

Town of Seabrook Island
Ways and Means Committee Meeting
May 15, 2018 2:30 P.M.

Council members Crane and Finke, Town Clerk Allbritton and Town Administrator Cronin attended the meeting. Mayor Pro Tem Gregg led the pledge of allegiance and Town Clerk Allbritton confirmed that the requirements of the South Carolina Freedom of Information Act had been met.

Mr. Gregg reminded members of Council of the May 30 “Meet the Candidates” event jointly sponsored by the Towns of Kiawah and Seabrook. The Mayors will pose questions to the two candidates who will be on the primary election ballot for Charleston County Council. Anyone wishing to suggest questions to the Mayors may submit the questions to Town Administrator Cronin. Mr. Gregg noted that Mayor Ciancio had encouraged members of Council to Attend.

Mr. Gregg reminded members of Council of the June 13 “Disaster Awareness Day” event jointly sponsored by the Towns of Kiawah and Seabrook, noting that Kiawah is hosting the event this year. He advised members of council that they will be asked at the May 22 Council meeting to approve a contribution of \$1,500 by the Town as its share of costs of the event.

Mr. Gregg reported that the *ad hoc* committee established by Mayor Ciancio to review and update the Town’s “Employee Information Packet” had provided proposed revisions to counsel for legal review on April 30. It is expected that the review will be completed in time to share the draft revision with members of Council by the end of May.

Mr. Gregg noted that the Town received notice April 23 from its auditor that the auditor would be conducting its annual financial audit of the Town and expected to complete the audit by May 31.

Mr. Crane recommended to Council that ordinances being considered for adoption by Town Council be posted to the Town’s website following Council’s first and second readings. He proposed that the version posted after the first reading be replaced with the second reading version. Mr. Cronin noted that the platform being considered for updating the Town’s website will support submission of comments by members of the public with posting of the proposed ordinances. Councilwoman Finke expressed the view that if submission of comments were made possible it should be made clear that there will be no reply by the Town to those submissions.

Mr. Crane reported that he is working with Mr. Cronin to define costs and funding of proposed revision of the Town's website. Mr. Cronin indicated that funding is expected to be minimal as the Town will continue the website hosting service currently in place and no changes currently being considered for the website will require paid services of a website developer. Mr. Cronin also asked that members of Council provide him contacts for sources of photos that could be used with the website revisions. Mr. Cronin described the "emergency configuration" approach being pursued and noted that the platform for the proposed revised website facilitates review for "desktop" and "mobile device" versions. In response to an inquiry by Councilwoman Finke, Mr. Cronin responded that since creating an initial mock-up of a Town "APP" he has not undertaken further effort for development of an "APP".

Mr. Crane reported that he and Mr. Cronin have begun testing of the Town's radios. Mr. Cronin noted that he has been sorting through the radios, chargers and batteries that were left behind with retirement of Town Administrator Pierce.

Mr. Cronin summarized the status of the three bids received on the Town's request for proposal for relining of drains along Seabrook Island Road and replacement of flood gates. In consequence of omissions discovered after review of a bid by Quality Enterprises, it was determined to allow that bidder to withdraw the bid without penalty. Based on evaluation of the two remaining bids, it has been recommended by the engineering firm engaged by the Town that the Town award the contract to Triad Engineering. Mr. Cronin noted that approval of award of the contract will be on the agenda for the May 22 Council meeting.

Mr. Cronin reported that the Town had received a proposed Inter-Governmental Agreement ("IGA") for authorization of work by Charleston County (acting through its Zoning and Planning Department) relating to the Town's ten years update of its Comprehensive Plan. Comments on the proposed IGA by Mayor Ciancio and Mr. Gregg have been provided to Charleston County and it is expected that a revised IGA will be returned before the May 22 Council meeting.

Mr. Cronin led a discussion by members of Council concerning the Town's Policy for Use of Town Hall (Adopted 2004), noting that 2004 policy is inconsistent with the Town's practice of allowing SIPOA to hold an annual "Yard Sale" event at the Town Hall parking lot. Following discussion of issues raised by provisions of the 2004 policy, Mr. Cronin declared that he would prepare a revised policy reflecting proposed changes for consideration by members of Council before the May 22 Council meeting. Mr. Cronin noted that changes to the policy would require adoption by resolution of Town Council.

Mr. Cronin reported that Mayor Ciancio had requested that he consider permitting requirements imposed by FEMA with the goal of reviewing the Town's zoning permit ordinances. He indicated that he and Kiawah's Town Administrator (Stephanie Tillerson) have discussed recently adopted permitting changes by the Town of Kiawah that were made after their review of FEMA requirements. Mr. Cronin noted that, as the Town has a less robust code enforcement staff than does Kiawah, the Town relies on its permit requirements to support reporting of work within the Town that should be reflected in business license fees paid to the Town. He indicated that no changes to the Town's permitting ordinances were being proposed, but that this issue would merit further consideration by Council.

Mr. Cronin reported enactment of the South Carolina "Beachfront Management Reform Act" (H.4683) by which policy pertaining to the establishment of beachfront jurisdictional lines ("base line" and "setback line") for regulation of beachfront development is modified from a "retreat policy" to a "beach preservation policy". Mr. Gregg noted that in consequence of enactment of this legislation seaward relocation of the baseline reflected in the jurisdictional lines proposed in October 2017 would be preserved to the benefit of Seabrook property owners.

Mr. Cronin reported that based on a conclusion that Town Hall's WIFI service is impaired by limited bandwidth and dedication of available bandwidth to staff desktop computers, upgrade of bandwidth is being pursued from the current 50Mb/sec. to 150Mb/sec. Annual cost increase for the upgrade is expected to be about \$1,400. Mr. Cronin also noted his recommendation (supported by the Town's vendor (VC3) that the Town change from the vendor's (VC3) Citrix-VPN offerings to OFFICE 365 (with vendor (VC3) "help desk" support). No significant change in on-going fees is expected for this change but OFFICE 365 will include enhanced facilities including file sharing for the Town.

Mr. Cronin reported that the Town had received a resident comment concerning the Town's proposed "rental" ordinance requiring advertisements for property rentals include the applicable Town business license number. The resident objected to the requirement as burdensome and expressed a concern that the business license could be used to identify the address of the affected property, thereby increasing the potential for theft. Mr. Cronin noted that on consideration of this comment he had learned that certain online services for advertisement of rentals do not require property addresses or contact information in the advertisement. Prospective renters make their arrangements through the online services under circumstances wherein the first contact with the renter occurs with booking of a reservation.

Mr. Cronin reported that Heather Springs has compiled a list of properties considered as likely be rented by their owners for which the Town has no record of a business license and that the owners have been contacted and reminded of the business license requirement. As a result of this effort, the Town has issued business licenses to property owners who are engaged in renting their properties.

There being no further business, the meeting was adjourned at 4:50 pm.

Date: May 22, 2018

Faye Allbritton, Town Clerk