

MINUTES
February 19, 2015
EDISTO BEACH TOWN COUNCIL
YEARLY GOAL SETTING RETREAT
10:00 A.M.

Town of Edisto Beach
Town Hall
2414 Murray Street
Edisto Beach, SC 29438

Present: Jane S. Darby, Mayor Pro Tempore, Pete Anderson, Susan Hornsby and Patti Smyer, Council Members; *Quorum of Council Present.*

Mayor Pro Tem Darby called the meeting to order. The Departmental Concerns and Requests were addressed first.

Administration

Town Administrator Iris Hill presented a proposal for showing movies at Bay Creek Park. Deborah Hargis put together information on projected costs for equipment (+/- \$3000) and movies (\$350 - \$400). Administrator Hill asked Council to include this in the 2015-2016 budget if the stage was finished by then. Mayor Pro Tem Darby suggested concerts in the spring and fall, with residents and guests bringing their own food, drink and seating.

Administrator Hill would like to revisit the rezoning of 2412 Murray Street for possible parking.

Administrator Hill told Council that the personnel manual was under review by a labor attorney and asked if Council had any revisions that they would like to see considered to let her know.

GASB68 addresses the accounting and financial management reporting for retirement or pension benefits for employees of state and local governments. According to the Public Employee Benefit Authority or PEBA, the Town's unaudited liability is \$1,440,004 for the South Carolina Retirement System and \$869,054 for the Police Officers Retirement System. These figures will be reported on our June 30, 2015 financial statements. GASB requires the liability be recorded for accounting purposes, not budgeting purposes. Mayor Pro Tem Darby asked Ms. Hill how the report would affect the Town's overall rating. Administrator Hill said that was unknown at this time. Administrator Hill said that since the Town does not pay post-retirement benefits, the Town should be in better shape than some other towns.

The budget for the stage at Bay Creek Park (\$50,000) is from prior years. There will be two stages, one between the two parts of the dock and one over the retention pond. The stage on the

dock will be built first. The equipment for movies in the park will not be purchased until after the construction of the stage on the retention pond, which is where the movies will be shown.

Town Administrator Hill presented a draft copy of a citizen complaint form. Ms. Hill expressed her desire to have one person on staff be in charge of all complaints, and the form be filled out and scanned to Laserfiche so that documentation will be available.

Building

Building Code Administrator Patrick Brown presented information to Council on the open-loop geothermal heating systems. He stated that an open-loop system takes water from the ground and discharges it to another location. It does not recirculate the water. The discharge of water may be problematic at Edisto since there is not an adequate place for the discharge. There has only been one person on the beach to ask about the open-loop system, who has been directed to speak with DHEC.

Mr. Brown asked Council about attending the ICC National Conference. Mr. Brown has been an active member of the Board of the Building Officials of South Carolina, and is now an Executive Officer, serving as the Treasurer. There have been scholarships or stipends for attending the conference that Mr. Brown can apply for. The conference this year will be in California and Mr. Brown will be working to get numbers together for Council's consideration.

Fire Department

Fire Chief Denney Conley presented a proposal for a new fire station. Chief Conley told Council the only way to get a more favorable ISO rating was to add training to the facility and/or add personnel. Mayor Pro Tem Darby asked Chief Conley if there had been any success with securing a grant for the new fire station. Chief Conley indicated there had been some success. Chief Conley is in the process of talking to another chief in South Carolina that had written a successful grant. Administrator Hill told Council that in order to go forward there needs to be a commitment from Council for a possible location. The Town currently owns two properties that could be suitable for a fire station: the Jungle Road property and the property across from the convenience station. Administrator Hill asked Council to consider designating one of those properties as a future site for the fire station.

Chief Conley asked Council to consider adding one full time employee to the fire department, allowing the chief to have communication continuity with all three shifts on a daily basis. Administrator Hill told Council that the difference in pay from part time to full time would be minimal, due to several changes, including the Affordable Health Care Act.

