

## Town of Andrews

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### **Special Called Council Meeting/Budget Work Session**

**Wednesday, May 30, 2018 4:00 p.m.**

**Town Hall**

**101 N Morgan Ave. Andrews, SC**

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The Town of Andrews met for a Special Called Meeting/Budget Work Session on Wednesday, May 30, 2018. Mayor Frank McClary presiding in compliance with the Freedom of Information Act, called the meeting to order at 4:00 p.m.

Invocation was rendered by Mayor Pro Tem Eddie Lee.

Pledge of Allegiance was recited by everyone present.

#### **Town Officials Present:**

Mayor Frank McClary

Mayor Pro Tem Eddie Lee

Council Member Marva Session

Council Member Bradley Prince

Council Member Terrance Middleton

Council Member Angela Anderson

#### **New Business**

Mayor McClary informed Council members that all department heads were requested to submit their proposed FY2019 Budgets to the staff. Mayor McClary, Town Administrator Mauretta Dorsey, Town Clerk Chaconas Parson with the assistance of the Town's CPA, Mrs. Brenda Jackson reviewed each departmental request and made adjustments to prepare a balance budget to the Town Council for their review and their consideration as required by law. In, addition, Mayor McClary stated that a Proposed Budget Amendment for the over budgeted expenditures for the Andrews Heritage Festival during FY2018 will be presented to the Town Council for their consideration.

#### **FY 2018 & FY 2019 Budget Review:**

##### **General Fund Totals**

Revenues

Expenditures

|                        |              |
|------------------------|--------------|
| Administration         | \$442,128.00 |
| Mayor and Council      | \$ 45,157.00 |
| Police Department      | \$657,710.00 |
| Fire Department        | \$102,518.00 |
| Municipal Court        | \$ 42,000.00 |
| Building Codes         | \$ 13,500.00 |
| Streets and Sanitation | \$355,715.00 |

Total Expenditures \$1,658,728.00

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Excess (Deficiency) Revenues over Expenses      \$ (212,600.00)

**Water and Sewer Fund Totals**

Revenues                                      \$1,478,850.00  
Expenses                                      \$1,691,450.00

Water and Sewer

Total Expenditures \$1,691,450.00

Excess(Deficiency) Revenues over Expenses      \$ (212,600.00)\* (Funds that the General Fund Account will have to supplement to Water and Sewer Fund to cover expenditures.

**\*Noted Budget Adjustments\***

**Administration Department**

**6305 Audit Expense** decreased from \$30,000.00 in FY2018 to \$12,000.00 in FY2019 (**Three audits were required in FY2018 and only one will be required for FY2019**)

**6315 Other Contract and Professions:** increased from \$5,000.00 in FY2018 to \$20,000.00 in FY2019 (**The re-codification of the Town Ordinances, a cemetery survey and a revised Town of Andrews Employee Handbook**)

**6338 Community Events, Parades:** increased from \$10,000.00 in FY 2018 to \$22,100.00 in FY2019

**7000 Capital Outlay:** decreased from 26,128.00 in FY2018 to \$31,128.00 in FY2019 (**To purchase a new telephone system, fire proof file cabinets, Town Hall security system and bathroom upgrades**)

**Mayor & Council**

**6023 Health insurance:** decreased from \$2,200.00 in FY2018 to 0.00 in FY2019 (**Council has elected to no longer fund health coverage for Elected Officials**)

