



# TOWN COUNCIL REGULAR MEETING

Town Council Chambers, Moncks Corner Municipal  
Complex, 118 Carolina Avenue  
TUESDAY, DECEMBER 17, 2024 at 6:00 PM

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## AGENDA

### CALL TO ORDER

### INVOCATION

1. **Invocation:** Delivered by Pastor Tim Cook of Wassamassaw Baptist Church

### PLEDGE OF ALLEGIANCE

### SPECIAL PRESENTATIONS

2. **Proclamation :** SJCA Cheer Team State Championship Recognition

### APPROVAL OF MINUTES

3. **Regular Meeting Minutes:** November 19, 2024

### REPORTS

4. **Mayor's Report:** Thomas J. Hamilton, Jr.
5. **Administrator's Report:** Jeffrey V. Lord

### NEW BUSINESS

6. **Consideration:** Safety/Wellness Incentive Program

### OLD BUSINESS

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

**PUBLIC INPUT** - Public Input will be limited to 3 minutes per individual

**EXECUTIVE SESSION** - Council may take action regarding matters discussed

8. **Discussion:** Regarding Planning Commission Appointments
9. **Discussion:** Proposed contractual agreement related to the downtown redevelopment project.
10. **Discussion:** Contractual matters related to the renovation and upgrade of Dr. William H. Lacey Memorial Park.

### ADJOURNMENT

*In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (843) 719- 7900 within 48 hours prior to the meeting in order to request such assistance.*



# The Lowcountry's Hometown

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## PROCLAMATION

**Whereas**, the Town of Moncks Corner Town Council is proud to recognize the historical achievements of the 2024 St. John's Christian Academy Varsity Competition Cheer Team; and

**Whereas**, the 2024 St. John's Christian Academy Varsity Competition Cheer Team proudly won the SCISA Class AA/AAA Game Day Experience Cheer State Championship by a margin of 11 points defeating the reigning state champs and all SCISA Class AA/AAA schools; and

**Whereas**, the 2024 St. John's Christian Academy Varsity Competition Cheer Team under the outstanding leadership of Head Coach Hannah Hanks were led by an outstanding group of athletes, namely: Aashi Patel, Addison Law, Allie Sherrill, Aly McCoy, Bailey Bostick, Carley Hoffman, Chandler Cumbie, Emily Caison, Emma Blackburn, Karter Schindledecker, Kaylee Kizer, Kylie Finely, Mackenzie Schweitzer, Mady Talon, McKynlee Lawrence, Olivia Kunkle, Preslie Lail, Reagan Ashby, and Rebecca Gethers.

**Now, Therefore, I**, Mayor Thomas J. Hamilton, Jr., and Town Council Members of the Town of Moncks Corner, do hereby proclaim December 17th, 2024, as

### **"St. John's Christian Academy Varsity Competition Cheer Team Day"**

in Moncks Corner, SC and hereby acknowledge and applaud their historical achievements.

**Signed and Sealed this 17<sup>TH</sup> Day of December, 2024**

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**Thomas J. Hamilton, Jr., Mayor**

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**David A. Dennis, Jr., Mayor Pro-Tem**

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**James N. Law, Jr.**

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**DeWayne G. Kitts**

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**Latorie S. Lloyd**

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**Chadwick D. Sweatman**

\_\_\_\_\_  
**James B. Ware, III**



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TUESDAY, NOVEMBER 19, 2024 at 6:00 PM

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## 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  
Stephen G. Young  
Lee W. Mixon, Jr., Police Captain  
Elizabeth B. Rentz, Recreation Director  
Justin S. Westbrook, Community Development Director

#### Absent:

Rebecca Walker, Business Development Manager

### INVOCATION

Invocation was delivered by Pastor Andre Winters of Corner Church, Moncks Corner

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was led by Council Member Latorie Lloyd.

