



Council

Joe DeVito  
*Mayor*

Jerry Ashmore  
*Mayor Pro Tempore*

Mary Beth Heyward  
Darryl Owens  
Kevin Phillips

Van Willis  
*Town Manager*

T. Alan Beach  
*Chief of Police*

Jeffrey S. Coppinger  
*Operations*

Linda Bridges  
*Planning*

**Minutes  
Budget Workshop  
Yvonne C. Butler Council Chambers, 700 Paris Avenue**

**May 5, 2021**

**Members Present:** Mayor Joe DeVito, Council Members Jerry Ashmore, Mary Beth Heyward, Darryl Owens, and Kevin Phillips

**Staff Present:** Town Manager Van Willis, Police Captain Andre Massey, Fire Chief Reece Bertholf and Municipal Clerk Brooke Plank-Buccola

**I. CALL TO ORDER**

Mayor Pro Temp Ashmore called the meeting to order at 5:32 PM. Mayor DeVito due to special circumstances was present virtually for this meeting.

Mr. Willis introduced Mr. Michael Wesson, the Town's newly hired building inspector.

**II. DISCUSSION & REVIEW**

The revenue for the Town is trending well considering concerns from last year's COVID pandemic. Council will see a 2% increase to the cost of living adjustment for personnel across all budgets. This should be the final year the Town will see an increase on the employee insurance and retirement line item.

**A. Court**

The court department has an anticipated increase of \$7500. This is mostly for personnel cost. The Town of Port Royal, Town of Bluffton, and City of Beaufort are still determining how to handle the public defender's office moving forward.

## **B. Building**

The Town is anticipating an increase of \$26,000 for the building department budget from last year. The building inspector salary has increased to reflect the additional responsibilities he will be assuming. The special contracts line item was higher than anticipated due to the time lapse between the previous building inspector retiring and the city having to pick up the Town's inspections. The Shed expense will decrease once the utilities have been split. When the Town owned the Shed, both that building and the one behind it were on the same meter. Now that the Town has sold the front "Shed" building, the meters will now need to be separated for each building.

## **C. Public Works**

The Public Works budget will see a significant increase. In the line-item capital projects, there is a \$75,000 increase for the CDBG match. The lease payment amount is for the most recently acquired knuckle boom for a three-year period. The Town has a second knuckle boom that needs to be replaced. Mr. Willis would like to discuss this further with Mr. Coppinger whether he needs a knuckle boom or truck. The Town's landscaping is included with this department. The new RFP for landscaping will be going out the end of May. Mr. Willis will ask Mr. Canaday to create a road repair line item for tracking purposes. Mayor DeVito noticed that the budget was showing a shortfall, but upon calculation, there is no deficit. He asked that be changed to reflect accordingly.

## **III. ADJOURNMENT**

The Budget Workshop adjourned at 6:06 PM.

Respectfully submitted,



Brooke Plank-Buccola  
Municipal Clerk

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