

**CHESTERFIELD COUNTY COUNCIL
FINANCE COMMITTEE MEETING
COUNCIL CHAMBERS
April 17, 2023 9:00 A.M.**

PRESENT: Hattie Burns, Committee Chair and Committee Members Todd Smallwood and Douglas Curtis.

OTHERS PRESENT: Rhett Butler, Council Chair; Council Members Ethan Foard and Gerald Miller; Timothy L. Eubanks, Administrator; Betty M. Boswell, Clerk to Council/Administration Office Manager; Michelle Stanley, Finance Director; C. Heath Ruffner, County Attorney/Assistant Administrator; Cambo Streater, Sheriff; Jordan Seidhom, Sheriff's Department; Travis Tucker, Public Works; Jeff McCarn, Public Works; Elsee Foard and Jody Barr, Queen City News .

PRESS: Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting and agenda were posted on the bulletin board at the County Administrative Offices, 178 Mill Street, Chesterfield, SC, and the County Website (www.chesterfieldcountysc.com). In addition, it was made available to the newspapers and concerned citizens (*upon request*).

CALL TO ORDER

Committee Chair Burns called the meeting to order.

ADOPTION OF AGENDA

Committee Member Curtis made a motion to adopt the April 17, 2023 meeting agenda. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

APPROVAL OF MINUTES

a. March 13, 2023 – Committee Meeting

Committee Member Smallwood made a motion to approve the March 13, 2023 Committee Meeting Minutes. Committee Chair Burns seconded the motion. Voting in favor of the motion was unanimous. Motion passed. Committee Member Curtis advised he did not vote, as he was not present at the March 13, 2023 meeting.

NEW BUSINESS

a. Purchase of six (6) motor graders and one (1) tractor (Public Works) – Road Committee Chair Miller

Committee Chair Miller advised that Public Works would like to purchase six (6) motor graders and one (1) tractor. There was discussion regarding this request.

Committee Member Curtis made a motion to accept the recommendation of the Road Committee and proceed with the purchase of six (6) motor graders and one (1) tractor. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

b. Ambulance Service Franchise Renewal – Stanley

Ms. Stanley advised that staff had received an Ambulance Franchise Renewal Request from Heartline Transport Services. Staff has reviewed the documentation for this request and found everything is in order. It is staff's recommendation that this Franchise Renewal be approved.

Committee Member Curtis made a motion to approve the Ambulance Franchise Renewal from Heartline Transport Services. Committee Member Smallwood seconded the motion. Motion passed.

UNFINISHED BUSINESS

a. 2023-2024 General Fund Budget Overview (2nd Draft) – Stanley

The Committee was presented with the 2023-2024 General Fund Budget (2nd Draft).

- Joint Comprehensive Plan Per Diem for Commissioners for training and travel to meetings

Committee Member Smallwood made a motion to table this matter. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

b. Departmental Requests – Stanley

Assessor:

- Request for a 5% salary increase for office staff. Cost increase salary/fringe \$20,214. Tabled.
The Committee tabled this request.
- Request of a \$2,300 increase in Travel/Training for new Appraisers to get licensed.

Committee Member Smallwood made a motion to approve this request. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

Detention Center:

- Requested the 4 slots back that Sheriff gave increases to retain officers. Cost of \$155,600. This request was tabled. Asked Sheriff to get a Staffing Analysis.
- Requested fringe for the 4 slots above. Estimated with insurance mid-range (employee/spouse) Cost of \$103,208.
The Committee tabled this request.
- Request of an increase of \$7,000 for Technical Support due to increase in price of annual contracts.

The Committee approved this request.

- Request of an increase of \$5,000 for Communications for annual contracts Data Maxx, AT&T.

The Committee approved this request.

E-911:

- Request a COLA for employees.
The Committee tabled this request.
- Request of an increase of \$4,218 for Technical Support. Replacement of Servers, convert E911 consoles to full function E911 workstations and Xybit console equipment upgrades. Note: These expenditures will be 80% reimbursable from the State.

The Committee approved this request.

- Request of an increase of \$500 in gasoline.
The Committee agreed to leave as budgeted.
- Request of an increase of \$2,000 in Building/Grounds.
The Committee tabled this request.
- Request to purchase used/new dependable vehicle for E911 on-call 24/7 TAC Officer in the amount of \$25,000.
The Committee tabled this request.