## SPECIAL PRESENTATIONS

### 1. **Special Presentation:** Moncks Corner Police Department

Chief Stephen Young presented SRO Corporal Logan Armbruster with the Emeritus Action Award for his heroic efforts in saving a child's life on October 24, 2024, at Foxbank Elementary School.

## PRESENTATIONS

### 3. **Proclamation:** Native American Heritage Month

Mayor Hamilton read and presented Geneva Burbage with a Proclamation recognizing November 2024 as Native American Heritage Month in the Town of Moncks Corner.

## APPROVAL OF MINUTES

### 4. **Regular Meeting Minutes:** October 15, 2024

Motion was made by Mayor Pro-Tem Dennis to approve the regular meeting minutes of October 15, 2024. Motion was seconded by Council Member Ware 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.

### 5. **Special Meeting Minutes:** October 29, 2024

Motion was made by Council Member Kitts to approve the special meeting minutes of October 29, 2024. Motion was seconded by Council Member Ware 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

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

Mayor Hamilton reported the following:

October 17<sup>th</sup> – He went to Berkeley Prep School and read to the 1st grade class.

October 19<sup>th</sup> – He participated in a dunk tank to help raise funds for Chief Steve Young's bike ride for charity, Chief Young also participated. Together they raised over \$400.00.

October 19<sup>th</sup> – He attended the Community Builders event at the Farmers Market Pavilion.

October 20<sup>th</sup> – He attended the Red Ribbon Family Fest at the Old Santee Canal Park.

October 24<sup>th</sup> – He attended a ribbon cutting for Your Health Primary Care, Councilman Dennis and Councilman Sweatman also attended.

October 25<sup>th</sup> – He attended and participated in a ribbon cutting for Complete Barbershop and Salon.

October 25<sup>th</sup> - He attended the Berkeley Middle School Fall Festival.

October 26<sup>th</sup> – He attended the Foxbank Golf Cart Parade.

October 30<sup>th</sup> – He attended the Town's Trunk or Treat Festival. He added that it was amazing how the business community showed up to give out goodies, and thoroughly enjoyed the costume contest.

He thanked Susan Gilmore and all the Town employees who worked so hard to put this together.

November 1<sup>st</sup> – 2<sup>nd</sup> - He attended the Lions Club BBQ Cookoff on Friday and did the tasting on Saturday. He spoke at the awards. He thanked Mayor Pro-Tem Dennis for being at the event as a Lions Club Member.

November 5<sup>th</sup> – He was invited by Saint John's Christian Academy to judge their pumpkin decorating contest. He added that there were some talented artists there.

November 7<sup>th</sup> – He read to Mrs. Haywood's 2<sup>nd</sup> Grade Class at Whitesville Elementary.

November 8<sup>th</sup> - The Town held a Veteran's Day lunch at Swig and Swine honoring our employees who served in the military.

November 9<sup>th</sup> – He attended Drew's annual Thanksgiving meal giveaway at the Farmers Market Pavilion. They had many activities for the kids and the food was outstanding.

November 9<sup>th</sup> – He attended the Berkeley County Animal Shelter free adoption event. The event was put on to raise awareness of the animals that need either adoption or fostering.

November 11<sup>th</sup> – He attended the Veterans Day Service at the VFW. Councilman Dennis and Councilman Law also attended. He thanked Chief Gass and Chief Young for placing the Town's wreath at the Memorial.

November 13<sup>th</sup> – Our Recreation Department held their Annual Coaches Appreciation Dinner at Berkeley High School. Mayor Pro-Tem Dennis and I attended. We were also invited to attend the Santee Cooper's Annual Celebrate The Season Reception. Unfortunately, both events were held at the same time. Mayor Hamilton's wife attended the reception in his place.

November 14<sup>th</sup> - He attended the Berkeley County Water and Soil Conservation Banquet at Wampee.

November 16<sup>th</sup> - He attended the Moncks Corner Pickin' in The Park. He thanked all the staff who worked hard to put on this event. Mayor Pro-Tem Dennis also attended.

