

**Public Hearing Notice for 2024-2025 Budget at 6:30pm – no one attended**  
**SHARON TOWN COUNCIL MEETING ~MINUTES ~ July 8, 2024, at 7:00pm**

CALL TO ORDER and INVOCATION:

Mayor, Nicole Perkins presiding, Council Members Present: Herschel Browne Jr (Mayor Pro-Tem), Brooke Glenn, Jay Gorley, Margarett Parrish, Town Administrator, Tina Davis. Also in attendance are Oliver Dowdle (Fire Chief), George Ward (Asst Fire Chief), Kathy Broom

1. Mayor, Nicole Perkins presiding
2. Moment of silence/prayer - Tina

PERSONS WISHING TO SPEAK: none

MINUTES: **Minutes** of Jun 10, 2024, Regular Council Meeting recorded, ready to sign for approval. Passed around for signing.

OLD BUSINESS:

**1. Town Funding - Local, State, and Federal and Grant Opportunities**

**A. ARPA** – funds must be allocated by the end of 2024, funds must be spent by EOY 2026. Trying to figure out some new things to do and what needs to be allocated by the end of the year. Browne asked about sidewalks on his father's side of the road.

1. Town/Building Improvements in progress
  - a. Community Center Annex – Electrical is now complete! Fire Doors, Drainage, Walls, Bathrooms - in process
  - b. Parking Area - Bell Avenue

**2. State Grants - Dennis Moss – Town Upgrades - Visited 4<sup>th</sup> of Jul Town Event – sending contacts for State Roads.** Nicole spoke with Dennis Moss at our 4<sup>th</sup> event. He was glad to be at our event. Dennis shared that funding from Senator Peeler is an option, Peeler does attend Farm Bureau Dinner that is once a year.

**List of Grants applied and approved - applying for new grants: water lines**

- a) Community Center Annex - Building Upgrades
  1. Room separation for tenants and electrical usage - in process, **Leviton Software** needed to separate the power usage among the tenants. Al Bell, electrician, did extensive research to find the best system. After purchase, \$853 annual maintenance. Tina shared that there is currently one power meter at the annex, we have multiple rooms. One meter worked for our current one tenant but now we are looking at adding tenants. Al has found this software that will read each room (a splitter). After the initial purchase, which can be taken from

the ARPA funds, any additional costs will be the town's responsibility. Everyone would pay their "fair share" of the electricity bill. Al looked at multiple options but the one we are speaking of is by far the best. Also, the town will need to get Comporium installed at the Annex. Mr. Kenny Jones will be moving his key shop business into the annex soon. He will be on the back side, Room 103. He is renting one room and the storage building out back. We possibly will be adding cameras at the Annex. We only have two camera feeds up and running at the park and need to resolve that. Browne mentioned that the wiring at the park is probably the problem for the cameras. Tina concurred and does know it needs to be addressed.

b) Park Equipment - Options for mulch beds - Kids Cushion/Rubber - Scott Stone may be able to assist. We have two quotes for mulch spreading but hopefully Scott will be able to help us soon.

1. Harmon Park – Bathrooms, New Park Equipment, Electrical

c) New Well - Contact Sharon ARP Church, email for interest/help David Duncan/Gil Martin

d) Lawson Building HVAC replaced June 14, 2024 by Adkins Heating & Cooling Inc

e) Burri Building HVAC

### 3. **New Website** - [Home | Town of Sharon \(municipalimpact.com\)](http://Home | Town of Sharon (municipalimpact.com)) - Approved

A. Welcome page ideas - Photo Head shot/Bio's of Council Members and Fire Dept Tina advised that it is live, there are a few pages that we still need to build. For the most part it is finished.

B. Need to select the third-party on-line payment vendor – Tina gave information on two systems. GovCard is for small municipalities, Tina did a demo with them, system is better than PayStar for our needs, will be able to make a payment for any customer on-line using the virtual terminal – Setup fee is \$199.00, USB plug \$199, Terminal \$495, price for customers ACH \$1.75, Debit/Credit \$1.75 up to a \$60 payment, 3% charge for \$60.01 and above. Need ten days to implement the system. Brooke asked about posting payments. Tina does not want to manage two systems. Nicole asked if it was just for water purposes or other functions. Tina advised it is account specific. Tina will get clarification on equipment needed. Tina will get questions answered and forward answers to the council.

C. Town Domain – [www.sharonsc.gov](http://www.sharonsc.gov) was **approved**. The site is LIVE but has not been rolled out to the community yet – Still have a few pages to complete. Need to get the on-line payment option ready before August 1, 2024 – We will announce in the August Community Newsletter.

4. **Budget Second Reading - Ordinance 0002-1-9** An Ordinance to raise revenue and adopt a Budget for the Town of Sharon, South Carolina for the fiscal year ending June 30, 2025. Increasing the millage from forty-four (44) mills to forty-five point five (45.5) mills.

