

Town of Seabrook Island
Ways and Means Committee Meeting
November 13, 2018
2:30 P.M.

After the pledge of allegiance, Mayor Ciancio called the meeting to order. Councilmembers Gregg, Crane and Wells, Town Clerk Allbritton and Town Administrator Cronin attended the meeting. Mayor Ciancio confirmed that the requirements of the Freedom of Information Act had been met.

The Mayor noted that Councilwoman Finke's portfolio of responsibilities include acting as the Town's liaison to the various town entities such as the Club and the POA. He noted that Councilman Gregg has been acting as the Town's liaison to the Club's Long Range Planning Committee, but that responsibility should properly fall within Councilwoman Finke's area of responsibility. The Mayor asked Councilman Gregg to facilitate the transition of that function and said that to the extent any other council member was working with either entity – other than those responsibilities specifically falling within a councilmember's area of responsibility – Councilwoman Finke should be handling that work.

The Mayor noted that the Town had received the preliminary draft of the 2017 audits for both the Town and SIUC combined, and the SIUC on a standalone basis, and that copies of both are available to councilmembers who would like copies. He said that, while the financial information is obviously dated, the notes to the audit statements are informative. For example, while the Town's long-term debt is payable solely from the revenues of SIUC, it is nonetheless the Town's debt, and council members should be familiar with its terms and balances. He encouraged each member of Council to review the audited statements.

The Mayor reported that he had sent drafts of ordinances dealing with voting procedures and attendance at meetings via telephone to the Town's attorney for review and hoped to have both on the agenda for the December Town Council meeting.

The Mayor said that at least one Seabrook Island resident had reported previously that her Berkeley Electric bill had indicated that the franchise fee was being paid to Kiawah Island. The Mayor indicated that he had followed up with Berkeley; and, at our request, it conducted an audit of the accounts of both Kiawah and Seabrook Island and now has the results of that audit.

The Seabrook Island review found a total of forty-six (46) accounts where there were errors in the franchise fees.

- 6 accounts were being paid to the City of Charleston;
- 16 accounts were being paid to the Town of Kiawah; and
- There were 24 accounts where no franchise fees were being paid at all.

The Kiawah Island review found a total of forty-four (44) errors

- 9 accounts were being paid to the City of Charleston;
- 3 accounts were being paid to Seabrook; and
- There were 44 accounts where no franchise fees were being paid at all.

All of these accounts are now corrected. Letters are being sent by Berkeley Electric to each of the property owners, who were not paying franchise fees, to explain the situation and indicate that they will be paying fees on a going-forward basis.

By law, Berkeley is required to make retroactive corrections for a period of three (3) years. As to the 22 accounts where payments due to the Town of Seabrook Island were misdirected, Berkeley has indicated that we will get a lump sum payment equal to the total of the three years of misdirected payments by the end of the year.

The Mayor reported that Jim Bannwart had resigned as a member of the Utility Commission as of the end of October, and that Section 30-55 of the Town's ordinance provides that the Mayor and Council are authorized to fill any vacancy occurring in the Commission by appointment for the unexpired term. Mr. Bannwart's term was scheduled to expire in five (5) years in November of 2023.

The Mayor reported that the candidate that the Commission has recommended to take Mr. Bannwart's place is Mrs. Annie Smith-Jones and noted that some members of Council are personally acquainted with Mrs. Smith-Jones. The week of November 6 members of the Commission met with Mrs. Smith-Jones and have recommended her as a replacement. The Mayor noted as an aside, that Ms. Smith-Jones ran for a position on the Utility Commission in the last election.

The Mayor said he was scheduled to meet with Mrs. Smith-Jones the following afternoon at 1:00 p.m. and provided councilmembers with an opportunity to join him. He said that, if he was satisfied of her qualifications, her appointment will be on the agenda for the approval of Council at the next regularly scheduled meeting.

On another note, the Mayor said Robert Quagliato had resigned from the Board of Zoning Appeals, effective December 31, and asked for suggestions as to a possible replacement. The Mayor said that he would like to make a replacement at the December meeting.

Councilman Gregg reported that the proposed AirMedCare Municipal Site Plan and Census Plan agreements offering coverage through December 31, 2019,

maintained the same charges as under the current term agreements (expiring December 31, 2018). He noted that the Public Safety Committee had concluded that the Town's participation in the AirMedCare Network program and the companion program for Town employees were benefits appreciated by the residents of the Town and the Town's employees and recommended that both programs be extended. He also reported that the Town's ordinance does not require competitive bidding for contracts under \$10,000. He noted that the definition of who was to be covered by the agreement still needed to be resolved. The Town Administrator asked councilmembers for additional comments, if any, on the agreement.

