

TOWN OF SEABROOK ISLAND
Town Council Meeting of March 27, 2018

MINUTES

After the pledge of allegiance, Mayor Ciancio called the March 27, 2018, Town Council meeting to order at 2:30 p.m. Councilmen Gregg and Wells, Councilwoman Finke, Town Clerk Allbritton and Town Administrator Cronin attended the meeting. The meeting was properly posted and the requirements of the SC Freedom of Information Act were met.

Minutes:

The minutes of the Special Town Council meeting of February 1, 2018, the Public Hearing of February 27, 2018, the Town Council meeting of February 27, 2018, and the Ways & Means Committee meeting of March 20, 2018, were each unanimously approved as written.

Financials: Mayor Ciancio reported that revenue for the month of February was \$52,980, which was \$47,483 under budget, primarily due to lower than anticipated business license receipts. For the year to date, through February not including funds transferred from the General Fund for road improvement, total revenue was \$91,327, which was \$60,200 under budget. Expenses for the month of February were approximately \$51,388 and were \$51,224 less than budget. In January, revenue exceeded expenses by \$1,592. For the year to date through February, expenses have exceeded revenue by \$8,734. Numerous deposits of business license income have been made in March and the income and expenses should fall more in line on the March financials.

Citizens/Guests Presentations, Comments: None

Reports of Standing Committees, Commissions, Boards:

Public Safety/Club Long Range Planning Committee – Councilman Gregg reported that the Seabrook Island Club’s Long Range Planning Committee did not meet in March but a meeting is scheduled for April 6.

Public Safety Committee – The Town’s Public Safety Committee met on March 12, 2018. At this meeting, the Committee approved a revised schedule for solicitation of bids for debris management services as proposed by Town Administrator Cronin. The Committee approved revisions to the emergency contacts refrigerator magnet and recommended having 2,500 units produced. The Committee continued to review revisions to the Town’s Comprehensive Emergency Plan that will address action items identified in the January training and exercise report. The Public Safety Committee is scheduled to meet again on Monday, April 16, at 10:00 a.m.

Disaster Recovery Council – The Disaster Recovery Council met on March 15 to review action items developed from the January hurricane training and exercise report. The Town’s consultant will issue an updated report reflecting the status of action items and assignment of responsibilities for their completion.

Disaster Awareness Day – Councilman Gregg reported that Kiawah’s Town Administrator has confirmed that the 2018 Disaster Awareness Day will be held Wednesday, June 13, at the Kiawah Town Hall. The Town will begin publicizing the event when the event flyer is received.

Funding Agreement – Councilman Gregg reported that the Town has received a State and Subrecipient Public Assistance Funding Agreement from South Carolina Emergency Management Division establishing terms and conditions applicable to the Town if the Town is to receive any payments on its pending request for Public Assistance in regard to Hurricane Irma. Copies of the Funding Agreement have been previously provided to Council. Councilman Gregg moved for approval of the Funding Agreement in the form that has been presented to Council and for authorization for the Mayor to execute the Funding Agreement on behalf of the Town. Councilman Wells seconded the motion and the vote to approve was unanimous.

Emergency Contacts Refrigerator Magnets – The Public Safety Committee has recommended that the Town procure emergency contact refrigerator magnets that will be distributed mainly to rental guests on Seabrook Island. Councilman Gregg moved to procure up to 2,500 emergency contact refrigerator magnets at a cost of up to \$1,258. The cost of the magnets will be paid from the emergency preparedness budget account. These magnets will be given out at Disaster Awareness Day as well as through regime managers and rental agencies. Councilman Wells seconded the motion and the vote to approve was unanimous.

Public Relations/Communications – Councilman Crane was absent

Special Projects/Beach Administration –

Lowcountry Marine Mammal Network Agreement – Councilman Wells reported that Lowcountry Marine Mammal Network (LMMN) is a 501(c)(3) group focused on protecting marine mammals in South Carolina and has been working at Kiawah for the last few years. Councilman Wells read aloud several paragraphs of the Seabrook Island Dolphin Education Program Agreement, which points out that Seabrook Island is one of a few locations in the U.S. that dolphins are known to strand feed and that it is very important to ensure that they are not harassed. The purpose of the Seabrook Island Dolphin Education Program is to reduce disturbance to strand feeding dolphins and to minimize violations of the Marine Mammal Protection Act, as well as to better understand the local dolphin population and this feeding strategy. LMMN will be paid a total of \$6,772 in 9 equal installments, plus additional expenses up to \$1,314. Councilman Wells made a motion to approve the Seabrook Island Dolphin Education Program Agreement in the form as presented to Council and to authorize the Mayor to execute the document on behalf of the Town. Councilman Gregg seconded the motion and the vote to approve was unanimous. Mayor Ciancio remarked that the program is primarily educational whereby representatives of LMMN and volunteers will be educating beachgoers about strand feeding and the necessity not to disturb the dolphins; but LMMN will also be collecting data, while on the beach, and they will publish their finding and recommendations. A provision has been added in the agreement that will require LMMN to get the Town's written permission prior to publishing or disclosing data obtained on Seabrook Island. Anyone who participates in the program will sign waivers of liability and LMMN will be indemnified against any other liability. Councilman Wells reported that a joint meeting will be held on April 11 with LMMN, NOAA representatives and residents from Kiawah and Seabrook Island. Anyone, who would like to volunteer to participate in the Seabrook Island Dolphin Education Program, is welcome to attend.

