

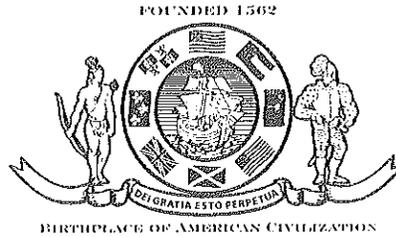
# Town of Port Royal, South Carolina

## 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

May 1, 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, Police Chief Alan Beach and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the workshop to order at 6:35 pm and welcomed those present.

Town Manager Willis pointed out a memo referring to the Social Security anticipated 1.7 percent cost of living adjustment for the year and said he was proposing a 2.0 percent adjustment for all Town employees. He said this increase was included in all department budgets and if necessary it could be adjusted at a later date. Mr. Willis said he was anticipating an eleven and one-half percent increase in insurance costs and would be meeting with the insurance provider to discuss other options. He said some adjustments would need to be made due to the Affordable Care Act.

### II. DISCUSSION:

#### A. Executive:

Town Manager Willis told Council the executive budget with the dock operation included was estimated at \$801,000. He gave options on ways to operate the dock which included hiring a manager and adding ice manufacturing, improvements on the market and purchasing a sorting table among others. Mr. Willis explained the other option for the dock would be the proposed jelly fish operation which would require Mr. Giese to be an employee of the town. He said should this arrangement take place the local

Shrimpers would still be allowed to use the dock and the swordfish boats would still be accommodated. Mr. Willis explained if this agreement does not pass the legal requirements the operation could not take place. He said this proposed budget included payment for the Form Based Code, the two percent cost-of-living increase and the insurance increase. Mr. Willis explained the overall budget of \$460,000 is down from last year's budget of \$480,000.

**B. Legislative:**

Town Manager Willis told Council the legislative budget was almost the same as last year's but said it showed a slight increase in travel and training.

**C. Court:**

Town Manager Willis explained this budget had increased from last year mainly because of the request for a part-time court, security officer. He explained a court officer could possibly help lower the Police Department's overtime budget. Mr. Willis told Council he was recommending the addition of a part-time court officer which had been incorporated into the proposed budget but explained he did not recommend the portable parcel x-ray machine at this time. He said this budget also included the cost-of-living and insurance increases.

**III. ADJOURNMENT:**

The budget workshop adjourned at 6:36 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 along with a copy of the agenda.

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

May 1, 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, Police Chief Alan Beach and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the Public Hearing to order at 6:36 pm and read Ordinance 2013-8 by title only.

### II. PURPOSE:

- A. **Ordinance 2013-8. An ordinance amending Chapter 3, animals, of the Code of Ordinance of the Town of Port Royal to add Section 3-55. Chaining and tethering**

Town Manager Willis reviewed the ordinance and read additions that would be made to the animal section of the code.

Police Chief Beach discussed some issues the City of Beaufort had with the ordinance and recommended the town attorney review the ordinance before it received final reading.

### III. COMMENTS:

Erin McKee, a Vet Tech from a local animal hospital told those present there were many cases of embedded collars and horrible living conditions for chained dogs in the area. She said chain free is a great cause and asked Council to approve this ordinance.

Kim Bonturi with Chain Free Beaufort spoke concerning a case she had helped with in which the dog was placed in a loving home.

Elizabeth Bergmann spoke of working with the Chain Free organization in Charlotte, NC and explained some of the activities there. She strongly supported the ordinance.

Elizabeth Klosterman from 16<sup>th</sup> Street told Council most dog attacks were by chained dogs or chained dogs that had escaped. She said there have been incidents in her neighborhood and she is currently afraid to walk her dog in her neighborhood. Ms. Klosterman expressed concerns about raising children in this neighborhood.

Councilmember Lee asked about a County tax required for dogs.

Council and audience members discussed dog taxes.

Tallulah Trice who works at the shelter told everyone there are currently no dog tags in Beaufort County.

Councilmember Lee asked who would enforce the ordinance.