Councilman Gregg said that the Disaster Recovery Council was scheduled to have a planning session on November 28th for its January training program.

Councilmen Wells reported that the drainage area on Seabrook island Road had been reseeded and covered with rye. He noted that three floodgates were on order, and that all of the work on the initial stage of the road program would be completed by February 1st.

The Town Administrator introduced Heather Springs, who reported on the Town's effort to update its business license program. Ms. Springs noted that two hundred and two (202) letters had been sent to residents inquiring as to rental status. She also had acquired a list of suspect renters from the POA, which list went back for a three-year period. She had also reviewed the rental list on seabrookisland.com, and the Charleston County Tax records. Of the letters sent, seventy-two (72) property owners had moved, sixty-four (64) had responded that the owners were not currently renting, sixty-five (65) had not responded, nine (9) were undeliverable, and twelve (12) had renewed their business license prior to receipt of the letter. As a result of this effort, business licenses in class 7 had increased from three hundred and eighty-nine (389) in 2016 to four hundred and sixty-nine (469) in 2018, and year to date revenue for class 7 business licenses was over budget by \$52,256. The Town Administrator noted that in 2019 the Town will implement the STR Helper software facility to assist in finding unlicensed renters.

The Town Administrator provided an update on the status of the pre-litigation mediation.

The Town Administrator noted that the Town's agreement with Island Beach Services provides for an option on the part of the Town to renew at rates to be determined. Island Beach Services had provided alternative proposals: the first on same terms as 2018, a second at a \$4,600 increase over this year's fee, for sixteen (16) additional days. Both alternatives are within the anticipated budget amount. Council expressed a preference for the latter alternative.

The Town Administrator passed out drawings of the proposed storage cabinets for council chambers. The proposal included bi-fold doors and adjustable shelves. He noted that the Mayor had signed off on the quotation for the work, which is anticipated to be completed prior to the end of the year, and before the Town's Christmas party.

The Town Administrator made a report on the upgrade of wifi capability for town hall. He noted that the problem of connectivity was most noticeable in council chambers. Mariner Construction would install a Cat-5 cable as part of the cabinet upgrade in council chambers, with timing for the installation to be coordinated between the Town and VC3. The Town had received a quote from VC3 for \$2,261 for UPS and Networking with the anticipation that the work would be completed in December. In response to a question from Councilman Gregg, the Town Administrator said that the upgrade would address the connectivity problem in the conference room as well. The Town Administrator said that he had looked at an option to boost connectivity in the hallway, but VC3 said the planned upgrade should address the issue.

The Town Administrator reported on a number of proposed ordinances.

He noted that Ordinance 2018-10 had been reviewed and approved by the Planning Commissions, which amends the Development Standards Ordinance and would be put on the agenda for the November meeting for second reading.

Proposed Ordinance 2018-11 has had first reading at the October Town Council meeting and is intended to amend, among other things, the public notice requirements for amendments to the Development Standards Ordinance and the Official District Map of the Town; notification of interested parties; notification of adjacent property owners to provide that the required notice would be provided by the Town, and not the applicant property owner. The Mayor suggested minor language changes to the ordinance.

The Town Administrator reviewed proposed Ordinance 2018-12, which is scheduled for second reading at the November Town Council meeting and adopts an updated version of the "Town of Seabrook Island Employee Handbook" establishes general personnel policies and procedures for the Town and its employees. The Mayor asked how the Town would formally notify employees of the significant changes reflected in the revised handbook. The Town Administrator noted that each employee would be required to sign a statement acknowledging receipt of the revised handbook.

The Town Administrator also reviewed proposed Ordinance 2018-13 which is scheduled for first reading at the November Town Council meeting and amends the Development Standards Ordinance so as to increase the validity of the SC DHEC-OCRM critical line certification from three years to five years.

The Town Administrator noted that the Town's budget ordinance, Ordinance 2018-14 will have first reading at the November Town Council meeting, a public hearing immediately prior to the December Town Council meeting and second reading at the December meeting.

There being no further business, the meeting adjourned at 3:35 p.m.



Town Clerk

Approved: November 27, 2018