

MINUTES OF A BUDGET WORK SESSION
SALUDA COUNTY COUNCIL
MONDAY, MARCH 27, 2017 at 5:30 P.M.
COUNCIL CHAMBERS OF SALUDA COUNTY ADMINISTRATION BUILDING
400 WEST HIGHLAND STREET, SALUDA, SOUTH CAROLINA 29138

A. CALL TO ORDER

Chairman Donald E. Hancock called the Budget Work Session to order at 5:36 P.M.

Present were: Chm. Donald E. Hancock
Coun. Jones P. Butler
Coun. J. Frank Daniel, Sr. (in @ 5:43)
Coun. D. J. Miller
Coun. Gwendolyn C. Shealy

Also present were: County Director, Sandra G. Padgett
Clerk to Council, Karen T. Whittle

B. INVOCATION

Coun. Shealy delivered the invocation.

C. PUBLIC INFORMATION

It is noted by the Clerk herein, that in compliance with the Freedom of Information Act, notice of the budget work session was given to the local news media and properly posted, to include the county website.

D. BUDGET WORK SESSION

Election/Registration

Election/Registration Director, Dana Burden, met with County Council and informed them the State Election Commission had requested funds in their budget for the voting machines throughout the state to be refurbished. Ms. Burden said plans are for the state to assist with providing funding toward the refurbishment, but they are requesting a percentage from the County. Ms. Burden said if the state pays for the refurbishing, Saluda County would be required to have a maintenance contract that would cost approximately \$20,000.00 versus the current maintenance contract cost of approximately \$10,000.00. Ms. Burden is still awaiting the state on financial support and maintenance contract figure.

Ms. Burden also informed Council the Saluda County Election/Registration office was audited by the State Election Commission the week prior to the budget work session. Ms. Burden said the County would be receiving another letter from the State Election Commission addressing the office not being staffed when she was out of the office. Ms. Burden said they do not have the authority to require Saluda County hire additional staff,

Election/Registration (cont.)

but state law requires the office to be open during regular Courthouse hours. Ms. Burden said this was being documented in the audit and offered to meet with Council at a later date to discuss additional staff or the option of board members opening the office when needed.

Clerk of Court

Clerk of Court, Sherri Coleman, met with Council and informed them of the following since she became Clerk of Court in January of 2017, but not limited to: implementing direct deposit for the custodial parent by the middle of April; Common Pleas Court would be live with E-filing on June 13th; added reserved parking for Elected Officials during court; audited by DSS/IRS on February 10th with the audit requiring a written policy for the Clerk of Court's office and the IT department to ensure they are doing everything possible to keep confidential information away from anyone without any clearance to be completed in approximately nine months and the policy approved by County Council; and when court is not in session, opening the courtroom from 2:00 – 3:00 p.m. for courthouse staff to have the opportunity to walk the stairs and around in the courtroom for exercise.

Ms. Coleman addressed two budget requests:

- Request for \$500.00 in #64 employee training – for technology training associated with the Clerk of Court's office.
- Pay grade increases and raises as addressed in her handout to County Council.

Council and Ms. Coleman discussed the following: researching companies to scan records; Register of Deed books were no longer being printed, they are digitized; the possibility of property deeds being online; 2 way digital speakers for counter window; and longer microphones for jurors.

Information Technology (IT)

Mr. Kneece requested Council's consideration for the addition of one IT Technician due to the County network growing, programs and services departments have implemented and requesting to implement, and having to perform reactive jobs instead of time to perform preventive jobs. Mr. Kneece included a proposed job description for the IT Technician with his budget request.

Mr. Kneece reviewed his budget with Council and addressed some accounts had increased or doubled due to the prospect of two employees in the IT department. Mr. Kneece addressed:

- #64 employee training – \$1,500.00 for training needed by the Director as well as the requested IT Technician.
- #72 special contracts – \$65,735.00 for switches that would need replacing and IT support services.
- #83 office equipment – \$2,000.00 for computer, desk, etc. if request for IT Technician granted.

Information Technology (IT) (cont.)

- #88 technology resources – \$22,000.00 for scheduled replacement computers and supplies.

