

# Town of Port Royal, South Carolina

## Council

Samuel E. Murray  
Mayor

Vernon DeLoach  
Mayor Pro Tempore

Mary Beth Heyward  
Tom Klein  
Joe Lee



Van Willis  
Town Manager

T. Alan Beach  
Chief of Police

Jeffrey S. Coppinger  
Daniel G. Lemieux  
Operations

Linda Bridges  
Planning

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

June 5, 2013

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

**Staff Present:** Town Manager Willis, Planning Administrator Linda Bridges, Deputy Chief Ron Wekenmann and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the workshop to order at 5:30 pm and welcomed those present.

**II. DISCUSSION:** (The following items were not necessarily discussed in the order as listed.)

#### A. Fire Department:

Town Manager Willis discussed the fire contract with the City of Beaufort. He pointed out that the debt service for the two fire trucks was almost paid and said the purchase of a new truck would not show up until next year's budget.

#### B. Streets and Sanitation:

Town Manager Willis reviewed the benefits of privatizing garbage collection for the town. He said there would be a savings of \$167,273 if Council chose to go this route.

Town Engineer Tony Magilone told Council bids were received from Waste Pro and Republic Waste and explained the Waste Pro bid was considerably less. He reviewed various options offered by Waste Pro and said using the side-arm truck would lower cost of the pickup. Mr. Magilone said Waste Pro would own and maintain the roll carts and already has the necessary truck. He discussed the cost of total sanitation services

breaking then out to include garbage, recycle and yard debris. Mr. Magilone explained through the contract, two of the Town's employees would move to Waste Pro and be guaranteed a job for one year at the same pay rate they currently have. He said no one would lose their job. Mr. Magilone reviewed the process to transfer the services to Waste Pro and said the new system would require public education for those using the services. He explained the changes would take place over a few months which would give ample time to educate the public.

**C. Building Department:**

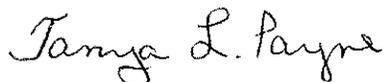
Town Manager Willis reviewed the proposed Building Department budget comparing the current year's budget to the proposed budget. He said there was a slight reduction on the tree services item because all the funds had not been needed this year, the fuel cost is down and a special contract had been added for the building inspector position. Mr. Willis said the budget included an increase in insurance rates and a two percent cost of living increase for employees.

**III. REVENUE**

**III. ADJOURNMENT:**

The workshop adjourned at 6:15 pm.

Respectfully submitted,



Tanya L. Payne

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Upcoming projects included Sewer on Columbia Avenue including a new pump station, Broad River Road and Lenora Drive to the Riverside Drive.

### **III. COUNCIL BRIEFING:**

Steve Giese briefed Council concerning the proposed Jelly Ball industry. He explained his past problems and problems with his son's business and apologized for any embarrassment this may have caused. Mr. Geise said he was still working on a list of items the Town had requested before entering any business agreement with his company. He said he would like to have the business up and going within three weeks.

Councilmember Heyward stated that she could not support Mr. Giese at this time.

Town Manager Willis told Council the bidding process for the \$750,000 Ribaut Road Sewer Project was underway and that some bids had been received. He explained he was working with the Parris Island Band on details for the July 4<sup>th</sup> concert. Mr. Willis said he was working out expected parking issues due to a larger than usual crowd and was also working on sound, logistics and vendors. He recommended continuing with East Coast for the fireworks show this year. Town Manager Willis said mediation on the Parker's Gas Station would begin in four to six weeks, he was still working to open the Fort Frederick boat landing, the shrimp boat Ms. Hazel is being dismantled because it was about to sink. He said OCRM is working with the owner of the sunken boat to have it removed. Mr. Willis said the bridge would be swept every two weeks on Mondays, the form based code review was going well, Casablanca drainage project is moving forward, the John Parker Park under brushing is going well and there may be a fence installed at the park, also he had met with the Beaufort County Government Committee concerning the proposed local option sales tax. He said the Finance Committee had voted no on the tax and explained it needed to move ahead quickly in order to get on the ballot in November. Mr. Willis said should the tax be approved it would lower property taxes in the Town and possibly would help pave some roads.

