



**MINUTES**

South Congaree Town Council  
Council Work Session  
Tuesday, January 14, 2025, 5:30PM  
South Congaree Town Hall, Council Chambers  
119 West Berry Rd., West Columbia, SC 29172

**Members in Attendance:** Mayor Cindy Campbell, Mayor Pro-Tem Kitty Spires  
**Councilmembers:** Brian Jackson (Absent) Debbie McIver and Dwayne Prosser.  
**Attendees Present:** Municipal Clerk, Kerri Charlton (Teams), Naomi Reed, MASC Field Representative, Melissa Harrill  
Swiftwater Strategies.

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*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.

This meeting complied with the public meeting notice and agenda requirements as per the Freedom of Information Act, S.C. Code 30-4-80, posting 24 hours in advance.

**II. Parliamentary Procedures Training- Naome Reed, MASC Field Representative: 5:30 PM- 6:30 PM**

Naomi Reed, Field Representative from the Municipal Association of South Carolina, conducted a detailed training on parliamentary procedures for municipal Council members, focusing on Robert's Rules of Order and its application in Council meetings. The session aimed to provide clarity on key aspects of Council meeting procedures, motion handling, voting, work sessions, public comment, and meeting documentation. Naomi Reed introduced the recent hire, Desiree Fragoso, the new Lowcountry Field Service Manager to Council.

**III. Council Discussion Items:**

**A. Time Management System:**

- The Time Management System was discussed, with Council noting they were awaiting Joseph Dickey to provide resources but had not received any updates.
- Council agreed to discuss it further with Joseph at the next meeting on Tuesday.

**B. Town Holidays Date Correction:**

- Mayor Pro Tem Spires pointed out a typo or misprint on the holiday schedule, specifically the date for Confederate Memorial Day. The date was incorrectly listed as May 10th, but it should have been a Friday, May 9, 2025, instead of a Saturday.
- The Town Clerk verified; this correction had been corrected.

**C. Presentation from Melissa Harrill on Town Organizational Assessment:**

- Discussion on the town's organizational assessment by Melissa Harrell.
- Council discussed the need for more research and clarification before moving forward with decisions.
- Council acknowledged several of Melissa's recommendations aligned with council ideas (e.g., new personnel manual, policy improvements, technology upgrades).
- Council agreed clear explanations for Melissa's recommendations are needed, and concerns about the lack of follow-up from Melissa, for services paid for.
- Council agreed to follow up with Melissa and schedule her visit for the next meeting.

**D. New Website and Social Media Management:**

- The council discussed the new website and social media management, with one member recommending Civics Plus, a platform for local government websites.
- The council agreed to further explore Civics Plus, including inviting a representative to present at a future meeting and visiting other town websites to assess its effectiveness.

**E. GPS Services for Town Equipment:**

- The council discussed the benefits of implementing GPS tracking for improved safety and efficiency.
- The Chief of Police discussed considering mileage trackers for transparency and resource accountability, particularly for fuel usage and ensuring official business.
- Emphasized the importance of transparency, proper documentation, and preventing misuse of resources.
- The Verizon Fleet Package was seen as a practical, cost-effective solution for real-time tracking and transparency.

- Council suggested researching costs further and Chief arranging a presentation or demo from Verizon.

Officer Vehicle Use & Policies:

- Discussion about family members in police vehicles: officers on probation are not allowed to have family members in vehicles, while post-probation officers may have limited personal use (e.g., transporting family for essential tasks). Personal use for vacations or non-essential purposes is prohibited.
- The Chief clarified that official vehicles must remain within jurisdiction boundaries (no more than 20 miles outside). Proposed personal use like leaving cars at another agency's lot was rejected.

**F. February 18-Lexington County Night:**

- Lexington County Night was highlighted as a good opportunity for networking with state leaders and discussing community issues, it will be held at the Convention Center and is invitation-only.
- Due to the conflict with Lexington County Night, and the regular Council meeting scheduled for February 18th was suggested to be rescheduled. The proposal mentioned combining the work session and regular meeting on February 11th, after discussion, Council agreed to keep the meeting short to accommodate both sessions to take place on February 11, 2025.

**G. Audits: 2022 FY, 2023 FY:**

- The 2022 audit was received, and the draft audit was sent and signed.
- The council discussed selecting an Audit Form for the 2023 FY. Several firms were considered, including Bailey and Associates, Bradshaw, Gordon and Scales, and Scott and Company. It was clarified that bidding wasn't necessary since this is a professional service.
- Due to delays in the past audit process, the group decided to move on from the current firm. Before making a final decision, the group agreed to check fees.
- Pro-Tem Spires volunteered to contact the firms to inquire about fees and gather more information. The findings would then be put on the agenda for review by Council.

**IV. Executive Session:**

Council entered Executive Session at 7:18 PM under S.C. Code 30-4-70 (A) (1) & (A) (2) to discuss: Town Administrator, Proposed Purchase of Property, Lease.

Mayor Campbell made the motion to enter Executive Session at 7:18 PM, Motion seconded by Councilmember Prosser Motion carries by unanimous vote of council present (Councilmember Jackson Absent).

Mayor Campbell made a motion to return to public session seconded by Councilmember Prosser and at 7:51 PM. Motion carries by unanimous vote of council present (Councilmember Jackson Absent).

*No Votes were taken during Executive Session.*

**V. Adjournment of Council Meeting:**

The council, on the motion of Mayor Campbell, voted to adjourn the meeting at 7:51 PM. Motion was carried out with the unanimous vote of the council present.

Kerri Charlton  
Attested by:  
Kerri Charlton, Municipal Clerk

Cindy Campbell  
Approved by:  
Cindy Campbell, Mayor  
3.18.2025  
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.