

*In compliance with the Freedom of Information Act, the news media and the public was notified of the time, date, and place along with a copy of the agenda of this meeting and a notice was posted on the outdoor bulletin board at the Batesburg-Leesville Town Hall and the Town's website no later than twenty-four hours prior to the meeting.*

## **COUNCIL WORK SESSION**

**MAY 29, 2018**

The Council Work Session for the Town of Batesburg-Leesville, held in Building B of the Town Hall Complex, was called to order by Mayor Shull at 6:03 P. M. Members present were Mayor Shull, Council Member DeLoach, Gambrell, Simpkins, J. Mitchell, Prouse, and Hallman. Council Member Cain arrived at 6:26 P. M. and Council Member S. Mitchell arrived at 6:24 P. M. and left at 7:10 P. M.

## **INVOCATION**

The Invocation was given by Council Member Simpkins.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the American Flag was held.

## **APPROVAL OF AGENDA**

A motion was made by Council Member Gambrell with a second by Council Member Hallman to approve the agenda. With no discussion, a vote was taken by a show of hands.

VOTE:                    7 Approved                    0 Denied

## **DISCUSSION TOPICS**

### **A. Update on Advance Disposal Contract Renewal**

Manager Luckadoo reported he had a conversation with Advance Disposal about sending a separate truck out to collect 176 homes in Batesburg that were in Saluda County and take that garbage to Tri-County Solid Waste. They are to give an answer which I will have for the June meeting.

## **DISCUSSION TOPICS CONT'D.**

### **B. Town Manager Evaluation Update**

The Mayor reported he has no update at this time. They are still formulating an evaluation which will be given to Council Members at the June meeting.

### **C. Planning Commission, Board of Zoning Appeals & H-Tax Advisory Panel Appts.**

Manager Luckadoo stated there are vacancies that need to be filled in the Planning Commission for District 1 and District 7. The Board of Appeals vacancies are for the Member At Large (Mayor), District 2, District 6, and District 7. The Planning Commission reviews and recommends to the Town Council any needed changes in the zoning ordinance and the map of the town, as well as other codes, ordinances, and controls related to the municipality's development. The Board of Appeal hears and decides appeals when it is alleged that there is error in any order, requirement, decision or determination; may authorize upon appeal in specific cases such variances from the terms of the Ordinance; can permit uses by special exception if the terms and conditions described in the Ordinance are met. The Board of Appeal's decisions do not come back to Council for approval. These appointments come back to Town Council for approval and would like for them to be back for the June Council Meeting if possible. All approved appointments are required to have 6 hours of initial training during the first year of appointment and 3 hours every year thereafter which is held at Central Midlands Council of Government generally after hours. Discussion was held on the H-Tax Advisory Panel which has to be approved by Town Council and will not be a codified committee of the Town like the Planning Commission. The Advisory Panel should consist of someone that has a vested interest in the Town, a vision for the Town and the time and ability to serve on the Panel.

Council voted at 6:18 P.M. by the show of hands for a 5-minute recess.

VOTE:                      9 Approved                      0 Denied

### **D. Presentation of Fiscal Year 2018/2019 Proposed Budget Overview**

Manager Luckadoo gave a power point presentation on the Budget Highlights for 2018-2019 and reported General Fund, Enterprise Fund, and Victim Assistance Fund are balanced.

### **Proposed Budget Presentation Cont'd.**

- New investments in equipment and personnel
- No tax, rate, or fee increases beyond Advanced Disposal renewal
- Budget based upon trend analysis
- Strategic Plan goals incorporated
  - Comprehensive Plan
  - Investments into Utility Infrastructure
  - More funding for Town Events
  - Personnel succession planning

#### **Revenue Highlights**

- **General Fund** - Overall increase of \$399,300 (special revenue, grants, property taxes, business licenses)
- Many line items have increased due to new development and business growth
- New revenues for FD Recruiting & Retention Officer, new dispatch reimbursement
- **Enterprise Fund** - Overall increase of \$62,580 (water sales, tap fees, wholesale, bank interest)

