

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

May 5, 2010

Members Present: Mayor Samuel Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward and Joe Lee

Members Absent: Councilmember Henry Robinson

Staff Present: Town Manager Van Willis, Police Chief Jim Cadien, Police Lt. Alan Beach, Fire Chief Sammy Negrón and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the workshop to order at 5:30 pm.

II. REVIEW AND DISCUSSION:

A. Legislative

Town Manager Willis reviewed the legislative budget and explained because of a decrease in Workman's Comp. insurance the budget total was lower than expected. He also explained an article in *Uptown* magazine questioned contributions to not-for-profit organizations when they were not directly associated with the Town. Therefore, the contributions line item total was reduced. Mr. Willis told Council there would be a three percent increase in health insurance this year.

B. Executive

Town Manager Willis explained this year's big item in the executive budget was existing contracts which included cleaning, landscaping, engineering, logics computer program, Burton Fire District, copier contract, VC-3 server maintenance contract, phase one of the form based code and postage. He said this budget comes in at two hundred fifty-

nine thousand dollars. Mr. Willis explained this budget was up due to legal fees and the final payment on the comprehensive plan update. He explained the shrimp dock line item was very high but said that is because of fuel. Mr. Willis said the docks were presently working at a loss but that was expected. He said the budget also included building maintenance on the Town Hall building.

C. Court

Town Manager Willis explained the court budget was almost the same of last year. He explained because of the volume of work the court now handles, costs were up a little. Mr. Willis told Council the City of Beaufort was handling the Town's court cases on weekends which also attributed to the increase.

Town Manager Willis told Council the value of a mil in the Town had decreased twenty-five percent from last year's total. He discussed how the value of a mil is established and how its value affects the Town's revenue. Mr. Willis explained that due to an error in the county auditor's office, last year's mil was over-valued causing problems with the new budget. He also discussed how new state legislation which caps milage for municipalities affects revenue.

III. ADJOURNMENT:

There being no further comment, the workshop adjourned at 6:20 pm.

Respectfully submitted,

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. A copy of the agenda was given to the local news media and posted at the meeting location twenty-four hours before the meeting.

**Minutes
Special Meeting/Workshop
Yvonne C. Butler Council Chambers, 700 Paris Avenue**

May 5, 2010

Members Present: Mayor Samuel Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Henry Robinson

Staff Present: Town Manager Van Willis, Police Chief Jim Cadien, Fire Chief Sammy Negron and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray opened the meeting at 6:30 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. PUBLIC COMMENT:

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.

IV. REVIEW AGENDA FOR THE May 12, 2010 COUNCIL MEETING:

Town Manager Willis reviewed the May 12th agenda. He told Council drainage work at Paris Avenue and 13th Street was almost complete. Mr. Willis said workers had found old infrastructure in the ground at this site causing the cost of the job to go up a couple thousand dollars. He said applications made to the Corps of Engineers for work at the Cypress Wetlands had been completed and bid documents for drainage work had been issued. Mr. Willis said Ramsey Architecture is finalizing drafts for the proposed

structures for that site. He explained the signalization project at Lady's Island Drive would be kept at the expected price of one hundred ten thousand dollars. Mr., Willis explained the Town was able to get a good price for boring due to the construction work already under way at the new bridge location.

Town Manager Willis also briefed Council concerning:

- Welding work at the skate park completed
- Working with BJWSA to bring sewer lines across Ribaut Road
- SPA will take up port sale contract at their May meeting
- Shrimp dock
- Jefferson Commons
- Landscaping complete at Richmond Ave and Mossy Oaks town sign
- Working to lay conduit to planted medians for irrigation
- Highway 280 designation stipulations supported by City of Beaufort and are now in county subcommittee
- Northern Regional Plan meeting, TDR's main discussion
- Financials tracking well
- Burton Fire District issues still under discussion
- CDBG has been filed

Russell Byrd, representing the Marine Corps Air Station invited Council and Staff to attend the May 10th County Council Meeting. He explained Fred Pierson, Encroachment Program Manager for the Navy East Coast AICUZ/RAICUZ Center of Excellence would be giving a presentation in noise education. Mr. Byrd said this would give a good background for upcoming sessions concerning the environmental impact of new jets that would be coming to the air station.

