

Town of McCormick, SC
Regular Town Council Meeting Minutes
Tuesday, December 10, 2013
Attendance:

Mayor: Roy Smith, Jr.

Council Members: Dolly Franklin
Nathan Jones
James C. (Calvin) Chiles
Eric T. Butler
Alvin L. Jennings
Ann D. Seymour

Staff Present: Police Chief J.R. Jones
Fire Chief Mike Barron
Town Clerk/Treasurer Sandra McKinney
Deputy Town Clerk/Treasurer Judy Foster

Staff Absent: Attorney John D. Compton, III

Media Present: None

Other Guests: Family of former Council Member
Mr. Jesse Earl Johnson, daughter
Gwen Middleton and wife, Evelyn
Norma Curtis, Donn M. Lee, Members,
Town Planning & Zoning Commission
Rick Green, Upper Savannah Council of
Government

Mayor Smith welcomed everyone present to the regular, monthly meeting of the McCormick Town Council for December 10, 2013. The meeting was held at the McCormick One Stop's Conference Room, 109 W. Augusta Street, Town of McCormick, SC at 7:00 PM. News Media had been notified of the meeting by e-mail on December 4, 2013. All other parties requesting notification had received notice either by fax, e-mail or correspondence on December 4, 2013. Agenda Packages were delivered to Council Members on December 6, 2013. Public notice posting was to the Town's Kiosk outside of the Town Hall area on December 6, 2013.

1. Welcome/Call to Order

Mayor Smith welcomed all in attendance to the regular, monthly meeting of the McCormick Town Council, at 7:01 pm.

Invocation: Mayor Smith called upon Council Member Mr. Butler to give the Invocation. Council Member Mr. Butler did so, expressing thanks for a great day and gathering, asking for guidance in all matters before the Town.

Mayor Smith stated it was customary, prior to the meeting, to have a business pick of the month to show appreciation to local businesses, and called upon Council Member Mr. Jones to make the selection. Council Member Mr. Jones selected “**Family Dollar**”. Mayor Smith asked the Clerk/Treasurer to send a Certificate of Appreciation to this business.

Mayor Smith then **called the meeting to order** at approximately 7:03 pm.

2. Pledge of Allegiance

Mayor Smith asked everyone present to stand and offer the **Pledge of Allegiance**. All in attendance did so in a humble, patriotic manner.

3. Approval of Agenda as Written

Mayor Smith stated Council had received a copy of the agenda as published and called for a motion to approve the agenda as written. Council Member Mr. Chiles made the motion, said motion being duly seconded by Council Members Mr. Butler and Mrs. Seymour, and unanimously approved.

Public Hearing Comprehensive Plan – 2013 as revised

Mayor Smith opened the Public Hearing to receive any comments regarding the Town's Comprehensive Plan – 2013 as revised. No comments were offered, and Mayor Smith closed the Public Hearing at approximately 7:05 pm.

4. General Public Comments

Mayor Smith then opened, and called for any, General Public Comments at approximately 7:05 pm. Mrs. Norma Curtis, member of the Town's Planning & Zoning Commission stated that she wanted to comment and commend the Town for the decorations downtown, once again the downtown looking very pretty and festive. Mayor Smith thanked Mrs. Curtis stating that the community and visitors to Town in the past had commented on the festive look. Mayor Smith stated that the Commission of Public Works had to be commended for all their efforts in putting up and taking down the decorations each year. Mayor Smith then closed the General Public Comments section of the meeting at approximately 7:06 pm.

5. Regular Town Council Business Items:

Mayor Smith stated Council had received a copy of the **Minutes** of the regular meeting of Council for November 12 and of the special called meeting of November 21 and called for action regarding same. Council Member Mr. Butler made a motion to approve the Minutes as written, said motion duly seconded by Council Member Mrs. Seymour, and unanimously approved.

