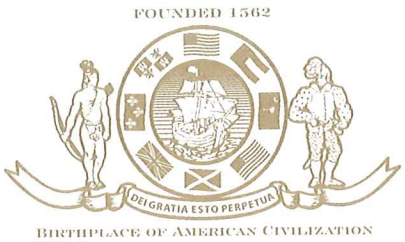
Council

Samuel E. Murray
Mayor

Vernon DeLoach
Mayor Pro Tempore

Mary Beth Heyward
Tom Klein
Joe Lee



Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes
Council Workshop
Yvonne C. Butler Council Chambers, 700 Paris Avenue

March 7, 2012

Members Present:	**Mayor Sam Murray and Councilmembers Vernon DeLoach, Tom Klein and Joe Lee**
Members Absent:	**Councilmember Mary Beth Heyward**
Staff Present:	**Town Manager Van Willis, Planning Administrator Linda Bridges, Interim Police Chief Alan Beach and Municipal Clerk Tanya Payne**

I. CALL TO ORDER:

Mayor Murray called the Workshop to order at 6:30 pm and welcome those present.

II. REVIEW AGENDA FOR THE MARCH 14, 2012 COUNCIL MEETING:

Town Manager Willis told Council significant damage had been done to the fire truck when it was stolen while at a call in Laurel Hill. He said he was awaiting word from the manufacturer as to whether or not the truck could be repaired. Mr. Willis said the Town needed to decide what it wanted to do concerning the fleet being down. He said he would be meeting Fire Chief Negron this week to discuss the entire fleet. Mr. Willis said claims were being filed against the Town since the truck belongs to the Town.

Town Manager Willis told Council Interim Police Chief Alan Beach was doing a good job and would be evaluating the police department and moving forward as necessary.

Interim Chief Beach thanked Council for their confidence in him.

Town Manager Willis said the contract for repaving Ribaut Road was still in the works and was scheduled to be sent out in the fall if funds were available. He explained the

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Town Engineer had evaluated roads within the town and had compiled a priority list for paving. He said SCDOT does not have funds for landscaping the beds on Highway 802 but said the Town would be able to manage funding for the bed at the foot of the new bridge.

Town Engineer Tony Maglione said the BJWAS sewer design for Ribaut Road was too expensive so had suggested placing a pump station in that area and drilling under the road rather than disturbing the pavement. He said this new design would be a much less expensive.

Town Manager Willis told Council a Bond Anticipation was being looked at for the port TIF project and that it may be ready within a week with an interest rate of 1.59 percent. He discussed the proposed renovation of the Police Station which would add office space and a new entranceway. Mr. Willis said the County Board of Elections and Voter Registration had requested that voting be moved to the school since there was no front entranceway to the current site at the police station.

Town Manager Willis said the financial report was looking good, the Redevelopment Commission would be meeting to discuss the management contract for The Shed and that some work needed to be done for acoustics in that building. He said Mr. Maglione had made a list of small items that needed to be done to complete the Fort Frederick sewer project and that there was still one person who had not been connected to the system because the property is land-locked and they cannot find the owner.. Mr. Willis said the plaques had been ordered for the Cypress Wetlands and some asphalt patching and hand rails still needed to be completed. He said the project is ninety-nine percent complete and that the birds are back. Mr. Willis said new street lights have been installed on Paris Avenue and that they are in the process of removing the acorn lights at Town Hall. He said he was still waiting for information on playground equipment for Casablanca Park and that purchasing I Pads for Council's use would be discussed at the upcoming Council Retreat.

Town Manager Willis read Ordinance 2012-2 by title and explained it would extend the port PUD start date and that Attorney Frances Cantwell would be at next week's meeting to explain the change and answer any questions Council might have.

Town Manager Willis read Ordinance 2012-3 by title and explained this would extend the expiration date of the Port Development Agreement. Town Manager Willis and Council discussed the complicated process for borrowing TIF funds in order for the port property deal to move forward.

Town Manager Willis said the ordinance to extend the Lemon Island Development Agreement would likely be held over to the April meeting.

III. IMPORTANT DATES AND INFORMATION:

A. Wednesday, March 14, 2012, 6:30 pm - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue

B. Saturday, March 17, 2012, 8:30 am – Council Retreat, Yvonne C. Butler Council Chambers, 700 Paris Avenue

Town Manager Willis reviewed the list of important dates and information.

IV. ADJOURNMENT:

Councilmember Lee moved to adjourn the Workshop and Councilmember Klein seconded the motion.

