

TOWN OF SEABROOK ISLAND
Town Council Meeting of February 26, 2019

MINUTES

After the pledge of allegiance, Mayor Ciancio called the February 26, 2019, Town Council meeting to order at 2:30 p.m. Councilmembers Crane, 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 Ways & Means Committee meeting minutes of January 15, the Public Hearing minutes of January 22, the Town Council meeting minutes of January 22, the Council Structure Committee meeting minutes of January 31, 2019, and the Ways & Means Committee minutes of February 19, 2019 were all unanimously approved as written.

Financials: Mayor Ciancio reported that, in 2019, the financials are being presented in a slightly different format than in the past. The total fund balances as of the end of January were \$4,973,144, which was \$276,786 more than for the same period last year and almost \$608,000 more than the same period two years ago, even though the Town has spent almost \$1,000,000 on the Seabrook Island Road drainage project over the last several years. Unrestricted Revenue for January totaled \$136,096, mostly made up of business license taxes which totaled \$124,069. Expenses for January totaled \$53,100. The excess of Unrestricted Revenue over Expenses for the month was \$82,985.83.

Town Administrator Cronin explained that the way the financials are being presented in 2019 has been simplified. Instead of showing a monthly assumption for each income or expenditure line item, the financials will show the percentage of the annual budget that has been collected or spent. In January, we could assume that, on average, about 8.3% of the annual budget will be received as revenue or spent. If there is a significant difference, an explanation can be given. Business License income shows up in the January financials as 36.5% of the annual budget and this is because most of that income is taken in during the first quarter of the year. Emergency Preparedness expenditures show up as 10.8% of the annual budget because the DRC training and exercise takes place in January every year. The numbers from one year ago will still be shown so that you can compare the current year with the past year.

Citizens/Guests Presentations, Comments: None

Reports of Standing Committees, Commissions, Boards:

Public Safety/Club Long Range Planning Committee – Councilman Gregg

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

Public Safety Committee – The Town's Public Safety Committee met on February 11, 2019. At that meeting, the Committee considered a revised form for the volunteer sign-up and the winter storm preparedness article that had been submitted for publication to Tidelines. The Committee also began review of draft revisions of the Town's Comprehensive Emergency Plan resulting from the recent Disaster Recovery Council sessions, the winter storm after action review, the January 2018 hurricane training and exercise, the June 2018 earthquake exercise and the January winter storm training and exercise. The Committee will continue its review of proposed changes at their March 11th meeting.

Request for Public Assistance (Hurricane Florence) – Councilman Gregg reported that the Town received a check for \$21,443.96 as FEMA's share (75%) of approved costs incurred by the Town as a result of Hurricane Florence. The Town has issued a check to the Seabrook Island Utility Commission for \$9,723.05 for its share of the costs reimbursed by the FEMA payment.

Public Relations/Communications – Councilman Crane

Communications – Councilman Crane reported that the Communications Committee met on February 22 and reviewed the status of the Town’s new website and an “editorial policy” addressing prospective posts on social media. Work remaining to be done on the Town’s website mostly deals with updating the content for three areas – “About”, “Town Government” and “Town Services”. Work on the website is estimated to be completed by the end of March. The Committee is coming up with guidelines for persons wishing to make posts and is hoping to have the first draft ready by the end of April.

HAM Radios – Councilman Crane commented that the programming of the new HAM radios was postponed but has been rescheduled for Thursday, February 28th.

Special Projects/Beach Administration – Councilman Wells

Update on Gateway Improvement Program – Councilman Wells reported that, in the Spring of 2016, the Town began the Gateway Improvement Program which was estimated to take two to three years to address drainage and upgrades to signage and landscaping on Seabrook Island Road from the traffic circle to the security gate. Triad Construction was selected after the RFP was issued to perform the storm drainage work. The original contract was modified after OCRM approved the installation of four flapper gates. The total contract to date is \$561,773 and the final walk through will probably take place in the next couple of weeks. Flooding on the roadway after heavy rainfall remains a problem but ESP Associates is now working toward a solution by assessing the stormwater drainage work as well as signage and landscaping.

Update on Dolphin Education Program for 2019 – Councilman Wells reported that the first meeting with Lowcountry Marine Mammal Network regarding the Dolphin Education Program will take place in March or April.

Community and Government Relations - Councilmember Finke - Absent

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 –

Transfer of Funds to Emergency Reserve Fund – Mayor Ciancio stated that the Emergency Reserve Fund balance, as of the end of 2018, was \$1,861,670.12. This fund balance has been set aside to pay for expenses incurred as the result of an emergency, such as a hurricane. The Mayor stated that he would like to transfer \$138,329.88 from the General Fund to the Emergency Reserve Fund to make the fund balance \$2,000,000. Councilman Gregg made a motion to transfer \$138,329.88 from the General Fund to the Emergency Reserve Fund to make the balance \$2,000,000. Councilman Crane seconded the motion and the vote to approve was unanimous.

