



MINUTES
Special Called Council
Work Session
May 31, 2022 - 6:30 pm
South Congaree Town Hall
119 West Berry Rd.
West Columbia, SC 29172

Members in Attendance: Mayor Cindy Campbell, Mayor Pro-Tem Mechelle Mabry, Councilmembers Jim Drennan and Kitty Spires

Also in Attendance: John Rakowsky, Town Attorney

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

I. Call to Order

Mayor Campbell called the Council Special Called Work Session to order at 6:34 p.m. A quorum was present.

Mayor Campbell led in the Pledge of Allegiance and gave the Invocation.

Mr. John Rakowsky, Town Attorney, advised council that he had prepared two letters for Council review. One letter in response to Mr. Jerry Smith's request and the other letter to Mobile Home Park business license applicants contingent upon an inspection. Councilman Drennan asked if the letter to Mr. Smith should be on town letterhead. Councilwoman Spires stated it should be addressed properly. Councilman Drennan asked if there was a problem with him hand delivering the letter. Mr. Rakowsky recommended that he hand deliver the letter. Councilman Drennan stated that he would explain the letter when delivered. Mayor Pro Tem Mabry suggested the letter be scanned and emailed to Mr. Smith because that is how Mr. Smith has communicated with Council. Mr. Rakowsky added that he recalls Mr. Smith asking for a phone call or email and there is no need for an explanation. Mr. Rakowsky stated to present the contingency form letter to mobile home park owners who have applied for their business license.

Mr. Rakowsky stated that he will electronically file the answer to the lawsuits to stay within the 30 days. He asked when the FOIA information was put on the website and Council confirmed April 20, 2022, the day after the April 19th meeting.

II. 2022-2023 Budget

Councilwoman Spires presented a proposal for accounting services from Green, Finney and Cauley out of Greenville. Councilman Drennan asked if they will hold our hand during an audit. Councilwoman Spires stated she was sure they would because they would do all the finance work and get everything ready for the audit.

Council worked on remaining budget line items to include TORT Liability Insurance, Vehicle Insurance, Judicial Services, Membership Dues vehicle maintenance, GPS, subscription software licensing, telephone, storm water, and Council projects. Mayor Pro Tem Mabry asked about including chairs for employees in Office Supplies budget. Mayor Pro Tem Mabry stated the employees need chairs and we could go cheaper on the Council's chairs because we only sit in them twice a month. Councilwoman Spires advised the chair recommended was the one that is sold the most and encouraged Mayor Pro Tem Mabry to go sit in them. Mayor Pro Tem Mabry added we budgeted \$5500 for office supplies; the chairs recommended by Councilwoman Spires is a lot to pay for a chair and Council had budgeted \$1,300. Councilman Drennan and Mayor Campbell disagreed. Mayor Campbell stated the current budgeted amount for office supplies (to include chairs) is \$5,750. Mayor Pro Tem Mabry stated that out of the \$5,750; \$1,850 was for chairs. Councilman Drennan stated we have talked about getting new chairs for a year. Mayor Pro Tem Mabry stated when DOT buys chairs they are budgeted under office supplies but we can make it what we want. Councilman Drennan asked why can't we just buy the chairs for this area in June and then budget chairs for employees in the next year's budget and move forward and let Councilwoman Spires go buy the chairs. Mayor Pro Tem Mabry stated she wants to sit in it. Councilwoman Spires advised Mayor Pro Tem to get the chairs if that is what she wants. Mayor Pro Tem Mabry said that she would go sit in it.

Discussed training expenses to include meals, lodging, mileage, etc. Councilwoman Spires stated we need to include the MASC Conference registration fee and expenses. Councilwoman Spires stated Council needs to discuss maintenance and upkeep of the building. Councilwoman Spires recommends putting out a RFP for a CPA. Councilman Drennan stated he agreed.

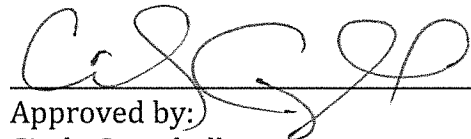
Councilwoman Spires advised the budget must be published on June 6, 2022. Mayor Pro Tem Mabry and Councilwoman Spires to work on completing the budget to ensure it is published on June 6, 2022.

III. Adjourn

Council, on the motion of Mayor Campbell, seconded by Councilwoman Spires, voted unanimously to adjourn the meeting at 9:12 p.m.



Attested by:



Approved by:
Cindy Campbell,
Mayor

6.21.2022
Date Approved