

# Town of Port Royal, South Carolina

## Council

Samuel E. Murray  
Mayor

Mary Beth Heyward  
Mayor Pro Tempore

Vernon DeLoach  
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 Council Retreat Yvonne C. Butler Council Chambers, 700 Paris Avenue

March 15, 2014

**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, Police Chief Alan Beach, Deputy Chief Ron Wekenmann, Fire Chief Sammy Negron, Operations Administrator Dan Lemieux, Public Works Supervisor Jeff Coppinger, Engineer Tony Maglione and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the retreat to order at 8:46 am.

### II. OPENING COMMENTS:

Items on this agenda were not necessarily taken in order as listed.

### III. PRESENTATIONS:

#### A. Housing – Wendy Zara and Keith Waldrop Wendy Zara

Wendy Zara, Beaufort Redevelopment Commission, distributed information to Council and told them the commission was working on a housing initiative for the Town of Port Royal, the City of Beaufort and Beaufort Housing Authority. She explained they would like to have all three entities work together to hire a Director of Housing Development. Ms. Zara said this would be a full time position and that person would have responsibility for obtaining and managing housing financial resources available at the

federal, state and local level. She said this would allow the entities to leverage local monies and tap outside resources to maintain and expand local housing. Ms. Zara told Council this would require a forty-five thousand dollar commitment from both the Town and City for a period of five years. She explained this person would work under the Beaufort Housing Authority.

Keith Waldrop passed out visuals explaining the housing resources available but explained the new position would bring these resources together and fill in the gap for those seeking assistance. He said this person would work with clients and help them know what resources are available to them.

Dick Stewart, Santa Elena Committee Treasurer, updated Council on the progress of the group's effort to purchase a portion of the port property to be used as a museum. He said members of the committee were making great progress and had taken a trip to Washington D.C. where they met with the Spanish ambassador to further the effort. Mr. Stewart said he would be making a trip to Spain where the archives concerning the Santa Elena settlement would be open for research. He explained the Spanish were willing to loan exhibits to be shown in the museum. Mr. Stewart said the 450<sup>th</sup> anniversary of Santa Elena would be in 2016 and asked for Council's support in putting on a celebration. He said the bill to sell the port as proposed by Representative Shannon Erickson had been introduced into the house and the Senate bill is moving along a parallel path.

Dean Moss approached Council on the idea of the Town purchasing the port and then selling it in smaller parcels. He explained how the property could be purchased with a note that is secured by the property itself and no out-of-pocket money from the Town. Mr. Moss explained the property could be sold at appraisal or at market price with a profit.

Dean Moss updated Council on the progress of and answered questions concerning the Spanish Moss Trail.

#### **B. Lowcountry Jaycees – Stephanie Greene and Kyle Warren**

Courtney Duncan reviewed the history of the Jaycees, discussed goals for the new, thirty member group and said they have scheduled their first fund raiser for April 12<sup>th</sup> at the Live Oak Park.

Town Manager Willis reviewed a proposed memorandum of agreement with the group stating the Town would provide meeting space at Town Hall for monthly meetings, storage space for banners and supplies, publish meetings and events on the Town calendar and a link on the Town website.

#### **IV. DEPARTMENT BUDGET PRESENTATIONS:**

##### **A. Fire Department:**

Fire Chief Negron gave a power point presentation giving the department's mission, reviewed what the department accomplished last year and what they planned for the upcoming year. He reviewed the response data, explained their adult education program, inspections of commercial facilities, capital projects for the new station at Mossy Oaks, and the new ladder truck being purchased by the City of Beaufort which would be used for first responses. Chief Negron said Port Royal's new truck should arrive by the first of May.

##### **B. Police Department:**

Police Chief Beach reviewed last year's cost of service and told Council the Court Room Security Officer had been added to the force. He explained this officer is limited in what duties she can perform and said he hoped to add an additional full time officer each year over the next four years. Chief Beach requested two new vehicles for command staff and one for the road. He said staff would like to stay with the chargers and that there was currently a six months delay on these vehicles.