**5. Audit is Complete for 2022-2023. In Process, engagement letter signed for Audit review for 2023-2024 – need a final decision on the following year – full audit or Act 71**

**A. Act 71** - Allows smaller towns to submit financial statements instead of doing a complete audit - For the 2025 fiscal year we could switch potentially to the Compilation option. A compilation is less expensive than an audit as there are less procedures. Required to have done once every three years, auditor suggest if we switch, to still have something done each year (compilation or an audit). Per auditor price rate not set yet, Compilation would be around \$2,500 - \$3,500 per year. We cannot switch back and forth between the two options, if you don't do an audit each year there would be a \$2,500 additional charge each year to audit the beginning balances. Tina advised a decision needs to be made for a regular audit or Act 71. Back charges would be applied if switching back and forth between options. Full audit is \$10,000. Our finances are done in Quicken; the auditor would like us to go to QuickBooks. Per Jay Quicken is more for personal finances. In QuickBooks it tracks all processes, even if you delete a transaction. Kathy Broom advised QuickBooks is \$600 a year for desktop version. Tina advised we need to have a decision by the end of this fiscal year. Browne is asking if Randy will assist to move over? Nicole advised we do not get any assistance with setting up. Tina advised Randy is the auditor not an accountant. Kathy advised we could hire a QuickBooks expert.

Margarette advised that she thinks it is an excessive amount to pay for such a small town. Margarette votes to do Act 71 for one year. Brooke says Act 71 also. All in favor, say aye. Jay votes no, wants to stay at full year. Browne votes to go to full year as well until we update the accounting software. Nicole advised the council are tied at 2 and 2. Jay advised we have a lot of money to save but we also have a lot of money to lose. Tina thinks we should consider changing how we do things and save our town some money. Browne agrees to switch once the accounting system is updated. Nicole advised that once we get switched to QuickBooks or whatever accounting software we choose, let's continue to do the annual full audit. Vote is 3 to 2 to stay with the full audit. Would possibly like to have scanning software and not all paper. We are going to explore QuickBooks or some other system then revisit the audit options after a lengthy discussion.

**6. Town Ordinances-Property issues**

**A. 3249 York Street 15 acres with 100 ft road frontage - On hold**

**B. Solar Panels** - same as electrical permit-letter from town to York County - add to Ordinance?

**C. Camper Ordinance - York County** - back of property storage only, review County ordinance

**D. Ordinance 2021-3 – ONHOLD per update from MASC representative Charlie Barrineau.** Ordinance dated Aug 2021. Establishing a Town of Sharon Planning Commission and Initiating Development of a Comprehensive Plan as authorized in South Carolina Code.

**E. Ordinance 2021-4 – ONHOLD per update from MASC representative Charlie Barrineau.** Ordinance dated Aug 2021. Establishing a Town of Sharon a Board of Zoning Appeals as authorized in South Carolina. Again, the original signed copy is not in the office, only the pc copy with no signatures. This ordinance was to be reassigned as **Ordinance 0001-10-1** in Jun (first reading) / Jul 2022 (second reading). We need to review and present the new numbering scheme.

Per Charlie with MASC on Jun 18, 2024 - it is VERY DIFFICULT for the smaller towns like Sharon to manage this process - You must establish a Planning Commission (minimum 5 people). They then work to recommend to the council a comprehensive plan. Once the comprehensive plan is adopted, the Planning Commission can then recommend to the council a zoning ordinance and zoning map. Any appeals of the zoning administrator's decision are made to the Board of Zoning Appeals (typically 3 members). There is no penalty for not having these ordinances, the council would be the deciding body. Nicole advised we do not have to do this and let the council be the deciding body. Tina, one caveat is, however, the challenge becomes when a person wants to use their property for a specific business, and it comes up for opposition then the processes may be questioned.

There is a company that could be hired for enforcement of ordinances. Jay likes the idea because it then takes the personalities away from the processes. Would like to reach out to some references for these companies. Nicole advised we would have to strengthen our ordinances with how the penalties, fines, etc. – enforcement would apply to each ordinance.

**7. Trupani LCRR (Lead Copper Rule Revisions) Updates** - Our water system inventory is compliant at 20% complete, however all 162 unknowns must be notified - We need to be able to identify both the town side and the customer side of materials used. If any unknowns are left, then we MUST notify the resident before November 15, 2024.

A. Suggestions to identify-

1. Ask the Town maintenance contractor- if he knows the materials used for any of our streets
2. Physically identify – dig a small location spot in the ROW to identify the service line materials
3. Survey the residents – ask them to help, offer a drawing of all those who respond to win a prize  
Ask if they have a basement – can probably identify the line from the basement.