**6610 Supplies:** decreased from \$1,500.00 in FY2018 to \$1,000.00 in FY2019

**6025 SC Retirement System Contribution:** decreased from \$325.00 in FY2018 to \$0.00 in FY2019

**6028 Workmen's Compensation:** decreased from \$1,500.00 in FY2018 to \$1,100.00 in FY 2019

**6330 Permit Notices:** decreased from \$1,450.00 in FY2018 to \$1,250.00 in FY2019

**6335 Telephone:** increased from \$1,300.00 in FY2018 to \$1,500.00 in FY2019

**6350 Training:** decreased from \$1,500.00 in FY2018 to \$2,500.00 in FY2019

**6352 Meals and Travel expense:** decreased from \$13,550.00 in FY2018 to \$11,050.00 in FY2019

**6600 Supplies:** decreased from \$1,500.00 in FY2018 to \$1,000.00 in FY2019

**Police Department**

**6316 Physicals & Medical tests:** increased from \$1,300.00 in FY2018 to \$4,000.00 in FY2019

**6330 Permits, Fees, Dues & Subscriptions:** decreased from \$250.00 in FY2018 to \$100.00 in FY2019

**6335 Telephone:** decreased from \$9,000.00 in FY2018 to \$6,500.00 in FY2019

**6335b Radio:** increased from \$6,000.00 in FY2018 to \$6,700.00 in FY2019

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**6350 Training:** decreased from \$5,000.00 in FY2018 to \$2,500.00 in FY2019  
**6342 Electricity and Fuel:** decreased from \$4,000.00 in FY2018 to \$3,500.00 in FY2019  
**6381 County Detention Center:** decreased from \$35,000.00 in FY2018 to \$20,000.00 in FY2019  
**6403 Equipment Rental:** increased in FY2018 from \$0.00 to \$250.00 in FY2019  
**6417 Building Repair & Maintenance:** increased from \$0.00 in FY2018 to \$1,000.00 in FY2019  
**6441 Vehicles Gas, Oil, Main, Repair:** increased from \$30,000.00 in FY2018 to \$35,000.00 in FY2019  
**6610b Uniforms:** decreased from \$10,000.00 in FY2018 to \$3000.00 in FY2019  
**7025 Equipment:** increased from \$0.00 in FY2018 to \$15,000.00 in FY2019 **(computer server)**  
**8002 Principal:** decreased from \$47,193.60 in FY2018 to \$48,000.00 in FY2019  
**8900 Interest:** decreased from \$4,806.40 in FY2018 to \$3,500.00 in FY2019  
**(radios and vehicle payments)**

**Fire Department**

**6001 Wages and Salaries:** increased to \$19,118.00 in FY2019 **(employee employment status change)**  
**6028 Workmen's Compensation:** decreased from \$8,500.00 in FY2018 to \$6,000.00 in FY2019  
**6350 Training:** increased from \$350.00 in FY2018 to \$500.00 in FY2019  
**6352 Meals & employee travel expense:** decreased from \$1,000.00 in FY2018 to \$500.00 in FY2019.  
**6406 Repair & Maintenance:** increased from \$5,000.00 in FY 2018 to \$6,000.00 in FY 2019  
**6610b Uniforms (turn out gear):** decreased from \$12,600.00 in FY2018 to \$7,500.00 from FY2019  
**6610 Supplies:** increased from \$1,500.00 in FY2018 to \$4,000.00 in FY2019

**Municipal Court**

**6001 Wages and Salaries:** increased by \$13,750.00 in FY2019 **(Part-time Municipal Court Clerk salary)**  
**6306 Magistrate:** decreased from \$30,000.00 in FY2018 to \$11,000.00 in FY2019 **(Judge salary)**  
**6307 Legal Fees:** increased to \$5,000.00 in FY2019 **(Public Defender retainer and salary)**  
**6315b Jurors:** increased by \$1,600.00 in FY2019  
**6635 Telephone:** increased to \$1,500.00 in FY2019  
**6336 Postage:** increased to \$500.00 in FY2019  
**6350 Training:** increased to \$500.00 in FY2019  
**6352 Meals & employee travel expense:** increased to \$1500.00 in FY2019  
**6610 Supplies:** increased to \$1,616.75 in FY2019

**Building Codes**

**6303 Building inspection:** decreased from \$20,000.00 in FY2018 to \$12,000.00 in FY2019  
**6600 Supplies & Materials:** increased from \$0.00 in FY2018 to \$1,500.00 in FY2019

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**Streets and Sanitation Department:**

**6000 Total Salaries and Benefits:** decreased from \$109,200.00 in FY2018 to FY\$75,000.00 in FY2019  
(moved funds over to water and sewer)

**6020 Total Fringe Benefits:** decreased from \$85,147.00 to \$50,050.00 in FY2019  
(moved funds over to water and sewer)

**6342 Electricity & Fuel:** decreased from \$40,000.00 in FY2018 to \$36,000.00 in FY2019  
(based upon current FY total expenses)

**6413 Street & Drain Repair:** increased from \$7,500.00 in FY2018 to \$17,000.00 in FY2019  
(SCDOT road resurfacing requirements)

**7010 Fire Hydrants:** \$68,665.00 was added in FY2019 (fire hydrants replacements and repairs;  
5 hydrants are scheduled to be replaced in FY2019 and the remainder in FY2020)

**8004 Principle:** increased in FY2019 to \$30,600.00 (loan payments on the Garbage truck)

**8907 Interest:** Increased by \$2,900.00 (garbage truck loan interest payments)

**9007 Match for Projects:** increased in FY2019 by \$25,000.00 (Downtown Revitalization Grant match)

**Water and Sewer Department**

**4301 Water Revenue:** increased from \$706,750.00 in FY2018 to \$716,750.00 in FY 2019 (projected  
increase in penalties payments; no proposed change in rates change due to collections)

**4361 Sewer Revenue:** decreased from \$719,500.00 in FY2018 to \$700,000.00 in FY2019 (based upon  
collections)

**4363 Sewer-Misc Revenue:** increased from \$12,000.00 in FY2018 to \$20,000.00 in FY2019 (based upon  
estimated dumping fees to be collected)

