



TOWN COUNCIL REGULAR MEETING

Town Council Chambers, Moncks Corner Municipal
Complex, 118 Carolina Avenue
TUESDAY, JANUARY 16, 2024 at 6:00 PM

MINUTES

CALL TO ORDER

The regular meeting of the Town Council was called to order by Mayor Thomas J. Hamilton, Jr. at 6:00 p.m.

Present:

Mayor Thomas J. Hamilton, Jr.
Mayor Pro-Tem David A. Dennis, Jr.
Council Member DeWayne G. Kitts
Council Member James N. Law, Jr.
Council Member Latorie S. Lloyd
Council Member Chadwick D. Sweatman
Council Member James B. Ware, III

Staff Present:

James E. Brogdon, Town Attorney
Jeffrey V. Lord, Town Administrator
Marilyn M. Baker, Administrative Services Director/Clerk to Council
Justine H. Lovell, Finance Director
Rebecca T. Ellison, Recreation Director
R. Logan Faulkner, Public Service Director
Robert L. Gass, III, Fire Chief
Stephen G. Young, Police Chief
Lee W. Mixon, Jr., Police Captain
Justin S. Westbrook, Community Development Director
Rebecca Vetter, Business Development Manager
Mohamed A. Ibrahim, Technology Manager

INVOCATION

Invocation was delivered by Council Member DeWayne G. Kitts

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was led by Mayor Pro-Tem David Dennis, Jr.

APPROVAL OF MINUTES

1. **Minutes:** Regular Meeting of Council - December 19, 2023

Motion made by Mayor Pro-Tem Dennis to approve the regular meeting minutes of December 19, 2023. Motion was seconded by Council Member Lloyd and approved unanimously as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

2. Minutes: Inauguration Ceremony - January 2, 2024

Motion made by Mayor Pro-Tem Dennis to approve the Inauguration Ceremony minutes of January 2, 2024. Motion was seconded by Council Member Law and approved unanimously as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

REPORTS

3. Mayor's Report: Thomas J. Hamilton, Jr.

Mayor Hamilton reported the following:

- Wednesday, January 10th he attended a ribbon cutting at Hutchison Lane for Berkeley County Habitat for Humanity. Mayor Pro-Tem Dennis and Council Member Law and many of our Town employees were also in attendance. He encouraged everyone to volunteer and added that it is a worthwhile endeavor.
- On Wednesday, January 10th at approximately 7:10 p.m. we had an officer involved traffic accident at the intersection of Highway 52 & Gilliard Road. Our Officer was transported to the ER as a precautionary measure. Mayor Hamilton was allowed to visit with him and thankfully he was fine.
- On Thursday, January 11th, he attended the Moncks Corner Water Works Monthly Commission meeting. During the meeting, the Commission elected Mr. Wayne Varner to serve as Chairman of the Commission. Former Chairman Charles Staley did not seek re-election after 48 years of service.
- On Monday, January 15th, he rode in the Moncks Corner Martin Luther King Jr parade and attended a service afterwards at the Moncks Corner Ame Church and spoke a few words. He added that it was a very moving service.
- On Tuesday, January 23rd, Berkeley County School District will be holding a breakfast from 8:30 to 9:45 at the Child Nutrition Office located behind the central office at 10 Heatly Street, commemorating the leadership and service exemplified by Dr. Martin Luther King. He plans to attend.
- On Monday, January 29th, there will be a ribbon cutting ceremony for Slim Chickens Restaurant at 11 am. The restaurant is located at 451 N. Highway 52.
- On Tuesday, February 6th he will be in Columbia attending the Hometown Legislative Action Day. On Wednesday, February 7th, he will attend Session A of the Municipal Elected Officials Institute.
- On Saturday March 16th the Town will hold its Annual St. Patrick's Day Festival "Let the Shenanigans Begin" on Main Street from 12pm-4pm.
- On Saturday, February 3rd, Former Fire Engineer Drew Kelly will be remembered and honored at a memorial service for Fallen Firefighters in Columbia, SC.

4. **Administrator's Report:** Jeffrey V. Lord

Administrator Lord reported the following:

- **Live Stream:** Council approved a system during the December Council meeting to live stream the Town's Council Meetings. We have not received the new system yet; however, we have cameras in place as a temporary measure until the new system arrives and is installed.
- **Corner Renaissance:** The neighborhood revitalization program was put in place to help revitalize some of our older aging neighborhoods as new development approaches. That program has accumulated funds to the point that we can begin projects. The funds are housed in our Corner Renaissance Corporation Fund. That Corporation has a board that consists of the Mayor, Administrator, and an additional person at large who is appointed by Council. The person at large cannot be a Town Official or staff person. He asked Council to be thinking about someone that they would like to appoint to this position so the board will be fully staffed, and so we can begin some projects.

NEW BUSINESS

5. **Staff Appointment:** Administrative Services Director and Clerk to Council

Motion was made by Mayor Pro-Tem Dennis to re-appoint Marilyn Baker to this position for an additional two-year term. Motion was seconded by Council Member Sweatman. Motion to approve was unanimous as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

6. **Appointments:** Planning Commission

Motion to re-appoint the following to serve for a term of four years was made by Council Member Kitts. Motion was seconded by Council Member Law and approved unanimously.

