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

SEPTEMBER 22, 2020 COMMISSION MEETING MINUTES

Commissioners Present: Scott Porter, Tony Earnest, Clay Jones
Ken Ledford, David Armstrong

Commissioners Absent:

Staff: Steve Cole, Heidi McIlwain, Tonya Vaughn
Dennis Hampton, Kris Robertson,
Don Beal, Meghan Childress, Angela Sullivan

Third Party Attendees: Ed Paxton – Resident
David Phillips – Green Finney, LLP

Agenda:

1. Mr. Clay Jones called the meeting to order at 4:01pm

Invocation: Dennis Hampton

Approval of Minutes:

Last Meeting Minutes – August 25, 2020

Outcome: **Accepted.**

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

New Business:

Speakers:

- **Auditor David Phillips – Green Finney, LLP**

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 5-19.

- Mr. Phillips provided the following material:
  - PowerPoint print out
  - Summary of Audit, Management Letter
  - Financial Statement – booklet

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference page 20-21.

Annexation of 136 Evelyn Drive

A resolution to approve the annexation of **136 Evelyn 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 – Scott Porter
Commissioners Approved (5-0)

Annexation of 868, 870 N Parker Road

A resolution to approve the annexation of **868, 870 N Parker Road**. 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)

Speakers:

- **Ed Paxton – Resident**
  - Stated that mixed debris and e-waste has been in Bel Mede for 6-8 weeks. Don Beal informed him that we have had 2 knuckle booms down, one is back up but no debris has been out for 6-8 weeks and he and the other supervisors ride through each area weekly. Don also informed Mr. Paxton that per DHEC, we cannot pick up e-waste.

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 22-41.

New Business: New Business:

Succession Plan for Executive Director.

Outcome: **Accepted.**

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

Financials – Steve Cole

- **Financial Review for August 2020**

(Pages 22-29)

  - Salaries line is under budget by $37K for the month. Temp labor is over by $33K. The total amount over budget for salaries for the month is $4K and $9K for the year.
  - Landfill, Recycling and Yard Waste for the month is over budget by $24K and $22K for the year.
  - Recycling tonnage for August was 0 for a cost of $0. Due to COVID, we are continuing to pick up Recycling with Garbage. We will begin recycling collection back on August 31, 2020.
  - Disposal tonnage for August was 6,202.86 for a cost of $259,049. This is $26K more than July.
  - Fleet costs are under budget by $18K for August and under budget $49K for the year. Low fuel costs are a large contributor costs being under budget.
  - As of August 31, 2020, we are under budget by $86K. Capital Expense is over budget by $170K and Operations Expense is under budget by $256K.
  - Tax Collection this year for August was $166,330.92 last August was $140,716.18. Tax Collections continue to be slightly higher due to the collection of delinquent taxes from previous months due to COVID and people being able to pay later this year. We are $26K ahead of tax collections from last year.
  - Total bank balances at the end of August was $6,009,750.

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

Outcome: **Accepted.**

1st Motion – Scott Porter
2nd Motion – Ken Ledford
Commissioners Approved (5-0)

Safety, Health and Human Services – Heidi McIlwain

(Pages 30-33)

- July: 0 liability claims and 2 auto claims.
- We currently have 127 employees and 22 temporary employees. For a total of 149 employees.
- 0 employees out on FMLA/STD.
- 1 employee out on Worker's Compensation.
- Accident Review Meeting was held on September 15, 2020
    - Reviewed Vehicle Accidents & Property Damage for August
    - (7) Accidents/Incidents were NO FAULT of GGSC employees
    - (3) Vehicle Accidents and (7) Property Damage Incidents
    - (2) Employees Placed on Warning
    - Defensive Driving Class Held on Friday, August 7, 2020
    - Employee Events
        - Reception to Honor Women Drivers was held September 1
        - Roll out of new Employee Handbook – small group meetings were held the week of September 14
        - Benefits Open Enrollment is October 1-31

Maintenance – Dennis Hampton

(Pages 34-38)

- Diesel fuel gallon usage continues to trend down.
- Fuel prices are slightly up. Last truck load purchased was $1.56.
- Tires for the month were 14. Tire inventory is low, and we are taking tires are they become available. Tractor tires are hard to get.
- Parts cost for August was $40,191 and cost for lube was $3,158.
- 2 rear loader chassis will be delivered to Load Master mid-November and Load Master guarantees delivery back to us within 45 days.
- Front Loader is scheduled to be delivered mid-November.
- 2 chassis for remounts are in the Q to be built but will be the first of the year before we get them because MAC is slammed.
- Bunnell-Lammons is working on a price to close the oil/water separator and meet DHEC requirement.