The Workshop adjourned at 7:15 pm.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the Workshop was posted on the Town bulletin board two weeks prior to the meeting. A copy of the agenda was given to the local news media and posted at the meeting location twenty-four hours prior to the meeting.

Council

Samuel E. Murray
Mayor

Vernon DeLoach
Mayor Pro Tempore

Mary Beth Heyward
Tom Klein
Joe Lee

FOUNDED 1562
DEI GRATIA ESTO PERPETUA
BIRTHPLACE OF AMERICAN CIVILIZATION

Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes
Regular Council Meeting
Yvonne C. Butler Council Chambers, 700 Paris Avenue

March 14, 2012

Members Present: **Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Tom Klein and Joe Lee**

Staff Present: **Town Manager Van Willis, Planning Administrator Linda Bridges, Interim Police Chief Alan Beach and Municipal Clerk Tanya Payne**

I. PLEDGE OF ALLEGIANCE:

Mayor Murray called the meeting to order at 6:30 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. APPROVAL OF MINUTES:

A. Minutes from the Council Workshop of February 1, 2012
B. Minutes from the Public Hearing of February 8, 2012
C. Minutes from the Regular Council Meeting of February 8, 2012

Councilmember Heyward moved to adopt the minutes from the Council Workshop of February 1, 2012, the Public Hearing of February 8, 2012 and the Regular Council Meeting of February 8, 2012. Councilmember Klein seconded the motion.

Mayor Murray pointed out an error on page two of the February 1, 2012 Council Workshop minutes where it stated Town of BJWSA rather than Town of Port Royal.

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The correction was made and the motion carried by unanimous vote.

IV. AMENDMENTS TO THE AGENDA:

There were no amendments to the agenda.

V. COUNCIL BRIEFING:

Town Manager Willis told Council a request for an encroachment permit to allow the Town to maintain the bed at the foot of the new bridge would be submitted to SCDOT. He also said he estimated approximately 350,000 to 400,000 dollars would be available from TIF funds for expansion of the Police Department. He said one problem with a driveway restoration in the Fort Frederick sewer project had been resolved and repair would take care of next week, Mr. Willis said Operations Administrator Dan Lemieux would be meeting with SCE&G next week concerning street lights.

VI. PUBLIC COMMENTS:

At this time, the Mayor will recognize members of the audience who have submitted speaker forms to address the Council on agenda items. Each speaker will be limited to two minutes.

There were no comments at this time.

VII. PROCLAMATION:

A. Special Needs and Disabilities Awareness Month – Martha Ann Gatch, Ann Wirz and Mikel Swinton

Mayor Murray read a proclamation proclaiming March as Special Needs and Disabilities Awareness Month in the Town of Port Royal and presented it to Ann Wirz and Martha Ann Gatch.

Ms. Wirz thanked Council for the proclamation and their support of those with special needs and disabilities. She told Council about their new facility which had recently opened and said a public grand opening would be held May.

B. Multiple Sclerosis Awareness Week:

Mayor Murray signed a proclamation recognizing the week of March 12th through March 16th as Multiple Sclerosis Awareness Week in the Town.

VIII. FIRST READINGS:

A. Ordinance 2012-2. An ordinance to amend Ordinance 2011-17 so as to modify the effective date thereof

Town Manager Willis read Ordinance 2012-2 by title and explained the beginning dates of the PUD and Development Agreement (Ordinance 2012-3) were expiring soon. He said due to extenuating circumstances and at the request of the buyer the Town Attorney had requested extension of the expiration dates of both documents.

Councilmember Heyward moved to adopt first reading of Ordinance 2012-2 and Councilmember Lee seconded the motion.

Mayor Murray and Councilmembers Heyward, Klein and Lee voted yes. Councilmember DeLoach voted no.

The motion carried.

B. Ordinance 2012-3. An ordinance to amend Ordinance 2011-18 so as to modify the effective date thereof

Town Manager Willis read Ordinance 2012-3 by title.

Councilmember Heyward moved to adopt first reading of Ordinance 2012-3 and Councilmember Klein seconded the motion.

Mayor Murray and Councilmembers Heyward, Klein and Lee voted yes. Councilmember DeLoach voted no.

The motion carried.

