order:

At approximately 7:00 pm, Mayor Smith called to order the McCormick Town Council's regular scheduled meeting for January 10, 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, thankful for the day, of being kept and brought to this day and place, for intervention, guidance and direction in the governing of the meeting.

4. Approval of Agenda as Written:

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

5. General Public Comments:

Mayor Smith stated the next item under General Public Comments was the Information Gathering, Presentation of Fact Finding & Scope Confirmation for the Streetscape Master Plan and stated Rett Harbeson and Lance Cheely were present to make that presentation. He then called upon Mr. Harbeson and Mr. Cheely.

Mr. Harbeson and Mr. Cheely made the presentation with drawings, sketches, and plans for the Town's Streetscape Master Plan including:

- A Circulation Analysis depicting the Major Arterial and Arterial entrances into Town from 28 and 378 into the downtown business district and some residential areas

- The Circulation Analysis also depicted local streets with parking areas and sidewalks.

- A Base Map depicted commercial areas, churches, undeveloped areas, and municipal areas.

- A Scope of Work Plan depicted the Streetscape's Focal Point, with gateway and intersection improvements, gateway signage, lighting, and corridor improvements.

Comments and discussions were made by the Mayor, Council, and members of the audience that were present for the need of parking, signage and a facelift to the downtown area such as:

- Working with DOT and CSX with regard to widening parking areas and improvements to railroad rights-of-way

- Improving handicap accessibility downtown

- Having a focal point downtown such as a monument, a fountain, or some other type of improvement

- Better lighting for the commercial as well as some residential areas

- Opening up "green spaces" and adding benches, trash cans, and other amenities

- Placing utilities – power poles/lines - underground

- Looking for opportunities to bring people to the downtown area by way of signage

Increasing parking, especially for times of events and festivals
Pedestrian safety issues being abated by additional crosswalks and sidewalk improvements

Attorney Compton addressed the underdeveloped areas and stressed that the development of these areas would bring greater traffic to the downtown areas, this being a strategic and vital part of the Plan

It was stated that dilapidated buildings and improvements to those buildings was not a part of the Streetscape improvements.

Mayor Smith stated that several additional meetings would be held, the February meeting a stakeholder's meeting for comprehensive input and review of agency requirements.

Mayor Smith thanked Mr. Harbeson and Mr. Cheely for their attendance; they were excused.

Mayor Smith stated that Janice Grizzard, from the MACK, wanted to address Council regarding the MACK's lease.

Mrs. Grizzard stated that the MACK lease would expire in December, 2018. She stated the MACK, rather than extending the lease, wanted the Town and County to consider deeding just the building to the MACK. She presented project plans for upgrades the MACK building by the addition of an elevator and other improvements. She stated the MACK had raised approximately \$175,000 to cover a portion of the project costs, and would continue to have fundraisers. She stated that a local family had also given foundation funds to help with the project. She stated other foundations were wanting to give, but not for a building owned by a government, i.e., the Town and County. Mrs. Grizzard stated that by deeding just the building to the MACK, with a reversion clause, stipulating that if the MACK ceased to exist, the building would revert to the Town and County, this action would help the MACK obtain additional foundation funds. She stated that she felt the County would be agreeable and would be meeting with the County in the following week. Costs savings were discussed with both the Town and county saving on costs such as insurance, HVAC and plumbing improvements and other aspects of the lease where it called for the Town and County to split costs of improvements 50/50. Mrs. Grizzard stated the MACK would continue with the Operations Agreement for the MACK Park with the Town and County retaining ownership of the Park (real property). Mrs. Grizzard stated the MACK had a building committee in place working to bring the project forward.

Mayor Smith asked the Clerk/Treasurer to work with Attorney Compton on the matter, getting him a copy of the Lease and preparing any necessary paperwork.

Calling for, and no further public comments being offered, Mayor Smith closed the General Public Comments at approximately 7:40 pm.

6. Regular Town Council Business Items:

Mayor Smith stated Council had received copies of the **Minutes** of the regular meeting of Council for December 13, 2016 for review prior to the meeting and called for any discussion or action regarding the Minutes as presented.

