

**MINUTES**  
**TOWN OF MONCKS CORNER**  
**FINANCE MEETING**  
**TUESDAY, AUGUST 16, 2016**  
**6:00 p.m.**

**Present:** Mayor Michael A. Locklear

Mayor Pro-Tem David A. Dennis, Jr.  
**Council** Johna T. Bilton Charlotte A. Cruppenink  
**Members:** James N. Law, Jr. Chadwick D. Sweatman  
Dr. Tonia A. Taylor

**Staff**

**Present:** Jeffrey Lord, Town Administrator  
Marilyn M. Baker, Clerk-Treasurer  
John S. West, Town Attorney  
Lisa M. Hancock, Town Accountant  
Jessica Morgan, Payroll/Accounts Payable Clerk  
Ehrichs B. Ollic, Police Chief  
Mark Fields, Police Captain  
Michael Roach, Police Lieutenant  
David A. Miller, Fire Chief  
Ralph Jones, Recreation Director  
Sara Anderson, Events Coordinator  
Butch Svagerko, Public Service Director  
Doug Polen, Planning Director  
Chance Price, Chief Building Official  
Robert E. Watson, Administrative Judge

**Call to Order:**

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

**Approval of Minutes:**

Motion was made by Mayor Pro-Tem Dennis to approve the minutes of the July 26, 2016 Finance Meeting. Motion was seconded by Councilwoman Bilton and was unanimously approved.

**Financial Reports:**

Lisa Hancock, Town Accountant reported the significant features of the Finance Report for July, 2016 as follows:

**Cash on Hand:**

General Fund Operating	\$ 4,389,784
Designated Funds:	
State Accommodations Tax Fund-15	1,591
Victims Advocate Fund-17	19,944
Depot Fund-18	28,088
Foxbank Permits Fund-55	710,446
Capital Improvements Fund-84	16,322
Total July 31, 2016	\$ 5,166,175

**General Fund Year to Date Revenues & Expenditures July 31, 2016:**

Revenues	\$ 5,989,341
Expenditures	<u>5,161,397</u>
<b>Revenues over (Under) Expenditures:</b>	<b>\$ <u>827,944</u></b>

**Cash on Hand for Special Bank Accounts:**

1% Fire Funds-20	\$ 7,384
Narcotics Fund-30	\$ 76,432
2014 Construction Fund-77	\$ 685,708
Bond Sinking Fund	\$ 26,395
Playground Fund-81	\$ 11,894
Recreation Complex Fund-81	\$ 810,980
Community Rec Center Debt	<u>\$ 260,939</u>
Service Fund-81	\$ 1,879,732

Ms. Hancock went over the following for the month of July, 2016:

- Cash Flow Summary for the General Fund - Revenues of \$571,423 are under expenditures of \$772,965 by \$201,542. Ending Fund Balance for July, 2016 is \$4,389,784.

**Business License Express Permits:**

Ms. Hancock explained that currently the Town is having difficulty with collecting Business License fees from sub-trades on worked performed for general contractors building single family homes. The Business License Express Permits will apply only to single family residential construction and will simplify the paperwork required to permit and license a single family home. It will also ensure that all sub-contractors associated with the project will be properly licensed. In addition, it will eliminate the possibility of stop work orders due to non-compliance as well as reduce the non-issuance of the Certificate of Occupancy at the time of closing. If approved, staff recommends implementation of the Express Business License to begin January 1, 2017.

Fees for the Business License Express Permits are included in Section 5 of the FY 2017 Budget Ordinance and will be adopted accordingly.

**Amend Agenda:** Mayor Lockliear requested that the agenda be amended to move item number 8, from the Regular Meeting Agenda to Finance as follows:

**Agreement:** Law Enforcement Assistance and Support, Multi-jurisdictional Task Force Metro Narcotics Team:  
Chief Ollic requested Council's approval to enter into a Multi-Jurisdictional Agreement with Berkeley County Sheriff's Office. Sheriff Duane Lewis and Major David Brabham from the Berkeley County Sheriff's Office was in attendance in support of the Agreement. Chief Ollic explained that the Multi-jurisdictional agreement helps

to resolve law enforcement's border restriction when dealing with narcotic crimes. The Town of Moncks Corner, located within the County of Berkeley, will partner with the Berkeley County Sheriff's Office in an effort to enforce narcotics violations within the Town of Moncks Corner and the County of Berkeley. The mutual agreement will allow both agencies to work in concert together to form a more efficient team addressing the illegal drug problem in our community. Sheriff Lewis added that this agreement will benefit the Town as well as the County. Logistical support for all members of the Narcotics Enforcement Team includes vehicles and fuel, office space, computers, administrative support and necessary equipment for drug enforcement operations.

