



TOWN OF YEMASSEE

101 Town Circle· P.O. Box 577

Yemassee, SC 29945

1-843-589-2565 Telephone

1-843-589-4305 Fax

Home of the Annual Shrimp Festival



To: Town Council

From: Matthew Garnes, Town Clerk

Date: December 9, 2019

Re: Monthly Town Clerk Report

Town Operations / Community Meetings

- Weekly meetings with senior staff team.
- Daily Meeting with Mayor and Town Clerk.
- Worked with Zone A & Zone B Captains for rescheduling of new cleanup date for Riley Road
- Attended Impact Fee Committee Meeting with Beaufort County on November 25, 2019
- Meeting with Beaufort County Assistant County Administrator Phil Foot, November 25, 2019
- Phone Conference with Mayor Spann of the Town of Pinewood
- Attended Southern Lowcountry Regional Board Meeting in Hardeeville November 26, 2019

Town Council / County Council / Town Attorney Related Meetings

- Weekly Mayor / Police Chief / Town Clerk Meeting
- Attended Impact Fee Study Overview with Municipalities at Beaufort County on November 13, 2019
- Annual Financial Audit conducted November 18 & November 19, 2019 with report to be given at January Town Council Meeting.