

MINUTES
TOWN OF MONCKS CORNER
FINANCE MEETING
TUESDAY, DECEMBER 15, 2015
6:00 p.m.

Present: Mayor Michael A. Locklear

Mayor Pro-Tem David A. Dennis, Jr.
Council Johna T. Bilton Charlotte A. Cruppenink
Members: Chadwick D. Sweatman Dr. Tonia A. Taylor
Laura M. Perdue

Staff

Present: Roland Windham, Interim Town Administrator
Marilyn M. Baker, Clerk-Treasurer
John S. West, Town Attorney
Lisa M. Hancock, Town Accountant
Jessica Morgan, Accounts Payable/Payroll Clerk
Mark Murray, Police Captain
Michael Roach, Police Lieutenant
Mark Fields, Police Lieutenant
David A. Miller, Fire Chief
Ralph Jones, Recreation Director
Matt Still, Athletic Director
Butch Svagerko, Public Service Director
Doug Polen, Planning Director
Chance Price, Chief Building Official

Absent: Chad Caldwell, Police Chief

Call to Order:

The Finance Meeting was called to order by Mayor Locklear at 6:00 p.m.

Presentation: Tremain Prioleau, Berkeley High School Student

Tremain read his thesis to the audience titled, "My Vision For America". Mr. Prioleau received a standing ovation from the audience. Mayor Locklear and Town Council complimented him for his body of work. They thanked him for sharing his thoughts and his vision with everyone. Attorney West recommended that a copy of Mr. Prioleau's Thesis be included in the minutes. Mayor Locklear and Council concurred.

Team Recognition:

Pee Wee Cowboys- Berkeley Youth Football Conference Pee Wee Tournament Champions (8-9 Year Olds):

Players:

Randy Etling, Shiloh Josaphat, Johnny Clark, Aiden Crisp, Hayden Brown, Tyliquie Gillians, Reed Driggers, Drayton Dupree, Camden Thomas, Miller Whetzel, Jarrett Craven, Jove Rouse, Preston Fuller, Jvaariez Sumpster, David Watts, Kanye Thomas, Shamari Sergeant, Treyvon Wheeler, Damien Kinloch, Kevin Rivers, Chase Bryant, Jackson West

Coaches:

Stanley Graham, Jeff Whetzel, Don Wilson, and Head Coach Kevin Rivers.

Team Mom: Katrina Martinez

Small Fry Rams - BYFC Small Fry Tournament Champions (10-11 Year Olds)

Players:

Wallace Hester, De'Antoine Lloyd, Sebastian Varner, McCrae Driggers, Gabriel Levine, Taylor Jenkins, Tyler Jenkins, Tyler Walker, Troy Middleton, Jomari Wigfall, William Brown, David Livingston, Sentel McNeil, Conner Murphy, Isiah Bennett, Steven Graham, Sheldon Prioleau, Aiden Ferrell, Steven Saturday, Blake Blood, Jackson Wilson

Coaches:

Roy Levine, Rodney Varner, and Head Coach DeWayne Lloyd
Team Mom: Kia Lloyd

MC Cardinals Softball - Lowcountry League Regular Season Champions

Players:

Madison Curtis, Alayna Martin, Aliya Brown, Julianne Yates, Ansley Riddle, Brianna Anderson, Ciera Fenton, Ciara Whigham, Veronica Whigham, Madison Driggers, Ashlyn Demmerlo, Ella King

Coaches:

Danny Driggers, Jerry Burbage Jr., and Head Coach Lynn Curtis

Approval of Minutes:

Motion was made by Mayor Pro-Tem Dennis to approve the minutes of the November 17, 2015 Finance Meeting. Motion was seconded by Councilman Sweatman and was unanimously approved.

Financial Reports:

Town Accountant Lisa Hancock reported the significant features of the Finance Report for November, 2015 as follows.

Cash on Hand:

| | |
|----------------------------------|--------------|
| General Fund Operating | \$ 2,780,751 |
| Designated Funds: | |
| State Accommodations Tax Fund-15 | 6,772 |
| Victims Advocate-17 | 28,406 |
| Depot Fund-18 | 45,050 |
| Foxbank Permits-55 | 710,446 |
| Capital Improvements Fund-84 | 84,042 |
| | <hr/> |
| Total November 30, 2015 | \$ 3,655,467 |
| | |
| November 30, 2014 | \$ 2,875,146 |
| November 30, 2013 | 2,182,988 |

General Fund Year to Date Revenues & Expenditures November 30, 2015:

| | | |
|--|-----------|------------------|
| Revenues | \$ | 381,159 |
| Expenditures | | <u>953,163</u> |
| Revenues over (Under) Expenditures: | \$ | (572,004) |

