

**TOWN OF SEABROOK ISLAND**  
**Town Council Meeting of December 18, 2018**

**MINUTES**

After the pledge of allegiance, Mayor Ciancio called the December 18, 2018, Town Council meeting to order at 2:30 p.m. Councilmembers Crane, Finke and Gregg, 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 Budget Workshop of November 13, 2018, the Public Hearing minutes of November 27, 2018, the Town Council minutes of November 27, 2018, and the Ways & Means Committee minutes of December 11, 2018, were each unanimously approved as written.

**Financials:** Mayor Ciancio reported that Unrestricted Revenues for the month of November were \$75,595 and were over budget by \$35,998 due to timing issues with checks from the State and class 8 business licenses. For the year to date, not including the \$300,000 transferred from the General Fund to pay for the Roadway Project, revenues totaled \$1,411,775. Expenditures for the month of November were \$378,708 and were over budget by \$94,600 primarily due to greater than anticipated expenses for work on the roadway project. Expenditures for the year to date were \$1,135,181 and were under budget by \$41,594. For November, Restricted Revenue Receipts totaled \$64,968 and expenditures toward the Restricted Fund Balances totaled \$21,586. Year to date, Restricted Revenue Receipts were \$183,565 and were over budget by \$50,952. Year to date, expenditures used toward Restricted Fund Balances were \$231,880 and over budget by \$18,430.

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

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

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

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

**Public Safety Committee –** The Town’s Public Safety Committee met on December 10, 2018. The Committee considered an action item for identifying individuals within the community with relevant experience and training for performing emergency response activities and a willingness to volunteer. The emergency response activities would include medical care, structural integrity assessment of buildings and equipment operation, such as all-terrain vehicles, tractors, and commercial kitchen equipment. An item to address a first meeting of the Disaster Recovery Council after a disaster event will be prepared and reviewed by the Public Safety Commission for addition to the Town’s Comprehensive Emergency Plan. The next Public Safety Committee meeting is scheduled for January 14, 2019.

**Request for Public Assistance (Hurricane Florence) –** Councilman Gregg reported that, on November 27 and December 12, the Town participated in FEMA’s Weekly Meetings via conference calls. Due to difficulties in being able to sign the Town’s “Damage Inventory” using the FEMA Grants Portal, the Program Delivery Manager will attend the December Weekly Meeting in person.

**Request for Site Visit for TDSR Sites –** On November 21, the Town received a request from the South Carolina Department of Health and Environmental Control to arrange site visits in January 2019 to the Town’s registered sites for temporary debris storage and reduction. The Town has scheduled site visits for January 9, 2019.

**Approval of Funding Agreement from SC Emergency Management Division –** In order for the Town to receive Federal funds, and possibly State funds, pursuant to the Town’s Request for Public Assistance based on expenses incurred as a result of Hurricane Florence, the Town will be required to sign a Funding Agreement as established by South Carolina Emergency Management Division. Councilman Gregg made a motion for approval of the Town’s entry into the Funding Agreement as presented and for authorization

of the Mayor to execute the Agreement for the Town. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Public Relations/Communications** – Councilman Crane reported that the Town has purchased three HAM radios and additional antennas. He also reported that he and the Town Administrator are planning a Strategic Planning Session for Town Council that will be held sometime during the last two weeks of March. Charlie Barrineau, a Field Services Manager for the Municipal Association of South Carolina, will lead the meeting.

**Special Projects/Beach Administration** – Councilman Wells – Absent

**Community and Government Relations** - Councilmember Finke – No Report

**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** –

**Proposal from G. Robert George & Associates, Inc. for Surveying Services for Extended Centerline Elevations of Seabrook Island Road** – Mayor Ciancio reported that he had requested a quote for G. Robert George & Associates to conduct a field survey of the Seabrook Island Road center line from the northern end of the Betsy Kerrison Parkway embankment crossing the Kiawah River to the Seabrook Island Security Gate. The Mayor stated that he hoped the data generated from this effort could be used in public discussion of whether, or to what extent, Council should consider raising the level of Seabrook Island Road and to estimate the costs associated with raising Seabrook Island Road to various heights. Councilman Gregg made a motion to accept the quote from G. Robert George & Associates, Inc. as provided to Council. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Status of Encroachment Permit Application** – Mayor Ciancio reported that John Massalon, a member of Wills Massalon Allen, LLP, has been selected as the mediator for the mandatory mediation required because of the appeal filed by Atlantic Partners II as a result of their objection to conditions imposed by the Seabrook Island Planning Commission to their application for a curb cut on Seabrook Island Road that would lead to their proposed senior living facility. The mediation is currently scheduled for Thursday, January 24, 2019. If the parties are able to reach an agreement as a result of the mediation, the results will be brought back to Town Council for approval.