Councilmember Heyward suggested placing the ordinance on the table until further research could be done.

Christina Wetzel from 16<sup>th</sup> Street suggested that fees be set and registrations enforced and said this would make owners more responsible for their dogs. She said owners could register their pets at local veterinarian offices. Ms. Wetzel emphasized the need for a chain free ordinance.

Kim Bonturi suggested that license fees be set at different prices for neutered and intact dogs and said this would encourage owners to have their animals neutered.

Councilmember DeLoach said specifics needed to be set for license requirements.

Mayor Murray asked for a consensus to do more research on this issue.

Council agreed.

Town Manager Willis told those present the word primary in the ordinance had caused some problems in a case in the City of Beaufort and the Town's attorney was concerned about the use of the word stationery. He said he would be looking at these two words as used in the ordinance.

**IV. ADJOURNMENT:**

The workshop adjourned at 7:03 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 posted at the meeting location twenty-four hours prior to the hearing.

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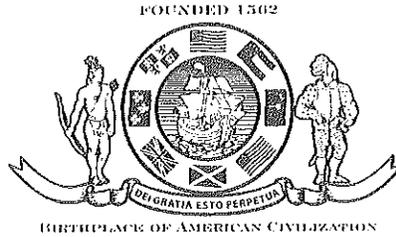
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## Minutes Council Workshop Yvonne C. Butler Council Chambers, 700 Paris Avenue

May 1, 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, Police Chief Alan Beach and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the workshop to order at 7:03.

### II. COUNCIL BRIEFING:

Town Manager Willis told Council the Jellyball trial offloading had gone well and said it had taken a couple of hours to complete. He told Council he had not seen any traffic issues nor was there any spillage from the trucks. Mr. Willis said DNR has given Mr. Giese a two year permit during which time they would be watching to see what impact the Jellyball fishing might have on local waters. Mr. Willis said the jelly fish season is now over and Mr. Giese would now be focusing on shrimp.

Town Manager Willis explained the Redevelopment Commission had requested changes in its membership requirements which would require members to be residents of the town or be an owner/operator of a business in the Town. Some Councilmembers suggested an option be left open to those outside the town in specific situations. He said five responses had been received from the RFP that was issued for building and renovation of the Port Royal Police Department and interviews were being set with the applicants. Mr. Willis said Republic Waste and WastePro had responded to the RFP for trash services and that they were in the process of preparing their bids. Mr. Willis said documents had been resubmitted for the Ribaut Road sewer line because the location

of the line had been changed. He explained the Land Trust was working with DNR about concerns with the Fort Frederick boat landing. Mr. Willis told Council the Sands Beach gate has been replaced with a chain because vandals had destroyed the gate for a second time.

Planning Administrator Bridges told Council the Form Base Code Committee was continuing to meet every two weeks and had just completed the Use Table finishing up Article 3 of the code. She explained two articles had been combined bringing the number of articles to ten. Ms. Bridges said local planners were continuing to meet monthly to work on the code comparing notes to insure the codes were similar but each unique to its own entity.

Town Manager Willis said the date to remove the sunken shrimp boat at the docks had expired, the fine had incurred but said the boat is still there. He reviewed park improvements saying plantings had been done at the Gullah Park, the Buoy Park and Anchor Park. Mr. Willis said the up lighting at Anchor Park was completed and said the buoy at Buoy Park would be painted. He said the port property fence line at 9<sup>th</sup> Street and Madrid Avenue has been cleared.

Councilmember Lee told those present a group of volunteers would meet to pick up trash throughout the town on May 4<sup>th</sup>. He reminded everyone of the Bird Birthday Party for hatchlings at the Cypress Wetlands at 11:45 pm on May 11<sup>th</sup>.

Town Manager Willis said the alligator warning for each signs have been installed at the wetlands and asphalt patching was under way throughout the town. He discussed a local option sales tax and explained distribution of the funds for each entity would be based on 50% population and 50% point of sales. Mr. Willis estimated the annual income for the town through these funds would be \$802,000. He said this tax would have to go to referendum for approval of the voters. Mr. Willis stated this would be a way to pave the town owned roads. He said the County was looking to the municipalities to see if they would support this penny tax. Mr. Willis said this would offer some property tax relief for citizens.

