



TOWN OF MONCKS CORNER REGULAR MONTHLY MEETING

Town Council Chambers, Moncks Corner Municipal
Complex, 118 Carolina Avenue
TUESDAY, FEBRUARY 18, 2025 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
R. Logan Faulkner, Public Service Director
Robert L. Gass, III, Fire Chief
Mohamed A. Ibrahim, Technology Director
Antwan Richardson, Police Lieutenant
Elizabeth B. Rentz, Recreation Director
Justin S. Westbrook, Community Development Director

Absent:

Lee W. Mixon, Jr., Police Captain

INVOCATION

Invocation was delivered by Pastor Monty Polk of St. John's Baptist Church.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was led by Council Member James Ware.

PRESENTATIONS

1. **Proclamation:** 2025 Women in Construction Week, March 2-8, 2025

Mayor Hamilton read a Proclamation proclaiming March 2-8, 2025 as Women in Construction Week in the Town of Moncks Corner and presented it to Ashley Garrett representative of the Palmetto Chapter of SC #385.

APPROVAL OF MINUTES

2. **Regular Meeting Minutes:** December 17, 2024

Motion was made by Council Member Kitts to approve the regular meeting minutes of December 17, 2024. Motion was seconded by Council Member Sweatman and approved unanimously as follows:

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

3. **Special Meeting Minutes:** January 25, 2025

Motion was made by Mayor Pro-Tem Dennis to approve the special meeting minutes of January 25, 2025. Motion was seconded by Council Member Sweatman and approved unanimously as follows:

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

REPORTS

4. **Mayor's Report:** Thomas J. Hamilton, Jr.

Mayor Hamilton reported the following:

December 19, 2024 - He took the part time field workers to lunch as a thank you for their hard work.

December 19, 2024 – He attended the Christmas Musical at the Train Depot.

December 20, 2024 – He participated in the Read-A-Thon at Bonner Elementary.

January 10, 2025 – He read to Ms. Spann's Class at the Nazareth Reformed Episcopal Church.

January 14, 2025 – He read to the class at Happy Faces Daycare.

January 14, 2025 – He went to the John Lewis Youth Leadership Award Ceremonies for the Wassamasaw Vice Chief Joshua Shumak.

January 16, 2025 – He was invited to speak to the retirees from Alcoa/Alumax/Century Aluminum about what is going on in the Town.

January 17, 2025 – He along with Council were invited to participate in a ribbon cutting ceremony for Parker's Kitchen located at 3018 So. Live Oak Drive, Moncks Corner. Mayor Pro-Tem Dennis and Council Member Lloyd also participated.

January 20, 2025 – He participated in the Dr. Martin Luther King Parade. Council Woman Lloyd also participated and was the Grand Marshall. There was a celebration held at the Moncks Corner AME Church where he and Council Member Lloyd both spoke during the program.

February 2, 2025 – He was invited to a luncheon at the Moncks Corner Baptist Church. They have been approved to start spending funds on the construction of the Soup Kitchen.

February 4, 2025 - He attended the American Legion meeting and introduced the Berkeley High School Band Booster Club. The Booster Club made a presentation to the American Legion requesting support to purchase a commercial fryer. The American Legion Post 126 provided funding to purchase one.

February 7, 2025 – Staff held a farewell luncheon for Chief Stephen Young. He attended along with Mayor Pro-Tem Dennis, Council Member Law and Council Member Lloyd.

February 7, 2025 - He attended the promotion ceremony for the Police Department.

February 10, 2025 - He was invited to attend Stephens Young's Swearing In as the Chief Of Staff at the Dorchester County Council Chambers.

February 11, 2025 - He attended a recognition ceremony in honor of Carl Morrison for 25 years of coaching in the Recreation Department.

February 13, 2025 - He met with the Sterling Oaks Homeowners Association to talk about what is happening in Moncks Corner.

February 14, 2025 – He provided a Valentines Day KFC lunch to 35 seniors at the Berkeley County Seniors Center.