Police

Assistant Police Chief George Brothers presented information to Council on Golf Cart procedures. Golf carts and the state law continue to be a problem for the Police Department. The state golf cart law does not define what a golf cart is. If you apply for a golf cart permit from the Department of Motor Vehicles, they will give you a permit even if your vehicle is not a golf cart. The State Code does not have any penalty for violating the golf cart ordinance. Assistant Chief Brothers proposed the Town adopt a "Golf Cart Ordinance" and institute the issuance of a Town permit for golf carts. There is no way to track ownership of golf carts through the state issued permit. When the owner of the vehicle came to Town Hall to get a permit, they would be informed of the Ordinance.

Assistant Chief Brothers asked for guidance from Council concerning Beach Patrol and the issuance of citations for glass bottles on the beach. Beach Patrol will not be funded through ATAX funds this year and the cost will be absorbed by the General Fund so there will be an adjustment in the Police Department budget. The Polaris UTV that has been used by the Beach Patrol has proven to be very unreliable. The vehicle could be sold or traded on a new vehicle. The type of vehicle purchased depends on what direction Council wishes the Beach Patrol to go. Councilman Anderson asked if a bicycle would be an alternative to having a UTV-type vehicle on the beach. There are some supplies that need to be carried by the Patrol person, which may make that difficult.

Utilities

Utilities Director Bob Doub presented a proposal to Council to replace the current aeration system at the wastewater treatment plant to a more energy efficient system. The new system could save the Town approximately 50% annually on electrical costs. The cost currently for electricity per month ranges between \$2,200 and \$3,000. Annually the wastewater treatment plant pays approximately \$30,000. The proposed cost for the upgrades would be approximately \$52,000 which would pay for itself in 3 ½ to 4 years. Mayor Pro Tem Darby asked if there was another place the Town could use the older aerators. Mr. Doub said that the golf course had expressed an interest, but they did not choose to install other used aerators we had offered in the past.

Council topics and concerns

After a short break, the Council continued with the agenda, addressing the topics suggested by Council.

- Salary adjustments were discussed, and the consensus was that Council had already approved the 2% cost of living raise for all fulltime employees in the six-month budget adjustment.

- Councilwoman Smyer encouraged the addressing of all golf cart issues in the proposed ordinance, and Council deciding what should be done after receiving a draft ordinance.
- Beach Patrol was the next topic. Councilwoman Hornsby questioned the need for wheels on the beach, but supports the beach patrol as ambassadors. Councilwoman Smyer agreed. Mayor Pro Tem Darby asked Assistant Police Chief Brothers if there was no beach patrol presence, would there be an increase in the number of 911 calls. Assistant Chief Brothers stated that there had never been a large number of 911 calls from the beach. Councilman Anderson asked if the Volunteer Firefighters might help with beach patrol. Chief Conley said that was a possibility, and will put it on the agenda for the next volunteer meeting. Mayor Pro Tem Darby suggested the hiring process include a consideration of how the perspective employee interacts with the public. She also mentioned that the Town Administrator is involved in all other hiring and the Police Department may want to consider that when hiring beach patrol. Councilman Anderson suggested that other volunteers be used to aid in beach patrol. Mayor Pro tem Darby asked if the Town's current liability with the volunteer duties also cover members acting as beach patrol. Chief Conley said that was something that would need to be looked into.
- The life rings were the next topic of discussion. Assistant Chief Brothers stated that towards the end of the season, the beach patrol had started leaving the rings out with few problems.
- The Army Corps of Engineers status and projections was next on the agenda. Administrator Hill reported to Council that the ACOE has received funding from the federal government and the Town is in the process of getting a draft from ACOE. Mayor Pro Tem Darby stated that the permitting process for nourishment will proceed concurrently.
- Administrator Hill then updated Council on the convenience station. There has been an ongoing concern with the attendant employed by Republic to oversee the convenience station. Administrator Hill told Council that when the Town goes out for a new contract in 2016 that area of concern needs to be addressed.
- Councilwoman Hornsby updated Council on the recycling issue. The Town has received a price from our garbage service for adding a curbside recycling component, including a can for recyclable materials and twice-monthly collection. The roll-back service bids have come in, and the two issues will now be combined. Interviews will be conducted with the lowest four bidders in the next week and then the Garbage Committee will meet. Administrator Hill said that the maintenance of the area is currently being addressed. Signs have been added, and a grant has been secured from Keep America Beautiful to put in some concrete pads under some of the larger containers. Councilman Anderson asked if the Town donates the aluminum cans that are collected at the convenience station.

