

December 18, 2012

The regular meeting of Town Council was held on the above date at 6:15 p.m. at Town Hall, all requirements of the Freedom of Information Act having been satisfied:

Present were: Carl Smith, Mayor  
Mike Perkis, Mayor Pro Tem  
Hartley Cooper, Councilwoman  
Jerry Kaynard, Councilman  
Madeleine McGee, Councilwoman  
Patrick O'Neil, Councilman

Mayor Smith led the Pledge of Allegiance, and followed with a prayer and a moment of silence for the victims and families from the Sandy Hook Elementary School shooting in Connecticut. There were eight residents in the audience.

Mayor Smith presented a Resolution of Appreciation to Elaine Fowler for her service to the Planning Commission; and to James Hiers for his service to the Board of Zoning Appeals.

Mayor Smith opened the floor for public comment.

Wayne Stelljes, 3104 I'on Avenue, commented on the school shooting in Connecticut. He offered as a parent who has also lost a child, to talk or offer non-professional help to anyone experiencing this type of loss.

#### **I. APPROVAL OF MINUTES**

**Motion was made by Councilman Kaynard, seconded by Councilman Perkis, to approve the Minutes from the Regular Meeting on November 20, 2012, carried unanimously.**

#### **II. COUNCIL ACTION ITEMS**

**1. Motion was made by Councilman Kaynard, seconded by Councilwoman Cooper, to have Second Reading and Ratification, Ordinance No. 2012-07, An Ordinance to Amend Section 21-139 of the Zoning Ordinance for the Town of Sullivan's Island, carried unanimously.**

**2. Motion was made by Councilman Perkis, seconded by Councilman Kaynard, to have Second Reading and Ratification, Ordinance No. 2012-08, An Ordinance to Amend Section 10-20 of the Code of Ordinances for the Town of Sullivan's Island to Revise Business License Fees, carried unanimously.**

#### **III. REPORTS AND COMMUNICATIONS**

**General and New Correspondence** – Correspondence was received from Sonny Enloe regarding noise and smoke from the delivery trucks; and Zan Turvey and Pat Votava regarding commercial deliveries.

**Attorney Report** - no report.

**Boards and Commissions** – Planning Commission Chair Chauncey Clark stated the Real Estate Committee considered the Planning Commission’s recommendation regarding additions to houses; however, the Real Estate Committee has proposed a change to the wording. This will be discussed in the Real Estate Committee tonight.

**Administrator’s Report, Mayor Smith.** The Charleston County School District has set the groundbreaking ceremony for the new school for January 7, 2013 at 11:00 am. The Municipal Election Commission has begun preparation for the May 7, 2013 Mayor and Council election. The final schedule for 2013 meetings has been advertised. Notwithstanding changes for holidays and observed religious days, the Board of Zoning Appeals will now begin at 6:00 pm and the Tree Commission will now meet at 5:00 pm on the 4<sup>th</sup> Monday of the month.

**Ways and Means Committee, Councilman Perkis.** Monthly report rendered. Revenue from business licenses and building permits combined are still exceeding revenue as of this time last year by a considerable amount. Three police vehicles were purchased during November and the old vehicles will be sold once the new vehicles are placed in service. Per Charleston County’s property tax audit, the collection rate for Sullivan’s Island was 98.34% for fiscal year 2012. Figures for a mid-year review of the budget will be available at the next meeting.

**Personnel Committee, Councilman Kaynard.** Monthly report rendered. A quorum was not present for the Personnel Committee meeting scheduled for December 17; however, Councilman Kaynard summarized the discussion and recommendations to Town Council during that meeting:

**1. Health Care Insurance** – Adjusted rates for the State Health Insurance Plan take effect January 1, 2013. The estimated increase for the period January 1 to June 30, 2013 is approximately \$937.74. The Committee recommends to Council that the Town should absorb the increase through June 30, 2013. The normal formula will be resumed with the new fiscal year on July 1, 2013. **Motion was made by Councilman Kaynard, seconded by Councilman Perkis, that the Town pay the \$937.74 increase from January 1, 2013 through June 30, 2013, carried unanimously.**

**2. Preventative Health Care Program** – The staff continues to develop a Preventative Health Care Program with the assistance of the Municipal Association and models of other municipalities. In addition, the Committee recommended incorporating several voluntary health related activities.

**3. Boards and Commissions** – Given the holiday schedule, the Committee recommends extending the application deadline to close of business Friday, February 1, 2013. (The current deadline is January 4<sup>th</sup> and no applications have been received). **Motion was made by Councilman Kaynard, seconded by Councilwoman Cooper, to extend the deadline for the Board of Zoning Appeals and Planning Commission applications to February 1, 2013, carried unanimously.**

**4. Annual Employee Reviews** – The Administrator reported that reviews will begin in March. Department Heads will be reviewed by the Administrator and staff will be reviewed by Department Heads.

5. Employee Service Awards – A number of employees reached milestones in 2012. The Administrator reviewed the categories and discussed the employee service pin program. The Committee also recommends establishing a “Know Your Employee Program”, as well as displaying employee photographs in Town Hall. The consensus of Council was to adopt these programs.

6. Employee Probation Period – The Committee recommends a status change for Fire Fighter Grassie to full time with the budgeted salary. **Motion was made by Councilman Kaynard, seconded by Councilwoman Cooper, to approve Fire Fighter Grassie to full time status with the budgeted salary, carried unanimously.** Councilwoman McGee stated she wanted to know what the Town pays in overtime and if the percentage is in line with other municipalities. The Personnel Committee will research this information.

