

Town of Port Royal, South Carolina

Council

Samuel E. Murray
Mayor

Henry Robinson
Mayor Pro Tempore

Vernon H. DeLoach
Mary Beth Heyward
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

April 6, 2011

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

Members Absent: Councilmember Mary Beth Heyward (family medical)

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

I. CALL TO ORDER:

Mayor Murray called the workshop to order at 6:30 pm and welcomed those present.

II. REVIEW AGENDA FOR THE APRIL 13, 2011 COUNCIL MEETING:

Town Manager Willis told Council they were close to finalizing details of the vertical elements for the Cypress Wetlands Project. He explained the RFP should be available for their review at the May Council Meeting. Mr. Willis said the drainage system had worked well during the recent hail storm. He told those present the County Staff would be producing a documentary film on work being done at the wetlands. Mr. Willis also briefed Council on pricing for blacktop and striping for the parking lot at the Sands, the website update, mast arm fabrication nearing completion, he is pleased with budget, architect is working on upgrade for the police station and surveyors are working with BJWSA for sewer installation on Ribaut Road. He said the sewer work must be completed prior to the expiration of the TIF in a few years. Mr. Willis further briefed Council saying there was a prospective buyer interested in the port property, the new budget was going well even though there had been a dip in business license revenues and aid-to-subdivisions from the state. Mr. Willis told Council repair work was already underway at the Shed and that plumbers were in the process of repairing the fixtures. He said the air conditioners may be shot, the electricians have been there and the water line has been located.

Mr. Willis said volunteers would be working along with Public Works on Saturday to remove junk from the Shed. He said the Town would need to buy chairs and tables, do some dry wall patching and uncover some sinks that had been covered to make counter space. Mr. Willis said the sale had closed at a good percentage rate and that he still needed to research rental fees for use of the building.

Town Manager Willis read ordinance 2011-3 by title and explained the current draft of the ordinance included the 2:00 am closing for establishments selling alcohol for on premises consumption.

Police Capt. Beach told Council they were still getting late night calls to Cowboys and Indians and that there was very little change since the new management had taken over the business. He said the business had acquired permission to use the nearby dirt lot for parking.

Councilmember Robinson asked whether Council would be taking up the no smoking ordinance.

Council discussed the issue and decided they did not wish to consider the ordinance at this time.

Town Manager Willis told Council the Fair Housing and Non-Discrimination resolutions were on the agenda for adoption. He explained these resolutions needed to be adopted each year in order for the Town to apply for and receive funds from the Community Development Block Grant program. Also on the agenda were appointments to the Historic Preservation Commission and the Zoning Board of Adjustments and Appeals.

III. IMPORTANT DATES AND INFORMATION:

- A. Thursday, April 7, 2011, 5:30 pm – Design Review Board, Town Hall, 700 Paris Avenue**
- B. Wednesday, April 7, 2011, 6:30 pm – Public Hearing, Town Hall, 700 Paris Avenue**
- C. Wednesday, April 13, 2011, immediately following the scheduled Public Hearing - Council Meeting, Yvonne Butler Council Chambers, 700 Paris Avenue**

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

Councilmember Lee told those present the second Community Dinner sponsored by the Historic Port Royal Foundation would be held April 14th at the Union Church on 11th Street.

Charlie Williams, Bob Bender and Council discussed future goals and ways to raise funds for the Estuarium. Mr. Bender said he would be purchasing materials for the

proposed kiosks to draw visitors to the Estuarium. He also said they were planning to hold the annual Critterfest on June 18th.

Mayor Murray asked that Bob Bender and Town Manager Willis meet and prepare performance standards for the Estuarium.

Mike Parvin, a new citizen to Port Royal told Council he had come to the meeting just to see what was going on and said liked what he saw.

Kim Brown told Council she had purchased a hot dog stand and asked Council for help in finding a place to set up her business.

IV. ADJOURNMENT:

Councilmember DeLoach moved to adjourn.

The workshop adjourned at 7:22 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 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.

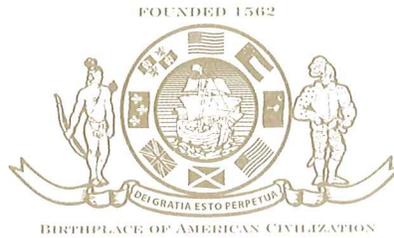
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Minutes Regular Council Meeting Yvonne C. Butler Council Meeting, 700 Paris Avenue

April 13, 2011

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 Negron and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray called the meeting to order at 6:34 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 March 2, 2011
- B. Minutes from the Regular Council Meeting of March 16, 2011
- C. Minutes from the Public Hearing of March 26, 2011
- D. Minutes from the Council Retreat of March 26, 2011

Councilmember Robinson moved to adopt the minutes from the Council Workshop of March 2, 2011, the Council Meeting of March 9, 2011, the Public Hearing of March 26, 2011 and the Council Retreat of March 26, 2011. Councilmember Heyward seconded the motion.

Mayor Murray pointed out an error on page two of the March 16th Council Meeting minutes where it stated the mast arm signals were being placed at Richmond Avenue and Paris Avenue when in fact it should have stated Ribaut Road and Lady's Island Drive. He also pointed out an error on page eight of the March 26th Council Retreat minutes where it said it was state law to cease sale of liquor at 2:00 pm when it should have stated 2:00 am.