Chief Conley said that we do, and that we are one of the largest contributors to the burn unit.

- Bob Doub addressed the next item on the agenda, the water system upgrade. The Jungle Shores water line upgrade has been permitted by DHEC and the OCRM storm water management permit has been obtained. Mr. Doub has been in contact with Betsy Catchings of American Engineering, who is waiting on the SCDOT encroachment permit. The bid package will be ready to go out some time in March, according to Ms. Catchings, and it's possible the project will be completed before the tourist season. Administrator Hill updated Council on the South Carolina Beach Advocates status. An executive director has been hired and the website is up and running. Mayor Pro Tem Darby asked if the advocates were ready to work on legislation. Administrator Hill said that the executive director has been keeping the members apprised of legislation dealing with beaches.
- Council then addressed special events to be sponsored by the Town. Councilman Anderson asked what events were currently being sponsored by the Town. Mentioned were the Shag and Music Festival and the Shrimp Festival as Town-sponsored events. Mayor Pro Tem Darby suggested that Council decide what events are to receive priority for sponsorship by the Town. Councilwoman Smyer asked for a list of confirmed sponsors to date. Administrator Hill reported \$7,000 in commitments. Mayor Pro Tem Darby asked Council to provide budget direction in what the Town's obligations should be. A discussion followed concerning the viability of the Governor's Cup. Council and Administration discussed the possibility of smaller tournaments instead of the large Governor's Cup. Mayor Pro Tem Darby summed up the conversation by noting that Council would consider approving sponsorship of an alternative to Governor's Cup. She read a list of potential Town-sponsored events: The Music and Shag Fest, the Shrimp Fest and fishing tournament/s in place of the Governor's Cup.
- After the lunch break, Council addressed an item that had been skipped earlier in the day, the renourishment financing after SPLOST/PRT budget. Administrator Hill reported that the Capital Project Sales Tax will provide approximately 4 million dollars for renourishment. The Town has to request those funds by resolution. The Town has projected 2 million dollars through ATAX and Accommodations and Hospitality funds. The State Park has 3 million dollars to contribute. The total project cost is estimated to be 10 million. The understanding with Coastal Science and Engineering is that we will proceed with the groin lengthening as a priority with minimal filling. Administrator Hill expressed the desire to partner with other coastal areas planning renourishment to lower mobilization costs. Councilwoman Smyer asked if Council was going to pursue any lobbying efforts. Administrator Hill said that since the list of property owners and legislators had been compiled, that would be the next step. The Town is waiting to see if

DHEC will have any funds to put toward beach nourishment. Since the Town has started the permitting process, we would qualify for funds from DHEC, unlike in previous years. Administrator Hill has already pulled that grant. Mayor Pro Tem Darby mentioned that funds were budgeted for potential trips to Washington to lobby for funds.

