



## MINUTES

Work Session Meeting  
July 13, 2023, 6:30pm  
South Congaree Town Hall  
Council Chambers  
119 West Berry Rd.  
West Columbia, SC, 29172

**Members in Attendance:** Mayor Cindy Campbell, Mayor Pro-Tem Mechelle Mabry (Arrival 6:33 PM), Brian Jackson (Absent) Kitty Spires, and Jim Drennan  
**Also in Attendance:** Municipal Clerk Kerri Charlton.

**The public was duly notified of the date, time, and place of the meeting.**

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### **I. Call to Order.**

Mayor Campbell called the meeting to order at **6:30 PM**. A quorum was present. Mayor Campbell led in the Pledge of Allegiance and the Invocation. The Freedom of Information Act was read by Mayor Campbell.

### **II. Simplified Office Systems Presentation 6:34 PM -7:09 PM**

Presentation of a new copier proposal from Sonny Wadford and Kevin Hunter, Simplified Office Systems representative and owner. A review and discussion were held over the different copier replacement options to include price per page and unlimited support. The contract is a 12-month commitment.

### **III. Council Discussion and review - 7:09 PM – 8:32 PM**

#### **A. Business License training update**

Municipal Clerk Kerri Charlton. Moving to the State Mandated Business License online platform called Stripes for renewals. Two-part authentication requires a cellular number to send codes to. Discussion referencing the Town supplying the Clerk a cell phone for these purposes. Initial renewal transitions on Stripes will have a cap for the first 120 days. Business License late fees are not compounded. These fees are 5% per additional month. Special events ordinance discussion with permit fees.

#### **B. Carolina Connect Update, Business 1 GBPS speed.**

Council, on the motion of Councilwoman Spires (**7:39 PM**), seconded by Mayor Campbell (**7:41 PM**), Discussion-Councilman Drennan would like Mike Smith to return to explain why we need 1GBPS. Mayor Pro-Tem Mabry discussed the price for the 1 GBPS current rate is \$199.00. Currently we pay for two Spectrum access points. One at \$199.00 and one at \$169.00. Municipal Clerk Kerri Charlton returned to Town Hall to retrieve Spectrum bills for clarification while council continues discussion. Town Clerk is tasked with having Carolina Connect to evaluate the needs and speed for the Town of South Congaree to include a fixed I.P. address fee. **At 7:46 PM**-Councilwoman Spires rescinded her motion



to move forward with the 1 GBPS with Carolina Connect, pending further investigations and recommendations.

### **C. Cyber Liability Update**

SFAA Cyber update and Top Cyber Liability companies' information provided to Council. Municipal Clerk Kerri Charlton requests authorization to work with Mike Smith with IronLogix for the task of comprehending and receiving quotes for necessary tools and policy requirements for the Town of South Congaree. **7:51 PM** Councilman Drennan made the motion to allow Municipal Clerk Kerri Charlton to work along side of IronLogix representative Mike Smith to procure quotes and limits of Cyber Liability Insurance needs for the Town of South Congaree. Seconded by Councilwoman Spires (**7:51 PM**)

#### **Motion Carries at 7:52 PM**

- Councilman Drennan- Yea
- Mayor Pro-Tem Mabry- Yea
- Councilwoman Spires- Yea
- Mayor Campbell- Yea
- Councilman Jackson- Absent

### **D. Invoices, Statements, Receipts and Office Procedures.**

On Thursday, June 29, 2023, Municipal Clerk Kerri Charlton sent an email to all Town employees to include Council, requesting receipts for all purchases to include fuel for accounting reconciliation, checks and balances and report retention. After the email was sent Mayor Pro-Tem Mabry replied, and I Quote (read by Mayor Campbell) *"Council has discussed this previously and gas receipts are not required since the gas invoice/bill is more detailed than the gas receipts. Did someone ask you to make this request?"* (End of quote). Mayor Campbell states that this is an important issue to discuss. We need to be requiring all receipts for reconciliation of invoices. Mayor addressed the Council referencing an invoice incident last September for fuel purchased in August in the amount of \$100.26. It was forwarded to GFC for payment. No receipt was attached, so I (Mayor Campbell) requested a receipt from Chief Shumpert. The Chief replied, and I quote *"This was when one of the cards was acting up and didn't go through at the pump, so they just billed us for the gas."* (End of quote) The next day the Chief advised, and I quote *"This invoice was sent to the Town in error and was supposed to be sent to the Town of Winnsboro, this does not need to be paid."* (End of quote) Mistakes happen. The invoice for fuel is detailed; however, there is no way to reconcile the invoice without receipts. This reiterates the need for receipts for invoice reconciliation.