5 Year Plan

Mr. Kneece addressed the following of the five year plan:

- Fiber connection between all major locations in the County.
- Countywide VOIP telephone system.
- Setup and configure the System Center Configuration Center for system updates and imaging.

Probate Judge

Probate Judge Brenda Griffith met with County Council and reviewed her budget requests. Ms. Griffith addressed \$500.00 in #72 special contracts for microfilming, but stated she would like to implement digital scanning of documents within the next five years. Ms. Griffith said ICON, the provider for the Probate software, provided digital scanning, but was not part of the current maintenance contract. Ms. Griffith and Council discussed Probate files that have been microfilmed and researching for one company to scan documents for county departments which would be better from a management stand point.

5 Year Plan

Ms. Griffith addressed changing the numbering system (multiple stickers/labels) for the Probate's file system to a single label system (machine that prints one label) as used in the Tax Assessor's office.

Soil and Water Conservation

The Soil and Water Conservation Board Members met with County Council and addressed their budget request and expressed concern of the future of the Soil and Water Conservation district.

The Board informed Council they have one NRCS employee that was paid by state and federal funds and one reimbursable employee for Saluda County that would not be replaced upon his retirement due to cuts of federal and state funding. The Board also has a part-time employee that assists these employees, as well as USDA, in facilitating programs and services offered through the Soil and Water Conservation District. The Board requested Council's consideration to assist with funding the current part-time employee to a full-time employee in order to continue providing the level of services for Saluda County. The Board requested \$30,000.00.

The Board presented Council with financial figures for the past four years from the Environmental Quality Incentive Program (EQIP) that assist Saluda County farms and addressed other programs that provide financial assistance to Saluda County as well.

Soil and Water Conservation (cont.)

The Board provided financial figures for comparison from surrounding counties EQIP programs and the number of full-time employees these counties provide. Saluda County received more funds from the EQIP program than the surrounding counties.

Airport

Ms. Jill Warren met with County Council and reviewed the Airport budget.

Aviation fuel was projected for \$75,000.00 due to increased fuel sales, but this expense would be offset by revenue. Saluda County's price per gallon was the lowest in the surrounding area which brings more traffic to the airport.

Ms. Warren addressed #79 other operating expenses:

- \$2,420.00 for miscellaneous supplies and repairs.
- \$7,500.00 for bush hogging/fence spraying based off of last year's quote due to company on state contract has not provided new quote. State Aeronautics Commission would pay 75% of cost and the county would pay 25% of cost. (\$7,500.00 county's 25%)
- \$200.00 for vehicle fuel to perform daily fuel checks at airport.
- \$5,000.00 for a golf cart trail from the airport to the golf course with the Roads and Bridges department providing labor and material.
- \$4,000.00 for demolition/removal of old mobile home and 2 tractor trailers at the airport.
- \$6,920.00 for a 3 ton gas heat/air unit for the office area and a hanging unit for the bay area of the terminal building.

5 Year Plan

Ms. Warren provided a copy of the five year capital improvement plan for the airport previously prepared by W.K. Dickson.

Ms. Warren said if the golf cart trail and removal of mobile home/trailers could not be funded in the FY17-18 budget, to add those requests to the five year plan.

Grants

Grants Coordinator, Jill Warren reviewed her budget with Council and addressed the increase of #15 travel was due to attendance at grant workshops and the monthly healthcare coalition meetings.

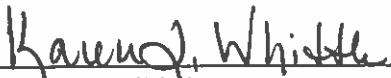
Coroner

General consensus of Council for Council staff to develop an ordinance for the Coroner's office to collect fees for cremation permits.

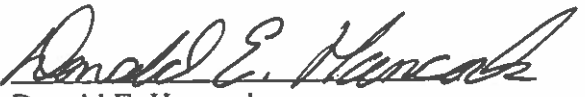
March 27, 2017

E. ADJOURNMENT


On motion of Coun. Miller, seconded by Coun. Butler, it was unanimously approved to adjourn the budget work session at 8:07 P.M.



Karen T. Whittle
Clerk to Council



Donald E. Hancock
Chairman



Date Approved