

**TOWN OF SEABROOK ISLAND**  
**Town Council Meeting of November 19, 2019**

**MINUTES**

After the pledge of allegiance, Mayor Gregg called the November 19, 2019, Town Council meeting to order at 2:30 p.m. Councilmembers Crane, Finke, Fox and Goldstein and Town Clerk Allbritton attended the meeting. The meeting was properly posted, and the requirements of the SC Freedom of Information Act were met.

**Minutes:**

The Public Hearing Minutes of September 17, 2019, the Public Hearing Minutes of October 22, 2019, the Town Council Minutes of October 22, 2019 and the Ways & Means Minutes of November 12, 2019, were all unanimously approved as written.

**Financials:** Mayor Pro Tem Gregg reported that the total fund balance for the period ending October 30, 2019, was \$5,026,925.03, about \$136,400 more than the balance for the same period in 2018 and about \$382,500 more than for the same period in 2017. Unrestricted revenue for October totaled \$127,317.19 and unrestricted revenue for the year, excluding use of transfers from the 2018 year-end general fund balance, was \$1,243,277.99, representing about 65% of the 2019 annual budget. Expenditures for October totaled \$97,964.97 and expenditures for the year totaled \$1,026,225 representing about 53% of the 2019 annual budget. Excess of expenditures over revenues was \$29,352.22 for the month. When transfers from the 2018 year-end general fund balances are excluded, year to date excess of revenues over expenditure was about \$217,052.84 compared to \$279,705.47 for the same period in 2018. The reduced excess for the period year-over-year is primarily attributable to expenditures for the roadway project in 2019.

**Utility Commission:** Chairman Morawski reported that the Utility Commission's net income for the month of October was \$24,000 and for the year to date was \$172,000. Net cash flow for October was \$29,000 and for the year to date was \$129,000. Chairman Morawski stated that FEMA has denied the Utility Commission's application for grant funding to purchase generators. Mayor Gregg stated that the denial of grant funding had come up in a meeting that the Mayor and Tommy West had with representatives from FEMA and the SC Emergency Management Division recently. The representatives indicated they would look into the denial of grant funding since generator rental has been an ongoing expense for the Utility Commission for the last several years, due to hurricanes, and these charges are filed for reimbursement from FEMA and the State. Councilmember Finke suggested that the Town could approach their congressman to see if they could be of any help.

Mayor Gregg, at this point, introduced the two new councilmembers that were elected in the November election – Pat Fox and Barry Goldstein – and thanked them for their service to the Town.

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

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

**Public Safety/Club Long Range Planning Committee** – Councilman Crane

**Public Safety Committee** – Councilman Crane reported that the Public Safety Committee met Tuesday, November 12. Mayor Gregg, who was the councilmember that had previously served on the Public Safety Committee and was chairman, nominated Councilman Crane as chairman and the committee members accepted the nomination. The committee members present all expressed willingness to serve another term. There is currently one open seat on the committee. The members discussed content for the emergency preparedness section of the website and decided to base the content on a brochure that had been prepared for CERT. It was decided that the Town Administrator would be asked to prepare a list of contracts coming up for renewal in 2020 with respect to emergency preparedness. Scott Cave will be contacted about scheduling a training exercise for the Disaster Recovery Council for early 2020. FEMA will be contacted to determine the protocol they will use with respect to acceptance of photos or other documentation for

documenting accumulated debris in lieu of having an onsite visit as part of their determination for possible reimbursement of expenses. The next meeting for the Public Safety Committee will be held on Monday, December 9, at 10:00 a.m.

**Public Relations/Communications** – Councilmember Fox reported that she had created a schedule for submissions to *The Seabrooker* for the “From Town Hall” articles that appear each month. The rotation includes articles from the Mayor, councilmembers and the Town Administrator. These articles must be submitted by the 15<sup>th</sup> of the month preceding the month the article will appear.

