1600 West Washington Street
Greenville, SC 29601
864-232-6721

NOVEMBER 24, 2020 COMMISSION MEETING MINUTES

Commissioners Present:	Scott Porter, Tony Earnest, Clay Jones Ken Ledford, David Armstrong
Commissioners Absent:	
Staff:	Steve Cole, Heidi McIlwain, Laura Prichard Dennis Hampton, Don Beal, Meghan Childress, Tracy Haynes
Third Party Attendees:	Ed Paxton – Resident Lenny Cass – Resident Amanda Cass – Commissioner Elect

Agenda:

1. Mr. Clay Jones called the meeting to order at 4:00pm

Invocation: Dennis Hampton

Approval of Minutes:

Last Meeting Minutes – October 27, 2020

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – David Armstrong
Commissioners Approved (5-0)

New Business: New Business:

New Business:

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference page 5-7.

Annexation of 225 Helen Drive

A resolution to approve the annexation of **225 Helen Drive**. This proposed annexation has met all requirements for consideration including a signed petition by the property owner and a Notice of a Public Hearing in the Community Journal.

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – Ken Ledford
Commissioners Approved (5-0)

Annexation of 40 Bald Rock Drive

A resolution to approve the annexation of **40 Bald Rock Drive**. This proposed annexation has met all requirements for consideration including a signed petition by the property owner and a Notice of a Public Hearing in the Community Journal.

Outcome: **Accepted.**

1st Motion – Ken Ledford
2nd Motion – David Armstrong
Commissioners Approved (5-0)

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 8-31.

Financials – Laura Prichard

- **Financial Review for October 2020**

(Pages 8-15)

  - Salaries were under budget by $8k for the month. Temp labor is over by $35k. The total amount over budget for salaries and temp labor for the month was $26k and $112k for the year. October was a 4-week payroll month.
  - Landfill, Recycling and Yard Waste for the month was over budget by $19k and $78k for the year.
  - Recycling tonnage for October was 57 for a cost of $3,696.
  - Disposal tonnage for October was 6,007 for a cost of $250,543. This is $22k less than September.
  - Fleet costs were under budget by $58k for October and under budget $106k for the year.
  - As of October 31, 2020, we were over budget by $464k. Capital Expense is over budget by $858k and Operations Expense was under budget by $394k.
  - Tax Collection this year for October was $115,881.09 last October was $220,705.75. We were $105k behind tax collections from last year.
  - Total bank balances at the end of October was $4,572,239.

- **Topic:** **Financial Review for October 2020.**

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – Scott Porter
Commissioners Approved (5-0)

Safety, Health and Human Services – Heidi McIlwain

(Pages 16-24)

- October: 2 liability claims and 2 auto claims.
- We currently have 126 employees and 35 temporary employees. For a total of 161 employees.
- 1 employee out on FMLA/STD.
- 1 employee out on Worker's Compensation.
- 1 Positive COVID Tests
- Accident Review Meeting was held on November 17, 2020
  - (2) Vehicle Accidents and (6) Property Damage Incidents
  - (5) Accidents/Incidents were NO FAULT of GGSC employees
  - (1) Employee Suspended for 1 week w/o Pay, Loss of Driving Privileges
  - (1) Employees Suspended for 1 week w/o Pay
  - (1) Employees Placed on Warning
  - Employee Events
    - Employee Holiday Party – Tuesday, December 15
- OSHA Recordables for 2020
  - 4 lost workday cases/6 restricted duty cases/1 other recordable
  - 148 lost workdays/198 restricted days
  - 2 employees absent on lost workday and 0 currently on restricted duty
- Training objectives for 2021
  - FA/CPR recertification for First Responders
  - FA/CPR class for New Participants
  - Flagger/Traffic control training for Yard Waste personnel

Maintenance – Dennis Hampton

(Pages 25-28)

- Total Work Orders for September 405
- Preventative Maintenance Work Orders 113
- Total Gallons of Fuel for September 22,618
- We have taken delivery of flatbed trucks and they are being prepped for service.
- 2 rear loader chassis are at the manufacturer for bodies. The 2 plain chassis are here being transferred to Amick for remounting.

Operations (Yard Waste, Residential and Commercial Collections) – Don Beal

(Page 29)

- Demoing the side loader and evaluating the advantages and disadvantages.
- Travelers Rest service has begun and running smoothly overall.
- Donna Griffin is a great addition to the Operations Administrative team.

Administration Report – Steve Cole

(Page 30-31)

- We received an additional $228k from Greenville County Cares Act.
- Update from Kajima for a redesign of the Admin/Operations Building
  - Moving from current design to new single level design will save approximately $800,000
  - Change Order to redesign will be $150,000
  - Net savings of $650,000
- Per Section 30-4-70 of the SC Code of Laws, I am requesting Executive Session to discuss the following:
  - Employment matters
  - Contracts for Hwy 124 project

Commissioner Committee Reports

Scott Porter

- Everyone has done a great job to make it through this year's obstacles.
- Flagger program is a great idea since radios are not working anymore.