**4904 Licensing Income:** increased from \$37,000.00 in FY2018 to \$40,000.00 in FY2019 (income from  
water tower rentals)

**6342 Electricity and Fuel:** decreased from \$130,000.00 in FY2018 to \$105,000.00 in FY2019 (estimated  
decrease in changes due to pump stations updates)

**6390 City of Georgetown Volume Charge:** decreased from \$231,000.00 in FY2018 to \$210,000.00 in  
FY2019. (due to a rate decrease)

**6391 GCWSD Volume Charge:** decreased from \$165,000.00 in FY2018 to \$96,500.00 in FY2019. (due to  
a rate decrease)

**6440 Water & Sewer Repair and Maintenance:** decreased from \$60,000.00 in FY2018 to \$30,000.00 in  
FY2019. (purchase of a Vac Truck with USDA Grant Funding)

Council Member Terrance Middleton stated that Town Council never agreed to sign for a USDA Grant in 2016. He stated that the Letter of Conditions was agreed upon but that alone did not obligate the Town to the acceptance of the loan. He remembered being in attendance at a meeting in August of 2016, during which Council Member David Tisdale asked Mr. Rusty Craven if Town Council was obligating the Town to this loan by approving the Letter of Conditions and Mr. Craven responded no and explained that Town Council would have time to consider the loan and terms before moving forward to the next step. He further questioned who signed the loan documents and he was told by Ms. Dorsey, that the Town Council signed the documents; he insisted again that he did not sign any documents obligating the Town to the terms of the USDA Grant Funding nor was he aware of a scheduled Public Hearing for a USDA Grant.

**6441A Vehicle Lease:** increased to \$17,000.00 in FY2019 (Fleet Management Lease Program for 3

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vehicles for within the Public Works Department).

**8000 Debt Services:** decreased from \$425,000.00 in FY2017 to \$378,950.00 in FY 2019 (due to the payoff of USDA loans and debt service paid to City of Georgetown and GCWSD)

**9007 Match for Projects:** Increased to \$50,000.00 in FY2019 (spring grant application match)

**General Fund Revenue**

No proposed rate or tax increase for FY2019

**4201 Aid to Subdivision:** increased from \$60,000.00 in FY2018 to \$65,000.00 in FY2019

**4402 Police Fines:** increased from \$23,000.00 to \$38,000.00 in FY 2018 (projected increase in Municipal Court fines)

Mayor McClary stated that this proposed budget has no projected tax increases or rate increases. However, DHEC mandated the Town in 2014 through consent order to increase water and sewer rates by 60% based upon a rate study. The rate increase would help generate the funds required to properly maintain the Town's water and sewer systems, to employ, train and retain qualified employees. The rates have been raised by 30% over the past two years. Since that time flaws have been discovered in the rate study performed by Hanna Engineering. In addition, the study doesn't give an account for the cost saving efforts and the grant projects that this governing body has implemented to minimize the financial impact on our citizens. Thus, this governing body will have to be prepared to justify to DHEC its decision not to implement any additional rate increases during FY2019.

**Salaries**

Proposed salary increases were reviewed which ranged from 1% to 13% in various departments. Positions were reviewed with the goal to implement a pay scale to set a standard for starting salaries based upon skill set at the time of hire and provide standards for future increases. Council Members agreed that employee salaries in various departments should be increased to help hire and retain qualified employees as well as initiating incentives to promote a high level of employee morale and better job performance by employees.

**Recommendations**

Council discussed possibly implementing a rate increase for the purchase of cemetery plots within the Andrews Memorial Cemetery and to make it public knowledge that the Andrews Memorial Cemetery is a public cemetery.

Council Members requested an itemized report for line item 6338 Community Events and Parades in the Administration Budget.

It was recommended that Council Members serve as committee members for all Town events.

Council Members suggested a study be performed to show outside customers /industries the benefits of annexing into the Town Limits.

Council Members suggested that the cost of implementing random hair follicle testing of employees be

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researched.

Council members recommended that representatives of the Town attend County Council monthly meetings to obtain an understanding of the services available to Andrews as a result of citizens paying taxes to Georgetown County.

The Andrews Police Department employees should be instructed to check for permits from vendors or individuals selling or vending in the Town of Andrews as a part of ensuring public safety.

Mayor McClary stated that the process of searching for a Municipal Judge is ongoing. The staff will seek out candidates and perform the preliminary steps to prepare a list of candidates and their credentials for the Town Council to review, and possibly make a selection for the most suitable candidate for a Municipal Judge.

**Adjournment**

Council Member Terrance Middleton made the motion to adjourn the meeting at 8:49 p.m. and was seconded by Council Member Angela Anderson.

***Council Meeting minutes submitted by Chaconas Parson, Town Clerk.***