**State law (Section 5-7-240)** requires all municipalities, regardless of population or budget size, to submit a financial audit to the state Treasurer's office within 13 months of the end of that municipality's fiscal year.

An audit must include all financial records and transactions of the municipality and any agency funded in whole by the municipality plus a report. Mayor Campbell stated that Council is aware that the Town of South Congaree received a "Poor" rating on the 2019 and 2020 fiscal audits for missing paperwork to include receipts.

**State Law (Section 12-605.14)** requires daily records of receipts and disbursements of municipal funds should be kept on file.

**Open for discussion:** Councilman Drennan referenced an Invoice for \$94.00, where the invoice was removed from Bill.com; therefore, I (Councilman Drennan) agree in the proof. Plain and Simple. Mayor Pro-Tem Mabry stated that Council had a previous meeting



discussed and agreed upon that receipts were not needed for invoices. Mansfield reports are very detailed and therefore do not need a log of receipts. Councilwoman Spires asked "How do we know that the cards are being used for the appropriate vehicles and mileage per gallons? Receipts can help with mileage errors and duplicate charges; receipts help you check off the charges for checks and balance purposes. Councilwoman Spires stated that discrepancies can be caught with receipts. Councilwoman Spires stated that per State Law receipts are required. Mayor Campbell recommended the Town require receipts for all purchases with credit cards to include the fuel cards and Mansfield. Mayor Campbell stated the Town has an account with Advanced Auto Parts, and all charges for invoices must be accompanied by receipts. Mayor Campbell stated the Mansfield report does give excellent information, especially since the report shows that one of the newer police vehicles is getting less than 10 miles to the gallon at times per the report. Mayor Campbell stated that she did not see why there would be an issue requiring receipts for reconciliation. Mayor Pro-Tem Mabry stated that her opinion stands: No receipts are needed for the Mansfield report. Mayor Campbell called for a vote.

**8:08 PM-** Mayor Campbell called for a motion to change the process for collecting receipts.

**8:09 PM** Councilwoman Spires made a motion to require a receipt for every purchase to include pens, pencils, gas etc. for all town employees including the Police Department for fuel. Mayor Pro-Tem Mabry asked for clarification, "Is this just for gas? Mayor Pro-Tem Mabry stated, "*I am not against receipts, just questioning why gas receipts for Mansfield.*" Seconded by Mayor Campbell (**8:12 PM**) Motion to amend by Councilman Drennan (**8:13 PM**) require receipts from employees and Councilmembers to include anything billed to the town.

#### **Motion Carries at 8:13 PM**

- Councilman Drennan- Yea
- Mayor Pro-Tem Mabry- Abstain (States: Trick Question)
- Councilwoman Spires- Yea
- Mayor Campbell- Yea
- Councilman Jackson- Absent

#### **E. Equipment Upgrades**

Discuss the proposal from IronLogix. Printers' presentation from Simplified Office discussion. Councilman Drennan wanted to move forward with more bids for printers. Councilman Drennan asked Municipal Clerk Kerri Charlton to get another Bid. Mayor Campbell requested State Vendors as preferred. Discussion from Councilman Drennan referencing the transition to the I-Cloud services. Mayor Campbell discussed the idea of moving forward to answering the phones live before the call rolls to an automated script and voicemail with the new upgrade. Mayor Pro-Tem requested discussion of the Festival account. Need to address the Barn and Festival accounts.

#### **IV. Citizen Comments- No Comments**

**V. Adjournment of Council Work Session: 8:33 PM**

The Council, on the motion of Mayor Campbell, seconded by Councilwoman Spires, voted unanimously to adjourn the meeting at 8:33 PM.

Kerri Charlton

Attested by:  
Kerri Charlton,  
Municipal Clerk

Cindy Campbell

Approved by:  
Cindy Campbell,  
Mayor

9.19.2023

Date Approved