Tony Earnest

- Rode and observed the side loader, it has promise but also has some issues. Thinks it is a positive way to go.
- Thanked the entire staff for a job well done this year.

Clay Jones

- Shop is doing a good job in completing work orders.

Ken Ledford

- Yard Waste has done a great job during this year's leaf season.

David Armstrong

- Flagging program is a great idea.
- LT has done a good job on Yard Waste.

Motion: To Enter Executive Session:

- **Topics:** Employment and contracts for Highway 124 Project.

Time: 4:44pm

1st Motion – David Armstrong
2nd Motion – Tony Earnest
Commissioners Approved (5-0)

Motion: To Exit Executive Session:

Time: 5:28pm

1st Motion – David Armstrong
2nd Motion – Tony Earnest
Commissioners Approved (5-0)

Motion: To Adjourn Meeting:

Time: 5:30pm

1st Motion – David Armstrong
2nd Motion – Tony Earnest
Commissioners Approved (5-0)

Clay Jones
Chairman

1-26-2021

Date

510 REPORT
NOVEMBER 30, 2020

		NOVEMBER BUDGET	NOVEMBER ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	422,391	-	768,790	
3	SANITATION FEES	-	1,089,525	-	1,374,850	
4	INTEREST INCOME	-	17	-	2,251	
5	RECYCLING REVENUE	-	-	-	-	
6	SUBSCRIPTION SERVICES	-	41,032	-	258,196	
7	OTHER INCOME	-	277,417	-	1,000,531	
8						
9	TOTAL REVENUES	-	1,830,382	-	3,404,618	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	$ 420,144	401,846	2,117,924	2,069,880	$ 48,045
13	SUBLET LABOR	16,667	76,018	83,333	284,011	(200,677)
14	SAFETY & TRAINING	2,500	261	12,500	2,562	9,938
15	EMPLOYEE AWARDS	3,333	12,649	16,667	22,824	(6,157)
16	SOCIAL SECURITY TAXES	31,646	29,603	161,954	152,244	9,710
17	RETIREMENT/ SCRS	67,884	61,804	347,407	318,905	28,502
18	UNEMPLOYMENT TAXES	2,874	49	14,710	421	14,289
19	EMPLOYEE WELLNESS	1,250	104	6,250	905	5,345
20	MEDICAL INSURANCE	104,167	105,798	520,833	514,211	6,622
21	WORKER'S COMP	20,833	53,668	104,167	114,087	(9,921)
22	LIABILITY INSURANCE	5,917	5,922	29,583	31,100	(1,516)
23	VEHICLE & PROPERTY INSURANCE	10,000	10,834	50,000	52,143	(2,143)
24	LANDFILL DISPOSAL	175,000	222,610	875,000	1,081,063	(206,063)
25	RECYCLING DISPOSAL	22,500	6,984	112,500	10,680	101,820
26	YARDWASTE PROCESSING	37,500	93,123	187,500	249,467	(61,967)
27	OPERATING SUPPLIES	5,000	8,385	25,000	25,891	(891)
28	DAMAGE REPAIRS & CLAIMS	4,167	9,046	20,833	35,249	(14,416)
29	TELEPHONE	5,000	6,621	25,000	30,810	(5,810)
30	FINES & ASSESSMENTS	833	-	4,167	-	4,167
31	LANDFILL CLOSURE	-	-	-	-	-
32	UNIFORM RENTAL	3,500	3,322	37,000	45,973	(8,973)
33	FUEL	66,667	38,140	333,333	166,690	166,643
34	LUBRICANTS	6,667	1,742	33,333	25,663	7,671
35	PARTS/OUTSIDE REPAIRS	56,250	82,741	281,250	366,217	(84,967)