November 18<sup>th</sup> - He attended the VFW Awards Banquet.

Future Events:

November 29<sup>th</sup> – December 30<sup>th</sup> – Santee Cooper will hold their Celebrate The Season driving lighting tour.

December 6<sup>th</sup> – The Town will hold their Annual Downtown Christmas Festival from 5 p.m. – 8 p.m.

December 7<sup>th</sup> – The Town will hold their Annual Christmas Night Parade. The parade will begin at 6 p.m. – 8 p.m.

He also reported that the Town was voted Best of Berkeley for our 4<sup>th</sup> of July Festival. He added that there is a lot of hard work and dedication put into the festival.

## 7. **Administrator's Report:** Jeffrey V. Lord

Administrator Lord reported the following:

The Town received \$25,000 from the Berkeley County Accommodations Tax Fund for the 4<sup>th</sup> of July Festival.

The Town received the Certificate of Achievement for Excellence in Financial Reporting for the 6<sup>th</sup> year in a row. He thanked Finance Director Justine Lovell, Marilyn Baker and staff for their hard work to make this happen.

Prior to the meeting he presented Council with a final copy of the newly adopted Comprehensive Plan.

Staff are working on the Unified Development Ordinance. We have solicited proposals from planning firms and are currently reviewing the proposals. We hope to have a recommendation to Council soon.

Fire Chief Robert Gass announce that back in August 2024 Corey Denny was promoted from Captain to Battalion Chief. Since his promotion, he recently completed the Fire Officer 4 Certification program. He added that this is a nationally recognized certification program, and they are very proud of his achievement. Administrator Lord added that Chief Denny is also the Chairperson of our Safety Committee. This is a new committee that was started at the beginning of the year. Since the committee was formed, the Town has realized savings of \$60,000 on our liability insurance.

## Introductions:

Recreation Director Libya Rentz announced that her department is fully staff. She introduced her newest member of the Recreation Department, Zachary Jacobs. Mr. Jacobs serves as the Athletic Director. He comes to the Town from Westcott of North Charleston. He has a background in baseball. She added that we are very excited to have him with us.

If Director Mo Ibrahim introduced newly hired Chris Humphrey. Mr. Humphrey will serve as the Town's IT Technician. He comes to the Town with 15 years of experience and is very experienced in networking and hardware. Mr. Humphrey is very familiar with the Town and facilities while working with a contractor that the Town utilizes.

Police Chief Steve Young introduced PFC Katheryn Whetstone. She comes to the Town with over 12 years of experience in policing, patrol, SRO, detectives, recruiting and peer support. She currently serves as an SRO Officer at Foxbank School and has brought a lot to the agency since April. He added that he is looking forward to her contributions to the community.

## NEW BUSINESS

- 8. New Business:** There is no new business to be brought before Council

## OLD BUSINESS

- 9. Old Business:** There is no old business to be brought before Council

## PUBLIC INPUT:

Jody Nyers of 112 Mulberry Crossing Lane, Moncks Corner ask if the entrance to the new development that is going in at the corner of Main St Extension and RC Dennis will be adjacent to Edward Blvd going into Fairlawn. Administrator Lord responded, yes. She expressed concerns about the traffic issues. He added that there was a traffic impact study conducted and as a result there will also be a turn lane added on the Edward Blvd side. She also asked if resurfacing roads within the County or the Town was an SCDOT issue. Old Forte Road in Fairlawn is in dire need of attention. She added that she sent videos to the County and sent many emails until she finally connected with Danny Thrower. He told her that Old Forte was on a list to be paved along with 17 miles of other roads. She thanked Council for their time.

## EXECUTIVE SESSION:

- 10. Discussion:** Matters concerning the proposed location, expansion or provision of services encouraging location or expansion of businesses.

Motion was made by Mayor Pro-Tem Dennis to go into executive session to discuss the proposed location, expansion or provision of services encouraging location or expansion of businesses. 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 Kitts 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 had nothing to report out of executive session.