**Special Projects/Beach Administration** – No Report

**Community and Government Relations** – When Councilmember Finke questioned the Mayor about which councilmember would be responsible for the Dolphin Education Program, Mayor Gregg stated that he had not yet met with her or Barry and that the agenda just reflected how responsibilities were assigned by the previous Council. The Mayor stated that the Dolphin Education Program seemed to fit with her interest in environmental matters

**Ways & Means** – No Report

**Planning Commission** – No Report

**Board of Zoning Appeals** – No Report

**Reports of Ad Hoc Committees:**

**Development Standards Advisory Group** – Councilman Crane, who is chairman, reported that this group is made up of residents, representatives of the Board of Zoning Appeals and the Planning Commission, a representative of the Property Owners Association, the Town Administrator and a Town Council representative. The group has been working with Paul LeBlanc, from PLB Planning Group, to revise the Town’s Development Standards Ordinance. The group and Mr. LeBlanc met on two consecutive days in October to review seven proposed Articles from the DSO and will meet on November 20 and 21 to review five other Articles. The group meets on an “as needed” basis and the process will likely continue through most of the next year. Councilman Crane stated that he would report to Council on the group’s progress to date in December. Mayor Gregg remarked that this is an important undertaking and will not only address deficiencies in the way the document was crafted but will change the zoning structure going forward.

**Reports of Town Officers:**

**Mayor** –

**Nomination of Councilman Crane to Serve on Public Safety Committee** - Mayor Gregg nominated Councilman Crane as the member of Council to serve on the Town’s Public Safety Committee during his term in office. Councilmember Finke seconded the motion and the vote to approve was unanimous.

**Nomination of Councilmember Crane as Mayor Pro Tem** – Mayor Gregg proposed that Councilman Crane be elected by Council as Mayor Pro Tem for a term of one year. The vote to approve was unanimous.

**South Carolina Business license Reform Legislation** – Mayor Gregg stated that the Town has been asked to join with a group of beachfront South Carolina municipalities in opposing pending State legislation directed toward reforming the State’s regulation of business licensing practices (SC H4431). Business license revenue currently makes up 49% of the Town’s unrestricted revenue. Mayor Gregg commented that he had asked the Town Administrator to prepare a letter, for him to sign, expressing the Town’s opposition to this legislation. At the November Ways and Means Committee meeting, Council also recommended that the Town’s State legislative delegation, Senator Campsen and Representative McCoy, be informed of the Town’s opposition to this legislation and the Mayor agreed to contact them.

**Motion to Approve Hiring another Part-Time Code Enforcement Officer** – Mayor Gregg stated that an inquiry from the Seabrook Island Property Owners Association concerning calls received by SIPOA security reporting violations of the revised beach ordinance provisions, pertaining to the presence of dogs on the beach, was also discussed at the Ways and Means Committee meeting. The questions posed by SIPOA were (1) how the Town would enforce the revised ordinance during the months before the Town’s beach patrol is active and (2) how the changes to the ordinance would be communicated to residents. Mayor

Gregg commented that the Town has excess funds budgeted for the current part-time code enforcement officer in 2019 making it possible to hire another part-time code enforcement person to work in the “off-season” until the beach patrol season starts. There are also enough funds in the 2020 budget for part-time code enforcement to hire another person for the period prior to the start of beach patrol service. Councilman Crane made a motion to hire a part-time code enforcement officer for the “off-season” not to exceed excess funds budgeted for code enforcement in 2019 and not to exceed funds projected for code enforcement for the relevant period in 2020. Councilmember Finke seconded the motion and the vote to approve was unanimous.

**Request Regarding Buffer Landscaping Along Old Drake Drive** – Mayor Gregg stated that a group of residents, who live on Old Drake Drive, have made a request to the Town, to the Seabrook Island Property Owners Association and to the Seabrook Island Club to address what they perceive as deterioration of buffer landscaping along Old Drake Drive in the vicinity of the Club maintenance center and the facilities of the Utility Commission. The request was received on November 18 and no response has been made to date.

#### **Town Administrator/Zoning Administrator**

Town Administrator Cronin was unable to attend the meeting due to a medical emergency and Mayor Gregg reported on Mr. Cronin’s items on the agenda.

**2020 AirMedCare Contract Renewal** – Mayor Gregg reported that the Town has a Municipal Site Plan agreement with AirMedCare Network, which provides that the affiliates of AirMedCare Network will accept as full payment the amount paid by insurance for transport, originating in Charleston County, of household members of residents and property owners. The Town also has a Census Plan agreement that covers Town Hall employees. The agreements are due for renewal at the beginning of the calendar year. The Town’s cost for the Municipal Site Plan is \$9,269 and \$225 for the Census Plan. Councilman Crane made a motion to approve renewal of the AirMedCare Municipal Site Plan and Census Plan agreements. Councilmember Finke seconded the motion and the vote to approve was unanimous.