IX. FOR COUNCIL'S ACTION:

A. Appointments:

1. Historic Preservation Commission – reappoint one

Councilmember Lee moved to reappoint Ervena Faulkner to the Historic Preservation Commission and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

2. Redevelopment Commission - one

Councilmember Lee moved to appoint Al Legare to the Redevelopment Commission and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

X. IMPORTANT INFORMATION AND DATES:

A. Saturday, March 17, 2012, 8:30 am – Council Retreat in the Yvonne C. Butler Council Chambers at 700 Paris Avenue
B. Monday, March 19, 2012, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street
C. Wednesday, April 4, 2012, 6:30 pm – Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue
D. Thursday, April 5, 2012, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue
E. Wednesday, April 11, 2012, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue
F. Monday, April 16, 2012, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street

Town Manager Willis reviewed the list of important information and dates.

Town Manager Willis told Council several drainage boxes had been suctioned out in the Town and that the work added a lot of drainage capacity to the stormwater system. He also updated Council on work at the Cypress Wetlands. He said they were working on sewer installation across the street from the Wetlands and said once that was stabilized work would begin on the flower beds and crosswalk at the park. Mr. Willis said the signs and plaques had been ordered and one group has already asked to use the amphitheater.

XI. PUBLIC COMMENTS:

At this time, the Mayor will recognize members of the audience who have submitted speaker forms to address the Council on non-agenda items. Each speaker will be limited to two minutes.

B. J. McClung-Merritt told Council the intersection at Parris Island Gateway and Savannah Highway is very dark making it difficult to see the road, especially when it is raining. She suggested installing lights or reflectors at that intersection.

XII. ADJOURNMENT:

Councilmember Lee moved to adjourn the meeting and Councilmember Heyward seconded the motion.

The meeting adjourned at 7:00 pm.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the meeting was posted on the Town bulletin board at Town Hall two weeks before the meeting. A copy of the agenda was given to the local news media and posted at the meeting location twenty-four hours prior to the meeting.

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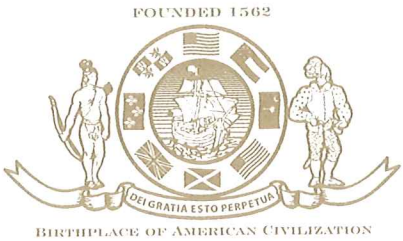

Van Willis
Town Manager

James L. Cadien
Chief of Police

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Daniel G. Lemieux
Operations

Linda Bridges
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Minutes
Council Retreat
Yvonne C. Butler Council Chambers, 700 Paris Avenue

March 17, 2012

Members Present: **Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Tom Klein**

Staff Present: **Town Manager Van Willis, Planning Administrator Linda Bridges, Interim Police Chief Alan Beach, Lt. John Griffith, Fire Chief Sammie Negron Capt. Reece Burtoif, Operations Administrator Dan Lemieux, Public Works Director Jeff Coppinger, Clerk of Court Kim Van Deusen, Town Engineer Tony Magloine and Municipal Clerk Tanya Payne**

I. CALL TO ORDER:

Mayor Murray called the retreat to order at 8:35 am and welcomed those present.

II. OPENING COMMENTS:

Town Manager Willis explained each department would be making a presentation describing their expected needs for the upcoming year and said this information along with expected revenue would be used in developing next year's budget.

III. DEPARTMENT BUDGET PRESENTATIONS:

A. Fire Department:

Chief Negron told Council combining the two fire departments into one makes it more efficient to run rather than two separate departments. He said the Town and City now have combined their ISO ratings allowing the Town to acquire a lower rating. He said they had also been able to purchase smaller, more efficient fire vehicles.

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Chief Negron said they had been working on some opportunities available to the combined departments. He discussed realignment of the Town's fleet and said they had been working on ways to lower or eliminate the Town's fire truck debt as requested by Town Manager Willis.

Capt. Reece Bertholf showed a brief presentation concerning the Town's fleet and financial obligations for these vehicles. He discussed the large payments due over the next five years and the condition, need and sale-ability of the vehicles. Capt. Bertholf explained they were looking at a schedule to rotate out the vehicles before they get to old for a good resale value. He showed how the current vehicles could be sold and new more efficient vehicles purchased for the fleet while greatly reducing the debt payments. Capt Reece showed how purchasing apparatus jointly with the City would be beneficial and said this would have no impact on ISO ratings.

Chief Negron explained this plan would replace the expensive ladder trucks with more compact aerial trucks which would provide increased capability.