Council Member Mr. Chiles made a motion that the Minutes stand approved as written, said motion being duly seconded by Council Member Mrs. Franklin, and unanimously approved.

Mayor Smith stated Council had received, for review prior to the meeting, a copy of the **Bills** for December and called for any discussion or action regarding the Bills.

Council Member Mr. Chiles made a motion that the Bills be paid in the usual manner, said motion being duly seconded by Council Member Mrs. Franklin, and unanimously approved.

Mayor Smith stated Council had received a copy of the December **Financial Statement** for review prior to the meeting, and called for any discussion or action regarding same.

Council Member Mr. Chiles made a motion that the Financial Statement be received as information, said motion being duly seconded by Council Member Mrs. Franklin, and unanimously approved.

7. Legislation:

Mayor Smith stated under **Legislation**, there were three Ordinances for consideration, two for second and final reading, and one for consideration and first reading:

O-2016-12-13-01, FY 16/17 Budget Amendment for Streetscape Master Plan Costs

Council Member Mr. Chiles made said motion, duly seconded by Council Member Mr. Butler to give second reading and adoption.

O-2016-12-13-02, FY 16/17 Budget Amendment for Chamber Roof Repairs

Assessment

Council Member Mr. Butler made said motion, duly seconded by Council Member Mr. Chiles to give second reading and adoption.

O-2017-01-10-01, needing consideration and first reading was introduced.

Mayor Smith asked the Clerk/Treasurer, Mrs. McKinney, to explain this ordinance to Council.

Mrs. McKinney stated that any additional appropriations needed during the fiscal year that was not a part of the original budget was required, by Code, to be approved by a duly introduced Ordinance for Council's consideration and adoption. She stated this budget amendment was for the brush truck in the Fire Department.

Council Member Mr. Chiles made a motion to give first reading to Ordinance – O-2017-01-10-01, said motion duly seconded by Council Member Mr. Butler and unanimously approved.

Mayor Smith stated that Council had also received a copy of Resolution R-2017-01-10-01, Safety Policy Statement. He asked Mrs. McKinney to also explain this Resolution to Council.

Mrs. McKinney stated as part of the Town's insurances through the Municipal Association the Town was required to have a Safety Program, with a safety policy being adopted each year, and the Mayor issuing a Safety Management Letter to employees. She stated a Safety Committee was in place, consisting of the Mayor, the Administration, and Department Heads. She stated employees were given a copy of the Safety Policy of the Town each year.

Council Member Mr. Butler made a motion to adopt Resolution R-2017-01-10-01, Safety Policy Statement, the motion being duly seconded by Council Member Mr. Jones, and unanimously approved.

Mayor Smith stated he had issued one Proclamation for School Choice Week, Council receiving a copy of the Proclamation for information.

Mayor Smith called for Major W.D. Willis to give the **Police** Department Report for the month of December.

Collisions Investigated - 6
Traffic Offenses – 32
Arrests – 17
Overall Offenses (Incident Reports filed) – 31
Calls for Service – 348

Major Willis also reported year end activity:
Collisions Investigated - 57
Traffic Offenses – 167
Arrests – 141
Overall Offenses (Incident Reports filed) – 350
Calls for Service – 6022.

For events, Mayor Willis reported events for December included the Christmas tree lighting on December 2 and the annual Christmas parade on December 3.

Major Willis also stated, in response to Council Member Mr. Chiles' request, he had added information in the Council packages regarding arrest details for the month of December; he stated this information did not include bench warrants, just warrants issued.

Major Willis stated that he was talking/discussing with the Messenger to have the list published in the Messenger which would be done on a monthly basis. Discussion included a request for photos to be published, if possible, as well.

Discussion was also held as to the recent SCDC – SC Department of Corrections' incidences. Major Willis stated that the Code Red Alert was being worked on to confine the code red alerts to "specific areas"; if a code red alert is for the Mt. Carmel area, residents in that area only would be alerted; at present, the alerts go out to the total county area.

Mayor Smith thanked Major Willis for his report and moved to the **Fire** Report.

Fire Chief Mike Barron gave the report for the month of December as well as the yearly report:

December	Yearly:	Town/County
Automotive – 3		21/37
Structure Fires – 8		16/30
Alarm Calls – 3		
Brush – 3		8/24
Misc. – 2		20/35
For a total calls for service being 19 (December), and		54/126 yearly calls.

