

TOWN OF SEABROOK ISLAND
Town Council Meeting
January 26, 2021, at 2:30 p.m.

MINUTES

The January 26, 2021 Town Council meeting was conducted as a video conference using Zoom and was simultaneously made available to the public via YouTube live stream and by conference call, all in keeping with practices adopted to address the ongoing coronavirus pandemic. Mayor Gregg, Councilmembers Crane, Finke, Fox and Goldstein, Town Administrator Cronin and Town Clerk Allbritton participated in the meeting. Mayor Gregg called the meeting to order. The Town Clerk confirmed that notice of the meeting was properly posted, and the requirements of the SC Freedom of Information Act had been met.

Minutes:

The following minutes were unanimously approved as written:

- Town Council Special Meeting of December 8, 2020
- Town Council Meeting of December 15, 2020
- Ways & Means Committee Meeting of January 12, 2021

Financials:

Mayor Gregg reported that the total fund balance for the period ending December 31, 2020 was \$5,608,670, about \$453,218 more than the balance for the same period in 2019. Unrestricted revenue for December totaled \$284,579. Unrestricted revenue for the year, as of December 31, totaled \$1,412,780, representing about 117% of the 2020 amended annual budget, and was about \$153,754 less than revenue in the same period in 2019. Expenditures for December totaled \$110,192 and expenditures for the year, as of December 31, totaled \$903,787, representing about 75% of the 2020 amended annual budget. Expenditures for the year were about 303,783 less than expenditures in the same period in 2019, due primarily to there being no expenditures for the roadway project in 2020 and capital expenditures being about \$62,193 less than in 2019 and about \$90,398 less in engineering charges compared to 2019. Excess of expenditures over revenues was \$174,387 for December and the excess of revenues over expenditures was about \$508,993 for the year, as of December 31, compared to about \$331,965 for 2019.

Citizens/Guests Presentations, Comments:

The Mayor gave instructions for how meeting participants could be recognized to give a comment. There were no comments and the meeting proceeded.

Reports of Standing Committees, Commissions, Boards:

Public Safety Committee – Skip Crane

Councilman Crane reported that the Public Safety Committee met on Monday, January 11, 2021. The Committee reviewed plans for the Disaster Recovery Council (DRC) exercise, which will be an earthquake scenario, that will be held January 27th. Scott Cave, the Town's consultant for emergency response planning, Town Administrator Cronin and Councilman Crane have conducted a test to make sure ZOOM would be able to support the breakout sessions for the DRC exercise.

The Town Administrator reviewed the following items that were relevant to the Public Safety Committee:

- The Seabrook Island Crosswalk Improvements
- The implementation of Ordinance 2020-14, the Short-Term Rental Ordinance
- The 2021 PGA Championship Temporary Encroachment Permit for off-site parking

The next Public Safety meeting is scheduled for February 8, 2021.

Mayor Gregg stated that he had received a comment from a resident concerning unleashed dogs on the pedestrian pathway and asked the Public Safety Committee to investigate the inquiry.

Public Relations/Communications – Pat Fox

Councilwoman Fox reported that a successful radio test was held on January 17th. She also reported that the Town had run several pieces on Tidelines recently and commented that the piece relating to the proposed changes to Charleston County's Zoning & Land Development Regulation Ordinance got 218 hits.

Special Projects/Beach Administration – Barry Goldstein

Councilman Goldstein expressed his frustration that he and the Town Administrator are still waiting on the reports from ESP Associates pertaining to the roadway and flooding along the bike path. He stressed the importance of Council deciding whether they would like to raise the roadway or to just pave it, as it is, before MUSC has plans for their medical facility.

Beach Administration/Community and Government Relations – Jeri Finke

- **Dolphin Education Program** – Councilwoman Finke reported that Lauren Rust, Lowcountry Marine Mammal Network, is excited that the Town will continue to fund the Dolphin Education Program in 2021. Councilwoman Finke added that she will contact Ms. Rust to see if she would like to draft an article to publish on Tidelines regarding the need for volunteers for the Dolphin Education Program.
- **Community Promotions Grant Program** – Councilwoman Finke had provided Council with the application and criteria for the Community Promotions Grant Program before the meeting. The grants are to be promoted within the Town and can range from \$250 to \$1,500. When the Program was last discussed, the applications were to be reviewed by an ad hoc committee made up of the Town Administrator, two councilmembers and two residents of the community. The deadline for receipt of applications and date to begin review of applications has not been set. Councilwoman Finke made a motion to approve the Community Promotions Grant Program as outlined in the material presented to Council. Councilman Crane seconded the motion. In answer to a question about whether the Grant would be a reimbursement grant, the Town Administrator stated that it did not have to be, but the recipient would have to show that the money had been spent on their project. In response to a comment about finding residents who would be willing to serve on the ad hoc committee, the Town Administrator responded that he had several applications for residents that were willing to serve on the Accommodations Tax Advisory Committee and they could be contacted to see if they were interested. The vote to approve the Community Promotions Grant Program as presented was unanimous.