5. Administrator's Report: Jeffrey V. Lord

Administrator Lord reported that the Town has obtained a metal detector that will be utilized for Council Meetings, Court and other public meetings.

The Miracle League All-Inclusive Playground is still under construction but is on track to be completed in July. We had one issue with storm water for the parking lot next to the pavilion which resulted in a change order of \$90,794.00. New storm water piping, boxes and additional fill will be installed.

The Whitesville and Jolly Lane projects are still moving along with an estimated completion date of March 20th.

The Town received the \$1,200,000 grant for sidewalks on Rembert Dennis Blvd and Stony Landing Road. We are waiting on the SCDOT to send us a participation agreement for the Town's 20% match.

We are also working on an NRCS Grant for the California Grant. The grant will cover work inside the branch as well as buyouts for property owners along the branch.

NEW BUSINESS

6. **Resolution No 2025-01R:** A. Resolution directing the Town of Moncks Corner Planning Commission to conduct the studies and recommend an ordinance for the imposition of Development Impact Fees as required by the South Carolina Development Impact Fee Act, and other matters related thereto.

Motion was made by Council Member Law to approve Resolution No. 2025-01R. Motion was seconded by Council Member Sweatman and approved unanimously as follows:

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

7. **Consideration:** Leave Policy Update

Administrator Lord explained that this will not change the structure of how employees receive their annual leave, it will just allow them to receive it sooner. The financial impact of this revision is an estimated increase of 5% in liability. The recommendation is to increase leave as follows:

- 1 week less than 1 year
- 2 weeks after 1 year
- 2.5 weeks after 5 years
- 3 weeks after 7 years
- 4 weeks after 15 years

Motion was made by Mayor Pro-Tem Dennis to approve; motion was seconded by Council Member Law.

Discussion: Council Member Law expressed concerns about such a long break after 7 years before the next adjusted accrual. It was suggested that there be a 3.5-week accrual added after 10 years.

After the discussion, Council Member Law made a motion to amend the previous motion and to revise the annual leave policy as follows:

- 1 week less than 1 year
- 2 weeks after 1 year
- 2.5 weeks after 5 years
- 3 weeks after 7 years
- 3.5 weeks after 10 years
- 4 weeks after 15 years

Motion was seconded by Mayor Pro-Tem Dennis and approved unanimously as follows:

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

8. Consideration: Social Media Services

Administrator Lord explained that staff solicited proposals on December 13, 2024, and received them on January 10, 2025. Staff reviewed the seven of the nine (two came late) submittals received and invited two firms to be interviewed.

After the interviews, the staff's recommendation is to engage Upline Social.

Their proposal is for \$3,200 per month on a month-to-month basis. This will have a \$24,000 impact on this year's budget and will need \$38,400 in next year's budget.

Motion was made by Council Member Law to approve; motion was seconded by Mayor Pro-Tem Dennis.

Discussion: Council Member Law asked if this is a part-time position, then why wouldn't we hire a part-time person in house to handle this? Administrator Lord responded that we do not have space or an office for this position at this time. He also noted that using an outside source would also alleviate having to pay benefits such as retirement, FICA and Medicare. Council Member Law asked how quickly we would need this person. Administrator Lord responded as soon as possible. Council Member Sweatman asked how involved will staff continue to be outsourcing this? Administrator Lord responded that staff will still have the same interaction at least until they are trained and familiar with the process. Staff will continue to send pictures and provide information for the posts and the company will manage the content.

After the discussion, the consensus of Council was to approve Upline Social. Motion was unanimously approved as follows:

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

9. Consideration: Architectural Services for Town Hall Renovations

Administrator Lord explained that staff solicited qualifications on November 15, 2024, and received them on December 16, 2024. Staff reviewed and scored the four submittals received and invited three firms to be interviewed.

After the interviews, staff's recommendation is to engage Creech & Associates and requested they prepare a proposal for this project.