Mayor Smith stated Council had received a copy of the **Bills** for November, along with a copy of the Receivables Report and called for any questions. No questions were offered, and Council Member Mr. Chiles made a motion to pay the Bills in the usual manner, said motion being duly seconded by Council Members Mr. Butler and Mrs. Franklin, and unanimously approved.

Mayor Smith stated Council had received a copy of the **Financial Statement** for November and called for action regarding same. Council Member Mrs. Seymour made a motion that the

Financial Statement be received as information and recorded as part of the Minutes, said motion being duly seconded by Council Member Mr. Butler, and unanimously approved.

6. Legislation

Under Legislation, Mayor Smith stated Council had received a copy of **Ordinance No. 2013-10-01**, Appropriate Certain Additional Funds to the FY 13/14 General Fund Budget to Purchase a Police Patrol unit. Mayor Smith stated that this ordinance had been adopted, but that council signatures were needed. He asked the Clerk/Treasurer to obtain the signatures of Council.

Ordinance No. 2013-11-01, Comprehensive Plan – Revised Recommendations from Planning Commission – Rick Green, Facilitator, second reading/adoption. Mayor Smith stated that no public comments had been made, and the ordinance needed second reading and adoption and called for a motion from Council. Council Member Mrs. Seymour offered a motion to give first reading to Ordinance No. 2013-11-01, Comprehensive Plan - 2013, said motion being duly seconded by Council Member Mr. Butler, and unanimously approved. Council signatures were obtained.

Under **Resolutions**, Mayor Smith stated that Council had received a copy of Resolution 2013-12-01 – Resolution Revoking the Town's December, 2008 Model Handbook for Employees. Mayor Smith called upon the Clerk/Treasurer to address Council.

Town Clerk/Treasurer Mrs. McKinney stated that in December, 2008, the Town had adopted the Municipal Association's Model Handbook for Employees. She stated that the Town had a policy manual in place previous to that, and in adopting the Model Handbook, the policy manual incorporated the various federal laws regarding employees – civil rights, age discrimination, FMLA, and other similar laws. She stated that handbooks and/or policy manuals needed to be reviewed and updated every five years. She stated that the Town had contacted the Municipal Association's labor attorney to review and revise the handbook, with minor revisions as to updated laws, and spelling errors. She stated that this was an administrative tool, not like an ordinance, which was essentially a law, and that Council, by motion and adoption, would authorize Mayor Smith to sign the Resolution adopting the December, 2013 version of the Employee Handbook.

Mayor Smith called for any questions or discussion and none being offered, called for a motion. Council Member Mrs. Seymour made the motion to authorize the Mayor to sign the Resolution adopting the December, 2013 version of the Employee Handbook, said motion being duly seconded by Council Member Mr. Butler, and unanimously approved.

Mayor Smith reported one **Proclamation** was published during November, one for **PASTOR JIMMY GILCHRIST**, on the occasion of an anniversary banquet for Mt. Moriah Church which he had attended.

7. Reports

Moving to Reports, Mayor Smith called upon Chief Jones to give the **Police** Department Report for November.

In reporting activity for November, Chief Jones reported:
Collisions Investigated 1; Traffic Offenses 16; Arrests 11; Overall Offenses (Incident Reports

filed) 18; and Calls for Service 287

Chief Jones stated there were no major incidents in November and no upcoming events to report.

Mayor Smith called for any questions from Council for Chief Jones and receiving none, he thanked Chief Jones for his report and called upon Fire Chief Mike Barron to give the **Fire Report** for November.

Activity for November from the Fire Chief's report indicated a slight decrease in activity, but no major events; reporting from the report:

for the City, Chief Barron reported three miscellaneous calls and one community event; for the County, Chief Barron reported two structure; two miscellaneous and two brush calls; total calls for November being 10.

The Fire Report also noted that fire safety classes were to be held in February.

Mayor Smith asked Chief Barron for a comparison between this year and last year's fire calls. Chief Barron stated that the calls were down about 15%.