Economic Development:

- Request for an increase of \$2,250 for technical support. This increase is for an Existing Industry employee a laptop.
The Committee tabled this request.
- Request for an increase of \$2,250 in communications. This increase is for Existing Industry/Administrative Assistant cell phones.
The Committee tabled this request.
- Requested SC Economic Development Dues increase of \$200 and SCEDA fees increase to \$295 per person beginning July 2023.
The Committee approved this request.

Emergency Preparedness:

- Requested COLA for employees - Committee will discuss this request along with other cost of living requests.
The Committee tabled this request.
- Request for an increase of \$3,200 for Risk Management Supplies to purchase new county ID/Badge maker.
The Committee approved this request.

IT:

- Requested part time staff hours to be increased from 40 hours to 64 hours per day period due to additional job requirements that this department has been faced with. Salary increase of \$18,546 and fringe increase of \$4,861. The Committee approved this request.
- Request for an increase of \$2,500 for SLED expense IT. The Committee approved this request.
- Request for an increase of \$1,000 for Email Server. The Committee approved this request.

Landfill:

- Request for an increase of \$6,500 for uniforms.
- Request for an increase of \$5,000 for utilities. The Committee tabled these requests for review.

Library:

- Request of one full time position - \$22,880.
- Request of fringe increase of \$12,883 for full time position.
- Request of increase of \$5,000 for County Books. The Committee tabled these requests until the Book Mobile is delivered.

Probate Court:

- Increase of \$750 for Travel/Training. The Committee approved this request.

Register of Deeds:

- Requested salary increase for Recording Clerk. The Committee tabled this request.
- Requested fringe increase for Recording Clerk based on salary increase. The Committee tabled this request.

Road Department:

- Request for increase of \$50,000 for gasoline. Committee agreed to leave as budgeted.
- Request for an increase of \$25,000 for Road Maintenance. The Committee approved this request.
- Request for an increase of \$10,000 for sign supplies. Committee agreed to a \$7,500 increase to sign supplies.

Sheriff:

- Requested a salary increase of \$135,665.25, which consists of regular pay scale increase needed \$14,315, pay scale not funded (funds that's charged to home detention account) \$35,350.25, and requested 2 new deputies \$86,000.
The Committee tabled this request.
- Requested fringe increase of \$50,874.38 for above salaries increase.
The Committee tabled this request.
- Request for an increase of \$25,000 for Travel/Training.
The Committee agreed to revisit this request.
- Request for an increase of \$20,000 for uniforms.
The Committee agreed to revisit this request.
- Request for an increase of \$500 for Doctors/Physical.
The Committee approved this request.
- Request for an increase of \$540 for Technical Support.
The Committee approved this request.
- Request an increase of \$100,000 for gasoline.
The Committee agreed to leave as budgeted.
- Requesting Animal Control increase total of \$153,375 which consists of a regular line item expense increase of \$10,000. Salary increase of \$21,200 to get officers on same pay scale as deputies. Fringe increase of \$7,950 for pay scale increase. New Officer at \$59,125, salary/fringe and new vehicle for new officer at \$55,100.
The Committee tabled this request.
- Request for an increase of \$3,700 for dog food.
The Committee approved this request.

Tele-Communicators:

- Requested COLA for employees.
The Committee tabled this request.
- Requested two new dispatcher slots, \$56,864 salary increase and \$44,030 fringe increase.
To bring proposal back to Finance Committee at next meeting.

Veterans Affairs:

- Requested COLA for employees.
The Committee tabled this request.

Voter Registration:

- Requested 8% COLA increase of \$9,642 for staff.
The Committee tabled this request.
- Requested \$2,527 fringe increase for above salary increase.
The Committee tabled this request.
- Request for an increase of \$4,000 for Election Expense.

The Committee tabled this request.

Building Codes:

- Requested increase of salaries of Office Manager \$5,107.06, also Permit Tech increase of \$5,171.36, and add another Codes Officer \$40,000-\$45,000.
The Committee tabled this request.
- Requested increase of fringe for above salary increases existing personnel \$2,694 and fringe for a new slot officer \$26,359.
The Committee tabled this request.
- Request for an increase of \$2,500 for Travel/Training.
The Committee approved this request.
- Request for an increase of \$1,000 for General Supplies.
The Committee approved this request.
- Request for an increase of \$300 in Addressing Supplies.
The Committee approved this request.