Deputy Chief Wekenmann reviewed how department shifts are set up and also a list of needed equipment to include: two car video cameras which are required by law, four new radar units and the upgrade of two units. He said seven cars still have the old VHS video systems. Also requested was body armor for two employees, two replacement vests, eight computer workstations and five processing filters for evidence equipment. He said half of the cost of the body armor and vests would be paid for using grant funds.

Chief Beach discussed the purchase of body cameras for each officer.

##### **C. Building and Codes:**

Operation Administrator Lemieux said his budget was almost the same as last year and reviewed a list of needs for his department to include more funds for cutting trees, two vehicles to replace the old worn out ones, a defibrillator for Town Hall, disaster recovery boxes for storm teams and funds to match a MASC 50/50 safety grant. He said the Shed needs internal lighting, air conditioning units, recoat the roof and new skylights. Mr. Lemieux said he had prices for a fence at the Casablanca Park and said the barbeque pit at the park needs a cover. Also on the list was a swing set for the Skate Park. Mr. Lemieux told Council planned work at the Union Church on 11<sup>th</sup> Street was not being done and said a new RFP needed to be issued to continue this work. He also said the piano at the church needs a heater bar and the floor needs to be insulated.

**D. Public Works:**

Town Manager Willis reviewed the Public Works budget saying it was almost the same as last year. He explained the lease payment was for the backhoe and that they were anticipating an increase in fuel cost.

**E. Administrative:**

Town Manager Willis said security cameras would be installed inside and outside of Town Hall, chimes will be placed on the front door and entrance keypads at the office doors would be repaired.

Councilmember Lee suggested cameras be installed at the wetlands for security and also to allow residents to view the birds on line.

Town Manager Willis said he was checking into upgrading the Town's outdated email and the computer systems.

**F. Legislative**

**G. Court:**

Town Manager Willis showed the proposed court budget and said it was similar to last year's. He discussed contracting bond court out as it is currently done but said since the Town has only one employee in that department it would be difficult to do it in-house.

**V. ITEMS FOR DISCUSSION:**

**A. Fiber to Town Hall:**

Town Manager Willis said the estimated cost to bring fiber to the Town Hall was between twenty-five and thirty thousand dollars. He said this would allow more direct communication between the court and the police department. Mr. Willis said it would also allow the police department to view the cameras at Town Hall.

**B. Branding Update:**

Town Manager Willis told Council the branding process was going well and that Rawl Murdy would be conducting on-line and face-to-face surveys to get input from the citizens concerning the branding. He said completion of the branding was set for the end of April.

**C. Street lights:**

Town Manager Willis said he had a request to extend the new street lights into other areas of Town.

**D. Street signs:**

Town Manager Willis said street signs in certain areas of Town have been revamped and said it has been requested that these signs be extended to the Columbia/West Paris area.

Operations Manager Lemieux explained if the signs are done in-house, the cost is approximately one hundred seventy dollars per sign. If they are done commercially, the cost is two hundred seven dollars per sign.

**E. The Shed:**

Town Manager Willis said the building is being used and some income was coming in from its use. He said he would like to keep the building available for use and that it will be used as a rain location for the upcoming Street Music season. Mr. Willis said not for profits were using the building for their events in exchange for being recognized as a sponsor. He said the Street Music series has been booked for the spring season and he would be getting details soon.

**F. Road paving schedule and design:**

Tony Magilone discussed paving roads below Ribaut Road. He explained the rating system and said most likely the paving would be done one block at a time. He said the avenues would need to be done all at once with Paris Avenue costing approximately one million dollars. Mr. Magilone said a spreadsheet would be prepared listing the roads in order of greatest need.

**G. New Fire Truck:**

Fire Chief Negron asked what type of lettering Council wanted on the new fire truck. He said the truck would be Engine 3.