510 REPORT
NOVEMBER 30, 2020

36	TIRES		27,083	14,817	135,417	99,587	35,830
37	SHOP SUPPLIES		1,667	634	8,333	15,010	(6,676)
38	JANITORAL SUPPLIES & SERVICES		500	594	2,500	6,187	(3,687)
39	BUILDINGS & GROUNDS		6,250	5,821	31,250	30,840	410
40	UTILITIES		6,667	6,028	33,333	29,828	3,505
41	SECURITY		5,833	5,835	29,167	32,556	(3,389)
42	ENVIRONMENTAL REPAIRS		500	-	2,500	792	1,708
43	DOT TESTING & COMPLIANCE		833	855	4,167	4,914	(748)
44	OFFICE SUPPLIES		16,000	28,563	80,000	113,074	(33,074)
45	PROFESSIONAL SERVICES		4,167	1,632	35,833	24,897	10,936
46	AUDIT FEES		-	-	15,000	16,000	(1,000)
47	BUSINESS LUNCHEON, MEETING,ETC		625	215	3,125	863	2,262
48	PROFESSIONAL DUES		208	-	1,042	-	1,042
49	BUSINESS TRAVEL		2,083	-	10,417	1,000	9,417
50	LEGAL ADVERTISING		458	209	2,292	821	1,471
51	TAX REFUNDS		417	-	2,083	-	2,083
52	RECYCLING EDUCATION		-	25,000	25,000	26,145	(1,145)
53	RECYCLING MARKETING		417	195	2,083	722	1,361
54	PROMOTING COMMUNITY GREEN		-	-	-	-	-
55	DEBT SERVICE		99,111	-	495,553	-	495,553
56							
57	TOTAL OPERATIONAL EXPENSE		1,243,117	1,321,668	6,319,340	6,004,228	315,112
58							
59	EQUIPMENT (VEHICLES)		400,000	352,090	645,000	1,246,412	(601,412)
60	NON-EQUIP (CONT, CARTS, ETC.)		42,000	7,937	210,000	375,929	(165,929)
61	BUILDING PROJECTS		-	71	-	8,471	(8,471)
62							
63	TOTAL CAPITAL EXPENSE		442,000	360,099	855,000	1,630,813	(775,813)
64							
65	TOTAL COMPANY WIDE EXPENSE		1,685,117	1,681,767	7,174,340	7,635,040	(460,701)
	OPERATIONS UNDER/(OVER) BUDGET						315,112
	TOTAL UNDER/(OVER) BUDGET						$ (460,701)

APPROVED BY: Clay C Jones III DATE: 1-26-2021

November 30, 2020			
NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,523	TD BANK	1125000
TD - HEALTH & DENTAL	77,679	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	3,246	TD BANK	1156000
TD - BOND ESCROW	50,440	TD BANK	1175000
TD - OPERATIONS	1,288,997	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	$ 2,474,157		
	APPROVED:	DATE: 1-26-2021	

510 REPORT
DECEMBER 31, 2020

		DECEMBER BUDGET	DECEMBER ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	2,070,155	-	2,838,945	
3	SANITATION FEES	-	4,920,555	-	6,295,405	
4	INTEREST INCOME	-	9	-	2,259	
5	RECYCLING REVENUE	-	-	-	-	
6	SUBSCRIPTION SERVICES	-	40,337	-	298,533	
7	OTHER INCOME	-	38,138	-	1,038,669	
8						
9	TOTAL REVENUES	-	7,069,194	-	10,473,811	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	$ 443,963	662,336	2,561,888	2,732,216	$ (170,329)
13	SUBLET LABOR	16,667	95,111	100,000	379,122	(279,122)
14	SAFETY & TRAINING	2,500	1,105	15,000	3,667	11,333
15	EMPLOYEE AWARDS	3,333	12,998	20,000	35,821	(15,821)
16	SOCIAL SECURITY TAXES	33,508	49,607	195,461	201,850	(6,389)
17	RETIREMENT/ SCRS	71,877	77,101	419,284	396,006	23,278
18	UNEMPLOYMENT TAXES	3,043	258	17,754	679	17,074
19	EMPLOYEE WELLNESS	1,250	-	7,500	905	6,595
20	MEDICAL INSURANCE	104,167	116,830	625,000	631,041	(6,041)
21	WORKER'S COMP	20,833	15,980	125,000	130,067	(5,067)
22	LIABILITY INSURANCE	5,917	7,550	35,500	38,649	(3,149)
23	VEHICLE & PROPERTY INSURANCE	10,000	26,537	60,000	78,680	(18,680)
24	LANDFILL DISPOSAL	175,000	231,977	1,050,000	1,313,039	(263,039)
25	RECYCLING DISPOSAL	22,500	11,055	135,000	21,735	113,265
26	YARDWASTE PROCESSING	37,500	79,063	225,000	328,529	(103,529)
27	OPERATING SUPPLIES	5,000	2,490	30,000	28,381	1,619
28	DAMAGE REPAIRS & CLAIMS	4,167	9,178	25,000	44,427	(19,427)
29	TELEPHONE	5,000	7,137	30,000	37,947	(7,947)
30	FINES & ASSESSMENTS	833	-	5,000	-	5,000
31	LANDFILL CLOSURE	-	-	-	-	-
32	UNIFORM RENTAL	3,500	2,261	40,500	48,234	(7,734)
33	FUEL	66,667	45,455	400,000	212,146	187,854
34	LUBRICANTS	6,667	10,699	40,000	36,362	3,638
35	PARTS/OUTSIDE REPAIRS	56,250	110,022	337,500	476,238	(138,738)