Cash on Hand for Special Bank Accounts:

| | | |
|----------------------------|----|------------|
| 1% Fire Funds-20 | \$ | 10,410 |
| 2014 Construction Fund-77 | \$ | 758,217 |
| Bond Sinking Fund | \$ | 95,670 |
| Playground Fund-81 | \$ | 4,067 |
| Recreation Complex Fund-81 | \$ | 758,687 |
| Community Rec Center Debt | \$ | <u>999</u> |
| Service Fund-81 | \$ | 1,628,050 |

Ms. Hancock went over the following for the month of November, 2015 as information:

- Cash Flow Summary for the General Fund - Revenues of \$209,687 are under expenditures of \$564,450 by (\$354,763). Ending Fund Balance for November, 2015 is \$2,780,751. Ms. Hancock explained that the Town's revenues will increase as taxes and business license come in. Also, there were three vehicles purchased at the beginning of the fiscal year.

Roland Windham, Town Administrator:

- **Change Order#1- Railroad Avenue Parking Project.**
Administrator Windham wanted to make Council aware that the Contractor (W.E. Davis Construction) encountered a number of issues lying underneath the surface of the parking area. There was a deep well that had to be filled in and trees that were buried in the ground that had to be removed. Additional fill dirt had to be brought in. The change order amount of \$8,656 exceeds the contract amount. Councilwoman Cruppenink asked why a 60 foot sewer line had to be replaced and why was the Town responsible for the costs. Public Service Director Svagerko responded that the sewer line was not marked prior to construction. Other members of Council responded that we owned the property so we are responsible. Councilman Sweatman asked if we are prepaying the construction costs before the task is complete. Administrator Windham responded that the Contractor is only being paid for the work he has completed. Administrator Windham also added that he wanted to make Council aware of the additional costs.

Chance Price, Chief Building Official:

- **Building Inspection/Permit Software Upgrade**
Chief Building Official Chance Price explained that we currently have software for our Building Permits and inspections through Incode (Tyler Technologies). The Incode software does not currently provide for an online permitting process. The Meritage System is web based and accessible from virtually anywhere. It is user friendly to the public and contractors with its built in online permitting process and interactive inspection results.

They will no longer need to call the office for inspection results or fees because the information will be viewed online by the contractor when they log into the system. He provided Council a comparison of Meritage vs Incode in their packets as follows:

- All of the current permits and documents are easily transferred over into the system from Incode.
- Updates are automatic and come regularly without any extra costs. (Incode does not)
- Includes Zoning and planning check offs as well as water and sewer and SCDOT (Incode does not)
- Results can be uploaded immediately from the inspection field via any internet capable device. (Incode does not)
- Contractors and owners can schedule their inspections online without calling or emailing the office. (Incode does not)
- The mobile app Inspector Connect allows GIS mapping in the field to locate and map inspections each day. (Incode does not)
- The process of retyping everything into the system once back into office goes away. (Incode does not)
- Custom reports for billing, inspection history and productivity are easily viewable and shared via pdf (Incode does not)
- Tracks plan review process and completion (Incode does not)
- Certificate of Occupancy comes automatically and is no longer typed. (Incode does not)
- Accessible from office or home, or ANYWHERE. (Incode does not)
- Free online training sessions (Incode does not)
- Provides integration of business licensing (Incode does not)
- GIS integration allows for "auto fill" of permit info instead of re-key of information repeatedly (Incode does not)
- Total costs of the Meritage software is \$11,500 initial setup then \$3600 annually vs the cost of Incode/Energov of \$28,000.
- Meritage has agreed to spread the initial fee of \$11,500 over a period of 5 years to lessen the impact of the setup costs. An initial fee of \$2,300 is due out of the existing building department budget in order to pay for the initial setup fee for Meritage. This fee is already available for immediate payment. After that, a payment of \$7,800 (setup fee \$2,300 plus Annual Support and Licensing fee of \$5,500) will be due over the next 4 years beginning with October 1,

2016. By then we will have accumulated over \$2000 per month in re-inspection fees, and over \$8,000 in online access fees. Online access fees are based on \$50 per new homes built, and is based upon 150 homes. Last year's total exceeded 175 homes built. This year is expected to be even higher than last, and commercial projects were not taken into account. This software is already being used by 15 other jurisdictions in the state.

Motion was made by Councilwoman Bilton to approve the Meritage Software Program. Motion was seconded by Councilwoman Perdue and was unanimously approved.

Adjourn: There being no further business; motion to adjourn was made by Mayor Pro-Tem Dennis. Motion was seconded by Councilwoman Taylor and was unanimously approved. Meeting adjourned at 6:40 p.m.

A copy of this meeting's agenda was e-mailed to the Post and Courier, The Berkeley Independent, Channel 4 and Agenda Depository. As required the agenda was posted on the bulletin board at Town Hall at least 24 hours prior to the meeting.

Minutes Approved and Adopted:

Approved by: _____
Marilyn. M. Baker/Clerk-Treasurer

January 19, 2016
Date