B. Police Department:

Interim Chief Beach told Council in order to provide safety for his investigators the department needed five carbon filters for the evidence machine. He said these filters cost two thousand dollars each. Chief Beach also explained they needed six ballistic vests, funds for vehicle maintenance, and digital video systems for the police vehicles. He said the department had sold some older cars this year taking in approximately ten thousand dollars from the sale. Chief Beach also told Council the Dodge patrol cars which had been purchased previously had not met their expectations and that they were considering going back to the Ford sedans in the future.

Lt. John Griffith told Council the department had four 2007 cars that desperately needed to be replaced. He said they had high mileage and high maintenance costs. Lt. Griffith stated that they were checking into the new Ford Interceptor which has a standard V-6 motor and cost approximately twenty-four thousand dollars. He said the police equipment such as radios, cages, etc. could be transferred to the new vehicles. Lt. Griffith also discussed the Digital L3 video systems and said each system would cost $4,900 with a one-time fee of $2,790. He said the units could be installed locally and that they needed fifteen units.

Chief Beach told Council because of growth of the Town, overtime was maxed-out and that officers were stretched thin to cover the Town. He explained the reserve program was being reinstated after being put on hold by the state two years ago and that he was checking into that program but said there would be costs to get it implemented. Chief Beach explained the NET Team was working under a grant and that they were understaffed for the size of the Town. He told Council they would be drawing zones within the Town to make it easier to define their work.

C. Building and Codes

Operations Manager Dan Lemieux told Council he was requesting an increase in materials and supplies partly due to needing new signs in the Town to comply with new federal regulations. He said his department's vehicles were aging and had high millage but said it would be cheaper to increase maintenance cost rather than purchasing new vehicles at this time. Mr. Lemieux said it would be good to have funds available for a new vehicle should that become necessary. He also requested funds to purchase new code manuals and an increase in funds to remove dangerous trees from the right-of-ways.

Mr. Lemieux explained a program where local tree companies were donating work to remove two trees per year at no cost for citizens who could not afford to remove dangerous trees.

Mr. Lemieux explained the Town had received a $4,000 through a Palmetto Pride Grant to purchase toddler equipment for the playground at Casablanca Park. He said the Town had also received a $2000 matching safety grant from SCMIT which was used to purchase public works materials such as heavy duty cones, barricades, reflector tape, chainsaw chaps, reflective vests and supply boxes for the four re-entry teams should there be a major disaster. He said he had also applied for a container grant along with the Arts Council for blue bins to be used for recycling at festivals and other events in the Town.

Mr. Lemieux told Council they were in the process of replacing street signs throughout the Town in order to be compliant with new federal laws. He discussed a program he had implemented to assist residents with removing dangerous trees from their yards. Mr. Lemieux explained a program had been created where local tree companies were donating work to remove two trees per year at no cost for citizens who could not afford to remove the trees.

Mr. Lemieux told Council how important public relations are and explained how one citizen had been helped by other citizens and town staff by installing a handicap ramp, fire extinguisher and a strobe fire alarm.

Mr. Lemieux told Council posts at Skate Board Park were rusting out and needed to be replaced. Tony Maglione said this would take extensive repair and estimated it would cost from sixty to eighty thousand dollars. Mr. Lemieux said windows and doors at the 11th Street Church still need to be repaired, the church floor needs to be insulated and one air conditioner unit needs to be replaced.

After some discussion Council asked Mr. Lemieux to coordinate with Beek Webb on the church windows and doors.

C. Public Works:

Town Engineer Tony Maglione discussed the poor condition of the Town's garbage trucks and suggested possible ways to solve the problem. He said a new truck would cost between $225,000 and $425,000 and a used truck would cost approximately $90,000. He also discussed the rising cost of fuel and recommended a two dollar increase for services. He said actual cost of picking up household garbage and yard waste per household was sixteen dollars and twenty-two cents. Mr. Maglione also discussed privatizing household waste and yard trash and also the option separating these services.

Council discussed ways to solve the problem including raising collection fees and contracting out the service. Town Manager Willis said the Town could not afford to separate the services but said the Town does have the capability to buy another truck. He said he would look at the figures for both solutions and get back to Council.

Public Works Supervisor Jeff Coppinger told Council he needed to order trash bags and roll carts.

D. Administrative:

Town Manager Willis said there were no significant changes to the administrative budget but said the Town needed to pay for its part of the Form Based Code.

Planning Administrator Linda Bridges reported on the progress of the Form Based and said the County and City had received their drafts of the code. She said the Town had not received its draft yet but that it was still a work in progress that would most likely continue into April. She said all the codes would use a common language but there would be differences in each code to allow it to fit the circumstances of each entity.