Under notes, Chief Barron stated the brush truck was in service, and he was waiting on

information for the lettering and signage to be put on the truck. He stated a proof/picture would be available for review. Chief Barron stated that the Department had a “record” year as shown by the information provided, continued to be a good working department, with dedicated members.

Discussion was held as to the additional funding request that Mayor Smith and Council Member Mr. Chiles had made to the County in April; no response having been made by the County. Council Member Mr. Chiles stated that maybe it was time to approach the County again, as it looked like most of the brush fire calls was in the County.

Mayor Smith thanked Chief Barron and then called for the Clerk/Treasurer and Deputy Clerk/Treasurer’s reports.

Mrs. McKinney reported as follows:

Town Clerk/Treasurer Additional Report to Council for December:

Purchases of goods and services:

4% local purchases; 6 out of town;
5% for personal services; 25% for contracted services
Brush Truck purchase: 57%; Jr. Firefighter costs: 3%.

Continuing/Upcoming Events listed included:

2016 Annual Municipal Financial Report to State Treasurer
2017 Statement of Economic Interests Filing with SC State Ethics Commission
Due in March
Review of Safety Notes & Information for 4th Qtr., 2016
Filing of Annual Reports, including OSHA Form 300
ADA Filing Requirements & Certification – April
Fair Housing (Resolution) – April
2018 Election for Districts 1, 3, 5 & CPW Commissioner
(Activate MEC – July)

Filings:

None

Publications:

Ads for Holiday Greetings

Meetings:

None

Mandated Review Dates:

Town Comprehensive Plan/Zoning – 2017
Policy Manuals/SOP’s/-Police & Fire – 2018
Town Employee Handbook/Policy Manual – 2018

In giving the Deputy Town Clerk/Treasurer's report, Mrs. McKinney reported:

Deputy Clerk/Treasurer's report:

Business licenses: 1– new; (contractor)

Building Permit Coordination: 2 new; 1 - for repairs

Background Checks: 1 – Employment

Visitor's Log: Town Hall - 47; Police Department - 38; Fire Department – 4; for a total of 89

Meetings Attended: Tree Lighting – 12/2; and Breakfast at the MACK – 12/6.

No new businesses started in Town.

Mayor Smith called for a motion to approve all reports as given.

Council Member Mr. Butler made a motion to approve all reports as given, said motion being duly seconded by Council Member Mr. Jones, and unanimously approved.

9. Old Business:

Mayor Smith stated under Old Business, Council had received for information a copy of the Budget Schedule for FY 17/18, with financials out to the Department Heads for budget requests.

10. New Business:

Mayor Smith stated several items were listed under New Business, the first being the:

Annual Donation Consideration for Relay for Life; he stated last year's donation was \$750, and called for a motion to approve a donation for 2017;

Motion made by Council Member Mr. Chiles for the same amount - \$750 – be given for Relay for Life, said motion being duly seconded by Council Members Mr. Butler and Mrs. Franklin, and unanimously approved.

The next item, Filing of Ethics Statement was for information, Mayor Smith stated, with \$100 penalty being assessed if filing was not done.

Employment Forms and information was provided to Council Members, Mayor Smith stated, and called upon the Clerk/Treasurer Mrs. McKinney to address.

Mrs. McKinney stated that certain employment forms were required by the IRS to be updated annually, and she would need to have this done and returned to her, the Form W-4, along with the Safety Policy Statement. She stated Council's W-2 forms had also been prepared and were included.

Mayor Smith stated that the Report on Contracts and Future Consideration's documents were for information only.

Mayor's Comments:

Mayor Smith stated for events, the Annual Chamber Dinner/Meeting would be held on January 26, at 6 pm at the Talmadge Fitness Center, and those interested could see Mrs. Tallent of the Chamber. He also stated that the MLK event would be held at the McCormick Middle School Gym on Sunday, January 15.

12. Adjournment

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

Council adjourned at approximately 8:10 pm.

Respectfully submitted,

Sandra McKinney
Town Clerk/Treasurer

M01102017

