

**MINUTES
FINANCE COMMITTEE MEETING
WINNSBORO TOWN COUNCIL
NOVEMBER 21, 2023**

Present: Chairman Demetrius Chatman; Mayor John McMeekin; Jason Taylor, Town Manager; Assistant Town Manager Kathy Belton; Patti L. Davis, Town Clerk.

Absent: Chris Clauson.

The Finance Committee met on November 21, 2023, at 6:00 p.m. at the Winnsboro Women's Club. In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80 (e), as amended, the following persons and/or organizations have been notified of the time, date and location of this meeting: The Independent Voice of Blythewood and Fairfield, The Country Chronicle and four hundred ninety-two other individuals.

1. CALL TO ORDER

Chairman Chatman called the Finance Committee Meeting to order at 6:02 p.m.

2. APPROVAL OF AGENDA

Motion made by Mayor McMeekin, seconded by Chairman Chatman, to approve the agenda. ***The motion carried.***

3. PRESENTATIONS

A. Kathy Belton – Monthly Finance Report

- Section A –Mrs. Belton stated revenues were down a little compared to last month, which is to be expected. The other increases represent interest on investment accounts. Page 2 reflects the quarterly payment that was made. The other increases reflect the payments on the bonds.
- Section B – The revenues were up compared to last month, no state funds. Expenses were down compared to last month. There were three payrolls in September. Revenues were down compared to last month, which is to be expected. The expense also was down compared to last month due to the payroll. The bulk of this hit was in September.
- Section C –No capital expense for general fund.
- Section D – Utilities. One large capital item for the Ferguson system for the water. This expense (\$291,109.51) was left over with the ARP funds, and this is being used strictly for the water project. This amount has been applied to the invoices, leaving a balance of \$104,407.48. This will need to be transferred from illegal awards.

In saying that there is no capital that has shown up in this particular report but will be in for November, \$160,000 was spent from the electric department for capital items. This will need to be done from the electric update transfer from the electric update and investment account. \$225,000 needs to be transferred, because there are some other orders for projects. Mayor Pro-Tem Chatman inquired if these items came before the Finance Committee prior to purchasing. Mrs. Belton stated yes with the AMI system. It was known that these funds would come from the investment account to fund this project. The electric department was an emergency situation to begin a project, and it was not brought before the Finance Committee. However, it is an item that is in the budget under the capital items. Mayor Pro-Tem Chatman stated he only brings this up because our books have to agree. Mr. Taylor also added that these costs are associated with growth, and some of these costs will be charged back to the developers. Mrs. Belton further stated compared to last year, the revenues are up in General Fund by a little over \$10,000 and overall for the year \$105,000. The expense is also up compared to last year. Many things are driving this number, such as multiple payrolls to the cost of doing business.

- Combined Utilities – The revenue is down compared to last year, but last year there was a lot going on with billing. There was a lot of revenue coming in at one time and a small amount at another time. Fluctuating numbers will be seen at this time of the year all the way up to February. Some of the bills that were going out were 45-60 days. Expense was up compared to last year which mostly represents the cost of doing business.

4. NEW BUSINESS

- A. Request for Public Funds – Debra McDaniel, Community Christmas Dinner (\$750.00). It was discussed that this is the event Mrs. McDaniel does every year for the community. Motion made by Mayor McMeekin, seconded by Mayor Pro-Tem Chatman, to approve the request to benefit the citizens of Winnsboro and forward to full Council. ***The motion carried.***
- B. Request of Action – Allocation of Funds to Cover the Engineering Services Related to the Tertiary Filter Replacement at the Wastewater Treatment Plant in Response to the Consent Orders Issued by SCDHEC. Mr. Wright stated a consent order was issued resulting from past inspections by DHEC for the tertiary filters not being in operation. Since DHEC has issued the order, it is in the best interest of the Town to remedy the situation by replacing the filters. If not, an administrative order will be issued. The

— engineering firm of Hussy, Gay, Bell has been tasked with the PER (preliminary engineering report) for filter replacement. This has been sent to DHEC and approved. Now, the request is being made for funds for designing of the system as well as the construction administration and permitting process. This will be about an eight-month project as far as designing and bidding, and then the actual project should take about a year. The price can, therefore, be in phases. Mr. Taylor stated there is a little over \$1M in bond money that is allocated strictly for sewer. The total price and cost is \$1.8M estimated, and the engineering cost is \$293,000 to include design, permitting, construction administration and bidding. Mayor Pro-Tem Chatman inquired why the Request of Action was not signed, and the Clerk stated it was not signed when the agenda packet went out to Council, but signed copies were distributed for Council ahead of the meeting. Motion made by Mayor McMeekin, seconded by Mayor Pro-Tem Chatman, to approve the Request of Action and forward to full Council. Mayor McMeekin further stated the decision was made to keep the bond money, which will be used for this project, with the low interest rate instead of returning it. ***The motion carried.***

- **C.** Request of Action – Allocation of Funds to Purchase a Used Vehicle to Allow the Meter Readers to have Five Vehicles. Mr. Taylor stated this is a Ford Explorer purchased from State Surplus for \$7,500. They had sold out of all the trucks, but they had many of the Ford Explorers which were under 40,000 miles. This would bring the meter reader vehicles to five so they do not have to ride together. ***The motion carried.*** Mayor McMeekin inquired if the Town has any used vehicles, and Mr. Taylor stated he has asked Mr. Peak to tag any equipment. The water site will need to be cleaned up with the impending expansion, and the Town can work with State Surplus. They will photograph the equipment and put it up for auction. Motion made by Mayor McMeekin, seconded by Mayor Pro-Tem Chatman, to approve the Request of Action and forward to full Council.

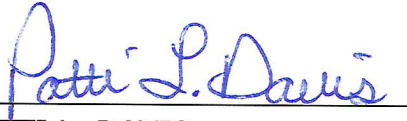
5. OLD BUSINESS

- **A.** Request of Action – Gas, Water and Sewer Department – Request to Approve an Additional Allocation of Funds to Purchase a Pump Station to be Placed at PS#3 (\$42,834.50). Mr. Taylor stated this was brought to Council earlier this year, and it was approved. However, we are now in a different fiscal year. Mr. Peak stated on January 17 he requested this funding for lift station #3, and it was approved. It was ordered, and now 11 months later the pump is here. Mr. Peak is requesting the funding from this current budget to pay for the pump and get it installed in pump station #3. Mayor

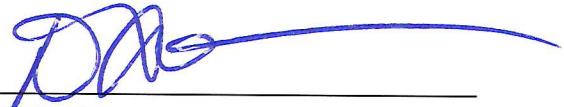
McMeekin made a motion, seconded by Mayor Pro-Tem Chatman, to approve the Request of Action and forward to full Council. ***The motion carried.***

6. ADJOURN

At 6:17 p.m., it was moved by Mayor McMeekin, seconded by Chairman Chatman, to adjourn. ***The motion carried.***



PATTI L. DAVIS
TOWN CLERK



DEMETRIUS CHATMAN
CHAIRMAN