



**Council**

Samuel E. Murray  
Mayor

Tom Klein  
Mayor Pro Tempore

Jerry Ashmore  
Vernon DeLoach  
Mary Beth Heyward

Van Willis  
Town Manager

T. Alan Beach  
Chief of Police

Jeffrey S. Coppinger  
Operations

Linda Bridges  
Planning

**Minutes  
Council Workshop**

**Yvonne C. Butler Council Chambers, 700 Paris Avenue**

**August 3, 2016**

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

**Staff Present:** Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Alan Beach and Town Engineer Tony Maglione

**Staff Absent:** Municipal Clerk Tanya Payne (out-of-town)

**I. CALL TO ORDER:**

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

**II. COUNCIL BRIEFING:**

Town Manager Willis told Council another shrimp boat has sunk at the docks and said he has left instruction for it to be removed. He said the owner is now in Minnesota and will be sending part of the removal cost at this time and more at a later time. Mr. Willis explained the Coast Guard had searched the area and found no oil slick so there were no environmental issues. He said the Department of Administration which now has responsibility over the port property is trying to resolve the lawsuit filed by property owners living along the rail trail. Mr. Willis said the Dept. of Administration feels the lawsuit has a bearing on the appraisal of the property. He said the town still holds the one point eight million dollar insurance payoff in an escrow account waiting for a decision on how it should be used. Mr. Willis said the Port's Authority has relinquished any claim to the funds and the Department of Administration has agreed to work with the town on reconstruction of the burnt seafood market. Town Manager Willis said the Town is working to get clear title to the Porter's Chapel. He explained the town will move the building to another location and the congregation at the church will retain the property the building currently sits on. He said he is working with LOCOG on an historic grant application to be used toward this project. Mr. Willis told Council the Parks and

Recreation Commission has awarded the fence contract at the Spanish Galleon in Naval Heritage Park to Graybar Fence Company. He discussed proposed improvements to The Shed floor and said the cost would be approximately \$4,000, said there have been requests to replace the ramp inside The Shed, said the Capital Project Sales Tax Referendum is scheduled to be on the ballot in the fall, discussed speed bump and four-way stop locations, said Council would need to approve the new Intergovernmental Agreement with Beaufort County for stormwater.

Engineer Tony Maglione reviewed the IGA outlines and explained this is the basis for how the town will work with the county on the stormwater requirements which include putting the fee on the tax bill, public education and anything else the town might agree to do concerning stormwater.

Town Manager Willis told Council he would be scheduling an Executive Session for next week's meeting to discuss a potential settlement from the Burton Fire District. He said rail work at the Sands is about 90% completed, the Redevelopment Commission has sent letters to businesses along the town's commercial corridors explaining the Port Royal Pride Program and how to apply for a grant. Mr. Willis said he would be applying for an economic development grant from the Municipal Association to help the Redevelopment Commission's effort to identify commercial opportunities for the Town, said he was working on a Historic Preservation CDBG application for Porter's Chapel and told Council he has gotten no response from residents on Columbia Avenue, Laurel Street and 15<sup>th</sup> Street concerning the proposed sewer grant.

Town Manager Willis told Council rather than using roll carts, one area of town has requested a large dumpster for trash pickup. He said he will ask Joe Lee to give a brief review of economic development in the county at next week's meeting, said he had informed SCDOT to move forward with the proposed Waddell Road sidewalk project even though there are problems with the match grant request from the CTC. Mr. Willis said the Design Review Board will be reviewing a proposed multi-family housing project at Wright's Point at its meeting on August 4<sup>th</sup>. He explained this property was zoned MU-2 under the old zoning designations and said the new form-based code allows a similar zoning designation for the property.

### **III. REVIEW AGENDA FOR THE AUGUST 10, 2016 COUNCIL MEETING:**

Town Manager Willis read Ordinance 2016-10 by title and explained that the town is required to adopt updates from the International Building Code as the state adopts them. He said this ordinance would bring the town in line with the state. Mr. Willis said items under Council's Action included two reappointments to the Redevelopment Commission, approval a contract for construction of sidewalk, approval of the stormwater agreement with Beaufort County, approval for renovation and work at John Parker Park and approval of improvements to The Shed floor.

Town Manager Willis explained that due to some unclear areas in the new state law concerning golf carts the county has asked that the municipalities pass resolutions in

support of the county adopting an ordinance setting regulations for the use of golf carts after dark.

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

##### **A. Wednesday, August 10, 2016, 6:30 pm, Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

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

Police Chief Beach asked Council to consider purchasing safety gear including ballistic plates and blankets and helmets for the department.

Bob Bender discussed using a shrimp boat as an attraction for the Estuarium when it relocates to the water front.

Anna Ellerbe representing the Historic Port Royal Foundation told those present the group is collecting school supplies for students at Port Royal Elementary School. She said bins are located in Town Hall, the Police Station and the Union Church. Ms. Ellerbe also said the Old Village Association has given a \$500 check to be given to the school for supplies and said the HPRRA has matched that check with another \$500. She said the drive has been very successful and thanked everyone who has participated. Donations will be taken through August 12<sup>th</sup>.

John Ellerbe said the intersection at West Paris Avenue would be a good place to relocate the Porter's Chapel and discussed renovations of the pickle ball court at The Shed.

#### **V. ADJOURNMENT:**

The workshop adjourned at 7:40 pm.

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

In accordance with South Carolina Code of Laws, 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 prior to the meeting.