Retention of Auditor for 2018 – Mayor Ciancio stated that Council had allocated funds in the 2019 budget to hire a new auditing firm effective for the 2018 audit. The Mayor remarked that Council was pleased with the current auditor – Glaser & Company – but thought, as a matter of good governance, it would be appropriate to change auditors on a periodic basis. Council was recently informed that the Utility Commission is required to file a copy of the 2018 audit with the trustee of its outstanding bonds by June 30 and this deadline might be difficult to meet if a new auditor were engaged at this point. Accordingly, Glaser & Company has agreed to conduct the 2018 audit on the same terms as last year. An RFP for auditing service will be issued later this year so that a firm can be chosen by the end of the year so that the 2019 audit can be completed on a timely basis. Councilman Gregg made a motion to approve the appointment of Glaser & Company to perform the Town’s 2018 audit on the terms and conditions as approved for the previous year. Councilman Crane seconded the motion and the vote to approve was unanimous.

Town Administrator –

Beach Patrol Update – Resolutions to appoint IBS employees as Code Enforcement Officers – Town Administrator Cronin stated that Island Beach Services, LLC (IBS) will again provide beach patrol services for the Town in 2019 and the contract for 2018 has been extended by mutual agreement for one-year. The total number of days in which beach patrol officers will be on the beach will increase from 157 to 173 in 2019. Town Administrator Cronin reported that Island Beach Services will begin working March 9th and will work 7 additional weekend days in March and 9 additional weekend days beginning September 6th. Daily beach patrol will begin on March 31st and will continue through September 3rd. The number of personnel and number of vehicles used may vary but there must be at least one Code Enforcement Officer for the Town on duty on all shifts. Eleven IBS employees, eight of which were appointed as Code Enforcement Officers in 2018, are being recommended for reappointment in 2019 for a term to expire at the earliest of the following dates: (1) on December 31, 2019; (2) the termination of the contract between the Town and IBS; or (3) at such time as the individual is no longer employed by IBS for the provision of beach patrol services in the Town of Seabrook Island. A resolution has been prepared to appoint and commission each one as a Code Enforcement Office for the Town – Craig Bachman, Noah Butler, Jed Christoph, Robert Edgerton, Tucker Hamilton, Luke Meier, Sam Parks, Jacob Peller, Michael Sosnowski, Malek Varner and Max Wilson. Councilman Gregg made a motion to approve Resolutions 2019-01 through 2019-11 to appoint the 11 IBS employees as Code Enforcement Officers. Councilman Wells seconded the motion and the vote to approve was unanimous.

Request to approve an agreement with the Lowcountry Marine Mammal Network (LMMN) for operation of the 2019 Dolphin Education Program – This is a request to renew the agreement with LMMN to operate and manage the Dolphin Education Program that began in 2018. A few minor changes have been made to the prior year's agreement and the 2019 agreement was included in Council packets. Councilman Wells made a motion to approve the 2019 agreement with LMMN for operation of the Dolphin Education Program in the form as presented to Council. Councilman Gregg seconded the motion and the vote to approve was unanimous.

Request to authorize the sale of a surplus 2008 Jeep Wrangler to the highest responsive bidder – The Town Administrator reported that an invitation to bid on the Town's 2008 Jeep Wrangler, which Council had declared as surplus property at the January Town Council meeting, was prepared on January 28 and was advertised in the Post & Courier, sent to Tidelines, flyers placed on the bulletin board and at the front desk at Town Hall, on the Town website, Facebook Page & Twitter Page, and online ads on Facebook Market Place and Craig's List. The deadline to submit a sealed bid was Friday, February 22, at 2 p.m. The 32 bids ranged from \$6,500 to \$600. Five unresponsive bids were also received, 4 of which were sent by mail and not received by the deadline. A summary of bids was included in Council packets. Councilman Gregg made a motion to authorize the sale of the Town's 2008 Jeep Wrangler to the highest responsive bidder as specified on the list provided to Council beginning with the top bidder and proceeding to the next bidder until the sale is completed as specified in the ad. Councilman Crane seconded the motion and the vote to approve was unanimous.

Request to authorize the purchase of a new 4x4 pickup truck to replace the 2008 Jeep Wrangler – Town Administrator Cronin stated that there are two compact and intermediate pickup trucks that are on the State Contract. The updated State Contract does not offer the 4x4 option for the Nissan Frontier, but it does have the Chevrolet Colorado, which is the next version that meets the Town's requirements. The base cost is \$22,967 and, when other needed options are added, would total \$29,727 plus registration fees and taxes. The cut-off date on the State Contract for the Chevrolet Colorado for the 2019 year is April 25. The Town Administrator added that the Town also budgeted to replace the Chevy Tahoe and there is a Tahoe on the State Contract at a cost of \$35,057 and, when other needed options are added, would total \$40,522. The cut-off date on the State Contract for this vehicle is March 20, which would be before our next Town Council meeting. The two vehicles would be slightly over the amount budgeted but, the winch could be left off the Tahoe and an after-market winch could be obtained. Council seemed to agree that it would be better to have a winch on the Chevy Colorado than on the Tahoe. Councilman Wells also suggested after-market undercoating would be beneficial if the vehicle is to be driven on the beach. Councilman Gregg made a motion to purchase a Chevrolet Colorado, at a price not to exceed \$29,727 plus any additional registration fee and taxes, and give the Town Administrator authority to reach out to at least three local