**Approval of Town Meeting Dates** – The Mayor stated that the South Carolina Code of Laws require that municipalities give written notice of their regular meetings at the beginning of each calendar year. The list, given out in Council packets, includes meeting date information for Town Council, Ways & Means Committee and other Town committee/commissions as well as the Seabrook Island Utility Commission. Councilman Gregg made a motion to approve the 2019 Town of Seabrook Island meeting dates list as proposed and to direct the Town Clerk to post the list on the Town website. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Election of Mayor Pro Tem** – Section 2-69 of the Town Code provides that the Mayor Pro Tem be elected from among members of the Town Council and serve for a term of one year. A sitting Mayor Pro Tem can be reelected. Mayor Ciancio stated the Councilman John Gregg has done an outstanding job in this position for the past three years and he is confident in his ability to serve in that capacity and to discharge the functions of the Mayor. Councilman Crane made a motion to elect Councilman Gregg as Mayor Pro Tem to serve for 2019 calendar year. Councilmember Finke seconded the motion and the vote to approve was unanimous.

**Appointment of Town Attorney** - Section 2-217 of the Town Code provides that Town Council is to appoint the Town Attorney for a term of one year. Mayor Ciancio stated that Stephen Brown, from the firm of Young Clement Rivers, has served as Town Attorney for many years and has performed well, has

been responsive to the Town and meets the qualifications as set forth in Section of 2-218. Councilman Gregg made a motion to appoint Stephen Brown to serve for the calendar year 2019 as the Town Attorney for the Town of Seabrook Island. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Appointment of the Town Clerk** – Section 2-175 of the Town Code provides that the Clerk/Treasurer shall be recommended by the Mayor and appointed by Town Council and shall serve at its pleasure. It has been the practice of Council to reappoint the Clerk/Treasurer on an annual basis at the December meeting. Mayor Ciancio stated that Ms. Allbritton has faithfully served in the position as Clerk/Treasurer and ask for a motion to reappoint her to that position. Councilman Gregg made a motion to appoint Faye Allbritton to the position of Clerk/Treasurer for 2019. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Appointment of Zoning Administrator** – Section 2-196 of the Town Code provides that an administrative official known as the Zoning Administrator shall be appointed by the Mayor to administer and enforce the Town's Development Standards Ordinance and other Town codes as assigned. It has been the practice for the Mayor to reappoint the Zoning Administrator on an annual basis. Mayor Ciancio stated that Joseph Cronin has served as Zoning Administrator since he joined the Town's staff a little over a year ago and reappointed him to serve in that position for the 2019 calendar year.

**Committee Appointments:**

- **Board of Zoning Appeals (1)** – Mayor Ciancio stated that Robert Quagliato has resigned from the Board of Zoning Appeals effective at the end of 2018 and the Mayor recommended that Richard Finkelstein be appointed to fill the remainder of that term which will expire December 31, 2022. Councilman Gregg made a motion to appoint Richard Finkelstein to the Board of Zoning Appeals to fill the remainder of Robert Quagliato's term. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Planning Commission (3)** – Mayor Ciancio stated that Cathy Patterson and Ken Otstot had agreed to be reappointed to the Planning Commission for a two-year term but that Lori Leary did not wish to be reappointed and he was pleased to recommend Stanley Ullner as her replacement. Councilman Gregg made a motion to appoint Cathy Patterson, Ken Otstot and Stanley Ullner to the Planning Commission for terms that will expire on December 31, 2020. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Accommodations Tax Advisory Committee** – Mayor Ciancio stated that the terms of all seven members of the Accommodations Tax Advisory Committee members expire on December 31, 2018, but all have agreed to serve for another term. Councilman Gregg made a motion to reappoint Randall Buck, Jim Eisenhauer, Sue Ingram, Joseph Pontuti, Ron Schildge, Stuart Spisak and Patsy Zanetti to the Accommodations Tax Advisory Committee for terms that will expire on December 31, 2020. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Town Administrator** –

