

**MINUTES
TOWN OF MONCKS CORNER
FINANCE MEETING
TUESDAY, JULY 26, 2016
6:00 p.m.**

Present: Mayor Michael A. Locklear

Mayor Pro-Tem David A. Dennis, Jr.

Council Members: Johna T. Bilton Charlotte A. Cruppenink
James N. Law, Jr. Chadwick D. Sweatman

Staff

Present: Jeffrey Lord, Town Administrator
Marilyn M. Baker, Clerk-Treasurer
John S. West, Town Attorney
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

Absent: Dr. Tonia A. Taylor, Council Member
Lisa M. Hancock, Town Accountant

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 June 21, 2016 Finance Meeting. Motion was seconded by Councilman Sweatman and was unanimously approved.

Financial Reports:

Marilyn Baker, Clerk-Treasurer reported the significant features of the Finance Report for June, 2016 as follows:

Cash on Hand:

General Fund Operating	\$ 4,551,956
Designated Funds:	
State Accommodations Tax Fund-15	1,591
Victims Advocate Fund-17	22,265
Depot Fund-18	27,492
Foxbank Permits Fund-55	710,446

Capital Improvements Fund-84	16,322
Total June 30, 2016	<u>\$ 5,330,072</u>

General Fund Year to Date Revenues & Expenditures June 30, 2016:

Revenues	\$ 5,417,917
Expenditures	<u>4,388,432</u>
Revenues over (Under) Expenditures:	\$ 1,029,485

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	\$ 23,054
Playground Fund-81	\$ 6,414
Recreation Complex Fund-81	\$ 792,202
Community Rec Center Debt	<u>\$ 224,939</u>
Service Fund-81	\$ 1,816,133

Mrs. Baker went over the following for the month of June, 2016:

- Cash Flow Summary for the General Fund - Revenues of \$1,052,177 are over expenditures of \$452,406 by \$599,771. Ending Fund Balance for June, 2016 is \$4,551,956.

Contingency Transfer:

- Contract with VC3- \$7,540 with a \$1,116 annual maintenance fee billed monthly:
 Administrator Jeff Lord explained that the Town's current website is hosted by scgov. While the website is free, the site has many limitations beyond being cumbersome to update. A website should be dynamic in providing up to date information. The website should also be user friendly. He received a proposal from VC3, an IT services company that serves many municipalities in the state. Their proposal quoted is less than a normal quote, because of the prior work and experience he has already had with VC3. It will require very little training.

Motion was made by Mayor Pro-Tem Dennis to approve the VC3 contract as quoted. Motion was seconded by Councilwoman Bilton and was approved unanimously.

- Renovations Council Chamber/Court Room - \$75,000.
 Administrator Jeff Lord explained that the Council Chambers/Court Room has not been renovated since the building was built in February, 1994. Proposed improvements include, new countertops, new carpet, replace ceiling tiles, add a speaker podium, add monitors for both Council and the audience and microphones for staff, update the windows, railing and wall finish. The audio system also needs updating. Much of the costs will

be determined by the quality of materials chosen. Staff requested a transfer from contingency and permission to solicit a general contractor to complete the project. Administrator Lord added that the renovations will be designed by staff. Staff will try to keep the costs down.

Councilwoman Cruppenink suggested that they get input from the judges.

Motion was made by Councilwoman Cruppenink to approve a transfer from contingency in the amount of \$75,000 for renovations as stated above. Motion was seconded by Councilman Law and unanimously approved.

- **Playground Equipment:**
Nichol Blakely, Playground Committee Member, presented Council with a proposal and rendering of the proposed playground equipment for the Moncks Corner Regional Recreation Complex from Cunningham Recreation. The proposal was for \$56,997.59. To date, the Committee has raised a little over \$11,000 toward the project. One of the major contributors was Roper St. Francis. They donated \$5,000 toward the project. Jennifer Crawford was in attendance representing Roper St. Francis Hospital. The Committee requested \$40,000 to get the project started. Mayor Locklear and Council thanked Nichol and the other Playground Committee members present, Derick Brayton, Helen Lukow, and Kaye Myers for their diligence and hard work in getting the playground going. They also thanked Jennifer Crawford and Roper St. Francis for their generous donation toward the project.

Motion was made by Councilwoman Bilton to approve the \$40,000 transfer from Contingency for the playground project. Motion was seconded by Councilwoman Cruppenink 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 Bilton and was unanimously approved. Meeting adjourned at 6:14 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

August 16, 2016
Date