### **III. REVIEW AGENDA FOR THE June 12, 2013 COUNCIL MEETING:**

Town Manager Willis reviewed Ordinance 2013-9 which would adopt a budget for the Fiscal year 2013-14, provide for expenditures and set the year's millage. He explained Ordinance 2013-10 would change membership requirements for the Redevelopment Commission. Mr. Willis also told Council they needed to appoint one member to the Extended Design Review Board and approval contracts for garbage service and renovations at the Police Department.

### **IV. IMPORTANT DATES AND INFORMATION:**

- A. Thursday, June 6, 2013, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

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## Minutes Public Hearing Yvonne C. Butler Council Chambers, 700 Paris Avenue

June 5, 2013

**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, Deputy Chief Ron Wekenmann and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

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

### II. PURPOSE:

- A. **Ordinance 2013-9. An ordinance to amend as follows Section I of Ordinance 2012-8 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, 2013, and to provide for the expenditures thereof.**

Town Manager Willis read Ordinance 2013-9 by title and explained the new budget included no millage or fee increases. He said proposed expenditures for the year would total four point eight million dollars.

There were no public comments concerning this ordinance.

- B. **Ordinance 2013-10. An ordinance amending Chapter 2, Section 2-282 Membership; terms of the Code of Ordinances of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2013-10 by title and explained it would require that members of the Redevelopment Commission be Town residents or owner/operators of Town businesses. He said there was a provision in the ordinance allowing Council to appoint two members who were not residents or business owner/operators if they met certain expertise that would benefit the commission.

There were no public comments concerning this ordinance.

**III. COMMENTS**

**IV. ADJOURNMENT:**

The Public Hearing adjourned at 6:34 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 Public Hearing was posted in the local news paper and on the town bulletin board fifteen days prior to the hearing. A copy of the agenda was given to the local news media and at the meeting location twenty-four hours prior to the hearing.

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

June 5, 2013

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

**Staff Present:** Town Manager Willis, Planning Administrator Linda Bridges, Deputy Chief Ron Wekenmann 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. FOR COUNCIL'S INFORMATION:

#### A. Presentation by Hargray – Frankie Denmark

Frankie Denmark representing Hargray Communications showed a slide presentation and gave a history of the company. He reviewed the services provided by the company and thanked Council for the opportunity to serve the Town.

#### B. Report from BJWSA – Ed Saxon and Brandi Gray

Brandi Gray, BJWSA Chairman of the Board and Port Royal Representative introduced newly appointed General Manager Ed Saxon.

Ed Saxon reviewed projects don't over the past five years and showed the drawings and pictures of these projects. Projects discussed were the Ribaut Road Sewer Project, newly renovated pump stations in the Town, Ft. Frederick Sewer Project, the Dollar General Store, Port Royal Apartments, Liberty Point and Shadow Moss Phase 5.

Upcoming projects included Sewer on Columbia Avenue including a new pump station, Broad River Road and Lenora Drive to the Riverside Drive.

### **III. COUNCIL BRIEFING:**

Steve Giese briefed Council concerning the proposed Jelly Ball industry. He explained his past problems and problems with his son's business and apologized for any embarrassment this may have caused. Mr. Geise said he was still working on a list of items the Town had requested before entering any business agreement with his company. He said he would like to have the business up and going within three weeks.

Councilmember Heyward stated that she could not support Mr. Giese at this time.

Town Manager Willis told Council the bidding process for the \$750,000 Ribaut Road Sewer Project was underway and that some bids had been received. He explained he was working with the Parris Island Band on details for the July 4<sup>th</sup> concert. Mr. Willis said he was working out expected parking issues due to a larger than usual crowd and was also working on sound, logistics and vendors. He recommended continuing with East Coast for the fireworks show this year. Town Manager Willis said mediation on the Parker's Gas Station would begin in four to six weeks, he was still working to open the Fort Frederick boat landing, the shrimp boat Ms. Hazel is being dismantled because it was about to sink. He said OCRM is working with the owner of the sunken boat to have it removed. Mr. Willis said the bridge would be swept every two weeks on Mondays, the form based code review was going well, Casablanca drainage project is moving forward, the John Parker Park under brushing is going well and there may be a fence installed at the park, also he had met with the Beaufort County Government Committee concerning the proposed local option sales tax. He said the Finance Committee had voted no on the tax and explained it needed to move ahead quickly in order to get on the ballot in November. Mr. Willis said should the tax be approved it would lower property taxes in the Town and possibly would help pave some roads.