Chevy dealerships to see if they will beat the State Contract price in order to avoid delivery charges or having to pick up the vehicle in Columbia. Councilman Wells seconded the motion and the vote to approve was unanimous. Councilman Gregg made a motion to approve the purchase of a Chevy Tahoe at a price no higher than the State Contract of \$40,522 plus registration fee and taxes. Councilman Crane seconded the motion and the vote to approve was unanimous. Town Administrator Cronin stated that, either at the March or April Town Council meeting, he would ask Council to declare the 2002 Chevy Tahoe as surplus property. The timing would be determined by the delivery date of the new Tahoe.

Town Council Members – See Above

Utility Commission – Commissioner Morawski reported that the Utility had a DHEC inspection recently and no problems were found. In January, water sales were down by 33% compared to January of 2018 and 16% from December 2018, which was probably due to a lot of rain. The Utility sold 88% of water purchased in January. For the same period in 2018, 99% was sold. Financials for January showed a loss of \$9,000, which was about \$2,000 more than expected. A contract has been signed for a new engineering study to be undertaken to look at the entire service area that the Utility Commission is responsible for serving for wastewater collection. The Utility has recently purchased two new pickup trucks to replace two 23-year old trucks at a cost of \$24,000 each. The Utility has also received an announcement from the State saying that insurance premiums are being increased about 25%, which means about a \$5,000 or \$6,000 increase.

Petitions Received, Referred or Disposed of: None

Ordinances for First Reading:

Mayor Ciancio stated that each property that is being rezoned in Ordinance 2019-01, Ordinance 2019-02 and 2019-03 has been purchased by Greenspace and turned over to the Seabrook Island Property Owners Association, who is the applicant for the zoning change. The Planning Commission has recommended the change of zoning on each property.

- **Ordinance 2019-01:** An ordinance amending the Zoning Map of the Town of Seabrook Island so as to change the zoning designation for Charleston County Tax Map Number 149-13-00-008, containing approximately 0.49 +/- acres located at 1146 Ocean Forest Lane, from the SR Single-Family Residential District to the AGC Agricultural-Conservation District – Councilman Gregg moved to approve Ordinance 2019-01, to rezone 1146 Ocean Forest Lane from Single-Family Residential District to the Agricultural-Conservation District. Councilmen Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2019-02:** An ordinance amending the Zoning Map of the Town of Seabrook Island so as to change the zoning designation for Charleston County Tax Map Number 149-06-00-041, containing approximately 0.31 +/- acres located at 2906 Seabrook Island Road, from the SR Single-Family Residential District to the AGC Agricultural-Conservation District – Councilman Gregg moved to approve Ordinance 2019-02, to rezone 2906 Seabrook Island Road from Single-Family Residential District to the Agricultural-Conservation District. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2019-03:** An ordinance amending the Zoning Map of the Town of Seabrook Island so as to change the zoning designation for Charleston County Tax Map Number 147-12-00-068, containing approximately 0.83 +/- acres located at 2326 Cat Tail Pond Road, from the SR Single-Family Residential District to the AGC Agricultural-Conservation District – Councilman Gregg made a motion to approve Ordinance 2019-03, to rezone 2326 Cat Tail Pond Road from the Single-Family Residential District to the Agricultural-Conservation District. Councilman Crane seconded the motion and the vote to approve was unanimous.

Ordinances for Second Reading: None

Miscellaneous Business: None

Citizens Comments:

Dale Leibach, a Seabrook Island property owner, presented a petition to Town Council signed by approximately 100 residents and property owners regarding the Town's leash laws. Mr. Leibach read the letter as submitted to Council. The letter suggested changes in the number of months that would be considered "summer" and changes in the hours that dogs could be off lead. Mayor Ciancio stated that the minutes should reflect that the petition has been received and will be considered by Council. Another resident asked that the Designated Area for dogs be checked as he does not think it is as large as specified in the ordinance. Councilman Wells stated that he would check into it.

Doug James, from Osprey Construction, attended the Town Council meeting to represent his client, Mr. Matney, who owns 1126 Ocean Forest Lane. Mr. James has been in the process of renovating the property for Mr. Matney for the past 1-1/2 years, since Mr. Matney purchased the property that had been abandoned. The Town had an agreement with Mr. Matney that specified March 14, 2019 as the date the renovation was to be completed. Mr. James stated that the exterior work is finished but he needs another 30 days to finish the interior work. Mayor Ciancio stated that he had contacted the Town Attorney to prepare a written extension of the agreement and that the Letter of Credit must be extended. This item will be on the March Town Council agenda for retroactive approval.

The meeting was adjourned at 3:35 p.m.



Date: March 26, 2019

Town Clerk