Ways & Means – John Gregg

The Mayor reported that some of the topics addressed by the Town Administrator at the January Ways & Means Committee meeting were:

- Approval of SC CARES Act funding requests in the amount of \$27,307.41
- Substantial completion of repairs/improvements to the two crosswalks
- Expected issuance of RFP for beach patrol services
- Extension of business license due date to March 31 and revision of business license application form and preparation of required materials for short-term rentals
- Preparation of material and a pledge supporting cessation of use of SGA's which will be included in the business license renewal packet for pest control companies
- Receipt of Temporary Encroachment Permit application for the 2021 PGA Championship, which will be addressed by the Planning Commission

Mayor Gregg reported on the following topics at the January Ways & Means Committee meeting:

- January 11 incident involving an individual self-barricading inside a Seabrook Island residence
- Upcoming nomination of James Ferland for appointment to the Seabrook Island Utility Commission
- Inquiries and suggestions for COVID vaccination events

- Proposed changes to the Charleston County Zoning and Land Development Ordinance that included revisions to zoning that would affect Johns Island and Seabrook Island
- Receipt of a letter from a young girl pertaining to impacts of SGA's on the bobcat population.

Councilman Crane reported on the following items at the January Ways & Means Committee meeting:

- Disaster Recovery Council exercise, planned by the Public Safety Committee, based on an earthquake scenario, which will be held on January 27
- DSO Advisory Committee to meet January 28 to review the second draft of the revised Development Standards Ordinance

Councilwoman Finke reported, at the January Ways & Means Committee meeting, on:

- Community Promotions Grant Program material to be provided to Council for their review and approval at their January 26 Town Council meeting

Reports of Ad Hoc Committees:

Development Standards Ordinance Advisory Committee – Councilman Crane reported that the DSO Advisory Committee will meet on January 28 via teleconference. Since their meeting on November 19, 2020, members have been reviewing the draft of the revised DSO and have been submitting comments and suggestions. The next meeting will concentrate on reviewing items submitted by members of the committee.

Reports of Town Officers:

Mayor – John Gregg

- **Nomination for Appointments to Seabrook Island Utility Commission** – As a result of Tim Morawski's resignation, Mayor Gregg nominated James Ferland for appointment to the Seabrook Island Utility Commission to complete Mr. Morawski's term that will expire November 2025. The continuing members of the Utility Commission have expressed their support of Mr. Ferland's appointment. Councilwoman Finke made a motion to appoint James Ferland to the Seabrook Island Utility Commission. Councilman Crane seconded the motion and the vote to approve was unanimous. Mayor Gregg announced that James Ferland would be sworn in at the Town Hall on Friday, January 29, at 10:00 a.m.
- **Incident Report of Water Rescue** – Mayor Gregg reported that, on January 19, a woman was seen in the water in the vicinity of SIPOA's Boardwalk #9 and apparently was unable to resist the current. Calls for emergency response resulted in St. Johns Fire District Marine Unit launching into the water and dispatch of a Coast Guard helicopter. The Town's beach patrol provider, who was on patrol on Kiawah, launched a jet ski to offer assistance. The woman was assisted by a kayaker in the vicinity of St. Christopher Camp until the SJFD boat arrived. She was transported to a hospital for care.

Town Administrator/Zoning Administrator – Joe Cronin

- **SC Cares Grant Reimbursement** – Town Administrator Cronin reported that the Town had received a check for \$27,307.41 from the SC CARES Grant reimbursement. Of that total, \$21,105.20 will be deposited back into the Emergency Fund and \$6,202.21 will go back into the General Fund since this reimbursement was for paid leave, salary and related expenses.
- **Temporary Encroachment Permit** – The Town Administrator stated that a question was raised at the Planning Commission meeting on January 12 as to whether the PGA anticipates having a full crowd of spectators this year. The PGA representatives stated that nothing had been announced, but it is likely that the PGA Championship tournament will have reduced attendance. If this is the case, the traffic study numbers may decrease. The Temporary Encroachment Permit will be on the Planning Commission's February 12 agenda for review and approval.
- **2021 Business License Renewal Update** – Town Administrator Cronin reported he has just completed the business license application form and it will be posted on the Town's website. He is working on finalizing the short-term rental permit application and the Bobcat Pledge. Business license applications are expected to be mailed out within a week or so and the deadline for renewals will be March 31.