510 REPORT
DECEMBER 31, 2020

36		TIRES	27,083	15,589	162,500	115,176	47,324
37		SHOP SUPPLIES	1,667	2,154	10,000	17,163	(7,163)
38		JANITORAL SUPPLIES & SERVICES	500	485	3,000	6,672	(3,672)
39		BUILDINGS & GROUNDS	6,250	6,753	37,500	37,593	(93)
40		UTILITIES	6,667	6,022	40,000	35,850	4,150
41		SECURITY	5,833	5,688	35,000	38,244	(3,244)
42		ENVIRONMENTAL REPAIRS	500	-	3,000	792	2,208
43		DOT TESTING & COMPLIANCE	833	280	5,000	5,194	(194)
44		OFFICE SUPPLIES	16,000	26,165	96,000	139,240	(43,240)
45		PROFESSIONAL SERVICES	4,167	7,190	40,000	32,088	7,912
46		AUDIT FEES	-	-	15,000	16,000	(1,000)
47		BUSINESS LUNCHEON, MEETING,ETC	625	27	3,750	890	2,860
48		PROFESSIONAL DUES	208	-	1,250	-	1,250
49		BUSINESS TRAVEL	2,083	-	12,500	1,000	11,500
50		LEGAL ADVERTISING	458	-	2,750	821	1,929
51		TAX REFUNDS	417	-	2,500	-	2,500
52		RECYCLING EDUCATION	-	-	25,000	26,145	(1,145)
53		RECYCLING MARKETING	417	79	2,500	801	1,699
54		PROMOTING COMMUNITY GREEN	-	-	-	-	-
55		DEBT SERVICE	99,111	-	594,664	-	594,664
56							
57	TOTAL OPERATIONAL EXPENSE		1,272,960	1,645,181	7,592,300	7,649,409	(57,109)
58							
59		EQUIPMENT (VEHICLES)	588,000	578,115	1,233,000	1,824,527	(591,527)
60		NON-EQUIP (CONT, CARTS, ETC.)	42,000	3,660	252,000	379,589	(127,589)
61		BUILDING PROJECTS	-	1,078	-	9,549	(9,549)
62							
63	TOTAL CAPITAL EXPENSE		630,000	582,853	1,485,000	2,213,666	(728,666)
64							
65	TOTAL COMPANY WIDE EXPENSE		1,902,960	2,228,034	9,077,300	9,863,075	(785,775)
	OPERATIONS UNDER/(OVER) BUDGET						(57,109)
	TOTAL UNDER/(OVER) BUDGET						$ (785,775)

APPROVED BY: Cloyce Jones DATE: 1-26-2021

TAX COLLECTION SUMMARY 2020-2021 AS OF December 31, 2020

	CURRENT TAX MILL	LAST YR TAX MILL	CURRENT FEE	LAST YR FEE	CURRENT MOTOR C	LAST YR MOTOR C	CURRENT MER INV	LAST YR MER INV	TOTAL CURRENT	TOTAL LAST YR	VARIANCE
Jul-20	116,562.87	71,687.54	112,545.00	37,745.94	1,985.02	297.80	-	-	231,092.89	109,731.28	121,361.61
Aug-20	84,632.08	75,051.33	73,485.00	58,419.06	1,102.42	253.64	7,111.42	6,992.15	166,330.92	140,716.18	25,614.74
Sep-20	78,412.21	68,075.02	52,765.00	49,765.00	962.55	301.05	-	-	132,139.76	118,141.07	13,998.69
Oct-20	69,111.09	90,607.48	46,770.00	122,600.00	-	506.13	-	6,992.15	115,881.09	220,705.76	(104,824.67)
Nov-20	422,390.90	484,606.96	1,089,525.00	1,254,002.20	2,398.60	566.44	7,111.42	-	1,521,425.92	1,739,175.60	(217,749.68)
Dec-20	2,071,108.91	1,947,202.16	4,920,555.00	4,744,985.00	1,236.35	-	-	-	6,992,900.26	6,692,187.16	300,713.10
Jan-21		-		-		-	-		-	-	-
Feb-21		-		-		-	-		-	-	-
Mar-21		-		-		-	-		-	-	-
Apr-21		-		-		-	-		-	-	-
May-21		-		-		-	-		-	-	-
Jun-21		-		-		-	-		-	-	-
TOTALS	2,842,218.06	2,737,230.49	6,295,645.00	6,267,517.20	7,684.94	1,925.06	14,222.84	13,984.30	9,159,770.84	9,020,657.05	139,113.79

December 31, 2020			
NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,527	TD BANK	1125000
TD - HEALTH & DENTAL	49,878	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	331	TD BANK	1156000
TD - BOND ESCROW	50,444	TD BANK	1175000
TD - OPERATIONS	840,601	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	$ 1,995,053		
Cloyce Jones	APPROVED: Cloyce Jones	DATE: 1-26-2021	