

**SPECIAL MEETING MINUTES
TOWN OF MONCK'S CORNER
BUDGET WORKSHOP
AUGUST 12, 2015
6:00 P.M.**

PRESENT: MICHAEL A. LOCKLIEAR, MAYOR

DAVID A. DENNIS, JR., MAYOR PRO-TEM

COUNCIL: JOHNA T. BILTON CHARLOTTE CRUPPENINK
 LAURA M. PERDUE CHADWICK D. SWEATMAN
 DR. TONIA AIKEN-TAYLOR

STAFF: ROLAND WINDHAM, INTERIM ADMINISTRATOR
 MARILYN BAKER, CLERK-TREASURER
 LISA HANCOCK, ACCOUNTANT
 JESSICA MORGAN, ACCOUNTS PAYABLE/PAYROLL CLERK
 CHAD CALDWELL, POLICE CHIEF
 DAVID A. MILLER, FIRE CHIEF
 BUTCH SVAGERKO, PUBLIC SERVICE DIRECTOR
 RALPH JONES, RECREATION DIRECTOR

ABSENT: JOHN S. WEST, ATTORNEY
 ALISON SIMMONS, PLANNING DIRECTOR

Call To Order:

Mayor Lockliear called the meeting to order at 6:05 p.m.

Invocation:

Councilwoman Dr. Tonia A. Taylor gave the invocation.

Fiscal Year 2016 Budget Discussion:

Council received an executive memorandum from Interim Town Administrator Roland Windham addressing adjustments to the FY 2016 Recommended Budget. The following items were discussed:

General Fund

General Fund Expenditures:

Administration

• **Equipment**

- New Telephones - \$8,500 - Mohammad Ibrahim of Technology Solutions of Charleston gave Council a presentation of the benefits of installing a Voice Over Internet Protocol System at the end of the meeting. The new system will save the Town approximately \$15,000 per year. The Town will still use Home Telephone for internet services. Council expressed concerns of the internet going down and losing service. Mr. Ibrahim explained that the main line will still continue to work and the Town

will not lose service. Councilwoman Laura Perdue added that Trident Hospital uses this system and it works well. Mr. Ibrahim explained that the equipment will be owned by the Town. This was already incorporated in the budget. After the presentation the consensus of Council was to move forward with the changeover.

➤ **Computer Expense**

- **Added** - Dell Firewall - \$4,623

➤ **Contingency**

- **Added** - A 3% merit increase is budgeted in the Administration Department Contingency Account in addition to the 2% cost of living increase. (Additional \$102,550 includes taxes and retirement).
- **Added** - \$5,000 of the \$70,000 that was budgeted for unexpected expenses will be used for the Downtown Revitalization Project.

Building Department Expenditures

• **Personnel**

- **Removed** - Building Official's current salary requested to increase \$4.30 hr. This proposed amount is \$4.61 less than the previous Building Official's rate.
- **Removed** - Full-time Code Enforcement/Ordinance Officer Grade N-18 approved in last Fiscal Year's budget. Annual salary \$53,479 (includes benefits). Ms. Brown was promoted to Building Official and this position was not refilled.

• **Capital**

- **Removed** - Nissan Frontier Pick-Up Truck, State Contract - \$16,134

Fire Department

• **Contractual Agreements**

- **Added** - Contractual Agreements were increased by \$2,315

Planning Department

• **Professional Development**

- **Added** - Planning Commissions per meeting compensation was increased by \$1,100. This will be \$35 per meeting.

Police Department

• **Personnel**

- **Added** - Additional patrol officer at \$47,826 (includes benefits)

Regional Recreation Complex Fund

Note: The Recreation Department and the Recreation Complex have been combined to improve the management of all recreation activities.

Expenditures:

• **Operating Costs**

- **Added** - Sled checks for 250 coaches - \$6,250 - Chief Caldwell explained that SLED did a recent audit of the Police Department. The Police Department can no longer do background checks on volunteers. Recreation Director Ralph Jones explained that background checks have to be done annually by staff. This will cost \$25 per volunteer. Councilwoman Cruppenink asked if we require finger prints and pictures. Chief Caldwell and Recreation Director Jones responded no, not at this time. She asked if any other Recreation Departments were requiring finger prints and pictures. Director Jones responded that he did not

know of any that were at this time. Chief Caldwell suggested that the Town could request the applicant to provide these but recommended that we speak with the Town Attorney before we made any requirements.

- **Capital**

- **Added** - Additional Ex-Mark Lazer Z Riding Mower 60"- \$9,600
Administrator Windham explained that the Ex-mark we had just went out of service this week. It needs to be replaced.

Mayor Pro-Tem Dennis asked how much of the fund balance would we have to use to balance the budget. Ms. Hancock responded \$127,473. He asked what our surplus right now in the fund balance is. She responded approximately \$922,000. Mayor Locklear added that he thought everyone did a great job on the budget.

Adjourn:

Motion was made by Mayor Pro-Tem Dennis to adjourn the meeting. Motion was seconded by Councilwoman Cruppenink and was unanimously approved. The meeting was adjourned at 6:32 p.m.

MINUTES APPROVED

DATE: August 18, 2015

Marilyn M. Baker, Clerk/Treasurer