Town Manager Willis reviewed a resolution establishing a commission to plan for a celebration of the Town's 450 years since the first settlement.

Town Manager Willis reviewed first reading Ordinance 2010-5 to amend the business license ordinance to allow denial of a license when the applicant owes town taxes or assessments. He also reviewed Ordinance 2010-6 setting the budget for the fiscal year 2010-2011 and allowing for expenditure thereof.

Town Manager Willis told Council they would need to fill one seat on the Redevelopment Commission. He also reviewed the Memorandum of Understanding concerning a county-wide form based code. Mr. Willis explained this MOU approved the Town's involvement in first phase only in the development of a form based code that would apply to the Town, the City of Beaufort and Beaufort County.

He told Council the cost to the Town was fifteen thousand dollars. He said Council would have opportunity to opt out of future phases should they wish to do so.

V. IMPORTANT DATES AND INFORMATION:

- A. Thursday, May 6, 2010, 5:30 pm – Design Review Board, Yvonne C. Butler Council Chambers, 700 Paris Ave.**
- B. Saturday, May 8, 2010, 6:30 pm – Street Music on Paris Avenue featuring *Reggae with Patwa, Paris Avenue***
- C. Monday, May 10, 2010, 5:30 pm – Joint Municipal Planning Commission, 1901 Boundary Street in the Municipal Court Building**
- D. Wednesday, May 12, 2010, 6:30 pm - Council Meeting, Yvonne Butler Council Chambers, 700 Paris Avenue**

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

VI. EXECUTIVE SESSION:

- A. Legal discussion relative to ongoing litigation**

Councilmember Heyward moved to adjourn to Executive Session to discuss an ongoing litigation and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

Council adjourned to Executive Session at 6:55 pm.

Council returned from Executive Session at 7:35 pm.

No action was taken.

VII. ADJOURNMENT:

The meeting adjourned at 7:35 pm.

Respectfully submitted,

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 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 before the meeting.

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

May 12, 2010

Members Present: Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Henry Robinson

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Jim Cadien, Lt. Alan Beach, Fire Chief Sammy Negron and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the workshop to order at 5:25 pm.

II. REVIEW AND DISCUSSION:

A. Fire Department:

Town Manager Willis reviewed the Fire Department budget. He said the contract for personnel had increased significantly due to the yearend reconciliation with the City of Beaufort. He said this included a four percent pay adjustment and a twenty-five percent increase in health insurance for nine employees. Mr. Willis told Council debt service had decreased because the Expedition was paid off leaving the ladder truck and the engine as debt service. He explained needed building maintenance on the fire station could be funded through TIF funds since the building is located in the TIF district. Mr. Willis said the total budget of just over a million dollars included payment to the Burton Fire District since there had been no settlement on that issue yet.

B. Police Department:

Town Manager Willis told Council debt-service had been retired on some of the police vehicles and that the department would be able to purchase some new cars this year as scheduled. He explained these purchases would show up as debt service in next year's budget. Mr. Willis explained the salaries line had increased due to longevity raises but said workmen's compensation was down. Mr. Willis said travel and training was up from last year. He said the budget was almost the same as last year's and was looking good.

Lt. Beach told Council the police department was training officers to be instructors which would in turn save money as the department begins to train its own officers.

C. Public Works:

Town Manager Willis said the largest item on the public works budget was the match for the Ft. Frederick sewer project. He said the department was short two employees and would most likely be replacing only one. Mr. Willis explained he was considering contracting out mowing along the major corridors. He said other department requests were chain saws and garbage bags and said there were no major changes this year. Mr. Willis explained that some street work could be funded through stormwater funds if the work was directly related to stormwater runoff. He explained that mowing along the right-of ways and street sweeping could in some instances affect stormwater drainage.

D. Building Codes and Safety:

Town Manager Willis said there was very little change in the building and safety budget. He told Council the cutting of dangerous trees from the right-of-ways was a very important in safety issue. Also included in the requests were for supplies to bring the Town in conformity with OSHA requirements.