- Charlotte Cruppenink (Term Expires 01/2028)
- Glenn Pipkin (Term Expires 01/2028)
- Chris Kondakor (Term Expires 01/2028)

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

7. **Budget Calendar Adoption:** For Fiscal Year 2025

Administrator Lord presented a proposed budget calendar for the FY 2025 Budget process. He explained that the budget process will begin with a two-day pre-budget workshop. Proposed dates for the budget workshop are March 26 – 27. The purpose of the workshop is to make sure all goals are aligned with staff, so when a balanced budget is presented, it will meet Councils expectations.

Motion was made by Council Member Law to approve the Budget Calendar for Fiscal Year 2025 as presented. Motion was seconded by Council Member Kitts. Motion to approve was unanimous as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

8. Contract Consideration: Architectural Services for Recreation

Administrator Lord reported that Council initiated a recreation master plan last year. The results of the master plan were released in November 2023. Council reviewed all the projects. Based on the feedback he received from the Mayor and Council, three projects were chosen as priority at this time. The three projects chosen were upgrades of the Moncks Corner Lacey Park, upgrades to the two Tennis Courts at Berkeley Middle School and a new Pickle Ball Court at the Recreation Complex. Architectural services will be \$250,300 with reimbursable additional costs between 8% to 10% for travel and other compensation.

Motion to enter into an agreement with Wood and Partner, Inc. for Architectural Services for recreation improvements was made by Council Member Law. Motion was seconded by Council Member Kitts.

Discussion: Council Member Ware asked where the funds would come from to fund this project. Administrator Lord responded that the funds for the design would come from the ARPA Funds. When we reach the construction phase, we will be looking at using Fund Balance. The design process will take approximately 9 months. The construction costs will be part of the budget process for FY 2025. Council asked if they would be obligated to build all three projects. Administrator Lord responded that they do not have to build all three projects, however, the design will be complete. They can pick and choose which projects they would like to move forward with.

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

9. Resolution No. 2024-01R: 2024 Safety Policy

Fire Chief Gass explained that the Town is insured through the SC Municipal Insurance Risk and Financing Fund with the Municipal Association of SC. One of the requirements to remain compliant, is to adopt a Safety Policy Resolution annually. He read the Resolution.

Motion was made by Council Member Kitts to adopt the 2024 Safety Policy Resolution. Motion was seconded by Council Member Ware. Motion to approve was unanimous as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

- 10. Ordinance First Reading:** Consider a Conditional Zoning Map Amendment (CZ-23-03) request for five (5) parcels (123-00-06-057, -060, -061, -062 & -063) totaling 1.8 acres, located on Reid Hill Road, from C-2 (General Commercial) to CZ R-4 (Multi-family Residential) to allow for up to forty-five (45) dwelling units.

Community Development Director Westbrook gave Council some background information on the proposed development. He explained that Developer and owner Karl Rakes has proposed an upscale multi-family residential development of condominiums for up to 45 dwelling units and will be tied in with the newly renovated Marina. Mr. Rakes explained that this development will have a buffer between the existing Hidden Cove neighborhood, which he has partial ownership. There will be no shared amenities and the new development will also be a gated property. He plans to have a property management company to oversee the development and an HOA Board. Concerns were raised about traffic flow and having some type of binding clause to ensure amenities are in place. Director Westbrook added that the developer is required to have a traffic study done by a traffic engineer. Staff will work with the developer to make sure provisions are included in the conditional zoning to include amenities.

Motion was made by Council Member Law to adopt this ordinance for first reading with conditions. Motion was seconded by Council Member Sweatman and approved unanimously as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Kitts, Council Member Lloyd, Council Member Sweatman, Council Member Ware.

OLD BUSINESS

- 11. Old Business:** There was no old business to be brought before Council.

PUBLIC INPUT – There were no comments from the public.

EXECUTIVE SESSION:

- 12. Discussion:** Personnel Matter pertaining to the Fire Department and Community Development.

Motion was made by Mayor Pro-Tem Dennis to go into executive session to discuss a personnel matter pertaining to the Fire Department and Community Development. Motion was seconded by Council Member Law and unanimously approved as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Lloyd, Council Member Kitts, Council Member Sweatman, Council Member Ware.

Out of Executive Session and Reconvene:

Motion was made by Mayor Pro-Tem Dennis to go out of executive session and to reconvene to the regular meeting of Council. Motion was seconded by Council Member Sweatman and unanimously approved as follows:

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Lloyd, Council Member Kitts, Council Member Sweatman, Council Member Ware.

Mayor Hamilton had nothing to report out of executive session.

ADJOURNMENT

Motion was made by Council Member Kitts, seconded by Council Member Law to adjourn the regular meeting of Council. The meeting was adjourned at 7:25 p.m. Motion was approved unanimously as follows.

Voting Yea: Mayor Pro-Tem Dennis, Council Member Law, Council Member Lloyd, Council Member Kitts, Council Member Sweatman, Council Member Ware

A copy of this meeting's agenda was e-mailed to the Post and Courier, The Berkeley Independent, Live 5 News, Channel 4, Channel 2, and The News Journal Scene. As required, the agenda was posted on the Municipal Complex bulletin board and the Town Website at least 24 hours prior to the meeting.

Minutes Approved and Adopted:

Marilyn M. Baker/Clerk to Council

February 20, 2024

DATE