- **Beach Patrol Invitation for Bid-** Town Administrator Cronin stated that the Invitation for Bid is ready to go out for beach patrol services. In the 2021 contract, the schedule is the same as 2020, from April 1 to September 30. The 2021 contract will be for an initial two-year term with three one-year renewals for a total of five years. The service for up to six trash cans is also included in the 2021 contract. Councilwoman Finke questioned whether the Town would want to add the additional code enforcement services, which will be necessary for the short-term rental permits, on the same contract as beach patrol. The Town Administrator explained that the Mayor wanted to have code enforcement as a separate IFB since there might be more companies that would have expertise in that area that would not have expertise in services required for the Town's beach patrol.
- **Seabrook Island Road Traffic Signage Update** – Town Administrator Cronin reported that, since money has been budgeted in 2021 for maintenance and upgrades to Town signage, he has met with a representative from Sunburst Landscaping and they have inspected all Town signs along Seabrook Island Road and the pathway. Work on the signage is planned to take place in phases, with the first phase to include repairs to existing posts and backings of all signs. All signs will be repainted and most, if not all, sign faces will be replaced with signage that meets the Department of Transportation's specifications. In the next phase, probably later this year, the main Town sign and, possibly, the sign at Town Hall will be replaced. He added that he has also asked Sunburst Landscaping for a price to upgrade some of the landscaping in the spring. Councilman Crane commented that a few sections of the split rail fence either needed to be put back in place or replaced. The Town Administrator replied that Sunburst Landscaping will be giving him a cost on that also. Councilman Goldstein also asked whether barriers could be placed across from the Marina and Lulu's that would be effective to prevent people from driving on the grass there. The Town Administrator stated that a couple of options had been discussed but they had not come up with a good solution yet. For now, Sunburst will add addition fill and reseed in those areas. Town Administrator Cronin added that it would help if there was signage before the traffic circle indicating the outside lane only leads to Seabrook Island.
- **Tide Tables at the Town Hall** – The Town Administrator reported that the 2021 Tide Tables are available at the Town Hall and a notice will be sent out on Tidelines.

Town Council Members – See Above

Utility Commission: Annie Smith-Jones reported that the Utility Commission met on January 21, 2021. SIUC did not have a meeting in December since the 2021 budget was completed at their November meeting. The November financials showed that the net income was \$41,894. Except for irrigation, all revenue sources were above budget. After adjustments for capital projects and bond interest and principal, November showed a deficit of \$71,808. Year to date, there is a surplus of \$55,597 over budget. The Balance Sheet shows that available cash totals \$2,729,010. Ms. Smith-Jones reported that November billing was generated by the new application with minimal conversion issues. December financials were not available at the time of the last meeting.

For Sewer, for the month of November, effluent quality continued to meet all permit requirements. Daily average flows were 0.359 million gallons per day. For water distribution, SIUC delivered 21,851,519 gallons of water for November compared to 21,183,967 gallons last year.

A total of 133 new radio meters were installed.

For sewer, for the month of December, the effluent quality continued to meet all permit requirements. Daily average flow was 0.374 million gallons per day. For water, in December, SIUC delivered 21,625,430 gallons of water for the month compared to 17,902,620 gallons last year.

Ms. Smith-Jones reported that the three generators from FEMA have been ordered and the RFP contract for installation was signed. SIUC will also purchase a fourth generator. Ms. Smith-Jones stated that, if the electricity goes out, SIUC will then have ten generators to operate their system.

A developer for the Andell Property and a developer for the Marsh Walk Villa Property have contacted SIUC about service.

Petitions Received, Referred or Disposed of: None

Ordinances for Second Reading: None

Ordinances for First Reading: None

Emergency Ordinances:

- **Emergency Ordinance 2021-01:** An Emergency Ordinance to modify and extend the requirement relating to the wearing of face coverings at all business establishments within the town; to modify the requirements for certain businesses; to extend requirements related to social distancing and group congregations; to extend emergency provisions related to town meetings; to extend the prohibition on temporary use permits; to extend the expiration date for active building permits; and other matters related thereto.

Councilwoman Finke made a motion to approve Emergency Ordinance 2021-01 and Councilwoman Fox seconded the motion. Councilwoman Finke made a motion to strike Section 1(c)(5) from Emergency Ordinance 2021-01. She stated that we already have an exemption for wearing face coverings for medical reasons; but, if this section is included in the ordinance, no one exercising at the Lake House would have to wear a face covering. Councilwoman Finke stated that she believes this would be sending the wrong message since the Lake House (SIPOA) requires face coverings. Councilman Crane seconded the motion. Heather Paton, Executive Director of SIPOA, commented that the Property Owner's Association is participating in MUSC's Back2Business Program, which evaluates COVID safety measures such as occupancy limits, new facility access routines, sanitation, mask and temperature requirements, etc. and they are not recommending that they eliminate the mask requirement in the Fitness Center. The motion to delete Section 1(c)(5), which is the section which would eliminate the requirement for individuals engaged in strenuous activity to wear a face covering, carried by a vote of 4 to 1. Councilwoman Finke made a motion to approve the amended Emergency Ordinance 2021-01. Councilwoman Fox seconded the motion and the vote to approve was unanimous.

Miscellaneous Business: None

Citizens Comments: None

With there being no further business, the meeting was adjourned at 4:15 p.m.

Date: February 23, 2021



Town Clerk