**Review of ESP’s Conceptual Plan and Preliminary Cost Estimates for Improvements to the Town Hall Site** – Mayor Gregg welcomed Scott Ritchie and Chris Todd from ESP Associates, who presented information regarding conceptual drawings and cost estimates for potential drainage improvements to the Town Hall site and answer questions regarding the proposed improvements. Chris Todd stated that this work has been broken down into four options. The first would address the water that usually ponds on the side and toward the rear of Town Hall and a pond would be created to which water could drain. The second option would raise the access parking area and would include a concrete pad for a future garage location. Since some parking would be lost in doing option two, the third option would be to improve the parking on site. The last option would include improvement of the intersection at Landfall Way, which would include moving the driveway going into Town Hall to line up with Landfall Way. Scott Ritchie explained that the projects are broken down, with cost estimates for each, so that Council can decide what is more important to them and what would fit into their budget. The ESP representatives then answered questions from Council about the conceptual drawings.

**Report on the Senior Living Facility Meeting of November 14, 2019** – Mayor Gregg reported that he and a representative from the Reveer Group, the engineering firm serving as the Town’s consultant regarding traffic matters, and representatives of the parties involved in the development of the proposed senior living facility met on November 14. Town Administrator Cronin, who was on medical leave, participated by phone. The Town’s traffic consultant will take information that has been provided regarding the quantity, size and types of construction vehicles that will be used beginning with construction of the left-hand turn lane on Seabrook Island Road through completion of construction of the senior living facility to prepare a Traffic Impact Analysis. From this information, the consultant will develop a Temporary Traffic Control Plan that will establish measures to be taken during construction to promote safety and lessen negative impacts on local traffic. Construction on the facility will not begin until the left-hand turn lane is completed. All work on the turn lane will be done at night and, once work has begun, should be completed within three months. The Town Administrator will provide a document serving as an encroachment permit in accordance with the terms and conditions of the Settlement Agreement. It is

estimated that the left-hand turn lane will begin during the first quarter of 2020 and the estimate for completion of the facility, from the start of construction of the left-hand turn lane, is about three years.

**Report on Status of RFP for Audit Services** – Mayor Gregg reported that the Town and the Seabrook Island Utility Commission received five bids for audit services and the panel designated to review the bids have selected Mauldin & Jenkins as the preferred bidder. The price for the 2019 audit in Mauldin & Jenkins bid is below the amount budgeted in the Town’s 2020 budget. The Town Administrator will notify Mauldin & Jenkins that they have been selected and he will prepare an agreement for their engagement for an initial term of one year, with four possible one-year renewals, at agreed pricing. Once the agreement for engagement has been prepared, it will be presented to Town Council for approval. Approval of the agreement is expected to be on the December Town Council agenda.

**Town Council Members** – See Above

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

**Ordinances for First Reading:**

- **Ordinance 2019-12**, An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 32, Waterways and Beaches; Article II, Beachfront management; Division 1, Generally; Section 32-20, Plan Adopted; so as to adopt an updated Comprehensive Beach Management Plan for the Town of Seabrook Island – Mayor Gregg stated that the Town is required to have a beach management plan and this plan must be updated every five years. The proposed update, which is included in Council packets was prepared by Coastal Science & Engineering. The draft version of the beach management plan has been available on the Town’s website so that residents and property owners could review and comment. Councilman Crane made a motion to approve Ordinance 2019-12 on first reading. Councilmember Finke seconded the motion and the vote to approve was unanimous.

**Ordinances for Second Reading:** None

**Miscellaneous Business:** None

**Citizens Comments:**

In response to questions about SC Bill H.4431 from Gregg Bragg, a writer for the Island Connection, Mayor Gregg explained that it is difficult for the Town to overcome a loss in revenue because the Town does not currently levy a tax millage on property. In addition, state law currently limits a municipality’s ability to increase its millage rate. Under this bill, the business license fee would change from gross income to net income and the responsibility for collecting business licenses fees would be transferred to the Secretary of State. This office would deduct their administrative cost from revenue collected before remitting business license fees to the municipalities.

Frank Stare brought up his complaint about the landscape buffer on Old Drake Drive. Mayor Gregg stated that he thought the Utility Commission was supposed to be sending him a response to his complaint in writing. Mr. Stare also commented that a group of residents in the area had sent a letter to the Town, the Property Owners Association and the Seabrook Island Club requesting help in correcting landscaping deficiencies in the right of way between Old Drake Drive and the maintenance area.

There being no further business, the meeting was adjourned at 4:12 p.m.

Date: \_\_\_\_\_

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Town Clerk