### **III. REVIEW AGENDA FOR THE June 12, 2013 COUNCIL MEETING:**

Town Manager Willis reviewed Ordinance 2013-9 which would adopt a budget for the Fiscal year 2013-14, provide for expenditures and set the year's millage. He explained Ordinance 2013-10 would change membership requirements for the Redevelopment Commission. Mr. Willis also told Council they needed to appoint one member to the Extended Design Review Board and approval contracts for garbage service and renovations at the Police Department.

### **IV. IMPORTANT DATES AND INFORMATION:**

- A. Thursday, June 6, 2013, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

**B. Wednesday, June 12, 2013 6:30 pm - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

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

**V. ADJOURNMENT:**

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

The workshop adjourned at 8:04 pm.

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

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

June 12, 2013

**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, Deputy Police Chief Ron Wekenmann 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. APPROVAL OF MINUTES:

- A. Minutes from the Budget Workshop of May 1, 2013
- B. Minutes from the Public Hearing of May 1, 2013
- C. Minutes from the Council Workshop of May 1, 2013
- D. Minutes from the Budget Workshop of May 8, 2013
- E. Minutes from the Regular Council Meeting of May 8, 2013

Councilmember Heyward moved to adopt the minutes from the Budget Workshop of May 1, 2013, the Public Hearing of May 1, 2013, the Council Workshop of May 1, 2013, the Budget Workshop of May 8, 2013 and the Regular Council Meeting of May 8, 2013. Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

#### **IV. COUNCIL BRIEFING:**

Town Manager Willis told Council the proposed local option sales tax had been recommended by the County Finance Committee but defeated at first reading by County Council. He said the tax would not be on the ballot for vote this year. Mr. Willis said seven contractors had attended the pre-bid meeting for construction of the Ribaut Road Sewer Project. He told Council plans for the July 4<sup>th</sup> festivities were coming together and explained the Historic Port Royal Foundation had met today to discuss details including Jumping Jacks for the kids. Mr. Willis said because the Parris Island Band would be performing in Port Royal this year he were expecting a larger than usual crowd and that staff was working on plans for parking and ways to get people to the beach for the event. He told Council he was looking at a capital investment for the shrimp docks and hiring a manager.

#### **V. 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.

#### **VI. SECOND READINGS:**

- A. Ordinance 2013-9. An ordinance to amend as follows Section I of Ordinance 2012-8 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, 2013, and to provide for the expenditures thereof.**

Town Manager Willis read Ordinance 2013-9 and explained this ordinance would set the budget for the Fiscal Year 2013-14. He said the \$4,995,569 budget was prepared with no increases in millage, rates or fees but included some capital items. Mr. Willis said funds to keep the shrimp dock running were included in the budget. He recommended its adoption.

Councilmember Lee moved to adopt Ordinance 2013-9 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2013-10. An ordinance amending Chapter 2, Section 2-282 Membership; terms of the Code of Ordinances of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2013-10 and explained the Redevelopment Commission members had requested changes in the membership qualifications for the Commission. He told Council the changes would require members to be residents of the town or own or operate a business in the town. Mr. Willis said the ordinance would allow Council to appoint a nonresident or non owner/operator of a business who has a certain area of expertise that would benefit the commission.

Councilmember Lee moved to adopt Ordinance 2013-10 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

## **VII. RESOLUTION:**

- A. Resolution 4-2013. A resolution providing that, if the Local Option Sales Tax is approved in Beaufort County and the Town of Port Royal in 2013, from the day forward, the revenue generated under the property tax credit fund shall be used as credits against property tax in accordance with state law, Section 4-10-40 and revenue generated under the county/municipal revenue fund will be used in accordance with state law, Section 4-10-50 as approved by the Town Council during the regular annual budget adoption process.**

Town Manager Willis read Resolution 4-2013 by title and explained by passing this resolution Council would be endorsing passage of a Local Option Sales Tax. He stated that the County Finance Committee had unanimously recommended adoption of this resolution but the County Council did not adopt first reading... Joe Croley told Council the Town of Bluffton had amended the resolution to state the year 2014 and adopted the resolution.