County Travel Daily Per Diem Rate:

- Staff asked Committee to review increasing county's daily per diem rate. The rate is currently \$25 daily and staff recommends increasing the daily rate to \$35.
The Committee approved this request.

Solicitor Fourth Judicial Circuit:

- Requested county to fund two slots for an Assistant Solicitor and Administrative Assistant for total additional cost of \$157,934. The Solicitor changed his request and submitted a new request in amount of \$234,401 on March 29, 2023.
The Committee tabled this request.

Public Defender:

- Looking at possibly funding \$110,000 - \$120,000 to assist with jail population.
The Committee tabled this request.

Pee Dee Regional Transportation Authority:

- Looking for a local match in Chesterfield County of \$135,000. Stated it could be local support of several stakeholders in County.
The Committee took this for information only at this time.

St David's Cemetery Association:

- Requested contribution for ongoing maintenance at cemetery.
Committee Chair Burns made a motion to deny this request. Committee

Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

c. Portrait (The Honorable C. Anthony Harris) – Eubanks

There was discussion regarding the commissioning of a portrait of former Resident Circuit Judge C. Anthony “Tony” Harris. Ms. Stanley advised she had received three quotes and was waiting to receive the fourth quote.

Council Member Butler advised the family did not want a reception, just the portrait to be displayed in court room.

The Committee agreed to wait until the fourth quote was received before taking to full Council.

Coroner’s Office:

Ms. Stanley advised the Coroner has advised that he would like to purchase two gurneys at \$4,000 each. The Coroner advised he would pay for one and is asking that the county purchase one out of the ARPA funds.

Committee Member Smallwood made a motion to approve the purchase of a gurney at the cost of \$4,000 for the Coroner’s Office. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

Public Works:

Ms. Stanley advised that Public Works would like to purchase a backhoe at the cost of \$131,000 on state contract. There was discussion regarding this request.

Committee Member Curtis made a motion to approve the purchase of the backhoe on State Contract, and that the other machine be sold. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

The next Finance Committee meeting will be held on Monday, April 17, 2023 at 9:00 a.m.

EXECUTIVE SESSION

a. Committee Chair Burns advised that pursuant to S.C. Code § 30-4-70(a)(1), it was necessary for the Committee to enter into executive session for the discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of employees.

Committee Member Smallwood made a motion to enter into executive session. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

Committee Member Smallwood made a motion to exit executive session. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

REGULAR SESSION

Committee Chair Burns reported the Committee is back in regular session and that no action was taken and no motions were made in executive session other than to exit executive session.

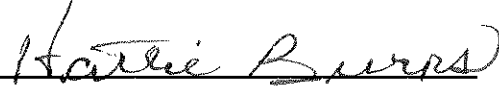
Committee Member Smallwood made a motion to authorize the Administrator to explore and advertise for the position of a Fire and Rescue Liaison. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

Committee Member Curtis recused himself during the discussion of Agenda Item 6.a. while in Executive Session. Copy of Recusal Statement is attached.


ADJOURN

Committee Member Smallwood made a motion to adjourn. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

APPROVED:


Hattie Burns, Committee Chair
Finance Committee
Dated: May 3, 2023

ATTEST:


Betty M. Boswell
Clerk to Council

RECUSAL STATEMENT

CHESTERFIELD COUNTY COUNCIL

Member Name: Douglas A. Curtis

Meeting Date: April 17, 2023

Agenda Item No.: 6.a.

Topic: Personnel

The Ethics Act, SC Code §8-13-700, provides that no public official may knowingly use his office to obtain an economic interest for himself, a family member of his immediate family, an individual with whom he is associated, or a business with which he is associated. No public official may make, participate in making, or influence a governmental decision in which he or any such person or business has an economic interest. Failure to recuse oneself from an issue in which there is or may be conflict of interest is the sole responsibility of the council member (1991 Op. Atty. Gen. No. 91-37). A written statement describing the matter requiring action and the nature of the potential conflict of interest is required pursuant to SC Code §8-13-700(B).

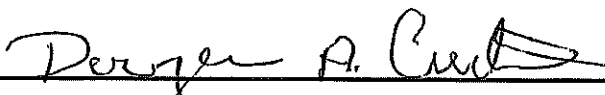
Justification to Recuse:

Professionally employed by or under contract with principal

Owns or has vested interest in principal or property

Other: Family Member

Date: April 17, 2023

Member 

Printed Name: Douglas A. Curtis