Motion was made by Councilman Sweatman to enter into a Multi-jurisdictional Task Force Metro Narcotics Team Agreement with the Berkeley County Sheriff's Office. Motion was seconded by Councilwoman Taylor and unanimously approved.

**Republic Services Recycling:**

Planning Director Doug Polen reported that beginning this fall; Republic Services will no longer be able to take recyclables to North Charleston. They will be forced to transport their recyclables to North Carolina which will increase their costs. Currently the Town charges each resident \$2.50 per month to recycle and in turn the Town pays Republic \$2.56. Effective September, 2017 customers who wish to continue recycling services will have to pay \$15.00 per month due to the above-mentioned changes. Republic has offered for the Town to piggyback on the County contract price of \$15 per month per customer. Due to differences in pickup methods, the Town price may be reduced. Staff is still waiting for final numbers. In 2018 Berkeley County is scheduled to open a single-stream waste processing facility whereby all waste will be recycled.

The consensus of Council is to offer recycling to those residents who wish to continue the recycling services through Republic at a cost of \$15 per customer, per month. Mayor Locklear added, as a courtesy, he wanted staff to contact each resident prior to picking up the recycling carts so that residents will be aware of the changes and to also give them an opportunity to continue the service at the increased monthly fee if they so desire.

**Downtown Master Plan Charrette:**

Planning Director Doug Polen explained that in the Baseline Assessment performed by the Main Street South Carolina in early 2016, a holistic master planning Charrette was recommended to consist of four parts, a Market Analysis, Branding and Marketing, Design and Planning and Implementation Strategies. In an effort to move forward with the Charrette, a request for proposals was advertised in the July 13<sup>th</sup> issue of the South Carolina Business Opportunities newsletter. Two possible

Charrette packages were advertised, one with the Market Analysis and one without. Four responses were received. Low bid was from Arnett Muldrow with a project fee of \$40,000 without a market analysis and \$48,500 with the market analysis.

Funding: Staff recommends hiring the firm of Arnett Muldrow to perform the Downtown Master Plan Charrette with the Market Analysis in the amount of \$48,500. Arnett Muldrow is a proven quality firm that has done a number of projects in South Carolina. Funding will come out of the Professional Services Account#104120.0204.

Motion was made by Councilman Sweatman to contract with Arnett Muldrow to include the Market Analysis in the amount of \$48,500. Motion was seconded by Councilwoman Taylor and was unanimously approved.

**Stantec Engineering Proposal:**

Administrator Lord explained that the Town is nearing completion of the first phase of the Recreation Complex. The Town needs to prepare for construction of Phase II in the next fiscal year's budget. Stantec Consulting Services, Inc. submitted an engineering proposal for Phase II to conduct a topographic survey, prepare plans and construction manual, and will represent the Town in bidding, contracting and construction administration for.

Included in the Base Bid to the contractors:

1. Improve football fields for a suitable playing surface and improve soccer field for a suitable event space, overflow parking and occasional practice facility. Both fields will be regraded to the proper grade; existing top soil will be removed and replaced with the proper root zone. Entire area will be specified to be sodded.
2. The irrigation design will be updated for the soccer field area to include larger spraying heads to limit the number of heads.
3. Drainage design will be checked and the existing design will be included in the bid set of plans.
4. Sidewalks from the main parking lot to the football field will be designed
5. Construction plans for the remainder of the second parking lot will be included.

Included in the project as Bid Alternates:

1. Sidewalk along the spine road connecting Main Street to Presidents Circle.
2. A deduct for sprigs will be included and specified.

Funding: Transfer from Council Contingency to Recreation Complex Fund (\$20,400) to pay for Task 1-3. Task 4-5 (\$13,900) to come from Recreation Complex Fund FY 17 budget.