7. Personnel Ordinance Amendment – The Committee recommends amending Section 16-15B by striking the last sentence “This time shall not be counted as hours worked for the purpose of computing overtime”. This only affects the Water and Sewer department. An amendment to the Ordinance will be written and presented to Council.

8. Zoning Administrator Position – The Committee recommends that the Administrator and Committee Chair narrow the applications to a short list; set interviews and provide Council with a recommendation. Twenty-three applications have been received. A Special Meeting will be held after the January 7<sup>th</sup> Workshop for Executive Session for Council to review applications for Zoning Administrator.

9. Hurricane Sandy Relief – The Committee recommends that Council identify a community similar in size to Sullivan’s Island which suffered damage from Hurricane Sandy, and offer monetary and man-power assistance with the hope of establishing a future relationship. Financial contributions should be made to an administrative free platform such as the Robin Hood Fund. Committee requests that Council approve \$2,000.00 contribution to Hurricane Sandy relief fund selected by Committee. Administrator Benke stated that he and Mayor Smith were asked by Mayor Joe Riley to serve on a Board to help raise funds and relief items for the hurricane victims. The municipalities of Mt. Pleasant, Isle of Palms, City of Charleston, City of North Charleston, and Charleston County are also participating. They have partnered with the Coastal Community Foundation to raise goods and the fire departments collected the items and sent to the New York and New Jersey areas. The funds collected to date are about \$39,000. Coastal Community Foundation will locate a non-profit organization in New Jersey (such as Robin Hood or its sister organization) to distribute these funds according to Coastal Community Foundation’s identified needs. The consensus of Council was a relationship could be established with a city, but to hold off on any Town monetary funding at this time.

10. School Security – In the wake of the Sandy Hook Elementary shooting, the Committee recommends that a Special Committee consisting of Councilman Kaynard, Councilwoman Cooper, Administrator, Chief Howard, and Chief Stith open a dialogue with Charleston County School District about security protocol and additional security measures. Councilwoman Cooper stated there is already a group that handles security. Mayor Smith added that the district has its own policy and they will enforce it.

11. Council Retreat Date and Location – The Committee recommends that Council consider a date and location for the annual retreat sometime in late February. Administrator Benke will circulate dates to consider.

12. Employee Appreciation Date – The Committee recommends that the recently discussed day off for employee appreciation on December 31, 2012 be affirmed by a vote of Council and that the Mayor,

Chairman of Personnel Committee and Administrator prepare a letter of appreciation to each employee. **Motion was made by Councilman Kaynard, seconded by Councilman O'Neil, to designate December 31, 2012 as Employee Appreciation Day and is a paid holiday of the Town, carried unanimously.**

**Water and Sewer Committee, Councilman Perkis.** Monthly reports rendered. There were no operational issues. A pre-construction meeting for the Middle Street Waterline Project was held today, and the start date has been pushed back to January 7, 2013. The contract and scope of work documents for the CCOD 1 and 2 collection system study and wastewater treatment plant review have been signed. Work is expected to commence after the holidays.

**Building and Construction Committee, Councilwoman Cooper.** Monthly report rendered. No new information to report.

**Fire Committee, Mayor Smith.** Monthly report rendered. No new information to report.

**Recreation Committee, Mayor Smith for Councilwoman Watson.** The tennis and basketball court dedication was held on December 7, 2012.

**Real Estate Committee, Councilman O'Neil.** Councilman O'Neil reported on the Real Estate Committee held December 13, 2012. Discussion included (1) Review of the Planning Commission proposed ordinance amendment to Section 21-20B(6)(c): The Committee recommended revising the proposed ordinance (c) with: (c) All structures are reviewed and approved by the Design Review Board. The revised proposed ordinance is scheduled to have First Reading at the Special Meeting on January 7, 2013. (2) Town Hall Location: Four locations of Town Hall on Middle Street with varying setbacks were discussed. **Motion was made by Councilman Kaynard, seconded by Councilman O'Neil, for Council to approve up to \$2,000 for Creech & Associates to prepare drawings and site options for new Town Hall located on the Middle Street town-owned campus, consistent with what the Real Estate Committee recommended, carried by a vote of 4-2 with Councilwoman Cooper and Councilwoman McGee opposed.** Councilwoman McGee and Councilwoman Cooper expressed their desire to also have participation from the Town's professional community for design alternatives.

(3) Beach Erosion – Mr. Paul Boehm expressed concern about the erosion on the northeast end of the Island, and reminded Council that a study was completed in 2005 which considered erosion solutions. No action is needed at this time; however, the study will be located and forwarded to Council members.

**Police Committee, Mayor Smith.** Monthly report rendered. No new information to report.

**Streets and Maintenance Committee, Councilwoman McGee.** Councilwoman McGee reported the Committee had a meeting on December 14, 2012 to discuss the issue of early morning deliveries. The action plan discussed involved three ideas: (1) The Town staff will draft a flyer to explain the close proximity of the residential neighborhoods to the commercial district and strongly encourage no delivery or pickup before 7:00 a.m. Businesses will be asked to distribute these to their vendors, and the Police could distribute to potential offenders and perhaps even give it to residents to distribute.

(2) Consider the need for designated loading zone during the early morning hours as in the commercial district plan several years ago, on the Poe side of the street, as well as on the ocean side of the street between Station 22-1/2 and Station 23 Streets. Administrator Benke can discuss with SC Department of Transportation. (3) Ask the Town Attorney to draft an ordinance to include not only early morning hour deliveries, but also the idling and noise that accompanies the deliveries.

**Motion was made by Councilman O'Neil, seconded by Councilman Perkis, to adjourn at 7:55 pm, carried unanimously.**

Respectfully submitted,



Ellen Miller