- The next item on the agenda was attendance for ATAX and TIDE committees. Mayor Pro Tem Darby suggested that the by-laws of Committees be enforced, including those on attendance. Council was in agreement. Administrator Hill suggested giving all Committee members copies of the by-laws and have them go over said by-laws.
- The sidewalks on Palmetto and the Myrtle Street stormwater and paving improvements were next on the agenda. Councilwoman Hornsby asked if Dawhoo Street would be included in the project. Administrator Hill said that was debatable since DOT said that Dawhoo wasn't shown on the plans. Bob Doub said that when he got the plans from Mr. Sears that they showed a drain pipe crossing Dawhoo. Councilwoman Hornsby said that originally they were to put a catch basin at Dawhoo and run a pipe across Dawhoo into the ditch. Administrator Hill said that since there had been several different project managers that information had not been consistent. Councilman Anderson suggested another meeting with Secretary Janet Oakley and Mr. Sears at Edisto, and asked Administrator Hill to contact Ms. Oakley. The Myrtle Street resurfacing project is currently being reevaluated by DOT.
- Council's next agenda item was an Assistant Judge. Assistant Police Chief George Brothers told Council that when Judge Weeks was indisposed earlier in 2014, the Colleton County/Walterboro magistrate was contacted and Edisto Beach was told that if someone needed to fill in for Judge Weeks it would not be problematic.
- Stray dogs and lost pets were addressed next. Municipal Clerk Deborah Hargis and Town Administrator Iris Hill are still volunteering to keep those pets on a short-term basis. Councilwoman Hornsby also has a kennel on her property that can be used in fair weather as it has no shelter.
- The next item up for discussion was a procedure for placing items on the Council agenda. Councilwoman Hornsby relayed that on the news recently she heard that Charleston County has a rule that three of their nine Councilmen must agree to have a topic on the agenda. It was the general consensus that Council would submit proposed agenda items to Administrator Hill who in turn would poll other Council members to see if there was sufficient interest to add the item. However, if a citizen brings up an issue during a public comment period of a Council meeting, that item would be placed on the next month's agenda and discussed more fully then.
- The next topic was training a second person in case of a natural disaster who could represent the Town at the CCEOC. Mayor Pro Tem Darby has been representing the Town, and other Council members have other commitments/issues. Mrs. Darby

suggested a volunteer from the community who had served in a similar capacity someplace else who could be brought up-to-speed fairly quickly. Council agreed that would be a good idea. Town Attorney Duffie told Council that there may be a need for a resolution to authorize the person chosen to serve in that capacity, or an amendment to the ordinance to allow that person to serve. Mr. Duffie said he would look into the ordinance. Chief Conley suggested using a Volunteer fire fighter for this job, or to ask the person chosen to join the volunteers.

- A procedure for Invocations was next on the agenda. Mayor Pro Tem Darby reminded Council to be brief and inoffensive to any religious sect.
- Councilwoman Smyer brought up that there were several groups on the beach and island that wanted to memorialize Mayor Lyons. She asked Council to be thinking of possible things the Town could do in his memory. Chief Conley suggested the proposed fire station as one way to honor Mayor Lyons. Mayor Pro Tem Darby stated her desire for the memorial to be a lasting tribute, whether it be the fire station or establishing a Burley L. Lyons volunteer of the year award.
- The next agenda item was the litter pick-up schedule on Highway 174. At different times during the past few months, the litter has not been picked up as often as it should have been. Administrator Hill has been in touch with the contractor a number of times to remind him of the Town's expectations, which are that all litter be picked up from the causeway to the bridge every week. Jeanine Rhodes voiced concern over litter on the beach and told Council that it needed to be addressed as well.
- Council then addressed the yearly goals. Administrator Hill briefly went over the goals from the 2014-2015 fiscal year. She recommended Council look through them and make adjustments. The first goal, beach management and preservation, was assigned to Mayor Lyons. Mayor Pro Tem Darby asked that that goal be assigned to her.
- Water quality/quantity and sewer was the next goal, assigned to Councilwoman Smyer, who requested keeping that goal.
- The next goal, flood insurance, is also an ongoing issue, and will be changed from Mayor Lyons to Mayor Pro Tem Darby. Administrator Hill suggested adding some issues addressed at the Retreat to the "staff priorities" goal, such as beach patrol and golf carts. Administrator Hill said she would work on that goal and send it out to Council before the next Council meeting.
- Beautification was next on the list of goals. Councilwoman Hornsby is in charge of that goal, and it is ongoing. Councilwoman Smyer suggested asking the Legislative Delegation to come back to Edisto this spring.
- Administrator Hill asked if there were any other goals that Council would like to add. Councilwoman Hornsby asked the Administrator to add recycling to the beautification

goal. Mayor Pro Tem Darby asked to have negotiating a new garbage contract to the beautification goal as well. Mayor Pro Tem Darby asked to have time to reflect before submitting ideas. Council agreed to look over the list of goals and suggest changes to Administrator Hill by Monday, February 23.

The public/media was informed of the date and time of the meeting on Tuesday, February 17, 2015.

APPROVED BY TOWN COUNCIL

A handwritten signature in cursive script, appearing to read "Deborah J. Darby", is written over a horizontal line.

March 12, 2015