

**MINUTES**  
**PUBLIC HEARING / REGULAR MEETING**  
**JUNE 20, 2023**

A Public Hearing to discuss the proposed 2023 – 2024 Fiscal Year Budget and the Regular Meeting of the Parker Sewer and Fire Subdistrict Commission in the Administration Offices located at 117 Smythe Street, Greenville, S.C., was held on Tuesday, June 20, 2023, at 3:30 p.m. Notices were posted and sent according to Freedom of Information Act requirements.

Commissioners present:

Mr. Randall Jones, Chairman  
Mr. Cam Salle', Vice Chairman  
Mr. Alan Kay, Secretary/Treasurer  
Ms. Sarah Franco, Member  
Mr. Wayne Moore, Member

Also present:

Chief Gregory Farley, Fire Department  
Mr. Mark Jacobs, Fleet Maintenance Supervisor  
Mrs. Jennifer Beckett, Benefits/Payroll Administrator  
Ms. Shannon Pritchett, Financial Administrator

The Chairman called the meeting to order at 3:33 p.m.

The Chairman declared that, in compliance with SC Freedom of Information Act, the following media was notified:

The Public Hearing Notice was published in the Greenville News on Tuesday, May 28, 2023  
Greenville News via fax 864-298-4395 on June 16, 2023, at 9:06 p.m. at Fax #864-240-5329  
Channel 4 News via fax 864-240-5329 on June 16, 2023, at 9:03 p.m. at Fax #864-298-4395

Mr. Alan Kay gave the invocation.

Everyone stood for the Pledge of Allegiance.

A Public Hearing was held to apprise the public of the proposed 2023–2024 Fiscal Year Budget and for those persons wishing to make comments for the commission's consideration.

The Chairman stated that no one had signed up to speak, so the Public Hearing closed at 3:35 p.m., and the regular meeting immediately followed.

The Chairman opened the floor to discuss approval of the Fiscal Year 2023 – 2024 Budget. Mr. Wayne Moore made a motion to accept the 2023 – 2024 General Operating Budget with a projected ending fund balance of \$12,919,906.92, total expenditures of \$13,096,495.18 and total revenues of \$13,857,500.00; Ms. Sarah Franco seconded the motion; all in favor; motion carried.

Ms. Shannon Pritchett gave a brief overview of the Summary of Estimated Charges in the General Fund Balance Summary of Revenue and Expenditures for the month of May, located on Pages 3 through 16 of the commissioner packets; and the Administration's monthly financial report located on Page 13.

Each Department Head gave a summary of their monthly budget reports.

The Administration Department's other reports were included in the packets.

Chief Farley updated the commission on the Fire Department's monthly financial report located on Page 14; and the department's monthly reports located on Pages 22 through 25 of the commissioner packets.

The Fire Department's other reports were included in the packets.

Mr. Cam Salle' joined the meeting at 4:28 p.m.

Chief Farley updated the commission to a correction of the three firms selected by the committee by removing DP3 and adding Boomerang Design to the consideration on Pages 17 through 21 of the commissioner packets. Chief Farley recommended Stewart-Cooper-Newell architectural firm to present their proposal. Mr. Alan Kay made a motion to accept Stewart-Cooper-Newell architectural firm to present their proposal for the future construction of Station 54 and renovations for Station 53; Ms. Franco seconded the motion; all in favor; motion carried.

Mr. Mark Jacobs updated the commission on Fleet Department's monthly financial report located on Page 15. Mr. Jacobs also gave a brief narrative of vehicles that Fleet worked on during the month and informed the commission on the Fleet Maintenance Department's monthly reports located Pages 26 through 38 of the commissioner packets.

The Fleet Department's other reports were included in the packet.

The Fire Department called for an Executive Session for personnel matters. Mr. Kay made a motion to go into Executive Session for personnel matters; Mr. Salle' seconded the motion; motion carried. Executive session began at 5:40 p.m. and ended at 6:32 p.m. The chairman stated that there is something to report from the Executive Session: a motion was needed to vote on creating a temporary position for a Special Projects Coordinator.

Ms. Franco made a motion to create a Special Projects Coordinator position to investigate special projects for the commission. This position is to be posted on Indeed.com for two weeks, the position is not to exceed 365 days, is for no more than 30 hours a week, and is at a pay rate not to exceed \$24.00 an hour as a contract employee; Mr. Salle' seconded the motion; all in favor; motion carried.

There being no further business, the meeting adjourned at 6:35 p.m.

Mr. M. Alan Kay, Secretary / Treasurer



Attachments: Media Notification Documents (4 pp)  
Handout – Proposal to hire: Special Projects Coordinator (1 P)  
New gas pump electrical junction box (3 pp)