### **III. REVIEW AGENDA FOR THE May 8, 2013 COUNCIL MEETING:**

Town Manager Willis explained Ordinance 2013-8 would be tabled for further study.

Police Chief Beach told Council a Peace Officer Proclamation would honor those officers who had been killed in the line of duty over the past year.

Town Manager Willis said there would also be a proclamation declaring May as Foster Care month on the agenda. He reviewed Ordinance 2013-9 to set the budget for the fiscal year 2013-2014 and Ordinance 2013-10 to amend the membership section of the town code pertaining to the Redevelopment Commission. He said under Council Action Council would be renaming the Port Royal Boardwalk the Henry Robinson Boardwalk, appointing someone to the Design Review Board and the Chamber Economic

Development Subcommittee. Mr. Willis reviewed the list of important dates and information.

Chief Beach told Council four officers would be going to the City of Beaufort on Saturday to assist with the American Idol Parade and concert featuring St. Helena resident Candice Glover. He said he did not know whether or not the town would be reimbursed for these services.

Councilmember Lee asked for an update on cleaning the McTeer Bridge, what can be done about an abandoned mobile home on 12<sup>th</sup> Street and how was the new rental ordinance working.

Councilmember DeLoach expressed concerns about a large pin sticking up out of the ground on 14<sup>th</sup> Street.

Councilmember Heyward thanked town staff for work done on the recent Business Breakfast.

Councilmember Klein pointed out a storm drain on Madrid Avenue that needed to be cleaned.

Rose Bennett thanked Council and town citizens who helped with the clean-up in the Casablanca area of town. She said she had received permission from property owners near the John Parker Park to clean that area also.

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

- A. Thursday, May 2, 2013, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- B. Wednesday, May 8, 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:**

The workshop adjourned at 7:52 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 workshop. A copy of the agenda was given to the local news media and posted at the meeting location twenty-four hours before the workshop.

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

May 8, 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, Police Chief Alan Beach and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the workshop to order at 6:00 pm and welcomed those present.

### II. DISCUSSION:

#### A. Police Department

Town Manager Willis explained increases in the police department budget were mostly personnel related and included two new officer positions.

Chief Alan Beach said due to increases in social security, retirement and some salary adjustments the budget was showing an increase. He explained the new, part-time court officer would be a Class 3 officer whose duties would be job specific. Chief Beach said the officer would work court, assist at festivals and special functions and do administrative work which would help lower the department's overtime budget. He said the officer could not go on patrol nor be a school resource officer. This officer would be funded by the court but assigned to the police department.

Town Manager Willis told Council the expected 15.5% increase in health care was in fact going down to 8.5%. He said dental insurance had decreased due to a change in providers and said vision would remain the same. Mr. Willis said there would be a slight

change in the vehicle budget because of a delay in receiving the police cars. He explained the lease note would come due in the next fiscal year. Mr. Willis told Council with the new court officer and the way officers are now clocking in would help reduce the overtime budget.

Chief Beach showed estimated salaries and explained this total usually comes in lower than expected at the end of the year because of officer turn-over. He explained the court officer would help lower the overtime budget.

Town Manager Willis explained the total budget would come in at \$5 million or less depending on how garbage service is handled. He said bids for this service had been received and were in the process of being analyzed. Mr. Willis told Council two areas of town still receive pickup twice a week which cost more to service than the rest of the town. He said it would be up to Council to decide if these residents would be required to pay more for the service.

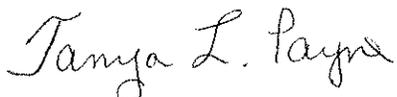
Town Manager Willis explained staff had met individually with the five bidders vying for renovation work at the Police Department. He said all were impressive and he would be putting together information for Council to review and approve a contract at the June meeting.