Seabrook Island Road Improvements Update – Councilman Wells reported that the RFP for work, which includes the lining of five major pipes underneath Seabrook Island Road, replacing the lining of 385 ft. of storm water pipes and the installation of two floodgates, ran in the *Post & Courier* a few days ago and the RFP was posted on the SC Business Opportunities website. The opening of the bids will be in late April.

Community and Government Relations: No Report

Ways & Means – No Report

Planning Commission – No Report

Board of Zoning Appeals – No Report

Reports of Ad Hoc Committees:

Accommodations Tax Advisory – No Report

Reports of Town Officers:

Mayor –

Consideration of Rental Ordinance – Mayor Ciancio stated that he is concerned that a number of property owners on Seabrook Island rent their properties through sites such as VRBO or Airbnb without obtaining a business license from the Town. Failure of the property owner to obtain a business license would affect the Town's business license and accommodations tax revenue. Kiawah Island has adopted a very comprehensive rental ordinance that covers many areas that would probably better fall under the Property Owners Association's purview. One thing that is included in the Kiawah ordinance that Mayor Ciancio feels that the Town should do is to require that a property owner, who lists their property for rent, include their business license number in their rental advertisement. Staff could periodically check newspapers or websites for compliance. Mayor Ciancio stated that he will be preparing a draft ordinance to be reviewed at the next Ways & Means Committee meeting.

Review of Comprehensive Plan – Mayor Ciancio reported that the Town's Planning Commission is charged, by statute, with the responsibility to engage in a continuous planning program for the physical, social and economic growth of the Town. In that regard, it is charged with the obligation to prepare and periodically review the Town's Comprehensive Plan. The Comprehensive Plan's nine elements (population, economic development, natural resources, cultural resources, community facilities, housing, land use, transportation and priority investment) must be re-evaluated at least every five years and the Plan, including the elements, must be updated every ten years. The Comprehensive Plan was first adopted by the Town in April of 1999 and last updated in July of 2009. Accordingly, an updated plan must be prepared and adopted by Town Council no later than July 2019. Mayor Ciancio stated that he would like, not only to have a public hearing, but to get input from relevant stakeholders in our community including, but not limited to – Seabrook Island Utility Commission, Seabrook Island Club, Property Owners Association, Bohicket Marina, the Marina Merchant's Association, Camp St. Christopher and individual residents. The Mayor would also want to take into consideration the future development of properties along Seabrook Island Road and the potential for annexation of property adjacent to our community as the Town should have a voice when such property is developed. Council and the Planning Commission will hold a joint kick-off meeting for the Comprehensive Plan update on April 19th at 2:30 p.m.

Town Administrator –

Beach Patrol Contract – Town Administrator Cronin reported that the beach patrol contract with Island Beach Services was signed on March 7 and the Notice to Proceed was issued on March 22. Island Beach Services will begin work on April 1. April 1 through May 26, one vehicle with one person will be on patrol from 8:00 a.m. to 6:00 p.m. In our peak season, beginning May 27 through August 15, there will be four personnel in two vehicles that will patrol from 8:00 a.m. to 8:00 p.m. From August 16 through September 4, there will be two personnel in one vehicle during alternating shifts between 8:00 a.m. to 8:00 p.m.

Resolutions 2018-01 through 2018-06 to Appoint Beach Patrol as Code Enforcement Officers –

Town Administrator Cronin stated that he has received the names of six personnel from Island Beach Services (IBS) that will be sworn in as Town code enforcement officers – Noah Butler, Rob Edgerton, Luke Meier, Sam Parks, Jacob Peller and Malek Varner. At least one Code Enforcement Officer must be present on the beach at all times during IBS's contracted beach patrols. Mayor Ciancio asked for approval of Resolutions 2018-01 through 2018-06 in the form presented to Council. Councilman Gregg moved to approve Resolutions 2018-01 through 2018-06. Councilman Wells seconded the motion and the vote to approve was unanimous.

