

Capital Assets not being properly maintained:

Recommendations to correct:

1. Establish procedures to follow and correct.
  - a. Fixed assets listing
  - b. List on insurance policy
  - c. Proper documentation to be able to locate and identify
  
2. Victims Fund Lexington County
  1. No reason a bill should be 17 years in the rear since (2002)
  2. Put procedures in place to make sure town liability are timely paid, should not go 17 years without being addressed.

Checking Accounts Town of Swansea

1. Clerk Treasurer
2. Municipal Clerk
3. Police Department

There are 3 different individual writing checks. It should be one check book for the Clerk Treasurer and 1 Municipal Clerk.

Councilman Luongo, wanted the records to show Council can come back later to answer potential questions on some of the Audit finding by Mr. John Brown CPA per Mayor Sanders.

Councilman Luongo, response for not voting on minutes, as he was still waiting on recordings from his FOIA request. Mayor shared, recordings had been sent to his attorney with a certified receipt showing received dated back in March, and Attorney Sidney Evering, informed him he drafted a letter to his attorney on behalf of the Mayor to send on Town letterhead within timeframe. Mayor recommendation was for him to communicate with his attorney.

Mayor asked, Council again if there was a consideration to pass the minutes of February 24<sup>th</sup>, Councilwoman Butler presented the motion and second via Councilman Woodrow Davis. Councilwoman Butler, yes; Councilman Davis, Yes;