**H. Comprehensive Plan update:**

Planning Administrator Bridges told Council the Comprehensive Plan would be due for its five year update and adoption by the end of summer. She said the future land use map and growth boundaries would be revisited.

**I. Review Capital Projects List:**

Tony Magilone reviewed the Capital Projects list to include the road on the port property, sidewalks around the school, Edinburg Avenue and Vagineur Road intersection, mast arm signal at Parris Island Gateway and Savannah Highway, parks, the promenade, rebuild Marina Blvd. and Parris Island Gateway intersection, trees and pocket parks at the port. He asked for any new ideas to be placed on the list.

**J. Port status**

**K. Email system – pop verses imap**

Town Manager Willis reviewed new ideas for updating the email system and discussed the possibilities of a virtual office advantage.

**L. Old Village Association (OVA) progress report**

**M. Status of repairs to Union Church**

**N. Shrimp Dock – long/short term options:**

Town Manager Willis said significant work has taken place at the docks. He said even though there have been no shrimp this season other boats were buying fuel and said the market would be open in May. Council advised the Town Manager to remove any boats from the dock that are not paying rent.

**O. Parks and Recreation Commission:**

Town Manager Willis discussed revitalizing the Parks and Recreation Commission to do some capital planning for existing parks and also work with groups that want to use the Town's facilities for events. The five to seven member commission would act as an advisory board to Town Council.

**P. Surveillance Cameras**

**VI. MISCELLANIOUS:**

Councilmember Lee told everyone the bird's birthday party would be on May 10<sup>th</sup> and was being organized by Pete Richards. He also said there were concerns about those crossing the Richmond Avenue near the YMCA. Councilmember Lee suggested maybe signs or a crosswalk could be placed in that area. He also suggested some type of weather data for the town and suggested a rain gage be installed at the wetlands.

Bob Bender addressed Council concerning a future home for the Estuarium on the port property. He said a one-fourth acre area was set aside in the development agreement and PUD. Mr. Bender discussed ideas for development of this space and requested a new Memorandum of Understanding between the Town and the Estuarium.

**VII. CLOSING COMMENTS**

**VIII. ADJOURNMENT:**

The retreat adjourned at 1:30.

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 Council Retreat was posted on the town bulletin board two weeks in advance of the retreat. A copy of the agenda was given to the local news media and posted of the retreat location twenty-four hours prior to the event.

THE TOWN OF PORT ROYAL DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION TO, ACCESS TO, OR OPERATIONS OF PROGRAMS, SERVICES, OR ACTIVITIES. QUALIFIED INDIVIDUALS WHO NEED ACCESSIBLE COMMUNICATION AIDS AND SERVICES OR OTHER ACCOMMODATIONS TO PARTICIPATE IN PROGRAMS AND ACTIVITIES ARE INVITED TO MAKE YOUR NEEDS AND PREFERENCES KNOWN TO THE 504/ADA COORDINATOR. IF AT ALL POSSIBLE, PLEASE GIVE US AT LEAST A THREE TO FIVE DAY ADVANCE NOTICE SO WE CAN ADEQUATELY MEET YOUR NEEDS. 504/ADA COORDINATOR: DANIEL LEMIEUX, 986-2237

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

March 15, 2014

**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 called the meeting to order at 8:43 am and led the Pledge of Allegiance.

### II. INVOCATION:

Councilmember DeLoach offered the invocation.

### III. 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 public comments.

**IV. RESOLUTION:**

- A. Resolution 1-2014. A resolution providing that, if the Local Option Sales Tax is approved in Beaufort County and the Town of Port Royal in 2014, 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 1-2014 by title and explained this was endorsement of the proposed Local Option Sales Tax. He said the Town had adopted this same resolution in 2013 but said this new adoption would reaffirm the Town's support in this effort.

Councilmember Lee moved to adopt Resolution 1-2014 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**V. ADJOURNMENT:**

Councilmember Lee moved to adjourn the meeting.

The meeting adjourned at 8:45 am.

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

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