Chief Beach told Council the vehicle maintenance line item for the current year had been depleted last month. He said he hoped to make the two vehicles work until next year and told Council the department had just secured a 2005 Dodge Ram pickup truck which they hoped to put on the road soon. Chief Beach said fuel cost was seven to fourteen cents lower than normal pump price.

### III. ADJOURNMENT:

The workshop adjourned at 6:14 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 one week 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 workshop.

Budget Workshop  
May 8, 2013

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Linda Bridges  
Planning

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

May 8, 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, Police Chief Alan Beach and Municipal Clerk Tanya Payne

### I. PLEDGE OF ALLEGIANCE:

Mayor Murray led the Pledge of Alliance and welcomed those present.

### II. INVOCATION:

Councilmember DeLoach offered the invocation.

### III. APPROVAL OF MINUTES:

- A. Minutes from the Public Hearing of April 3, 2013
- B. Minutes from the Council Workshop of April 3, 2013
- C. Minutes from the Regular Council Meeting of April 10, 2013

Councilmember Heyward moved to adopt the minutes from the Public Hearing of April 3, 2013, the Council Workshop of April 3, 2013 and the Regular Council Meeting of April 10, 2013. Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

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

Mayor Murray presented a twenty-five thousand dollar IOU to David Tedder and Dean Moss of the Spanish Moss Trail Committee. Mr. Moss thanked the Town for its generous donation and said it would go a long way. Mr. Tedder reminded Council the twenty-five thousand dollars would be matched by a grant and said if the funds come in as expected; the new section of the trail would hopefully be open by Christmas. He said the Beaufort Memorial Hospital had pledged fifty thousand dollars over a two year span and told everyone private donations would be gladly accepted.

Steve Giese thanked Town Manager Willis for allowing his company to do research and work with the community by showing them how the jelly fish industry would fit into the Town. He explained the jelly fish season is over for this year and he was now focusing on shrimp season. Mr. Giese said he had reached an agreement with "Woods Fisheries" which would benefit local shrimpers by allowing them to be paid the highest prices for their product. He explained shrimp season would open in three to four weeks and he hoped for the opportunity to manage the docks during the interim of the SPA selling the port property. He said his company would renovate the docks, bring in refrigeration and an ice plant, replace doors and attract new people into the industry. Mr. Giese stated he would levy a tax per boat on the produce which would benefit the town. He said it would also be necessary to bring in a forklift and shrimp vats for processing. Mr. Giese said he would renovate the docks in the next three weeks. He would also take on a five million dollar insurance plan, maintain traffic control, noise control and provide records to the town. He said they would be working with boats that needed help. Mr. Giese said his company wanted to become very active in the community by helping with festivals and fund raisers and making an economic impact on the community.

Councilmember Klein stated the town has three options concerning the dock: going with Millenarian, upgrading the dock and equipment or shutting the dock down. He expressed concerns about the impact the trucks would have on the roads which were not constructed with heavy trucks in mind.

Town Manager Willis said he wanted the town attorney and Mr. Giese to create a document addressing concerns raised by the State Port's Authority concerning operation of the dock. He explained the proposed lease would be in five year increments over a period of thirty years and Council would need to renew the lease every five years.

Councilmember Heyward expressed concerns over the management at the dock. She said the current management agreement was not working and needed to be replaced.

Council and Mr. Giese discussed fees and how they were arrived at.

**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 2013-8. An ordinance amending Chapter 3, "Animals", of the Code of ordinances of the Town of Port Royal to add Section 3:55. "Chaining and tethering"**

Councilmember Lee moved to table Ordinance 2013-8 until more research could be done on chaining and tethering. Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**VII. PROCLAMATION:**

- A. Peace Officers' Memorial Day**

Mayor Murray read a proclamation proclaiming May 15<sup>th</sup> as *Peace Officer' Memorial Day* in the Town and presented it to Police Chief Beach.

Chief Beach thanked Council for the proclamation and explained it was in honor of all police officers who lost their lives over the past year.