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

(Page 39)

- We are continuing to adjust recycling routes.

- There is still a large amount of trash in the field, but the crews are doing a great job.

Administration Report – Steve Cole

(Page 40-41)

- Camera systems are installed in 2 vehicles and are working well. Proposed to move forward with remaining installs in Front Loaders, Rear Loaders, Tractors and Flat beds.
- Collection for the City of Travelers Rest will begin November 2.
- This is the final year of the Greenville County School contract. Negotiations for new contract will begin at the first of the new year.
- Weekly collection for Recycling and Yard Waste is on schedule.
- Per Section 30-4-70 of the SC Code of Laws, I am requesting Executive Session to discuss the following:
  - Intergovernmental Agreements

Commissioner Committee Reports

Scott Porter

- Camera systems in the vehicles is a fantastic idea. They can be very beneficial in accident reviews.
- Requested a copy of the revised Employee Handbook.

Tony Earnest

- All services – garbage, recycling and yard waste are on weekly collection. Operations team is doing a great job keeping up with everything.

Clay Jones

- The shop is immaculate. They are doing a great job keeping the vehicles up and running.
- With recycling starting back up, we need to be prepared for the rising costs.

Ken Ledford

- 2 AC units have been replaced in building A.
- Glad recycling has started back up. A lot of people are very excited about it.

David Armstrong

- Commented on the Women in Sanitation reception and thanked all the ladies for their hard work.
- Complimented all of operations crew for a job well done.

Motion: To Enter Executive Session:

- **Topics:** Intergovernmental Agreements.

Time: 5:07pm

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

Motion: To Exit Executive Session:

Time: 6:05pm

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

Motion: To Adjourn Meeting:

Time: 6:06pm

1st Motion – Ken Ledford
2nd Motion – David Armstrong

Commissioners Approved (5-0)

Clay C Jones

Clay Jones
Chairman

6-27-2020

Date

510 REPORT
SEPTEMBER 30, 2020

		SEPTEMBER BUDGET	SEPTEMBER ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	78,402	-	277,288	
3	SANITATION FEES	-	52,710	-	238,555	
4	INTEREST INCOME	-	518	-	1,986	
5	RECYCLING REVENUE	-	-	-	-	
6	SUBSCRIPTION SERVICES	-	38,764	-	144,204	
7	OTHER INCOME	-	39,850	-	137,851	
8						
9	TOTAL REVENUES	-	210,244	-	799,884	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	$ 443,963	478,328	1,292,853	1,271,550	$ 21,303
13	SUBLET LABOR	16,667	59,028	50,000	156,651	(106,651)
14	SAFETY & TRAINING	2,500	974	7,500	2,301	5,199
15	EMPLOYEE AWARDS	3,333	1,376	10,000	9,518	482
16	SOCIAL SECURITY TAXES	33,508	35,164	98,661	93,454	5,207
17	RETIREMENT/ SCRS	71,877	73,701	211,638	196,072	15,566
18	UNEMPLOYMENT TAXES	3,043	83	8,961	308	8,654
19	EMPLOYEE WELLNESS	1,250	104	3,750	801	2,949
20	MEDICAL INSURANCE	104,167	95,327	312,500	304,165	8,335
21	WORKER'S COMP	20,833	15,197	62,500	40,614	21,886
22	LIABILITY INSURANCE	5,917	5,922	17,750	17,767	(17)
23	VEHICLE & PROPERTY INSURANCE	10,000	10,261	30,000	30,950	(950)
24	LANDFILL DISPOSAL	175,000	229,736	525,000	655,952	(130,952)
25	RECYCLING DISPOSAL	22,500	-	67,500	-	67,500
26	YARDWASTE PROCESSING	37,500	42,881	112,500	108,301	4,199
27	OPERATING SUPPLIES	5,000	4,861	15,000	12,485	2,515
28	DAMAGE REPAIRS & CLAIMS	4,167	6,469	12,500	19,247	(6,747)
29	TELEPHONE	5,000	5,851	15,000	13,630	1,370
30	FINES & ASSESSMENTS	833	-	2,500	-	2,500
31	LANDFILL CLOSURE	-	-	-	-	-
32	UNIFORM RENTAL	6,000	8,040	30,000	36,611	(6,611)
33	FUEL	66,667	30,109	200,000	98,400	101,600
34	LUBRICANTS	6,667	9,993	20,000	19,288	712

