

**MINUTES  
TOWN OF MONCK'S CORNER  
FINANCE MEETING  
TUESDAY, JANUARY 19, 2016  
6:00 p.m.**

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

**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  
Ehrichs B. Ollic, Police Chief  
Michael Roach, 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:** Johna T. Bilton, Council Member

**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 December 15, 2015 Finance Meeting. Motion was seconded by Councilwoman Cruppenink and was unanimously approved.

**Financial Reports:**  
Town Accountant Lisa Hancock reported the significant features of the Finance Report for December, 2015 as follows.

**Cash on Hand:**

General Fund Operating	\$ 2,598,879
Designated Funds:	
State Accommodations Tax Fund-15	6,772
Victims Advocate Fund-17	26,362
Depot Fund-18	42,229
Foxbank Permits Fund-55	710,446
Capital Improvements Fund-84	46,574
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Total December 31, 2015	\$ 3,431,262

**General Fund Year to Date Revenues & Expenditures December 31, 2015:**

Revenues	\$ 1,369,856
Expenditures	<u>1,512,312</u>
<b>Revenues over (Under) Expenditures:</b>	<b>\$ (142,456)</b>

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

1% Fire Funds-20	\$ 9,527
2014 Construction Fund-77	\$ 758,217
Bond Sinking Fund	\$ 41,391
Playground Fund-81	\$ 4,056
Recreation Complex Fund-81	\$ 769,848
Community Rec Center Debt	<u>\$ 36,999</u>
Service Fund-81	\$ 1,620,038

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

- Cash Flow Summary for the General Fund - Revenues of \$988,696 are over expenditures of \$559,149 by 429,547. Ending Fund Balance for December, 2015 is \$2,598,879.

**Ralph Jones, Recreation Director:**

- **Administrative Fee - Use of Power Outlets at the Moncks Corner Regional Recreation Complex.**

Recreation Director Jones requested approval to charge a \$15.00 administrative fee, per day, for the use of power from the electrical outlet pedestals in the parking area of the Regional Recreation Complex for non-sponsored Town events. Tournaments will be starting soon; individuals will be bringing in RV's and will want to use the outlets.

Motion was made by Mayor Pro-Tem Dennis, seconded by Councilman Sweatman and was unanimously approved to allow the Recreation Department to charge a \$15.00 fee per day, per pedestal, for the use of the electrical outlets at the Regional Recreation Complex for non-sponsored Town events.

**Marilyn Baker, Clerk-Treasurer:**

- **Cash Collections Receipt Import.**

Clerk-Treasurer Baker requested Council's approval to purchase software from Tyler Technologies-Incode to upload the permitting fees from the new Meritage online building permit software to the Town's General Ledger. The cost of the software is \$2,500. Annual fees are \$625. Staff was unaware at the time the request was made last month, to enter into a contract with Meritage, that this piece of software would also be needed to upload the fees from Meritage into the Town's General Ledger.

Motion was made by Mayor Pro-Tem Dennis to approve the import software from Tyler Technologies in the amount of \$2,500 with an annual fee of \$625. Motion was seconded by Councilman Sweatman and was unanimously approved.

**Adjourn:** There being no further business; motion to adjourn was made by Councilman Sweatman. Motion was seconded by Mayor Pro-Tem Dennis and was unanimously approved. Meeting adjourned at 6:05 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: \_\_\_\_\_ February 16, 2016  
Marilyn. M. Baker/Clerk-Treasurer Date