

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

MINUTES

After the pledge of allegiance, Mayor Ciancio called the November 27, 2018, Town Council meeting to order at 2:30 p.m. Councilmembers Crane, Finke, Gregg and Wells, 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 Budget Workshop of October 12, 2018, the Town Council minutes of October 23, 2018, the Budget Workshop & Special Meeting of October 26, 2018 and the Ways & Means Committee minutes of November 13, 2018, were each unanimously approved as written.

Financials: Mayor Ciancio reported that the fund balance at the end of October was \$4,890,511, which is \$294,098 more than the fund balance for the same period in 2017. Unrestricted Revenues for the month of October were \$76,497 and were under budget by \$11,787 due to timing issues with checks from the State. For the year to date, not including the \$300,000 transferred from the General Fund to pay for the Roadway Project, revenues totaled \$1,006,180 and were over budget by \$178,086. Expenditures for the month of October were \$172,894 and were over budget by \$73,816 primarily due to paying the first bill to Triad Construction for work on the roadway project (\$102,627). Expenditures for the year to date were \$756,474 and were under budget by \$325,701. For the month of October, expenditures exceeded revenues by \$96,397. For the year to date through October, not including money transferred from the General Fund for the Roadway Project, revenues exceeded expenditures by \$249,705.

Citizens/Guests Presentations, Comments: None

Reports of Standing Committees, Commissions, Boards:

Public Safety/Club Long Range Planning Committee –

Long Range Planning Committee – The Club’s Long Range Planning Committee did not meet in November and their next meeting has not been scheduled.

Public Safety Committee – The Town’s Public Safety Committee met on November 12, 2018. The Committee considered a draft of a request for the Disaster Recovery Council member organizations to looking into underlying challenges to effective emergency response where the Town is isolated as a result of damage as might result from an earthquake event. The final version of the request will include suggestions of the Public Safety Committee. The next meeting of the Committee is scheduled for December 12.

Request for Public Assistance (Hurricane Florence) – Councilman Gregg reported that, on October 30, the Town took part in FEMA’s “Scoping Meeting” and discussed the “Damage Inventory” that was submitted on October 29 and considerations for submission of additional “damages” for “Direct Administrative Costs”. On Nov. 19, the Town participated in a “Weekly Meeting” and responded to a request for a revised submission of the “Contract Cost Summary” to include evacuation expenses incurred by the Town. The “Weekly Meeting” was held by way of a conference call on November 27. The next Weekly Meeting” will be held on December 10 by conference call.

Request for Site Visit for TDSR Sites – On November 21, the Town received a request from the South Carolina Department of Health and Environmental Control to arrange site visits in January 2019 to the Town’s registered sites for temporary debris storage and reduction. The Town’s sites include a site (TMS #205-00-00-005), which is covered by a lease agreement with Haulover Creek Development Co., and a site at the Equestrian Center, which the Seabrook Island Club has given the Town permission to use for temporary storage and reduction.

Public Relations/Communications –

FCC Class Update – Councilman Crane reported that ten attendees participated and were licensed at an FCC class and exam that was held at the Town Hall on Wednesday, October 24, and Thursday, October 25. Town Administrator Cronin remarked that the Town has purchased three HAM radios that have arrived but still need to be programmed.

Special Projects/Beach Administration –

Seabrook Island Road Improvements Update – Councilman Wells stated that *The Post and Courier* reported that Charleston tide gauges recorded an 8.7 foot tide this past week, which was the sixth highest level ever recorded. He explained that, in 2016 when the Town began working on the Parkway flooding issues, we realized that portions of Seabrook Island Road were below Charleston County requirements of 6.0 feet but that the cost to raise the road just to that level was estimated to be around \$800,000 and would only protect the road from high tide elevations of approximately 7.5 feet. The repairs to the storm drainage system is expected to protect the road up to 7.5 feet and that should be about 98% of the time. The drainage system is still under construction and is anticipated to be completed by the end of January 2019. Comparisons of the flooding elevations along Bohicket Road, from the traffic circle to Main Road, is not possible as all the elevations on existing State drawings are construction elevations and not the as-built elevations.

Mayor Ciancio stated that the work on the Parkway is to be done in phases. The first phase is completion of the storm drainage portion, the second will be to look into the ponding issues of either side of the road and the third, which is a continuing portion, is to look at the height of the road and what the Town can do, if anything, to make sure residents have a safe way off Seabrook Island. The Mayor remarked that not only do we have a flooding entranceway but portions of Bohicket and River Roads flood as well. If something is done to the Parkway, it will not help if other roads leading off the island flood as well. All these factors need to be considered when deciding what the solution is to the Town's flooding problems.