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

Mrs. McKinney reported as follows for the **Clerk/Treasurer's** additional report:

Purchases of goods and services: 17% local; 9% out of town, 35% for personal services and for contracted services 38%.

No reports were required to be filed.

Required Publications: Public Hearing Notice for the Comprehensive Plan

Audit: none

Insurance Assessment/Renewal: Attendance at Annual Meeting in Columbia on November 14

Upcoming Events: 2014 General Election for the election of Council Members 1,3 and 5, and a CPW Commissioner; Comprehensive Plan Public Hearing (held earlier) and the Town's Personnel Policy Review adoption by Resolution (held earlier)

Mrs. McKinney also reported attendance at the annual Women's in Business luncheon and various staff meetings.

Deputy Clerk/Treasurer, Judy Foster being in attendance, was called upon to give her report:

the report given as follows:

Business licenses: new – 9; 5 associated with the Family Dollar project and 4 contractors

Building Permit Coordinations: 4-new for the Family Dollar project and 8 for repairs

Zoning Issues: none

Background Checks: 5 for apartment

Visitor's Log: Town Hall 63; Police Department 46; Fire Department 3; McCormick Elementary School visitors to Town Hall, Police and Fire Departments on November 26 – 90, for a total of 202.

Meetings Attended: Chamber Breakfast on November 5, and Visitor's Council Meeting on November 26.

Mayor Smith thanked everyone for their reports, and called for a motion to approve all reports

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

8. Old Business

Mayor Smith stated Council had received for information the 2014 dates of meetings, holidays, and pay periods which had been approved at the November meeting of Council. Mayor Smith called for any additional Old Business and none was offered.

9. New Business

Under New Business, Mayor Smith stated Council had been given a report on the various contracts, leases and other information of the Town which was for information purposes also. He also called for any additional New Business to come before Council, and none was offered.

10. Information Items

Under information items, Mayor Smith stated a Citizens Appreciation drop in at Town Hall would be held on December 20, from 10 am to 11:30 am with cookies and punch. He also stated that the annual Prayer Breakfast date would be January 25 and Council would be getting additional information on that event.

Mayor Smith stated he felt that the parade had gone well despite the weather. He stated also that the Literacy dinner was going on at the Cherry Valley/Manor Community Building if anyone wished to drop by after the Council meeting.

Mayor Smith stated he had implemented an annual service pin program back in July and presented each Council Member with a service pin for 5,10,15 plus years of service on Council.

First to be presented was the family of former Council Member Mr. Jesse Earl Johnson who had passed away in June, 2013. Mayor Smith made this presentation to Mr. Johnson's wife, Evelyn, and to his daughter, Gwen Middleton. All in attendance stated that Mr. Johnson's was greatly missed.

Mayor Smith, presenting other pins for years of service to:

Council Member Mrs. Frankin – 13 years

Council Member Mr. Jones- 1 year

Council Member Mr. Chiles- 22 years

Council Member Mr. Butler- 5 years

Council Member Mrs. Seymour- 7 years.

Council Member Mr. Chiles was given a round of applause for his 22 years of service on Council.

Mayor Smith also presented a gift card to each Council Member for 2013.

In closing, Mayor Smith stated that he felt the Town had a good productive year and he was looking forward to even a better new year. He stated that the Family Dollar project had stopped due to the rainy weather, but hoped to see that up and going soon.

Council Member Mr. Chiles stated that he wished everyone a joyful holiday season and a Merry Christmas.

Mayor Smith thanked Mrs. Johnson and Gwen for their attendance at the meeting.

11. Adjournment

Calling for any other business to come before Council and receiving none, Mayor Smith called for a motion to adjourn. Council Member Mr. Chiles made the motion, with Council Member Mr. Butler giving second. Council unanimously agreed to adjourn at approximately 7:28 pm.

Respectfully submitted,

Sandra McKinney
Clerk/Treasurer

File: M12102013