Their proposal is broken into two, one for public safety functions and one for everything else to accommodate grant requirements. In both cases the proposal is broken into

two fee phases. The first is for Master Planning at \$15,000 for Public Safety and \$5,000 for all other areas, for a total of \$20,000.

Once the Master Plan is complete the remaining work (Schematic Design, Design Development, Construction Documents, and Construction Administration) will be set to 10% of the construction cost with a minimum fee of \$400,000 for public safety and \$219,000 for the rest, with a total of \$619,000. The current estimate for all the construction is approximately \$7.7 million.

Funding will come from the General Fund and Berkeley County ARPA Funds (\$550,000).

Motion was made by Mayor Pro-Tem Dennis; motion was seconded by Council Member Kitts.

Discussion: Council Member Law asked if there was a time frame for the completion date once they begin? Administrator Lord responded that it would be premature for them to give us a completion date at this time. He added that we would like to contract the design services as a Construction Manager at Risk instead of the design bid build. The design and construction milestone dates begin with the Master Planning in March 2025, the schematic design will begin in May 2025, the completion of the design and documentation will be in December 2025. Construction will begin in January 2026.

Motion was approved unanimously as follows:

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

10. Consideration: Professional Services for the creation of Unified Development Ordinance.

Community Development Director Justin Westbrook explained that staff solicited qualifications on September 27, 2024, and received them back on November 1, 2024. Staff reviewed and scored the seven (7) submittals received and invited three (3) firms to be interviewed. After the interviews, the staff's recommendation is to engage Inspire Placemaking and requested they prepare a proposal for this project.

Inspire Placemaking has provided a proposal that lists out scope of services, schedule, fee, exclusions, authorization and closure. The proposal includes an anticipated timeline of sixteen (16) months to complete the project, with the fee being \$240,000.00 paid by invoice on a percent complete basis. If approved, funding for the project will come from the General Operating Fund.

The scope of work includes a detailed review and diagnostic examination of the current zoning ordinance, land development regulations, and other applicable codes.

Motion was made by Mayor Pro-Tem Dennis; motion was seconded by Council Member Council.

Discussion: Council Member Law expressed concerns about the costs. Director Westbrook explained that the cost is on the lower end. Other entities he named are spending anywhere from \$500,000 to \$1,000,000. The bids came in as expected based on our needs. Council Member Law asked him to explain the 16-month process. Director Westbrook will be heavily involved. This will also require public input, so the public will also be involved. Council Member Sweatman asked if this will help to make us more efficient and will contractors be invited to give their input? Director Westbrook responded yes. The document will be available online once it is complete.

Motion to approve was unanimous as follows:

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

OLD BUSINESS

11. Old Business: There is no old business to be brought before Council

PUBLIC INPUT:

Jody Nyers, of 112 Mulberry Crossing Lane, expressed concerns about the potential traffic issues relating to the proposed entrance and exit across from Edward Drive for the new Town Homes being constructed at the corner of Main Street Extension and RC Dennis Blvd. She also expressed concerns about public safety and the need for the curbs to be painted on Highway 17-A in front of Kentucky Fried Chicken.

Dana Ball of 112 Mulberry Crossing Lane also expressed concerns about public safety at the proposed entrance and exit across from Edward Drive for the new Town Homes being constructed at the corner of Main Street Extension and RC Dennis Blvd.

EXECUTIVE SESSION:

12. Negotiations related to the revision of services for recreation.

Motion was made by Mayor Pro-Tem Dennis to go into executive session to discuss Negotiations related to the revision of services for recreation. Motion was seconded by Council Member Sweatman and approved unanimously as follows:

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

Out of Executive Session and Reconvene to the Regular Meeting:

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

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

Mayor Hamilton reported that there was nothing to report out of Executive Session.

ADJOURNMENT

Motion was made by Mayor Pro-Tem Dennis, seconded by Council Member Kitts to adjourn the regular meeting of Council. Motion was approved unanimously as follows.

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

The meeting was adjourned at 7:08 p.m.

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

March 18, 2025
DATE