

**TOWN OF ANDREWS MONTHLY COUNCIL MEETING
SHERIFF'S DEPARTMENT SUB-STATION COURTROOM**

110 NORTH MORGAN AVE.

ANDREWS, SC 29510

WEDNESDAY, SEPTEMBER 23, 2015 @ 5:45 PM

AGENDA

PUBLIC HEARING:

TOWN OF ANDREWS FISCAL YEAR 2015 - 2016 PROPOSED BUDGET

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
5. APPROVAL OF MINUTES
6. MONTHLY BANK STATEMENTS: FOR INFORMATION ONLY
7. FINANCIAL REPORT
8. OLD BUSINESS
 - 2ND READING OF FISCAL YEAR 2015-2016 PROPOSED BUDGET
9. NEW BUSINESS
 - CHRISTMAS TREE LIGHTING AND PARADE DATES
10. CITIZENS COMMENTS (Three (3) minutes only)
11. ADMINISTRATOR'S REPORT
12. DEPARTMENT HEAD REPORTS
13. COUNCIL'S REPORTS (Three (3) minutes only)
14. MAYOR'S REPORT
15. EXECUTIVE SESSION
 - In accordance with SC State Code Section 30-4-70 (A) (1): Discussion of Personnel matters regarding pay schedule.
 - In accordance with SC State Code Section 30-4-70 (A) (1): Discussion of Personnel matters regarding staffing in all departments.
 - In accordance with SC State Code Section 30-4-70 (A) (2): Discussion of Contractual matters regarding Finance and Accounting
 - In accordance with SC state Code Section 30-4-70 (A) (2): Discussion of FOIA Request
16. ADJOURNMENT

Town of Andrews

Monthly Town Council Meeting
Wednesday, September 23, 2015
6:00 pm

Sheriff's Substation

110 N Morgan Ave. Andrews, SC

The Town of Andrews met for a Public Hearing for a second reading on their FY 2015-2016 Proposed Operating Budget and for their Monthly Town Council Meeting on Wednesday, September 23, 2015 at 5:45 pm.

Public Hearing

Mayor called the Public Hearing on the FY 2015-2016 Proposed Operating Budget to order at 5:45 pm.

- Citizen Terrance Middleton asked if all department heads participated in the generation on the Proposed Budget. **Town Administrator Mauretta Dorsey stated that all department heads participated in the generation of the Proposed Budget.**
- Citizen Terrance Middleton asked if all department heads submitted their own budget or was they submitted by someone else? **Town Administrator Mauretta Dorsey stated that all department heads submitted their own budgets.**
- Citizen Jerome Johnson asked the Mayor are there copies of the budget available for the Public to review? **The Town's Financial Advisor Christopher Anderson stated that copies will be made available at the close of the council meeting.**
- Citizen Terrence Middleton raised the question how are the citizens going to discuss the budget and ask questions if they aren't provided a copy of the budget. **The Town's Financial Advisor Christopher Anderson stated that copies will be provided at the close of the meeting as he is still trying to get them together. Christopher Anderson asked Mayor Giles if he would like for him to provide the citizens with a copy of the budget now. Mayor Giles replied yes, because they are entitled to a copy for review and discussion. Christopher Anderson distributed a few copies of the budget.**
- Citizen Terrence Middleton expressed his opinion that the budget mirrors the one from last year and asked what items were deleted and were added to the Budget? Mayor Giles stated that he has not seen a copy of the budget and cannot commit on it. **Council Member Sudha Patel replied that council has had several budget workshops where certain items were edited from the previous budget and those items are listed in the minutes from previous meetings.**

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Mayor Rodney Giles presiding in compliance with the Freedom of Information Act, called the meeting to order at 6:17 pm.

Invocation was rendered by Pastor Edward Hardee
Pledge of Allegiance was recited by everyone present.

Town Officials Present:

Council Member Angela Anderson
Council Member Mattie McGee
Council Member Sudha Patel
Council Member David Tisdale
Mayor Rodney Giles

Mayor Rodney Giles requested that the minutes show that he is moving citizen's commits just before the Mayor's Report on the agenda.

Motion was made by Council Member Angela Anderson and seconded by Council Member David Tisdale to approve the meeting minutes from [Wed., July 29, 2015; Thurs., August 20, 2015; Wed., August 26, 2015; and Thurs., September 3, 2015] with any necessary corrections. **Council Member Angela Anderson; Yes, Council Member Mattie McGee; Yes, Council Member David Tisdale; Yes, Council Member Sudha Patel; No, Mayor Rodney Giles; Yes Motion carried.**

The monthly financial statements were included in the Council's packet for information purposes only.

Financial Report

Christopher Anderson made the following contingency stating that he did not prepare the original budget and this will be a working budget. He informed the citizens that council anticipates making changes after the end of the first fiscal quarter and he will provide council with first quarter reports at their next council meeting. Mr. Anderson stated that this budget is not a repeated budget from last year. Mr. Anderson pointed out that this budget show a surplus in the amount of \$574,782.94 at the end of FY 2014-2015 whereas the previous accountant showed a deficit in the previous budget well over \$300,000.00. He also noted that he is awaiting copies of tax documents to verify that they currently have the correct figures for year-end adjusting entries. The surplus in general fund will be used to help offset the deficit in water and sewer department. Mr. Anderson also explained that since he has been with the Town he has developed a spreadsheet that will help with internal control in accurately recording the funds received by the Town as well as implementing a fuel tracking program to accurately track the fuel

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used by the police department. Mr. Anderson stated that the Town is getting ready to reimburse a considerably amount of money to certain Town employees for payroll deductions that were incorrectly keyed into the accounting system. He will be providing council with a list of the employees and the amount that needs to be reimbursed by council's next meeting. Mr. Anderson pointed out that he also had to correct the amount of social security contributions paid by the Town for employees as well as contribution amount paid by the Town for police retirement.