**ADJOURNMENT**

*Motion was made by Council Member Law, seconded by Council Member Sweatman 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 6:44 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:*

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*Marilyn M. Baker/Clerk to Council*

December 17, 2024

DATE



## TOWN OF MONCKS CORNER REGULAR MEETING

**Title:** Consider the Safety/Wellness Program

**Background:** The Town of Moncks Corner Safety Committee was tasked with providing a Safety and Wellness Program to assist employees in living a healthy lifestyle and making safe and healthy choices. This committee presents a program that will reward employees for participating in physical activity, nutrition, disease prevention/management, mental wellness, and physical safety. With the requested budget of \$10,000 annually, the program will be able to provide gift cards upon completion and a chance for larger grand prizes at the end of the year.


**Exhibits:**

1. Program Policy – All details are provided in the attached policy.

**Funding:** This is an unbudgeted expense and will need to be incorporated in a future budget adjustment which will reduce the General Fund balance.

**City Council action requested:** Consider implementing the proposed Safety/Wellness program and authorizing \$10,000 to be included in future budget adjustments to fund it.

**Staff recommendation:** We ask that you approve the implementation of the proposed Safety/Wellness program and authorize \$10,000 to be included in future budget adjustments to fund the program.

 <p><b>Town of Moncks Corner</b></p>	<p align="center"><b><u>TOWN ADMINISTRATION</u></b></p> <p align="center"><b>Safety/Wellness Program</b></p>	<p align="center"><b>Effective: 01/01/2025</b></p>
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**Purpose:** To assist employees in living a healthy lifestyle and making safe and healthy choices. The Safety/Wellness Program offers rewards and education related to physical activity, nutrition, disease prevention/management, mental wellness/positivity, and physical safety.

**Statement of Policy:** Safety/Wellness Reward Points are points that full-time employees can earn by participating in specific Town-sponsored and designated safety/wellness activities and events.

**Eligibility:** All full-time employees can earn Safety/Wellness Reward Points. Safety/Wellness Reward Points will be given for qualifying activities performed in the same calendar year and will not be retroactively applied to the previous year's safety/wellness activities.

**Use:** Safety/Wellness Reward Points can be used to earn gift cards and prizes throughout the year. Employees must earn 12 points to qualify for the end-of-year prizes/gift cards.

**Tracking:** Human Resources, with the assistance of the Safety Committee Chairperson, will be responsible for tracking Safety/Wellness Reward points. To earn points, the employee must provide HR with proof/documentation via upload in ADP within 90 days of completing the task. Points will **NOT** carry over into the following year.

**Please note the additional information below:**

- Safety/Wellness Reward Points cannot be donated or transferred to another employee.
- Participation in this program is voluntary, including attendance at qualifying events.
- The needs of the Town and/or Department are the priority. Employees scheduled to work the day of an activity or event may attend if their work schedules permit, only with their supervisor's approval. The time to participate in such events will be unpaid; employees must use their accrued paid leave, if applicable.
- If an activity or event occurs during an employee's day off, no compensation will be paid for attending; however, Safety/Wellness Reward Points may be awarded.
- Documentation provided by the employee as proof of attendance/completion is subject to approval by Human Resources or the Safety Committee Chairperson, as required. (Please note: the employees' medical records or other sensitive information will never be shared outside of HR. Employees are specifically asked not to submit any personal medical information; the Explanation of Benefits (EOB) details the services rendered/billed for and is the preferred documentation for proof of medical treatment).
- The Safety Committee will conduct a quarterly point assessment. If employees have reached the 12-point goal, they will receive a gift card at the time of assessment. Any employees who complete the 12-point goal will also qualify for the grand prize drawing, which will be held in the fourth quarter of the calendar year.
- Employees may lose points or be disqualified from the program if they are found to have participated in unsafe work practices. Issues will be evaluated on a case-by-case basis.

