

**TOWN OF SEABROOK ISLAND**  
**Town Council Meeting of May 22, 2018**

**MINUTES**

After the pledge of allegiance, Mayor Pro Tem Gregg called the May 22, 2018, Town Council meeting to order at 2:30 p.m. Councilmen Crane 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 Public Hearing of April 24, 2018, the Town Council meeting of April 24, 2018, and the Ways & Means Committee meeting of May 15, 2018, were each unanimously approved as written.

**Financials:** Mayor Pro Tem Gregg reported that unrestricted revenues for the month of April were \$140,827. Revenues for the month exceeded budget by \$73,770, primarily due to greater than budgeted licensing fees, receipt of a distribution from the Municipal Association of SC and receipt of franchise fees. Unrestricted revenues for the year, excluding the special projects transfer, were \$448,865 and exceeded budget by \$126,518.

Expenditures for the month of April were \$61,422 and were under budget by \$45,900. For the year to date, expenditures were \$224,252 and were under budget by \$205,842 primarily due to delays of budgeted expenditures for the roadway project.

For the month, revenues exceeded expenditures by approximately \$80,000; and, for the year to date, revenues have exceeded expenditures by about \$525,000.

**Citizens/Guests Presentations, Comments:** None

**Reports of Standing Committees, Commissions, Boards:**

**Club Long Range Planning Committee** – Mayor Pro Tem Gregg reported that the Seabrook Island Club's Long Range Planning Committee met May 18. The Committee began considering action items for preparation of the 2019 Strategic Plan. They also discussed threats for consideration in strategic planning – retention of Club members, increased incidence of flooding with sea level rise, etc. Their next meeting will be held on June 8.

**Public Safety Committee** – The Town's Public Safety Committee met on May 14. The Committee reviewed a guide for evaluation of bids received in response to the Town's request for proposal for a stand-by contract for debris management services. The Committee will meet Wednesday, May 30, at 10 a.m. to review and consolidate the individual member's evaluations of the five bids received by the Town. The next regular meeting of the Committee was scheduled for Monday, June 11, at 10:00 a.m.

**Disaster Recovery Council** – The Disaster Recovery Council held a planning session on May 7 to identify subjects to be included in the June training and exercise sessions scheduled for June 5 and 6. The exercise will be based on an earthquake scenario and the Town will participate in the Charleston County Emergency Management Department exercise on June 6.

**Disaster Awareness Day** – Mayor Pro Tem Gregg confirmed that Disaster Awareness Day, which is jointly sponsored by the Towns of Kiawah and Seabrook Island, will be held at the Kiawah Town Hall on Wednesday, June 13, from 2:00 p.m. to 4:00 p.m., followed by a wine reception. Consistent with prior contributions, Mayor Pro Tem Gregg moved for the Town to make a contribution of \$1,500 as its share of costs for the 2018 event. This amount will be charged against the Town's emergency preparedness budget. Councilman Wells seconded the motion and the vote to approve was unanimous.

**Request for Public Assistance** – Mayor Pro Tem Gregg received notification from FEMA on May 22 that on the Town’s request for public assistance, which was submitted due to costs incurred as a result of Hurricane Irma, the “project” for disaster debris removal was available for sign-off by the Town. After review, the project was signed and submitted back to FEMA. The next step is for FEMA to announce its approval of the grant for that project. The second project, which is pending, is for “emergency protective measures” and would include costs incurred by the Seabrook Island Utility for rental of emergency generators and for the Town to pay for installation and removal of storm panels and for evacuation of Town officials.

**Public Relations/Communications –**

**Communications Committee** – Councilman Crane reported that social media content continues to be updated according to the schedule reviewed by the Communications Committee. As discussed at the Ways & Means Committee meeting, the Town will begin posting ordinances on the website after first and second reading. When the new website is operational, comments can be made online after the ordinance has first reading. These comments will be read but the originator of the email will not necessarily receive a reply from the Town. The next Committee meeting is scheduled for May 24.

**Website** – Councilman Crane reported that the Town is currently revising the Town website to simplify navigation and improve the look. Council has already provided feedback on the draft layout and local photographers have been asked to submit photos that can be used. Councilman Crane stressed the need for the website to show up the same on a desktop, mobile phone, tablet, etc.

**Emergency Planning and Communication Devices** – Councilman Crane and Town Administrator Cronin are in the process of testing emergency communication devices and batteries that could be needed by Council in an emergency situation. Mayor Pro Tem Gregg commented that the weak signals received back on the ham radios might need to be investigated further. At one time, it was thought that interference might be caused by LED lights at the Town Hall.