Old Business

2nd Reading of Fiscal Year 2015-2016 Proposed Budget: Motion was mad by Council Member Sudha Patel and seconded by Council Member Angela Anderson to approve the second reading of the FY 2015-2016 Proposed Budget with the intention to amend. **Council Member Angela Anderson; Yes, Council Member Mattie McGee; Yes, Council Member David Tisdale; Yes, Council Member Sudha Patel; Yes, Mayor Rodney Giles; Yes Motion carried.**

New Business

Christmas Tree Lighting and Parade Dates: Council reviewed the following dates: December 3, 2015 at 5:30 pm for the Annual Christmas Tree Lighting and December 13, 2015 for the Annual Christmas Parade at 3:00 pm.

Administrator's Report

The Town's Administrator Mauretta Dorsey informed council that pump station #23 located behind Andrews High School stopped working today. There is a wiring issue with the pump station which is still under warranty and Professional Pump and Wells will be coming out to give the Town an assessment on the repairs. Today the Town of Andrews received the tax assessment report from Williamsburg County for all real property located in the Andrews Town limits and it appears that the Town will be receiving about \$14,000.00 from Williamsburg County. Mrs. Dorsey stated now that the 2nd Reading of the budget has passed the Town needs to contact Duke Energy and see about getting the electricity receptacles place on the existing light poles along Main Street. Mrs. Dorsey stated that the Town is now in compliance with the DHEC Consent order of increasing the technical skill set and water compliancy of the water and sewer operations by the hiring a Director Public Works, Mr. Johnathan Heald and a supervisor of water & sewer, Mr. Mitchell Dew. Another aspect of the DHEC consent order is that Council consider a rate increase as soon as possible. Mr. Cameron Morris of the Eagle Scout whom partnered with the Town to complete his Eagle Scout project at the Andrews Cemetery will be receiving his code of honor award on Sunday, September 27, 2015 at the Lions Club at 5:30 pm invites Mayor and Council to be in attendance. Mrs. Dorsey reminded Council that if they plan to retain ownership of the Jones Ave Park that they need to meet and address some major concerns with the park ASAP.

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Department Head Reports

Public Works Department: No report

Police Department: Chief Capers no report.

Fire Department: Mr. Clint Stockton stated that the Fire Department is doing well.

Public Works Department: No report

Council's Report

Council Member McGee: No report

Council Member Sudha Patel: Thanked all for their support and attendance during the Town of Andrews Anniversary hell on last Saturday. Ms. Patel thanked all of the service men who were represented and acknowledged during the 911 Remembrance Ceremony that was held on Sunday, September 13, 2014. Ms. Patel introduce to the Town Banner Proposal and thanked Three D metal Works for their \$3500.00 funding donated towards the project and the local participating fabricating companies. She announced that there will be a Walk Against Domestic Violence on Saturday, October 3, 2015 which she is partnering with the Family justice Center to Host.

Council Member Tisdale: Encouraged council to work towards getting some vehicles for the Public Works Department.

Council Member Anderson: No Report

Public Works Director

Mr. Johnathan Heald: Mr. Heald introduced himself to the citizens of Andrews.

Citizens Commits

Cathy Mitchum: Thanked all for attending the last Town Meeting to answer questions from concerned citizens. The next meeting is scheduled for October 8, 2015 at Andrews Elementary School between the hours of 6pm to 8pm.

Frank McClary: Addressed the question to council about the plans to spread the realizations project of Main Street down to the West Side. He stated that there has been three major events here in Town and they all were centered on one part of Town. Mr. McClary also stated to coucil that they need to focus on the Jones Ave Park and if they plan to retain it then they need to invest some time and funds into maintaining it. Mr. McClary stated to Chriptopher

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Anderson that when he make financial reports available that they be made in a user friendly method where all citizens can understand.

Terrence Middleton:

Mayor's Report

Mayor Rodney Giles thanked all of individuals who participated in the bid opening process for the Pump Stations Upgrade.

Adjournment

Council Member Eddie Lee made the motion to adjourn the meeting at 7:21 pm and was seconded by Council Member Angela Anderson.

Council Meeting minutes submitted by Chaconas Parson, Town Clerk.

**Ordinance Number 02-2015
2015-2016 Annual Operating Budget**

Be it ordained by the Mayor and Council of the Town of Andrews
that the 2015-2016 Annual Operating Budget is as follows:

General Fund Revenues: \$1,726,838.02

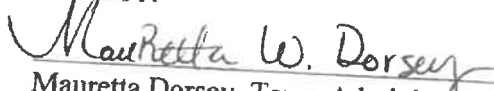
General Fund Expenditures: 1,726,838.02

Millage Rate 133.25

This Ordinance shall be effective on the date of the final (second) reading.


Rodney Giles Mayor

ATTEST:


Mauretta Dorsey, Town Administrator

First Reading: September 3, 2015

Second Reading September 23, 2015