



Members in Attendance: Mayor Cindy Campbell, Mayor Pro-Tem Kitty Spires (Absent)
Councilmembers: Brian Jackson (Absent) Debbie McIver and Dwayne Prosser.
Attendees Present: Municipal Clerk, Kerri Charlton (Teams), Police Chief Steven Jonas, and Interim Town Administrator Ted Luckadoo.

The public was duly notified of the date, time, and place of the meeting.

I. Call to Order.

Mayor Campbell called the meeting to order at **5:30 PM**. A quorum was present.
Mayor Campbell led in the Pledge of Allegiance and Invocation.
Town is in compliance with the FOIA, posting 24 hours in advance.

II. Chief Jonas brief Introduction of New Police Officers

Chief Jonas introduced the new police officer, Mr. Christopher Roche, who recently retired from the New York City Police Department. Mr. Rosch expressed his excitement about joining the South Congaree community as the new School Resource Officer and shared his background in law enforcement and public education.

III. Planning Commission Appointments:

The council discussed the appointment of Mike Gordon to the Planning Commission to fill the open position and agreed to confirm his appointment to fill the vacancy at the regular council meeting. The Council confirmed Planning Commission member John Beerman is still currently serving.

IV. Council Discussion Items:

A. FY2025 Budget:

- The council reviewed the proposed FY2025 budget, emphasizing the importance of clarity and transparency in budget line items.
- Mr. Luckadoo presented the breakdown of the budget by the department, highlighting key areas of expenditure.
- Council discussed the necessity of ensuring police officers have adequate uniforms, noting that Chief Jonas procured surplus uniforms from neighboring departments that are still brand new. The Council agreed that securing additional uniforms is an important cost-saving measure and a significant benefit to the officers. The goal is to ensure each officer has at least four complete sets of uniforms to account for wear and tear.

B. Employee Policy & Procedure Manual:

The council discussed updates to the Employee Policy & Procedure Manual. Attorney Kevin Sturm had previously reviewed the manual, making recommendations for clarity and compliance. Notable changes included:

- Updating Equal Employment Opportunity language to include sexual orientation and gender identity.
- Inserting language to reflect the town's vision of implementing a town administrator position in the future.
- Adjusting terminology to ensure that complaints and issues are addressed to the full Town Council rather than an individual mayor or council member.
- Removing outdated affirmative action policies.
- Revising the complaint procedure to ensure transparency and accountability.
- Eliminating unnecessary vacancy sections that are covered elsewhere in the document.
- Updating compensatory time policies.
- Adjusting leave policies to increase annual and sick leave accrual rates, making them more in line with industry standards.
- Ensuring employees on extended leave (over 30 days) do not continue to accrue leave during their absence.
- Including a clear breakdown of how leave balances carry over annually.
- The council agreed to review and adopt the updated manual in the next meeting.

C. Office Hours of Operation:

- The council discussed the current office hours and the possibility of adjusting them better to serve the staff and community.
- A proposal was made to consider half-day Fridays or consider hours of 8:30 AM to 5:00 PM to ensure that the office is open during posted hours.

D. Continuing Education Training:

- The council discussed the importance of continuing education for council members, committee members and staff.
- Gregory Sprouse was mentioned as a potential resource for training opportunities.

E. GPS Services for Town Equipment:

- Chief Jonas presented information on GPS services for town vehicles, specifically the Verizon Vestige system.
- The council discussed the benefits of implementing GPS tracking for improved safety and efficiency.

F. Proposed 2025 Council Meeting Dates:

- The council reviewed and approved the proposed meeting dates for 2025, confirming that meetings will be held on the third Tuesday of each month.
- It was noted that the November work session would be moved to Wednesday, November 12, due to Veterans Day. The schedule will be formally adopted in the next meeting.

G. Proposed 2025 Holiday Schedule:

- The council discussed the proposed holiday schedule for 2025, including the addition of a floating holiday and adjustments to existing holidays.
- The council agreed to finalize the holiday schedule at the next meeting.

H. Clerk of Court Position:

- The floor was opened for discussion regarding the Clerk of Court position. Brittany Burns expressed her willingness to weigh in on the conversation and provide insight based on her experience. The council acknowledged that as the town hires more officers and ticket volume increases, the need for a dedicated full-time Clerk of Court becomes more pressing.
- Council members agreed that the hiring process should begin immediately to allow ample time for training under Brittany Burns. It was noted that proper cross-training will be essential to ensure smooth operations. The position will be posted, and the hiring process will be guided by Brittany Burns' expertise.

I. PEBA State Insurance Discussion:

- The council discussed the PEBA state insurance options and the timeline for open enrollment.
- It was agreed to invite a representative from PEBA to present at a future meeting in January or February.

V. Executive Session:

Council entered Executive Session at 7:26 PM under S.C. Code 30-4-70 (A) (1) & (A) (2) to discuss: Employee Compensation, Contracts, Proposed Purchase of Property, Legal Advice

Mayor Campbell made the motion to enter Executive Session at 7:26 PM, Motion seconded by Councilmember Prosser Motion carries by unanimous vote.

Mayor Campbell made a motion to exit the Executive Session at 8:20 PM, seconded by Councilmember Prosser and returned to public session at 8:21 PM. Motion carries by unanimous vote.

No Votes were taken during Executive Session.

VI. Adjournment of Council Meeting:

The council, on the motion of Mayor Campbell, voted to adjourn the meeting at 8:21 PM. Motion was carried out with the unanimous vote of the council present.

Kerri Charlton
Attested by:
Kerri Charlton, Municipal Clerk

C. Campbell
Approved by:
Cindy Campbell, Mayor

02-11-2025
Date Approved

Civility Pledge

I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of my city or town.

The public was duly notified of the date, time, and place of the upcoming meeting.

The Town of South Congaree is a handicapped accessible facility.