**Revenue - Expense Forecasting** - Monthly and annual analysis, 3-4 years look back plus current year; all revenues are tracked on a monthly basis to monitor current year and project the next; trend analysis provides critical insight to cash flows, customer needs/use and growth

#### **Expenditure Highlights**

- **General Fund** - Increases in salaries, wages & benefits to compensate for merit increases in 2017-2018 Budget
- Increased Council travel & training for conferences
- \$13,000 allocated for updating/creation of Town's Comprehensive Plan
- Court budget increase to allocate funds for Judge insurance and indigent defense
- Funding for 1 new full-time police dispatcher, SRO, E911 dispatch console and other capital
- **Enterprise Fund** - Increases in salaries, wages & benefits to compensate for merit increases in 2017-2018 Budget
- \$7,000 increase in Gilbert-Summit water purchase for new homes in Harbour Watch (System 2)

**Proposed Budget Presentation Cont'd.**

- Increase staff with 1 new full-time (entry level) water treatment operator and 1 new full-time (entry level) wastewater treatment operator

**Capital Highlights**

- **General Fund** - Dodge Ram 2500 Crew Cab Lawn Maintenance Truck - Street
- SRO and 1 additional GSA Police vehicle, server, computers, radios - Police
- Pickup truck, pagers, chainsaws, bunker gear, fire hose, safety equipment - Fire
- **Enterprise Fund** - no budgeted capital equipment
- Possible use of Utility Reserve Funds for this budget for one-time use in FY 2018-2019 - rather than transferring \$620,381 this year, we budget for needed engineering, facility improvements, etc. We will not be making a payment this budget year towards the water project so utilize the funds to make some needed improvements, next year money rolls back in.
- Current Balances of Enterprise Fund Accounts
  - Utility Checking \$295,855.42
  - Utility Reserve \$755,546.48
  - USDA 1 annual pymt. \$555,773.07
  - Capital Improvement \$708,124.97 - \$51,698.42 transferred monthly into this account

**Proposed Uses of Funds This Year**

- WWTP SCADA for Signal Monitoring and Data Archiving - \$85,000
  - WWTP new building for equipment/chemical storage - \$32,000
  - WWTP Installation of new Process Instrumentation - \$30,000
  - Administration of Implementation of FOG (fat, oil, grease) Program - \$35,000
  - WWTP Engineering for Aeration and Sludge Handling - \$185,000
  - Utility Distribution F350 Service Truck - \$38,500
    - \*Replaces 2001 F350 W/173,000 miles
  - Utility Distribution Jet/Vacuum Trailer - \$40,000
  - WWTP and WTP Security Gates - \$20,000
- \$465,500 in Proposed Uses (\$154,881 still transferred to Reserve)**

Discussion was held in length on the Presentation.

Extensive discussion was held on the Proposed Uses coming from the Reserve Fund. Utilities Director, Tim Schumpert, was asked to prioritize the list for Council. Mr. Schumpert stated all of the projects need to be done but the top four are needed.

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**BUDGET CONT'D.**

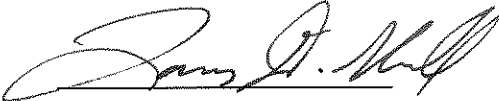
Manager Luckadoo stated he needed a direction on what to use for the Budget. Council Member Gambrell recommended to do the top four (\$182,000 from the Reserve Fund) and the other 4 on a timely basis which will save the tax payers money in the long run, which was the consensus of Council.

**ADJOURNMENT**

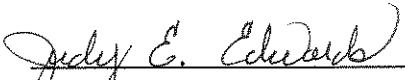
A motion was made by Council Member Gambrell with a second by Council Member DeLoach to adjourn at 8:35 P. M. With no discussion, a vote was taken by a show of hands.

VOTE:                    8 Approved                    0 Denied

**Approved this 11th day of June 2018.**

  
Lancer D. Shull, Mayor

**ATTEST:**

  
Judy E. Edwards, Town Clerk