Qualifying Ways to Earn	Point Value & Maximum	Acceptable Documentation
Complete an annual health screening, including but not limited to a blood pressure screening, height and weight measurements, bloodwork, and lipid panels.	Two (2) points per annual screening.	EOB
Complete an annual adult wellness check, annual physical, or adult well-woman visit with an OB/GYN.	Two (2) points per annual wellness visit. <i>Max: Two (2) points per year.</i>	EOB
Participate in a Town-sponsored Walk/Run event. <i>Examples: Color Run, Orange Walk, Tinsel Trot.</i>	One (1) point per event.	Sign-in sheet provided
Complete a bi-annual dental cleaning.	One (1) point per cleaning. <i>Max: Two (2) points per calendar year.</i>	EOB
Complete an annual eye exam.	One (1) point per exam. <i>Max: One (1) point per year.</i>	EOB
Complete a <b>Major</b> lifestyle change program deemed appropriate by the committee. Examples to include but are not limited to: <ul style="list-style-type: none"> <li>• Meru Health 12-week treatment program to reduce stress, anxiety, depression, and burnout.</li> <li>• Wondr Health clinical behavioral weight management program.</li> <li>• Virta diabetes management program.</li> <li>• Quit for Life smoking cessation program provided by PEBA.</li> </ul>	Four (4) points per program. <i>Max: Four (12) points per year.</i>	Certificate of Completion or EOB
Complete a <b>Minor</b> lifestyle change program deemed appropriate by the committee. Examples to include but are not limited to: <ul style="list-style-type: none"> <li>• Hello Heart program through PEBA.</li> </ul>	One (1) point per program. <i>Max: One (1) point per year.</i>	EOB
Complete up to three (3) of the following preventative screenings or vaccines: <ul style="list-style-type: none"> <li>- Colorectal cancer screening</li> <li>- Cervical cancer screening/PAP test</li> <li>- Prostate cancer screening</li> <li>- Testicular cancer screening</li> <li>- Mammogram</li> <li>- Skin cancer screening</li> <li>- HbA1c/diabetes test</li> <li>- Bone density test</li> <li>- Cholesterol check</li> <li>- Thyroid panel</li> <li>- Mammogram</li> <li>- RSV vaccine</li> <li>- Tdap (tetanus, diphtheria, pertussis) vaccine</li> <li>- Td (tetanus, diphtheria) booster</li> <li>- MMR (measles, mumps, rubella) vaccine</li> <li>- Varicella (chicken pox) vaccine</li> </ul>	One (1) point per procedure/vaccine. <i>Max: Four (4) points per calendar year.</i>	EOB, Sign-up sheet.

<ul style="list-style-type: none"> <li>- Zoster (shingles) vaccine</li> <li>- HPV vaccine</li> <li>- Pneumococcal vaccine</li> <li>- HepA vaccine</li> <li>- HepB vaccine</li> <li>- COVID-19 vaccine</li> <li>- Influenza vaccination (FLU)</li> </ul>		
CPR Certification.	Three (3) points per certification.	CPR Certificate
Maintain a clean driving record. If the employee has had no driving infractions (traffic tickets or at-fault accidents), points will be automatically earned and awarded upon annual reporting.	Two (2) points annually for a clean record.	Annual DMV report provided by the Town
Complete a National Safety Council Defensive Driving course (4, 6, or 8-hour course).	Points awarded: 4hr = 1 Point 6hr = 2 Points 8hr = 3 Points <i>Max: Three (3) points per year.</i>	NSC DDC Certificate
Report a hazardous/unsafe condition to the Safety Committee. The employee is only eligible if the proper reporting form is used, a viable solution is presented, and the report ends in corrective action. This is subject to verification.	Two (2) points per report. <i>Max: Four (4) points per calendar year.</i>	Unsafe Condition Reporting Form
Serve on and actively participate in the Town's Safety Committee for the entire calendar year.	One (1) point per year.	Verification by Chairperson