E. Legislative

Town Manager Willis said there were no significant changes in the legislative budget.

F. Court:

Court Clerk Kim VanDeusen told Council she needed funds to purchase a new FAX machine, requested an increase for Travel and Training, and said other items would stay the same as last year.

VI. ITEMS FOR DISCUSSION:

A. Municipal Broad Band:

Council discussed Municipal Broad Band and decided to provide only a few "Hot Spots" for public use within the Town such as what is already available at Town Hall.

B. Christmas Lights:

Town Manager Willis explained because of the new style street lights, the Christmas lights will not fit on the poles. Councilmember Heyward agreed to form a committee of volunteers to select new decorations.

C. "The Shed":

Town Manager Willis told Council the contract for management of "The Shed" was still being negotiated. He said the Town had been keeping the schedule of events and that it had been going well. He asked whether Council still wanted to pursue the contract or continue the way we are now.

Council discussed the options and decided to pursue the two year contract.

D. Paris Avenue retail:

Council expressed concerns about empty property, both commercial and residential along Paris Avenue and said the empty store fronts need to be filled. They suggested preparing a data base of properties, the owners of that property, costs of rent and contact information. Council gave Town Manager Willis the go ahead on finding a marketing group to market Port Royal.

E. Ipad/Tablet Use/Paperless meetings:

Town Manager Willis discussed the possibility of purchasing IPads for council and some staff members which would allow information to Council to be sent by email rather than paper.

Planning Administrator Bridges will check into purchasing a document camera to be used during meetings.

Engineer Tony Maglione told Council streets were in bad condition and needed to be repaved. He had prepared a list of roads in the Town and prioritized them in order of their need. Mr. Maglione said 9th Street between London and Paris Avenues and 15th Street between Paris and Richmond Avenues were in desperate condition.

He estimated the cost of repair for each street would be between twenty and twenty-three thousand dollars and that some needed to be budgeted for repair in the next budget year.

Councilmember Lee suggested installing sidewalk in conjunction with the repaving and Mr. Maglione said he could get an estimate for adding the sidewalks.

Tony Maglione told Council it was time to update the stormwater intergovernmental agreement with Beaufort County.

Town Manager Willis discussed sewer capacity and asked Council if they wished to use some of the Town's capacity to help offset connection fees for citizens who would be connecting to the sewer system. Council decided to allow $1300 credit for the hookups.

Town Manager Willis stated the Social Security Administration's guideline for cost of living increases this year was 3.6%. He suggested a 2% increase for Town employees if it could be worked into the budget. Mr. Willis said the 2% would cost approximately forty-five to fifty thousand dollars over the year. Council agreed since there was no increase last year to try for 2% or more if possible.

Councilmember Joe Lee told those present the 450 Jean Ribaut Celebration would be held on Paris Island on May 25th with one hundred fifty invited guest and said it would be open to the public. He said the event would be followed by a reception. He also said they were planning a parade in Port Royal and that sponsors for the parade are needed. Councilmember Lee said they would like the Town to lay a wreath at the monument on Parris Island; plans were being made for a reception at the school to celebrate Port Royal Elementary's 100th graduating class. He also stated that the group was trying to establish a "Sister City" in France for the Town. He said the Historic Port Royal Foundation had contributed one thousand dollars toward the reception on the 25th and two lectures which would take place before the 25th.

Councilmember Lee also told everyone the Fort Freemont display would be at the Verdier House in Beaufort beginning the end of March and would remain through June. He said he was working to bring this exhibit to the Shed or the Union Church. He also explained there was a project to bring the USS Olympia to the dry dock on Parris Island and that plans were to have a boat to take visitors to the ship via Port Royal.

Councilmember Lee said a FOX news team would be interviewing former Port Royal Elementary students at the school on Monday, March 19th.

Councilmember Lee also said the 200th "Java with Joe" would be held on March 29th at the Shed and that Mayor Murray, Town Manager Willis, Hilton Head Town Manager Steve Riley and Dick Stewart had been invited to attend.

VII. SUMMARY

VIII. CLOSING COMMENTS

IX. ADJOURNMENT:

The workshop adjourned at 1:55 pm.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, `Section 30-4-80(d), as amended, notification of the retreat was posted on the Town bulletin board two weeks prior to the event. A copy of the agenda was given to the local news media and posted at the retreat location twenty-four hours prior to the meeting.