Town Manager Willis explained there was very little change in the total budget for fiscal year 2010-2011. He discussed problems that had arisen because the county had incorrectly valued the mil for last year's budget. Mr. Willis further explained the county had been incorrectly taxing property in District 112 as District 110. He said staff had been proofing the tax rolls to insure property is being taxed correctly.

III. ADJOURNMENT:

The workshop adjourned at 6:02 pm.

Budget Workshop
May 12, 2010

Respectfully submitted,

Tanya L. Payne
Municipal Clerk

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

May 12, 2010

Members Present: Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe lee and Henry Robinson

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Jim Cadien, Fire Chief Sammy Negrón and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray opened the meeting at 6:30 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember Robinson offered the invocation.

III. APPROVAL OF MINUTES:

- A. Minutes from the Public Hearing of March 3, 2010**
- B. Minutes from the Public Hearing of March 10, 2010**
- C. Minutes from the Special Meeting/Council Workshop of April 7, 2010**
- D. Minutes from the Regular Council Meeting of April 14, 2010**

Councilmember Heyward moved to adopt the minutes from the Public Hearing of March 3, 2010, the Public Hearing of March 10, 2010, the Special Meeting/Council Workshop of April 7, 2010 and the Regular Council Meeting of April 14, 2010. Councilmember Robinson seconded the motion.

IV. AMENDMENTS TO THE AGENDA:

There were no amendments to the agenda.

V. PRESENTATION:

A. School Capital Construction – Beaufort County Council Vice-Chairman Paul Sommerville and Beaufort County School District Board Member Jim Bequette

Beaufort County Councilmember Paul Sommerville spoke to Council concerning an agreement made with the County in 2008 requiring developers with development agreements to pay six thousand dollars per residential roof top over twenty four hundred

square feet and two dollars, fifty cents per square foot for commercial space. He explained these funds would go to the School District. Mr. Sommerville reviewed how the county has handled the three development agreements that had taken place since that time and asked Council if they felt this proposed agreement with the Evergreen PUD was consistent with the letter and the spirit of the resolutions passed by the respective councils in 2007 and 2008. Mr. Sommerville left notes for Council's review and asked them for their thoughts on this situation. He said he had already made this presentation to Bluffton and Beaufort Councils. Mr. Sommerville stated that the county does not wish to be in violation of the letter or the spirit of the agreement or any other partner in the agreement.

VI. COUNCIL BRIEFING:

Town Manager Van Willis briefed Council concerning:

- stormwater drainage work at 9th Street and Madrid Avenue
- MS-4 Federal permitting for stormwater drainage; stormwater policy; EPA land use
- nine bids received to do work on Wetlands project
- mast arm signal at Ribaut Road and Lady's Island Drive
- BJWSA Sewer projects
- nothing new on port property
- installation of irrigation lines for planted median beds complete
- structural issues being into on Jefferson Commons balconies

Planning Administrator Bridges invited Council to attend a Stormwater Design Work Shop on Monday, May 17th. She explained the workshop topics were stormwater and form based code.

VII. 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.

Reed Armstrong from the Coastal Conservation League told Council he liked the way the County, City of Beaufort and the Town were working together. He supported the Form Based Code and encouraged Council to approve the Memorandum of Understanding for first phase of developing a form based code.

VIII. PROCLAMATION:

A. Foster Care Month – Raynard Polkey, Department of Social Services

Mr. Raynard Polkey from the Department of Social Services introduced Latasha Charles who works for DSS in the Bluffton/Hilton Head area.

Mayor Murray read a proclamation designating May as Foster Care Month in the Town of Port Royal and presented it to Mr. Polkey.

Mr. Polkey thanked Council for the proclamation and their support of the Foster Parents program. He also thanked CAPA and other community organizations for their work to improve the lives of children. Ms. Charles thanked all foster parents and their part in improving the children's circumstances. She said foster parents make an everlasting, positive impression on the children which never forget t.

IX. RESOLUTIONS:

A. Resolution 4-2010. A resolution approving the establishment of the Port Royal 450 Project Commission

Town Manager Willis read Resolution 4-2010 by title and explained the 450 Commission would be planning the Town's 450th anniversary celebration.