Dolphin Education Program – Councilman Wells reported that there had been a problem in the area where the dolphins strand feed in which an individual was casting a fishing net. This is an educational issue and the Lowcountry Marine Mammal Network and volunteers will continue their program of educating the public about dolphin harassment for the remainder of the year and in 2019.

Community and Government Relations: Councilmember Finke stated that Ed Konrad, a member of the Board of the Seabrook Island Birders, had emailed her with a request for the Town to pay for 4,000 brochures at an approximate cost of \$688. The Town paid for 2,000 brochures in 2017 but all those brochures have been used and the group would like to order more as soon as possible. Councilmember Finke made a motion for the Town to pay for 4,000 brochures at an approximate cost of \$688 out of their 2018 budget. Councilman Wells seconded the motion and the vote to approve was unanimous.

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 –

Appointment to Fill an Unexpired Term on the Seabrook Island Utility Commission – Mayor Ciancio explained that Jim Bannwart had resigned as a member of the Utility Commission as of October

31 and Sec. 30-55 of the Town Code provides that the Mayor and Council are authorized to fill any vacancy on the Commission by appointment for the unexpired term. The Mayor recommended that Annie Smith-Jones be appointed to the Commission. Councilman Gregg made a motion to appoint Annie Smith-Jones to the Seabrook Island Utility Commission to fill Jim Bannwart's unexpired term that will end in November of 2023. Councilman Wells seconded the motion and the vote to approve was unanimous.

Berkeley Electric Audit – It had been reported earlier by a Seabrook Island resident that her Berkeley Electric bill stated that a franchise fee was being collected on behalf of Kiawah Island. The Mayor indicated that he had followed up with Berkeley Electric and they voluntarily agreed to conduct an audit of all Kiawah and Seabrook Island accounts to determine if this was an isolated incident. The result of the Seabrook Island accounts review was that 46 accounts reflected errors in the allocation of franchise fees:

- On 6 accounts, franchise fees were being incorrectly paid to the City of Charleston
- On 16 accounts, franchise fees were being incorrectly paid to the Town of Kiawah Island; and
- On 24 accounts, no franchise fees were being paid at all.

All these accounts have been corrected and letters are being sent by Berkeley Electric to each of the property owners, who have not been paying fees, to explain the situation and that fees will be paid going forward. Berkeley Electric is required to make corrections retroactively for a period of three years. Where payments to the Town have been misdirected, the Town will get a lump sum payment for the misdirected fees by the end of the year. A similar audit was conducted for Kiawah Island accounts. Mayor Ciancio commended Berkeley Electric for their prompt response and resolution to the problem.

Town Administrator –

Town Hall Christmas Drop-In – Town Administrator Cronin stated that the Town's Christmas drop-in will be held on Monday, December 17, from noon until 2:00 p.m. Residents are encouraged to stop by, wear an "ugly Christmas sweater" and bring an unwrapped, new toy since the Town is once again participating in the Toys for Tots program.

Renewal of AirMedCare Contracts – Town Administrator Cronin reported that the Mayor has provided language that the Town would like to use in the AirMedCare contract as the definition of "Covered Individual" but has not received anything back from AirMedCare in writing as to what they will accept as the definition. Councilman Gregg made a motion to approve renewing the agreements (Municipal Site Plan and Census Plan) with AirMedCare for 2019 and allow the Mayor to negotiate the definition of the term, "Covered Individual," with AirMedCare and to execute the contracts when satisfied with the wording. Councilman Crane seconded the motion and the vote to approve was unanimous.

Town Council Members – See Above

Utility Commission – Commissioner Morawski reported both water & sewer sales were down for October and net income for the month was negative \$8,600 but positive for the year by almost \$40,000. Cash flow is down by more than \$75,000 because of items the Commission has had to acquire. The 2019 budget has been approved with expenses of approximately \$3,200,000, an increase of \$157,000 from 2018. The budget also includes capital purchases of \$385,000. In order to fund this budget, the Commission has approved a rate increase of what will amount to \$2.80 per month for most customers. This will forecast a net income for the year of just under \$9,000 but will continue to be a negative cash flow of \$290,000. Because of this, the Commission anticipates there will be a similar increase in 2020. Commissioner Morawski stated that Seabrook Island has the lowest rates as far as neighboring communities. St. Johns Water has informed the Commission that their flow rate will be increased by 3-1/2% beginning in March and that will add about 60 cents to \$1.20 per month per customer.