**Special Projects/Beach Administration –**

**Lowcountry Marine Mammal Network Agreement** – Councilman Wells reported that originally there had been approximately 25 people that were interested in volunteering for the mammal education effort but that number has dwindled to about 10 active members. Currently, the volunteers have to walk down to the inlet and are scheduled to serve (collecting data and providing educational information) about 4 hours between 8 a.m. and 6 p.m. Changes may be made to volunteer scheduling in order to try to recruit more volunteers.

**Seabrook Island Road Improvements Update** – Since Councilman Wells had been out of town, he deferred to the Town Administrator to report on the award of the contract for the roadway project.

**Community and Government Relations:** No Report

**Ways & Means** – No Report

**Planning Commission** – No Report

**Board of Zoning Appeals** – No Report

**Reports of Ad Hoc Committee:**

Councilman Gregg reported that, in January, Mayor Ciancio established an *ad hoc* committee, consisting of Councilmen Crane and Gregg and Town Administrator Cronin, to review and update the Town’s Employee Information Packet. At the end of April, the committee forwarded proposed revisions to the Town Attorney for legal review and his comments. Once the Committee has counsel’s changes and suggestions, a proposed draft document will be provided to Town Council.

**Reports of Town Officers:**

**Mayor – No Report**

**Town Administrator –**

**Approve Awarding of Contract to Triad Engineering and Contracting Co. in the Amount of \$461,800.00 for the Seabrook Island Road CIPP Culvert Lining, Culvert Replacement and Tide Gate Replacement Project** – Town Administrator Cronin reported that a request for bids was advertised by the Town’s engineering consultant, G. Robert George & Associates (GRGA), on March 25, 2018. Potential bidders were to obtain a set of bid specifications and drawings and attend a mandatory pre-bid conference on Thursday, April 10, 2018, at 2:00 p.m. Three bids were received by the Town and opened during the public bid opening on April 26, 2018, at 2:00 p.m.:

Quality Enterprises	\$209,905.55
Triad Engineering & Contracting Co.	\$461,800.00
Anson Construction	\$508,428.00

Following the bid opening, GRGA notified Quality Enterprises (QE) that they were the apparent low bidder. Given the variation in the QE bid compared to the other two bids, QE was asked to verify the accuracy of their bid. Since there were multiple omissions from QE’s bid, they asked to withdraw from the bidding process. A decision was made to allow QE to withdraw their bid and to move on to the next lowest bidder, Triad Engineering & Contracting Co. Town Administrator Cronin asked Council to approve awarding the contract, in the amount of \$461,800.00 to Triad Engineering & Contracting Co. Councilman Wells made a motion to award the contract to Triad Engineering & Contracting Co. and to authorize the Mayor or Mayor Pro Tem to execute the contract on behalf of the Town of Seabrook Island. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Request to Approve an Intergovernmental Agreement with Charleston County for Services Related to the 10-Year Update of the Town’s Comprehensive Plan** – Town Administrator Cronin reported that the Town’s Comprehensive Plan must be updated at least every 10 years according to the South Carolina Local Government Comprehensive Planning Enabling Act of 1994. The Charleston County Planning Department has agreed to assist the Town with this update at no cost, other than direct costs, such as mailing, printing, etc. Once the Seabrook Island Planning Commission has the updated version of the Comprehensive Plan, they will recommend adoption by Town Council. The project will begin in June 2018 and should be completed by May 2019. Councilman Crane made a motion to approve the intergovernmental contract with the Charleston County Planning Department for the purpose of completing a 10-year update to the Town’s Comprehensive Plan. Councilman Wells seconded the motion and the vote to approve was unanimous.

**Beach Patrol Update** – Town Administrator Cronin stated that a copy of the latest beach patrol report is included in Council packets. This report indicates that there have been 26 violations of the leash law, 27 violations for glass on the beach and 2 beached vessels from April 1 through May 12, 2018. The Town Administrator also reported that he had received a report last week that a pit bull had attacked another dog on the beach and the incident was referred to the Charleston County Sheriff’s office. Mr. Cronin reminded everyone that leash requirements had changed May 1. In the “designated area,” dogs can be off lead from May 1 through October 31 prior to 10:00 a.m. and after 5:00 p.m.; and, in other areas, dogs must be on lead at all times from May 1 through October 31.

**Technology Update** – Town Administrator Cronin reported that the Town has just signed a new contract with VC-3 to change to a new Virtual Office Assistant environment, from Citrix-VPN to OFFICE 365. The Town will continue with the VOIP telephone system but will have a different provider. The iPads, currently used by Council, will also be upgraded to Surface tablets. The Town is in the process of upgrading bandwidth by their internet provider from 50 Mb/sec to 150 Mb/sec.