Request to Authorize Development of a New Town Website – Town Administrator Cronin requested authorization to move forward on developing a new website for the Town and requested approval for funding. The cost of the Weebly web hosting program (Business Plan) is usually \$25 per month or \$300 annually. Weebly is currently offering a special rate of \$18.75 per month or \$225 for the first year, then \$300 per year thereafter. This rate expires on March 28, 2018. Funding can be provided from the Website Maintenance line item, which has a total budget of \$4,500 in 2018. Councilman Gregg made a

motion to authorize the Town Administrator to enter into an agreement for the Weebly web hosting program as previously described. Councilman Wells seconded the motion and the vote to approve was unanimous. Councilman Gregg questioned whether the “landing page” that had been developed previously would still have a link to the Town website that is now being developed. Town Administrator Cronin stated that the link would still be there and nothing would have to be changed because the Town’s website address will not be changing.

Policy regarding Use of Town Hall – Town Administrator Cronin stated he and the Mayor are working on draft language to change Chapter 24, Sec. 24-20 since it currently has provisions for rallies and demonstrations but there is not a good policy for events or activities at the Town Hall or on Town Hall grounds. The event that triggered this change was the application for the Property Owners Association’s annual yard sale that will be held in May. The first reading of the ordinance will be held at the April Town Council meeting and a special meeting will probably be held to have the ordinance in place before this event. A draft of the ordinance should be ready for the Ways & Means Committee meeting in April.

St. Christopher Camp & Conference Center - Town Administrator Cronin thanked Bob Lawrence and Ned Collins for inviting him to visit the Camp recently.

Community Shred Event – The Town Administrator reminded everyone that a free shred event was being held at the Town Hall on March 30 from 10:00 a.m. to 1:00 p.m. Attendees can bring 3 boxes or bags per person. The event is being advertised on Tidelines and on social media.

Town Council Members – See Above

Utility Commission – Chairman Jim Bannwart reported that plant operations were normal during February. The third backup generator will be delivered this week and will be installed and operational before hurricane season. The Utility Commission is also beginning manhole rehab work. Water bills will be going out at the end of the month that will announce a water rate increase that is being passed along to customers due to a Charleston Water rate increase. The increase for Seabrook Island consumers will be about 16 cents per 1,000 gallons of water used.

Petitions Received, Referred or Disposed of: None

Ordinances for First Reading:

- **Ordinance 2018-03** – An Ordinance to Amend the Zoning Map of the Town of Seabrook Island so as to change the Zoning Designation for Charleston County Tax Map Number 147-06-00-072, Containing Approximately 0.24 +/- Acres, Located at 2731 Old Oak Walk, from the SR Single-Family Residential District to the AGC Agricultural-Conservation District. Mayor Ciancio stated that the Seabrook Island Property Owners Association is applying to rezone this property which has been purchased by Greenspace Conservancy and which, in turn, transferred ownership to the POA. This request has been reviewed by the Planning Commission and it has recommended approval. Councilman Gregg made a motion to accept Ordinance 2018-03 for first reading. Councilman Wells seconded the motion. Councilwoman Finke asked to be recused from voting since she had been on the Board of Greenspace Conservancy at the time the property was purchased. The vote to approve the motion was unanimous.

Ordinances for Second Reading:

- **Ordinance 2018-02**, An Ordinance Amending the Fiscal Year 2018 Budget to Appropriate \$65,000 from State A-Tax Fund Balance. Mayor Ciancio stated that Ordinance 2018-02 had first reading at the February Town Council meeting and Council also approved the expenditure of the State A-Tax funds as recommended by the Accommodations Tax Advisory Committee. A public hearing on this ordinance was held prior to the March Town Council meeting. Mayor Ciancio remarked that the Town had received a check in 2017 for State Accommodations funds that were due to the Town but erroneously sent to Charleston County. The Town did not use these funds in 2017 and the 2018 budget ordinance did not appropriate the expenditure of any surplus funds from that account even

though the Town did contemplate using part of these funds to pay for a portion of the cost of the Beach Patrol. Subsequently, the Town has decided to also use \$10,000 of the money for the Dolphin Awareness Program. Ordinance 2018-02 increases the amount in Line Item #8501 from \$80,000 to \$145,000, a net increase of \$65,000. Councilman Gregg made a motion to approve Ordinance 2018-02 on second reading. Councilman Wells seconded the motion and the vote to approve was unanimous.

Miscellaneous Business: None

Citizens Comments:

A Seabrook Island resident commented on problems that residents are experiencing because of short-term rentals. Mayor Ciancio stated that he is inclined to think that the Town should ask the Property Owners Association to look into a lot of these issues and he would like to get Council's view on the role they think the Town should play.

Questions followed concerning the status of the FEMA flood maps, FEMA reimbursement after hurricanes, whether Seabrook Island would ever consider having a police department, etc.

Mayor Ciancio stated that the City of Charleston and Charleston County are looking into road issues on Johns Island and a group, known as the Johns Island Growth Management Committee, has been established. The Mayor has been asked and has agreed to serve on that Committee.

The meeting adjourned at 3:47 p.m.

Approved: April 24, 2018

Faye Allbritton, Town Clerk