He requested Council's consideration for approval of engineering proposal from Stantec for Phase II of the

Recreation Complex and the transfer of \$20,400 from Council Contingency to Recreation Complex Fund.

Motion was made by Mayor Pro-Tem Dennis to approve the engineering proposal from Stantec for Phase II and the transfer of \$20,400 from Contingency to the Recreation Complex Fund. Motion was seconded by Councilman Sweatman and approved unanimously.

**800 Radio System:**

Police Chief Rick Ollic explained that the Town is currently using a near obsolete, VHF 152-162 MHz radio system. This radio system has limited range and limited capabilities. Police are continuing to encounter greater events and greater threats which increase the need to effectively communicate with each other and other departments. The 800 MHz system is a current and more reliable system. Larger departments such as Berkeley County Sheriff's Department, Goose Creek Police Department and Hanahan Police Department already use this system. If approved the current VHF System will be given to the Recreation and Public Service Departments for use.

Funding: He requested Council's consideration to enter into an agreement with Motorola for equipment purchasing and implementation of an 800 system and to allow him to utilize \$20,000 from the Police Capital as an initial down payment toward the lease purchase agreement. Training will also be included in the agreement.

Motion was made by Mayor Pro-Tem Dennis to allow Chief Ollic to enter into an agreement with Motorola to purchase an 800 Radio system and to allow him to utilize \$20,000 from the Police Capital Account as an initial down payment toward a lease purchase agreement. Motion was seconded by Councilwoman Bilton and approved unanimously.

**Self-Contained Breathing Apparatus Grant:**

Fire Chief David Miller explained that the Town was awarded an "Assistance to Firefighters Grant" through the Department of Homeland Security in the amount of \$155,429 to purchase 24 SCBA. The Town's obligatory match is 5% (\$7,771). Bids were solicited. Five bids were received. After a comprehensive review of the bid submittals, staff recommends purchasing the SCBA's from Safe Industries located in Piedmont South Carolina for the purchase price of \$154,774.80.

Funding: The 5% required match in the amount of \$7,771 has already been budgeted in the FY 2016 Fire Department Budget (Account No. 10.4340.0815).

Motion was made by Councilwoman Cruppenink to approve the purchase the 24 SCBAs from Safe Industries with funding through the assistance of the Homeland Security Grant Award and 5% match from the general fund of \$7,771. Motion was seconded by Councilwoman Bilton and approved unanimously.

**Geotechnical Exploration Services:**

Chief Miller explained that he received five bids for the geotechnical exploration services for the proposed construction site of a fire station in the Foxbank Plantation Subdivision (TMS#197-00-01-093). After a comprehensive review of the bid submittals, staff recommends ECS Carolinas, LLP for subsurface exploration and geotechnical engineering services in the amount of \$5,650 pending the wetland delineation permit. He added that he is still waiting on the wetlands delineation permit. Once he receives that, he can move forward with the geotechnical exploration services.

Funding: \$5,650 is currently budgeted in Professional Services under Account 104120.0204.

Motion was made by Mayor Pro-Tem Dennis to approve contracting with ECS Carolinas, LLP in the amount of \$5,650 for the Geotechnical engineering services pending the wetlands delineation permit. Motion was seconded by Councilwoman Bilton and approved unanimously.

**Asbestos Removal and Demolition Bids:**

Administrator Lord explained that the Town recently acquired 309, 311 and 313 East Main Street with the intention of clearing the property for future expansion of Unity Park. Bids were received to demolish the existing buildings on the properties. The low bid was received from Rhino Demolition Services Corporation in the amount of \$58,000 to be completed within 60 days after the award. Staff requested Council's consideration to contract with Rhino Demolition Services Corporation for asbestos removal and demolition.

Funding: Council transferred \$60,000 from the fund balance to cover demolition costs.

Motion was made by Councilman Law to award the demolition and asbestos removal contract to Rhino Demolition Services Corporation in the amount of \$58,000. Motion was seconded by Mayor Pro-Tem Dennis and approved unanimously.

**Adjourn:** There being no further business; motion to adjourn was made by Councilwoman Bilton. 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: \_\_\_\_\_ September 20, 2016  
Marilyn. M. Baker/Clerk-Treasurer Date