Corrections were made and the motion carried by unanimous vote.

IV. AMENDMENTS TO THE AGENDA:

There were no amendments to the agenda.

V. COUNCIL BRIEFING:

Carlotta Ungaro, outgoing President of the Beaufort Regional Chamber of Commerce thanked Council for their support over the last few years and introduced Blakely Williams who would be stepping in as Interim President until the position could be filled permanently.

Town Manager Willis briefed Council on progress at the Cypress Wetlands saying the RFP for vertical elements should be issued by the first of May. He said the duck weed problem at the Duck Blind pond was caused by removing the muck from the bottom of the pond once this procedure was completed, the duck weed would be removed. Mr. Willis said the mast arms for the Ribaut Road/Lady's Island Drive signalization had arrived and could be seen at public works. He said work had begun on the foundations for the poles.

Architect Cooter Ramsey showed drawings of the proposed expansion of the Police Station and gave a brief description of the improvements that would be made. He said the main improvements would be for interrogation rooms and storage areas.

Chief Cadien told Council a pending bill in the legislature would require video and audio taping of interrogations and the interrogation room would be required to have two-way glass. He said the new expansion would allow preparation for these requirements and the department would be ready when they take effect.

Town Manager Willis said the expansion could be funded by TIF funds which needed to be used in the next few years. He said he would be looking at cost estimates for the improvements and would bring them back to Council for approval. Mr. Willis also told Council he had scheduled a stakeholders meeting and tour of the Shed in order to get ideas for potential uses of the building. The meeting would be held at 10:00 am on April 14th at Town Hall. He said cleanup and cosmetic repair work was under way at the Shed and that glass had been ordered for the back windows.

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. Child Abuse Prevention Month - Raquel Lee, Beaufort County Department of Social Services

Mayor Murray read a proclamation proclaiming April as Child Abuse Prevention Month in the Town and presented it to Raquel Lee.

Ms. Lee thanked Council for the proclamation on behalf of Beaufort County DSS and the children who are being helped through this program.

VIII. SECOND READING:

A. Ordinance 2011- 3. An ordinance amending Chapter 12, Licenses and Business Regulations, Section 1, of the Code of Ordinances of the Town of Port Royal, South Carolina

Town Manager Willis read Ordinance 2011-3 by title and explained it would require businesses selling alcohol to close at 2:00 am and remain closed until 6:00 am.

Councilmember DeLoach moved to adopt Ordinance 2011-3 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

IX. RESOLUTIONS:

A. Resolution 1-2011. Fair Housing Resolution:

Town Manager Willis explained that in order for the Town to receive funds from Community Development Block Grants Council needed to adopt the Fair Housing Resolution.

Councilmember Robinson moved to adopt Resolution 1-2011 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

B. Resolution 2-2011. Non discrimination on the basis of disability (ADA)

Town Manager Willis explained this resolution was also required in order to receive funds from Community Development Block Grants.

Councilmember Robinson moved to adopt Resolution 1-2011 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

X. FOR COUNCIL'S ACTION:

A. Appointments:

1. **Historic Preservation Commission – appoint one**
2. **Zoning Board of Adjustments and Appeals – appoint one**

There were no appointments at this time.

B. Estuarium request for funds:

Charlie Williams discussed a list of both long term and short term goals developed to gain support for the Estuarium. He said the Estuarium board would provide monthly reports to Council on its progress. He asked Council to provide seventy-five hundred dollars sustain the Estuarium through June 2011. Mr. Williams said the funds would be used to catch up on back rent among other things. He said the Board would be developing more long term goals for future funding.

Council discussed the Estuarium's financial difficulties and said the Estuarium needed to help themselves by holding fund raisers and seeking support from other entities.

Mayor Murray said Council was currently assisting the Old Village Association, the Historic Port Royal Foundation and the Estuarium and that most likely these organizations would need continued support in the future.

Nancy Vista spoke on behalf of the Estuarium saying it was a great asset to the Town. She said they haven't had sufficient staff to do the needed work and that she would be working with them on marketing.

Councilmember Robinson moved to provide the Estuarium with seventy- five hundred dollars to get them through the month of June 2011 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

XI. IMPORTANT INFORMATION AND DATES:

- A. **Thursday, April 14, 2011, 6:30 pm – Second Community Supper at the Union Church on 11th Street, reservations required**
- B. **Monday, April 18, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- C. **Saturday, April 23, 2011, noon until 5:00pm – Soft Shell Crab Festival, Paris Avenue**
- D. **Wednesday, May 4, 2011, 6:30 pm – Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- E. **Thursday, May 5, 2011, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- F. **Friday, May 6, 2011, 7:00 am – Port Royal Business Breakfast, Town Hall, 700 Paris Avenue**
- G. **Wednesday, May 11, 2011, 6:30 pm – Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. **Monday, May 16, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street, Beaufort**

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

XII. 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.

Bob Bender thanked Council for their vote to fund the Estuarium and discussed future marketing plans. He said coupons would be distributed giving free admission to children with a paying adult. Mr. Bender said he would be recommending that the Memorandum of Understanding with the Town be revised.

John Keller suggested a contest be held to rename the Shed. He said he felt the name "Shed" showed no class and changing the name would draw more interest.

XIII. ADJOURNMENT:

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

The meeting adjourned at 8:42 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

Regular Council Meeting
April 13, 2011

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.