Councilmember Lee moved to adopt Resolution 4-2010 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

X. FIRST READINGS:

A. Ordinance 2010-5. An ordinance amending chapter 12, "Licenses and Business Regulations", Section 39 of the Code of Ordinances of the Town of Port Royal, South Carolina

Town Manager Willis read Ordinance 2010-5 by title and explained this ordinance would allow the denial of a business license in the event the applicant owes taxes or assessments to the town. He said he had spoken with the Town's attorney concerning this ordinance and told Council there might be some changes before final reading.

Councilmember Heyward moved to adopt first reading of Ordinance 2010-5 and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

B. Ordinance 2010-6. An ordinance to amend as follows Section I of Ordinance 2009-5 to provide for the levy of taxes for ordinary Town purposes in the Town of Port Royal, South Carolina, for the Fiscal Year beginning July 1, 2010, and to provide for the expenditures thereof.

Town Manager Willis read Ordinance 2010-6 by title and explained this ordinance would set the budget for the fiscal year 2010/2011. He explained there was little change over last year's budget with exception of the shrimp dock operation. Mr. Willis further stated the actual milage for the new budget would not be finalized until August.

Councilmember Robinson moved to adopt first reading of Ordinance 2010-6 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

XI. FOR COUNCIL'S ACTION:

A. Appointments:

1. Appoint one to the Redevelopment Commission

Councilmember Lee moved to appoint Matthew Brady to the Redevelopment Commission and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

B. Memorandum of Understanding for Form Based Code

Town Manager Willis explained this MOU covered Phase I for development of a Form Based Code to be used by the Beaufort County, the City of Beaufort and the Town. He said the Town's cost to participate in Phase I was fifteen thousand dollars. Mr. Willis told Council the Town could opt out of Phases II and III should they decide the code was not beneficial to the Town.

Councilmember DeLoach moved to adopt the Memorandum of Understanding for the development of a form based code and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

XII. IMPORTANT INFORMATION AND DATES:

- A. Saturday, May 22, 2010, 6:30 pm – Street Music on Paris Avenue featuring *The Space Heaters, Paris Avenue***
- B. Monday, May 31, 2010 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Memorial Day.**
- C. Wednesday, June 2, 2010, 6:30 pm - Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- D. Wednesday, June 2, 2010 - immediately following the scheduled Public Hearing, Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- E. Thursday, June 3, 2010, 5:30 pm – Design Review Board Meeting (DRB), 700 Paris Avenue**
- F. Wednesday, June 9, 2010, 6:30 pm, Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. Monday, June 14, 2010, 5:30 pm – Joint Municipal Planning Commission, 1901 Boundary Street, Beaufort, Municipal Court Building**
- H. Saturday, June 19, 2010, 6:30 pm – Street Music on Paris Avenue featuring *Town Mountain, Paris Avenue***
- I. Sunday, July 4th – Fourth of July Celebration and fireworks at the Sands**
- J. Monday, July 5th – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of July 4th**

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

XIII. 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.

Council Meeting
May 12, 2010

Drayton Drive resident, John Barnwell, expressed concerns about traffic in his neighborhood. He suggested that Council look at man-power in the police department so they can monitor the streets better. Mr. Barnwell also told Council there was a litter problem in that area.

Town Manager Willis told Council beginning on Monday, Parris Island would be conducting one hundred percent ID checks at the gate. He explained this would cause potential traffic problems in the mornings and said the police department would do all they could to resolve the problem.

XIV. ADJOURNMENT:

Councilmember Robinson moved to adjourn the meeting.

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Tanya I. 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 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.

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

May 12, 2010

Members Present: Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Henry Robinson

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Jim Cadien, Fire Chief Sammy Negrón and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the meeting to order at 4:30 pm.

II. EXECUTIVE SESSION:

A. Legal discussion relative to ongoing litigation:

Councilmember Heyward moved to adjourn to Executive Session for discussion of a legal matter relative to ongoing litigation. Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

Council adjourned to Executive Session at 4:32 pm.

Council returned from Executive Session at 5:22 pm.

No action was taken.

III. ADJOURNMENT:

The meeting adjourned at 5:22 pm.

Respectfully submitted,

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Ordinances, 1976, Section 30-4-80(d), as amended, notification of the meeting was posted on the Town bulletin board one week 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.