- B. Foster Care Month – Henry and Linda Robinson**

Mayor Murray read a proclamation proclaiming May as *Foster Care Month* in the Town and presented it to Henry and Linda Robinson. Ms. Robinson speaking on behalf of both the Beaufort County and State Foster Care organizations thanked Council for the proclamation. She said there are approximately eighty foster children in the county at this time. Ms. Robinson told those present there is a need for foster parents in the county and that this need included both long-term and short-term care.

**VIII. FIRST READING:**

- 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 this ordinance would adopt the budget for the upcoming 2013-2014 fiscal year and provide for the year's expenditures. He said the approximately \$4,800,000 budget would maintain last year's millage rate of 69 mills.

Councilmember Lee moved to adopt first reading of 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 by title and explained the Redevelopment Commission would have seven voting members with two ad hoc members appointed from the town council for a term of two years. He said the ordinance would also require that at least five members be residents or own/operate businesses in the town. Mr. Willis explained Council could opt to fill two seats with town residents, town business owners/operators or persons who live outside the town if they meet certain skill sets or areas of expertise that would complement the purpose of the Redevelopment Commission.

Councilmember Heyward moved to adopt first reading of Ordinance 2013-10 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**IX. FOR COUNCIL'S ACTION:**

**A. Name boardwalk after Henry Robinson**

Mayor Murray read and presented a Certificate of Honor to Henry Robinson renaming the Port Royal Boardwalk to the Henry Robinson Boardwalk in Mr. Robinson's honor for his many years of service to the Town serving as both mayor and councilmember.

Town Manager Willis told those present a plaque would be placed at the boardwalk.

**B. Appointment:**

**1. Design Review Board**

Councilmember Lee moved to reappoint John Ellerbe to the 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 Economic Development Subcommittee was set up by the Chamber of Commerce and included members of the Lowcountry Alliance and the City of Beaufort's Redevelopment Commission among others. He said the committee was modifying its bylaws to include a seat for the Town of Port Royal

Councilmember Lee moved to hold this item for the June meeting to allow time to locate interested participants and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

Councilmember Klein agreed to attend the subcommittee meetings until someone could be appointed to this position.

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

- A. Saturday, May 11, 2013, 11:45 am until 3:00 pm – Baby Shower that's For the Birds at the Port Royal Rookery and Cypress Wetland Trail on Paris Avenue**
- B. Saturday, May 18, 2013, 6:30 pm – StreetMusic on Paris Avenue, *Music of Your Life featuring Terry Herron and the Savannah Jazz All Stars*, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- C. Monday, May 20, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- D. Monday, May 27, 2013 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Memorial Day**
- E. Wednesday, June 5, 2013, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- F. Wednesday, June 5, 2013, immediately following the scheduled Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris**
- G. Thursday, June 6, 2013, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- H. Wednesday, June 12, 2013, 6:30 pm - Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- I. Saturday, June 15, 2013, 6:30 pm – StreetMusic on Paris Avenue, featuring *Kathy Fink & Marcy Marxer*, between 9<sup>th</sup> and 10<sup>th</sup> Streets on**
- J. Monday, June 17, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

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

**XI. COUNCIL'S COMMENTS:**

Councilmember Klein said the up-lighting at the Anchor Park was very nice and said The Greenery had done an excellent job cleaning the fence line at the port property.

Councilmember Lee reminded everyone of the Ribbon Cutting for the Last Chance Bait Shop at the corner of 8<sup>th</sup> Street and Columbia Avenue on Friday, May 10<sup>th</sup> at noon.

**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.**

Steve Giese told Council the shrimp operation was time sensitive and encouraged them to expedite their decision as quickly as possible. He said he had met with DNR and was expecting a good season. Mr. Giese said a lot of interest had been shown by other shrimpers in getting the business going.

**XIII. ADJOURNMENT:**

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

The meeting adjourned at 7:30.

Respectfully submitted,

  
Tanya L. Payne  
Municipal Clerk

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