**Town Council Members** – See Above

**Utility Commission** – Chairman Jim Bannwart reported that operations for the month of April were normal. The Utility processed 392,000 gallons of wastewater per day, which is an increase of about 15,000 gallons per day from the same period last year. From a financial standpoint, the Utility was \$14,000 in the red for the month of April but \$25,000 on the positive side for the year through April. Chairman Bannwart stated that the Commission is still waiting for a response from DHEC on their request for capacity adjustment. The Utility Commission has a 5-year permit for water withdrawal from their deep well that is up for renewal. Previously, the Commission has been authorized 258,000,000 gallons per year but DHEC is now proposing this be dropped to 115,000,000 gallons per year. Chairman Bannwart reported that the Utility Commission is in the final round of negotiations regarding the Berger/Hawthorne Services management contract.

**Petitions Received, Referred or Disposed of:** None

**Ordinances for First Reading:** None

**Ordinances for Second Reading:**

- **Ordinance 2018-04**, An Ordinance to Amend the Town Code for the Town of Seabrook Island, South Carolina; Chapter 8, Businesses and Business Regulations; Article II, License; Section 8-30, Display and Transfer; so as to Require all Owners or Agents Placing Commercial Advertisements Offering a Residential Unit in the Town of Seabrook Island for Rent or Lease to Clearly Display the Current Business License Number for that Residential Unit in the Text of Such Advertisement – Mayor Pro Tem Gregg stated that the intention of this ordinance is to address the Town’s concern that a good many property owners rent their properties but do not obtain a business license. According to Ordinance 2018-04, the owners or agents, who intend to rent properties, will be required to include their current business license number in the text of their advertisements for rental units. Mayor Pro Tem Gregg made a motion to approve Ordinance 2018-04 on second reading. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2018-05**, An Ordinance Amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 24, Streets, Sidewalks and Other Public Property; so as to Amend Article I, in General; Article II, Permits for Parades and Public Assemblies; and to Add a New Article, to be Called Article III, Town Hall – Mayor Pro Tem Gregg explained that the Town’s current ordinance did not adequately address the use of Town Hall and the grounds and this ordinance will improve the regulation of the use of property owned by the Town. The “Policy Regarding the Temporary Rental and Use of the Town Hall” will be adopted by resolution so that changes can be made by resolution in the future. Town Administrator Cronin reviewed the general requirements for rental of the Town Hall – including the approval of reservation requests, when the Town Hall/grounds would be available for rent and who would be eligible to rent the facilities. The rental policies – including maximum occupancy, loss or damage to any Town facility, consumption of alcohol on the property, etc. – and rental fees for inside and outside activities were also reviewed. Councilwoman Finke questioned limiting the number of people allowed in Council Chambers to 50 people and suggested that the number of people allowed by the Fire Marshall be used as the maximum for Council Chambers and the Conference Room. After lengthy discussion of the “Policy Regarding the Temporary Rental and Use of the Town Hall” (Exhibit A to Resolution 2018-07), it was decided to adopt the Ordinance and Resolution/Policy separately. Councilwoman Finke moved to adopt Ordinance 2018-05 on second reading as presented. Councilman Wells seconded the motion and the vote to approve was unanimous. Mayor Pro Tem Gregg asked if there was a motion to approve Resolution 2018-07 with the Policy as presented. There was no motion. Councilman Crane moved to table the Resolution, containing the Policy, for further review. Councilwoman Finke seconded the motion and the vote was unanimous. Upon questioning what would happen if someone applied to rent the Town Hall before the June Town Council meeting when the Resolution could be approved, Mayor Pro Tem suggested that Council approve the Policy with the amendments discussed pertaining to the maximum occupancy of the Council Chambers and Conference Room. Councilwoman Finke made a motion to approve Resolution 2018-07 and the Policy Regarding the Temporary Rental and Use of the Town Hall once changes have been made to reflect the Fire Marshall’s recommendation

regarding maximum occupancy of the Council Chambers and Conference Room. Councilman Crane seconded the motion was approved with Councilmembers Gregg, Finke and Wells voting to approve and Councilman Crane opposed.

**Miscellaneous Business:** None

**Citizens Comments:** Comments were made by a resident regarding the rental ordinance and how the Town will enforce the requirement of a property owner/agent having their business license number on their ads for rental and what they will do about people that do not advertise to rent their property. Town Administrator Cronin explained that the ordinance was not adopted to find every person on Seabrook Island, who rented their property that did not have a business license, but to add another mechanism to help bring violators into compliance.

Another resident stressed the need to encourage everyone to use recyclable or biodegradable materials and expressed concern that there should be more trash receptacles on the beach so that beachgoers would be more inclined to pick up trash and dispose of it properly. In addition, the resident recommended that Town Council consider regulating use at the beach of plastic articles such as bags and straws in light of the hazard such items pose to marine life.

The meeting adjourned at 4:00 p.m.



Faye Allbritton, Town Clerk

Approved: June 26, 2018