

**MINUTES
TOWN OF MONCKS CORNER
FINANCE MEETING
TUESDAY, JUNE 21, 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: Jeffrey Lord, Town Administrator
Roland Windham, Interim Town Administrator
Marilyn M. Baker, Clerk-Treasurer
John S. West, Town Attorney
Lisa M. Hancock, Town Accountant
Ehrichs B. Ollic, Police Chief
Mark Fields, Police Lieutenant
Michael Roach, Police Lieutenant
David A. Miller, Fire Chief
Sara Anderson, Events Coordinator
Butch Svagerko, Public Service Director
Doug Polen, Planning Director
Chance Price, Chief Building Official
Robert E. Watson, Administrative Judge

Absent: Johna T. Bilton, Council Member
Ralph Jones, Recreation Director
Jessica Morgan, Accounts Payable/Payroll Clerk

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 May 17, 2016 Finance Meeting. Motion was seconded by Councilwoman Taylor and was unanimously approved.

Financial Reports:

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

Cash on Hand:

General Fund Operating	\$ 3,913,255
Designated Funds:	
State Accommodations Tax Fund-15	1,591
Victims Advocate Fund-17	23,832
Depot Fund-18	42,311
Foxbank Permits Fund-55	710,446

Capital Improvements Fund-84	17,806
Total May 31, 2016	<u>\$ 4,709,241</u>

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

Revenues	\$ 4,364,399
Expenditures	<u>3,936,026</u>
Revenues over (Under) Expenditures:	\$ 428,373

Cash on Hand for Special Bank Accounts:

1% Fire Funds-20	\$ 7,569
Narcotics Fund-30	\$ 76,549
2014 Construction Fund-77	\$ 685,708
Bond Sinking Fund	\$ 20,558
Playground Fund-81	\$ 6,325
Recreation Complex Fund-81	\$ 872,670
Community Rec Center Debt	<u>\$ 188,939</u>
Service Fund-81	\$ 1,858,318

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

- Cash Flow Summary for the General Fund - Revenues of \$605,791 are over expenditures of \$421,308 by 184,483. Ending Fund Balance for May, 2016 is \$3,913,255.

Agreement: SC Department of Juvenile Justice

Police Chief Rick Ollic requested permission to enter into an agreement with the SC Department of Juvenile Justice. This program is to house juvenile offenders. Currently there is not a local facility in Berkeley County to house juvenile offenders. He added that he is working toward having an agreement Charleston County but that is not in place at this time. DJJ currently charges a \$50 per diem rate, per day; but once they get adjudicated in family court then we are no longer responsible for the fee.

Motion was made by Councilman Law to allow Chief Ollic to enter into an agreement with DJJ. Motion was seconded by Councilman Sweatman and approved unanimously.

Contingency Transfer:

- Renovations at the Train Depot - \$6,000. Interim Administrator Windham explained that there was \$9,500 budgeted in the Depot Building Maintenance Account for repairs and preventive maintenance. While doing repairs, staff discovered a tremendous amount of decayed wood and shingles that need to be replaced. Costs of repairs will exceed the amount budgeted. He requested \$6,000 to supplement the additional repairs.
- Camera System at the Train Depot - \$4,941. Interim Administrator Windham explained that there has been some damage to the Depot facilities while being rented. This occurs on a regular basis. He requested Council's approval to install an interior cameras system to help

prevent on going vandalism and to help identify the sources. The camera system will also be used as additional security for the two employees whose offices are housed in the Depot.

After some discussion, it was suggested that the Depot rental contract be updated to hold the renter responsible for damages. In some cases the security deposit of \$100 is not enough to cover the damages incurred.

Councilwoman Taylor made a motion to allow \$6,000 for the renovations and to table the camera system until the rental contract can be updated. The motion did not receive a second.

Motion was made by Mayor Pro-Tem Dennis to approve the camera system in the amount of \$4,941 and to approve the additional costs for renovations and repairs to the Depot. Motion was seconded by Councilwoman Cruppenink and approved unanimously.

Commercial and Residential Sanitation Fee Collections:

Public Service Director Butch Svagerko requested Council's permission to move forward with the process of incorporating the sanitation fees on the tax bills to begin January, 2017. If approved, staff will coordinate the process with Berkeley County and will provide Council with the specifics next month.

Motion was made by Councilman Law to allow staff to move forward with coordinating with Berkeley County to incorporate the sanitation fees on the tax bills. Motion was seconded by Councilman Sweatman and approved unanimously.

Adjourn: There being no further business; motion to adjourn was made by Councilman Law. Motion was seconded by Councilman Sweatman and was unanimously approved. Meeting adjourned at 6:25 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: _____ July 26, 2016
Marilyn. M. Baker/Clerk-Treasurer Date