

**MINUTES  
REGULAR MEETING  
WINNSBORO TOWN COUNCIL  
DECEMBER 5, 2023**

**Present:** Mayor John McMeekin; Mayor Pro-Tem Demetrius Chatman; Janice Bartell-Prather, Jae Burroughs, Council Members; Jason Taylor, Town Manager (by phone due to sickness); Chris Clauson, Kathy Belton, Assistant Town Managers; Scott Elliott, Town Attorney; Patti Davis, Town Clerk.

**Absent:** Danny Miller.

The Winnsboro Town Council met in regular session on December 5, 2023, at the Winnsboro Town Hall. 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 Voice of Blythewood and Fairfield, The Country Chronicle and other individuals associated with the distribution list of the Town of Winnsboro.

**1. CALL TO ORDER**

Mayor McMeekin called the Regular Meeting to order at 6:15 p.m.

**2. INVOCATION**

Council Member Bartell-Prather led the invocation.

**3. APPROVAL OF AGENDA**

Council Member Burroughs made a motion, seconded by Council Member Bartrell-Prather, to approve the agenda. ***The motion carried 3-0.***

**4. APPROVAL OF MINUTES**

Council Member Bartell-Prather made a motion, seconded by Council Member Burroughs, to approve the Regular Meeting minutes from November 21, 2023, and the Finance Committee minutes from November 21, 2023. ***The motion carried 3-0.***

**5. SPECIAL REPORTS/PRESENTATIONS**

None.

**Mayor Pro-Tem Chatman arrived at 6:17 p.m.**

**6. PUBLIC COMMENT (3 MINUTES): THE TOTAL TIME ALLOCATED TO THIS PUBLIC COMMENT SEGMENT IS 30 MINUTES.**

- Yvette Howard – Location of Meeting

- Raymond Howard – Code Enforcement

## 7. PUBLIC HEARINGS

None.

## 8. ORDINANCES AND RESOLUTIONS

- A. First Reading Ordinance No. 95: An Ordinance Annexing into the Town of Winnsboro a 0.46 Acre Tract of Land, Located at 252 Hunstanton Drive, Winnsboro, SC, Owned by Anthony and Fayedonia Boyd, in Fairfield County, Not Already Within the Winnsboro Town Limits, and Including All Adjacent and Abutting Rights-of-Way. Tax Map No. 145-01-23-004-000. Motion made by Council Member Bartell-Prather, seconded by Council Member Burroughs, to approve First Reading Ordinance No. 95. ***The motion carried 4-0.***

## 9. MANAGER'S REPORT

- A. Ongoing Projects:

Mr. Taylor, joining by phone, stated there are not a lot of updates at this point, but there is some growth potential under NDA. Mr. Clauson stated concerning the bid for the generator for the wastewater plant, there were two qualified bidders for the install. The generator itself came in at \$180,000, and so this second piece will bring the Town well under the \$600,000 received from grant funds. Mayor Pro-Tem Chatman inquired if the bids were sealed, and Mr. Clauson stated they were sealed bids. This was managed by Central Midlands COG. Mr. Taylor stated the bid will need to be qualified with the engineer and brought back to Council to accept. Mayor Pro-Tem Chatman inquired why the meeting was being held at Town Hall tonight. The Clerk stated the Women's Club had been rented to the Lions' Club. Mayor McMeekin stated this is less than ideal. Mayor Pro-Tem Chatman stated if the Town has its meetings at the Women's Club, they should not be able to book those dates held for the Council meetings, and Mayor McMeekin agrees. Concerning Code Enforcement, Mayor Pro-Tem Chatman stated he is getting complaints from citizens about properties and inquired what is going on with Code Enforcement. Mr. Clauson stated the main issue is there has been a lot of turnover in Public Safety, and if the Town is going the route of ticketing, a consistent person is needed. Also, the County pushed back on putting liens on the tax rolls. Mayor Pro-Tem Chatman inquired if Code Enforcement is a part of Public Safety, and Mr. Clauson stated it is no longer like this, and instead, this is an individual who goes out and interacts with the public. Mayor McMeekin stated he thought

it was going to be looked into that the County was pushing back on the tax liens, and Mayor Pro-Tem Chatman stated possibly the Code Enforcement person needs to be housed in Public Safety. Mr. Elliott stated the ordinance is valid, and the County would not have the discretion to challenge it. Mayor Pro-Tem Chatman stated a lot of time was put into the ordinance update, and the constituents were assured the ordinance was in place and had teeth. It appears that the issue is there is not a certified officer as the Code Enforcer. The citizens are doing their part to report these issues, and the Town needs to move forward.