510 REPORT
SEPTEMBER 30, 2020

35	PARTS/OUTSIDE REPAIRS	56,250	94,961	168,750	227,421		(58,671)
36	TIRES	27,083	21,811	81,250	76,547		4,703
37	SHOP SUPPLIES	1,667	2,376	5,000	13,521		(8,521)
38	JANITORAL SUPPLIES & SERVICES	500	1,375	1,500	3,542		(2,042)
39	BUILDINGS & GROUNDS	6,250	8,139	18,750	20,512		(1,762)
40	UTILITIES	6,667	5,766	20,000	19,152		848
41	SECURITY	5,833	5,825	17,500	19,181		(1,681)
42	ENVIRONMENTAL REPAIRS	500	-	1,500	792		708
43	DOT TESTING & COMPLIANCE	833	460	2,500	3,500		(1,000)
44	OFFICE SUPPLIES	16,000	22,562	48,000	61,234		(13,234)
45	PROFESSIONAL SERVICES	4,167	2,609	20,000	13,001		6,999
46	AUDIT FEES	-	-	15,000	16,000		(1,000)
47	BUSINESS LUNCHEON, MEETING,ETC	625	205	1,875	528		1,347
48	PROFESSIONAL DUES	208	-	625	-		625
49	BUSINESS TRAVEL	2,083	-	6,250	-		6,250
50	LEGAL ADVERTISING	458	195	1,375	612		763
51	TAX REFUNDS	417	-	1,250	-		1,250
52	RECYCLING EDUCATION	25,000	1,145	25,000	1,145		23,855
53	RECYCLING MARKETING	417	-	1,250	-		1,250
54	PROMOTING COMMUNITY GREEN	-	-	-	-		-
55	DEBT SERVICE	99,111	-	297,332	-		297,332
56							
57	TOTAL OPERATIONAL EXPENSE	1,300,460	1,280,833	3,840,821	3,564,752		276,069
58							
59	EQUIPMENT (VEHICLES)	-	-	245,000	396,487		(151,487)
60	NON-EQUIP (CONT, CARTS, ETC.)	42,000	65,833	126,000	160,087		(34,087)
61	BUILDING PROJECTS	-	-	-	8,400		(8,400)
62							
63	TOTAL CAPITAL EXPENSE	42,000	65,833	371,000	564,974		(193,974)
64							
65	TOTAL COMPANY WIDE EXPENSE	1,342,460	1,346,666	4,211,821	4,129,727		82,095
	OPERATIONS UNDER/(OVER) BUDGET						276,069
	TOTAL UNDER/(OVER) BUDGET					$	82,095

APPROVED BY: Cloyce Jarrett DATE: 10-27-2020

TAX COLLECTION SUMMARY 2020-2021 AS OF September 30, 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		-		-		-	-		-	-	-
Nov-20		-		-		-	-		-	-	-
Dec-20		-		-		-	-		-	-	-
Jan-21		-		-		-	-		-	-	-
Feb-21		-		-		-	-		-	-	-
Mar-21		-		-		-	-		-	-	-
Apr-21		-		-		-	-		-	-	-
May-21		-		-		-	-		-	-	-
Jun-21		-		-		-	-		-	-	-
TOTALS	279,607.16	214,813.89	238,795.00	145,930.00	4,049.99	852.49	7,111.42	6,992.15	529,563.57	368,588.53	160,975.04

September 30, 2020

NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,506	TD BANK	1125000
TD - HEALTH & DENTAL	103,237	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	23	TD BANK	1156000
TD - BOND ESCROW	50,423	TD BANK	1175000
TD - OPERATIONS	3,847,524	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	$ 5,054,986		
	APPROVED:	DATE: 10-27-2020	