Petitions Received, Referred or Disposed of: None

Ordinances for First Reading:

- **Ordinance 2018-13.** The Mayor introduced for first reading Ordinance 2018-13, an ordinance amending the Development Standards Ordinance of the Town of Seabrook Island, South Carolina; Article 7, Lot and Building Requirements; Section 7.60, Minimum Setbacks; Subsections 7.60.10.30 and 7.60.10.31, Lots Subject to the OCRM Critical Line; so as to increase the validity of a SCDHEC-OCRM critical line certification from three years to five years – Town Administrator Cronin stated that the Sec. 7.60.10.30 of the DSO currently states that the critical line shall have been reviewed and certified by SC DHEC-OCRM within the previous **three** years. This three-year requirement conflicts with SCDHEC-OCRM’s policy in which a critical line delineation is valid for a period of **five** years. The Planning Commission has reviewed and approved the draft of the ordinance at their meeting on November 7. Councilman Gregg made a motion to approve Ordinance 2018-13 on first reading. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2018-14.** The Mayor introduced Ordinance 2018-14, an ordinance to adopt a budget for the Town of Seabrook Island, South Carolina, for the fiscal year beginning January 2, 2019, and ending December 31, 2019 – Mayor Ciancio stated that total revenue/expenditures om the 2019 budget amount to \$2,179,775, which is a \$542,450 increase over the 2018 budget. Not all expenditures will be covered by 2019 revenue. In all, \$779,000 will be appropriated from fund balance reserves:
 - \$500,000 from the General Fund reserves
 - \$200,000 from the Road Improvements Fund reserves
 - \$37,500 from State ATAX Fund reserves
 - \$6,500 from Alcohol Tax Fund reserves

Town Administrator Cronin gave a power point presentation covering the highlights of the 2019 budget. The Town Administrator also stated that a public hearing on the draft budget is scheduled for Tuesday, December 18, 2018, at 2:15 p.m. as required by law. Anyone that would like to have a copy of the budget can pick one up at the Town Hall or contact a Town employee to get one by mail or email. The information will also be posted on the Town website along with the power point presentation on the budget. Mayor Ciancio expressed his appreciation to the Town Administrator for the work he had done toward preparing the budget and to Council for their efforts.

Councilman Gregg made a motion to approve Ordinance 2018-14 on first reading. Councilman Crane seconded the motion and the vote to approve was unanimous.

Ordinances for Second Reading:

- **Ordinance 2018-10.** The Mayor introduced Ordinance 2018-10, an ordinance amending the Development Standards Ordinance (DSO) of the Town of Seabrook Island, South Carolina; Article 19, Administration and Appeals; Section 19.30.20, Variances; so as to amend the application, notification and review procedures for variance applications – Town Administrator Cronin stated that, since this ordinance had first reading, the Board of Zoning Appeals and the Planning Commission have reviewed and recommended approval of the ordinance. Councilman Gregg made a motion to approve Ordinance 2018-10 on second reading. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2018-11.** The Mayor introduced Ordinance 2018-11, an ordinance amending the Development Standards Ordinance of the Town of Seabrook Island, South Carolina; Article 20, Amendments to the Ordinance and Map; Section 20.70, Public Notice; so as to amend the public notice requirements for amendments to the Development Standards Ordinance and Official District Map of the Town – This ordinance is similar to Ordinance 2018-10 but deals with zoning requests rather than variance requests. Mayor Ciancio remarked that the ordinance states that the notice to

interested parties can be sent, rather than mailed, to allow for email or other means of notification. Notice to adjacent property owners is also to be provided by the Zoning Administrator rather than the applicant. Town Administrator Cronin stated that this ordinance has been amended, since first reading, to provide that, if one of the owners of an adjacent lot is the same as the applicant, notice would not be required; and, if the property is in a regime or under the covenants of the Property Owners Association, notice will not be required to the regime or POA if they are the applicant. The Planning Commission has reviewed and recommended approval of this ordinance. Councilman Gregg made a motion to approve Ordinance 2018-11 on second reading. Councilman Crane seconded the motion and the vote to approve was unanimous.

- **Ordinance 2018-12.** The Mayor introduced Ordinance 2018-12, an ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; Article I, In General; Section 2-2 Personnel Policies and Procedures Adopted; so as to rename the “Town of Seabrook Island Employee Packet: as the “Town of Seabrook Island Employee Handbook: and to adopt an updated version of the same – Mayor Ciancio stated that the Employee Packet was first adopted in 1999 and has been revised several times. This revision was undertaken at the request of the Mayor by Councilmen Gregg and Crane. Councilman Gregg stated that the aim was to align the Town’s policies with other municipalities with the extensive guidance of legal counsel. Mayor Ciancio thanked Councilmen Gregg and Crane for their hard work and good results. Councilman Gregg made a motion to adopt the Town of Seabrook Island Employee Handbook in the form as presented to Council. Councilman Wells seconded the motion and the vote to approve was unanimous.

Miscellaneous Business: None

Citizens Comments: After the Mayor and Council answered questions concerning the appeal of the encroachment permit for Seabrook Island Road, storm water runoff on Seabrook Island Road and the STR Helper software program., the meeting was adjourned at 3:50 p.m.

Approved: December 18, 2018



Town Clerk