Utilities – No new updates, and Mrs. Belton states the bills are being paid.

Redevelopment Efforts – This will be discussed in executive session. Mr. Clauson stated there are a number of projects that are moving forward, including the Charter School, teacher housing, etc.

Fairfield Joint Water & Sewer Service – Mayor McMeekin stated a meeting was held last Tuesday, and progress is being made. The 208 plan is being worked on so the Joint System will have territory. According to what the attorneys are saying, the Joint System is ahead of others in the process.

Grants – Mayor Pro-Tem Chatman inquired if the Fortune Springs grant is still progressing. Mr. Clauson stated monthly updates are being held, and they are going back and forth with the State. This is a project that the State is managing. Attempts are being made to try to keep the engineering costs as low as possible so as to maximize the funds to actually use for the project.

- B. 2023-2024 Audit** – Mayor McMeekin stated the auditing firm has stated the Town needs to do some reconciliation. The Town Attorney along with the Municipal Association were consulted to make sure we are moving in the right direction. The reconciliation needs to be done as quickly as possible with also keeping the cost down. The auditing company will be used for this task, and this will be different next year. This was brought down to the manager's decision to make sure this gets done, and his decision is to use the auditing company, Mauldin and Jenkins. Mayor Pro-Tem Chatman inquired if there will be an additional cost, and Mayor McMeekin stated there will be some additional money. The audit will take about a week; however, the reconciliation will take a little time. The problem would be trying to get another firm to do this at this time of year. Mr. Clauson stated Mauldin and Jenkins will charge an hourly rate in order to get this done. It is a part of the service agreement, but it was not anticipated on their end. Mayor McMeekin stated staff will do this next year as it is preferable to have it

done in-house. If it cannot be done in-house, then it will be outsourced. Mayor Pro-Tem Chatman inquired if this was known before the bid was done. Mr. Elliott stated this amount of detail would not have been known, and they found this as they dug down into the books. His guess is the previous auditor was familiar enough with the way the Town does business, and he did the reconciliation. Mrs. Belton stated these are closing entries that have to be made. Some of those entries are made by the auditor, and according to Mauldin and Jenkins, there are some entries that are supposed to be made by the actual Finance Department. Over the years, the Finance Department never made these entries. The auditor made some of the entries for the Town. So, she was never made aware of the fact that she needed to make these entries, and both entries being made are auditor's entries and are reclassifying certain accounts, which is what all auditors do. They are reclassifying funds and closing out certain funds in the audit itself, so it is not an oversight on the Town's part at all. Some of those entries will have to be made by the Finance Department. Mayor Pro-Tem Chatman stated it appears the Finance Department will have additional duties. He also feels that this additional charge needs to be reasonable. Mayor McMeekin stated the other options did not seem feasible, and the firm was told to make this as reasonable as possible.

**10. OLD BUSINESS**

None.

**11. NEW BUSINESS**

None.

**12. EXECUTIVE SESSION: (The following statement is provided in compliance with the South Carolina Freedom of Information Act: Subsequent to Executive Session, Council may take action on matters discussed in Executive Session.)**

- A.** Economic Development/Contractual Matter - Discussion Concerning Downtown Revitalization Pursuant to S.C. Code §30-4-70(a)(2).
- B.** Receipt of Legal Advice – Discussion Concerning Trash Dispute Pursuant to S.C. Code §30-4-70(a)(2).
- C.** Receipt of Legal Advice – Discussion Concerning Participation in 3M and DuPont Class Action Settlements Pursuant to S.C. Code §30-4-70(a)(2).

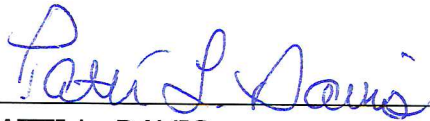
At 6:40 p.m., motion made by Mayor Pro-Tem Chatman, seconded by Council Member Burroughs, to exit regular session and enter into executive session for the above listed items. ***The motion carried 4-0.***

At 7:03 p.m., motion made by Council Member Burroughs, seconded by Council Member Bartell-Prather, to exit executive session and return to regular session. ***The motion carried 4-0.***

Mayor McMeekin stated updates on Items A and B were received as information. Concerning Item C, motion made by Mayor McMeekin, seconded by Council Member Burroughs, for the Town to participate in the 3M and DuPont Class Action Settlements. ***The motion carried 4-0.***

**13. ADJOURN**

At 7:04 p.m., Mayor Pro-Tem Chatman made a motion, seconded by Council Member Burroughs, to adjourn. ***The motion carried 4-0.***



PATTI L. DAVIS  
TOWN CLERK



JOHN MCMEEKIN  
MAYOR