NEW BUSINESS

1. **Town Swag items for sale** - Sharon SC hats \$20 / T-shirts \$15 / Travel Mugs \$25
2. **Ordinance Enforcement Company/fines** - discuss options: external company v/s temp hire – CC&I Services LLC, Donny Phipps
3. **Sharon Community Center Annex**- Possible tenant: Real Life Church - two rooms, called today, not able to secure the lease at this time, will notify us when/if situation changes
  - A. Concerns parking/Occupancy usage – Nicole would like the Fire Marshall to come back out and to tell us if we have everything as it should be. Tina gave the number 150 for total occupancy at the Community Center, Nicole asking if total space or just one area? Just Community Center. Browne does not feel that the building is set up for a church. Nicole's vision was to use the area for more retail (or like a marketplace). Jay was not in favor of a church either.
  - B. Change scope of Rental Room layoutOliver said we probably should revisit for exact numbers.
4. **Events:**
  - A. **Senior Birthday List** - Collecting Birthday data- seniors in town / Veterans
  - B. **Senior Luncheon Sharon Methodist, Friday, Jul 19th 11am - 12:30 pm** free meal and entertainment. There will be a flute player providing entertainment.
  - C. **Sharon Farmers Market - 2nd Saturday of Month, July 13<sup>th</sup>** – Tina shared that HOPE will be bringing boxes and individual produce items for sale.

REPORTS/COMMITTEES: Council to discuss any issues concerning the following:

1. **Ball field:** Sign Cable still needs to be buried. Cable in front of stands. We want to have this done before the Fall ball season.
2. **Community Center and Annex:** Electrical and brick work-to separate areas for renters. Parking issues-designate parking. Two new potential renters. Electrical room-Plan to reroute water. Roof leaking around screws in roof. Current roof screws have guards. Recommended to replace screws in roof. Start with 250 screws per bag. See if helps. Nicole would like to get the roof done as soon as possible; with the amount of rain we have had, we want to make sure that Nicki's area is not leaking anymore.
3. **Fire Department: (Oliver Dowdle)** - cleanup Fire Area at community center-take out what they need to keep. Oliver would like to have the ice machine warranty checked, it is not working fully, it is making some ice, but it is really struggling. Tina will call the company. Oliver advised that the fire department has another unit a/c down, it is 34 years old. Nicole advised that she had two quotes from Adkins. One is for air; the other is for heat and air. Nicole is curious if the duct work needs to be replaced. The new price for heat/air is \$10,000, just air is \$8,700. The whole system will probably end up being replaced. The kitchen is being remolded and it's possible the electrical may become an issue. Oliver

brings it up in the event it exceeds the amount originally budgeted. Lastly, Oliver wanted to mention the fencing that was going to go up around the water tank and block of the back part of the fire department. The fire department has requested that their area not be fenced off and just the water tank be enclosed. Nicole is concerned about the air conditioning units being protected. Bollards will be placed around the HVAC units.

4. **Rental Buildings: (Herschel Brown, Jr)** Lawson Bldg Heating and Air is installed. It needs to be cleaned and repaint interior. Advertise rental. Previous tenant left behind
5. **Parks: (Jay Gourley)** - Mulch samples-wood chips/rubber-Selection of new Park equipment.
6. **Scout Hut, Concession Stand:** Scout Hut - Trim, paint door, new roof. Check on Internet and Cameras
7. **Streets: (Margarette Parrish)** – Potholes EZ Street A. Dr Saye Lane - backfill roadside, waddles, Pine trees have been removed. B. 3247 York St (Hwy 49) breaking up, SCDOT Michael Sandifer. Dennis Moss sending contacts. Tina and Wayne looked at Dr Saye Ln, Wayne thought the street was fine, it is the ditch and drainage that needs to be taken care of.
8. **Sidewalks: (Brooke Glenn)** – Edging-include letters to residents. Keep Sharon Beautiful KSB //KYCB Keep York County Beautiful-Trash pickups.
9. **Town Hall:** Update-paint walls. Jay brought up the front door at town hall. Tina advised that Wayne looked at it and it is not oversized. Nicole would like someone to come look at Town Hall, the molding is separating from the walls. Some fresh paint and fix molding. Nicole asked about funding. Tina advised could use ARP funds.
10. **Water: (Matt Glenn)** Update status of water system. Catawba COG returned old grant requests - Shannon St & Rainey Av - revisit with Dennis Moss.

#### ADDITIONAL COMMENTS:

1. **Citizen Concerns/FYI:** Anyone from the Mayor, Council, Staff or Public can bring an issue to the Council that was not on the agenda. Please limit your comment to 5 minutes or less.

#### DOCUMENTS AND REPORTS:

1. **Meeting Minutes:** Recorded

#### SCHEDULE FOR UPCOMING MEETINGS:

1. **Next Council Meeting:** Regular Town Council Meeting Monday, Aug 12<sup>th</sup>, 2024, at 7:00 pm

**ADJOURN: Adjourn:** Council to vote on adjournment

Motion: Margarette Parrish

Second: Brooke Glenn

Time: 8:24 pm