**Beach Patrol Contract (Island Beach Services, LLC, d/b/a Barrier Island Ocean Rescue)** – Town Administrator Cronin explained that the contract with Island Beach Services (IBS) for 2018 (\$125,208) contained a provision for two one-year renewals. IBS notified the Town that they would renew the contract for 2019 with the same coverage as in 2018 (157 days) for the same price. The Town requested the additional cost for adding weekend days in March and September (16 days) in 2019 and IBS responded that they would extend beach patrol coverage for an additional \$4,600 for a total of \$129,808. Councilman Gregg made a motion to approve the contract for Island Beach Services, LLC, d/b/a Barrier Island Ocean Rescue, for 2019 in the amount of \$129,808. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Resolution 2018-12, Authorizing the Temporary Discharge of Firearms by the Seabrook Island Property Owners Association (SIPOA) within the Town of Seabrook Island for the Purpose of Thinning the Deer Herd** – Town Administrator Cronin stated the SIPOA is seeking approval to be able to discharge firearms on SIPOA property for the purpose of thinning the deer herd, up to 35 deer, beginning at 5:00 p.m. on December 19, 2018, and ending at 5 a.m. on January 31, 2019. The thinning would begin at 5:00 p.m. in the evening and end at 5:00 a.m. in the morning. Councilman Gregg made a

motion to approve Resolution 2018-12 to allow SIPOA to thin the deer herd as described previously. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Town Hall Holiday Schedule** – Town Administrator Cronin stated that the Town Hall will be closed on Monday, December 24, Tuesday, December 25 and Wednesday, December 26, for the Christmas holiday and Tuesday, January 1, for New Year’s Day. Town Administrator Cronin also commented that the Town’s Christmas Drop-In was well attended and expressed his appreciation for all those who donated to Toys for Tots.

**Town Council Members** – See Above

**Utility Commission** – Commissioner Vancini reported that income from water sales was positive in November but income from sewer was negative. Cash flow through November is in the negative (approximately -\$70,000). The information about the rate increase will go out in the December bills. The typical increase per household will amount to \$2.89. Beginning in March, there will be a 3-1/2% increase in the cost of water from St. Johns Water that will be passed along to customers. Commissioner Vancini stated that the standby generator for Pump Station 12 has been installed. The Commission should hear in January or February if they will get a FEMA grant for the addition of more standby generators. If the Commission receives the grant, they will install six more generators; but, if they do not, the Commission will possibly add three, depending on cash flow.

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

**Ordinances for First Reading:**

- **Ordinance 2018-15**, an Ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; Article III, Procedures, Committees and Ordinances; Division 2, Town Council; Section 2-67, Regular Meetings; so as to modify the situations in which the monthly Town Council meeting date may be moved from the fourth Tuesday of each month – Mayor Ciancio explained that this ordinance will change the wording of Section 2-67 of the Town Code to allow the Town, if they wish, to move committee/commission meeting dates up one week if a Town holiday falls within the week of the regularly scheduled meeting date. The words, “shall be held”, is being changed to “may be held” and “State or Federal holiday” is being changed to “Town holiday”. Councilman Gregg made a motion to accept Ordinance 2018-15 as presented on first reading. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Ordinances for Second Reading:**

- **Ordinance 2018-13**, an Ordinance amending the Development Standards Ordinance of the Town of Seabrook Island, South Carolina; Article 7, Lot and Building Requirements; Section 7.60, Minimum Setbacks; Subsections 7.60.10.30 and 7.60.10.31, Lots Subject to the OCRM Critical Line; so as to increase the validity of a SCDHEC – OCRM critical line certification from three to five years – Town Administrator Cronin explained that this ordinance is being amended so that the Town’s requirements match with the SCDHEC – OCRM policy regarding critical line certification. Councilman Gregg made a motion to adopt Ordinance 2018-13, in the form as presented, on second reading. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2018-14**, an Ordinance to adopt a budget for the Town of Seabrook Island, South Carolina, for the fiscal year beginning January 2, 2019, and ending December 31, 2019 – Mayor Ciancio stated that this ordinance had been reviewed in the preceding Public Hearing. The Mayor noted that the 2019 budget anticipates unrestricted revenue of \$1,928,775 and restricted revenue (Accommodations Tax and Alcohol Tax) of \$251,000 for a total of \$2,179,775. The unrestricted revenues of \$1,928,775 represents a significant increase, 37.2%, over 2018. From the total of unrestricted revenue in 2019, \$700,000 is money that will be taken from the Town’s General Fund Reserve and Road Improvement Reserve. In 2018, \$300,000 was transferred from the General Fund to the Road Improvement Fund. When these transfers are considered, the 2019 budget anticipates an increase of \$122,450 or an 11% increase over last year’s budget.

Councilman Gregg made a motion to adopt Ordinance 2018-14 as presented on second reading. Councilman Crane seconded the motion and the vote to approve was unanimous.

**Miscellaneous Business:** None

**Citizens Comments:**

The Mayor answered several questions from a resident regarding the proposed senior living facility.

Roger Steele thanked Council for including a performance of the Charleston Symphony Orchestra in the Town's 2019 budget.

The meeting was adjourned at 3:20 p.m.

Date: January 22, 2019



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Town Clerk