Councilmember Lee moved to amend Resolution 4-2013 to support a local option sales tax in 2014 rather than 2013 and adopt the resolution. Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

## **VIII. FOR COUNCIL'S ACTION:**

### **A. Appointment:**

- 1. Extended Design Review Board – appoint one**

Councilmember Lee moved to reappoint Gary Glaeser to the Extended Design Review Board and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

## **2. Chamber Economic Development Subcommittee**

Town Manager Willis explained the Chamber had amended its by-laws to add a seat for a Port Royal representative on the Chamber Economic Development Subcommittee, therefore, Council needed to appoint someone to fill this seat.

Councilmember Lee moved to appoint Jerry Ashmore to the Chamber Economic Development Subcommittee and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

### **B. Consideration of Contracts:**

#### **1. Contract approval for garbage services:**

Town Manager Willis told Council he had received two bids for garbage service not to include white goods, yard waste or recycle. He said the lowest responsible bidder was Waste Pro and that he and Tony Magilone had conducted extensive meetings with that firm working out details of the service. Mr. Willis recommended that he be allowed to begin negotiations with Waste Pro for that contract. He said he was still working with Port Royal Landing and Riverwind residents concerning how their garbage services would be handled.

Councilmember Lee moved to allow the Town Manager to negotiate with Waste Pro for garbage collection services in the Town. Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

#### **2. Contract approval for Police Station renovations:**

Town Manager Willis explained five companies had submitted proposals for renovations of the police station. He said after interviewing and evaluating all five companies, he was recommending Beaufort Construction to do the renovations. Mr. Willis explained he was working with them to finalize design details and cost savings to avoid any potential change orders during construction. He asked for approval to move forward with Beaufort Construction.

Councilmember Heyward moved to allow the Town Manager to move forward with Beaufort Construction with renovations plans for the Police Station. Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**IX. IMPORTANT INFORMATION AND DATES:**

- A. Saturday, June 15, 2013, 6:30 pm – Street Music on Paris Avenue, Kathy Fink & Marcy Marxer, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- B. Monday, June 17, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- C. Saturday, June 29, 2013, 6:30 pm – Street Music on Paris Avenue, Angela Easterling & the Beguilers between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- D. Wednesday, July 3, 2013, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- E. Wednesday, July 3, 2013, immediately following the scheduled Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris**
- F. Thursday, July 4, 2013 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Independence Day**
- G. Thursday, July 4, 2013 – July 4<sup>th</sup> Celebration and Fireworks at the Sands, 50 Sands Beach Road**
- H. Thursday, July 11, 2013, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- I. Wednesday, July 10, 2013, 6:30 pm - Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- K. Monday, July 15, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

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

**X. COUNCIL'S COMMENTS:**

Councilmember Lee invited everyone to attend the Chamber's After Hours at Pinckney Retreat on June 13<sup>th</sup> at 5:30. He said the new developers of Pinckney Retreat would be attending and felt it was important for the Town to welcome them. He said he and Mayor Murray had attended the ribbon cutting for the new Port Royal Apartments which were built using federal, state and county funding. He explained the apartments are LEED certified with high energy savings. Mr. Lee said they are the first of their kind in the state and something to be proud of.

**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.**

Rose Bennett thanked Council for clearing done around the Casablanca Park and asked that another section be cleared. She also asked about the promised curfew signs at the park, landscaping from the park to Robinson Street and drainage in the Hillside Court area.

Town Manager Willis explained more clearing was planned along with installation of a fence along the back edge of the park. He said curfew signs were on order and would be installed as soon as they are received. Mr. Willis said he would check into why the area from the park to Robinson Street was not being cut.

Tony Magilone said he was working on drainage problems on Hillside Court and that currently a second survey was under way.

Kristina Wetzel told council there is a constrictor type snake at Stuart Towne Apartments and that she was in the process of trying to catch it.

## **XII. EXECUTIVE SESSION:**

### **1. Discussion of a personnel matter**

Councilmember Heyward moved to adjourn to Executive Session to discuss a personnel matter and Councilmember Klein seconded the motion.

Council adjourned to Executive Session at 7:10.

Council returned to the Regular Meeting at 8:10 pm. No action was taken.

## **XIII. ADJOURNMENT:**

The meeting adjourned at 8:10 pm.

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

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