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 REQUEST – 986-2245



**Council**

Samuel E. Murray  
Mayor

Tom Klein  
Mayor Pro Tempore

Jerry Ashmore  
Vernon DeLoach  
Mary Beth Heyward

Van Willis  
Town Manager

T. Alan Beach  
Chief of Police

Jeffrey S. Coppinger  
Operations

Linda Bridges  
Planning

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

**August 10, 2016**

**Members Present:** Mayor Sam Murray and Councilmembers Jerry Ashmore, Vernon DeLoach, Mary Beth Heyward 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 6:30 pm and led the Pledge of Allegiance.

**II. INVOCATION:**

Councilmember DeLoach offered the invocation.

**III. APPROVAL OF MINUTES:**

**A. Minutes from the Regular Council Meeting of July 6, 2016**

Councilmember Heyward moved to adopt the minutes from the Regular Council Meeting of July 6, 2016 and Councilmember Klein seconded the motion.

Councilmember Klein pointed out an error in the Public Comments Section of the minutes where it stated vendors when in fact it should have said 4<sup>th</sup> of July vendors.

Correction was made and the motion carried by unanimous vote.

**IV. FOR COUNCIL'S INFORMATION:**

**A. Beaufort County Library Strategic Planning—Community Needs & Feedback – Deborah Johnson**

Deborah Johnson, Chairperson of the Beaufort County Library Board of Trustees Strategic Planning Committee, asked Council for its ideas on what is important for the future of the county's libraries. Council suggested a branch library in Port Royal, digital media, programs for seniors, monthly family oriented exhibits, update historical microfiche to cd's and book mobile stops in Port Royal.

**V. COUNCIL BRIEFING:**

Joe Lee who represents the town on the Economic Development Board told Council they have had two meetings so far. Mr. Lee said the State chartered board does not yet have by-laws. He told Council the board is chaired by Steven Burg from Beaufort with other members are himself, Lisa Sulka, Mayor of Bluffton and David Bennett, Mayor of Hilton Head. Mr. Lee said County Councilmember Alice Howard had filled the county position at the last meeting and explained there are still open seats on the board.

Town Manager Willis told Council \$5,000 was received from the owner of the shrimp boat which had recently sunk at the docks. He said he hoped to get the rest of the money but was moving forward with having the boat removed. Mr. Willis told Council the total removal cost was \$12,000 and said the Coast Guard and Department of Natural Resources had looked for an oil spill but had found nothing. Mr. Willis said title work is underway for Porter's Chapel and said the town attorney is drafting a Memorandum of Understanding concerning this issue.

Jane Abrams told Council the Parks and Recreation Commission is working to place signs that will direct people from the Spanish Moss Trail to downtown Port Royal and to the Sands. She said the signs are here and ready to be installed, said the fence which would create a barrier between Ribaut Road and the Spanish Galleon at Naval Heritage Park is being worked on, the bid for work at John Parker Park is out and said neighbors have asked that something be done about the wooded area behind the park. Ms. Abrams said they would be discussing the property around Port Royal Elementary School and how it can be utilized at their next meeting. She thanked Council for proposed improvements to the Shed floor for Pickleball. Ms. Abrams said beginning in October residents will be charged \$50 and nonresidents will be charged \$75 for six months of unlimited play. She explained they would be adding Wednesday evenings to the Tuesday and Thursday morning schedule.

Town Manager Willis said he would be appearing before the County Transportation Commission to request the match of funds for sidewalk installation. He encouraged Council to attend that meeting.

**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 that time.

**VII. RESOLUTION:**

- A. Resolution 8-2016. A resolution requesting that Beaufort County Council consider legislation allowing its municipalities to enact ordinances permitting the use of golf carts at night, within the parameters of SC Bill H5118. SC Bill H5118 An act to amend Section 56-2-10, as amended, Code of Laws of South Carolina, 1976, relating to the issuance of golf cart decals, the registration of golf carts, and the operation of golf carts along the state's highways, so as to make technical changes, to delete an obsolete provision, to provide that certain municipalities and counties that have barrier islands within their jurisdictions may adopt ordinances that allow golf carts to be operated at night and to provide that the ordinances shall expire on January 1, 2021.**

Town Manager Willis read Resolution 8-2016 by title and explained the state had approved a bill to allow use of golf carts at night. He said the new law is unclear and explained the County has asked the municipalities to pass this resolution requesting the county to pursue an ordinance concerning the use of golf carts.

Councilmember Klein moved to adopt Resolution 8-2016 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**VIII. FIRST READINGS:**

- A. Ordinance 2016-10. An ordinance to amend Chapter 4, "Buildings and Building Regulations" Section 4-1, "Adoption of Codes by Reference" of the Code of Ordinances of the Town of Port Royal, South Carolina to adopt the International Building Codes with South Carolina Building Code Modifications**

Town Manager Willis read Ordinance 2016-10 by title and explained this ordinance would adopt new sections of the state building code.

Councilmember Heyward moved to adopt first reading of Ordinance 2016-10 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**IX. COUNCIL'S ACTION:**

**A. Appointment:**

**1. Redevelopment Commission – reappoint two:**

Councilmember Klein moved to reappoint Elizabeth Bergmann and Brooke Plank-Buccola to the Redevelopment Commission and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**2. Approval of Contract for Sidewalk Construction**

Town Manager Willis explained bids for sidewalk construction were received from JoCo Construction in the amount of \$56,448 and from Low Coast Construction in the amount of \$59,324. He asked Council to allow him to negotiate the bid with one of these companies.

Councilmember Heyward moved to award the sidewalk construction contract to Low Coast Construction and allow Town Manager Willis to negotiate the contract. Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**3. Approval of Stormwater Intergovernmental Agreement with Beaufort County**

Town Manager Willis explained this is the formal finalization of the stormwater agreement with Beaufort County.

Councilmember Heyward moved to adopt the Stormwater Intergovernmental Agreement with Beaufort County and Councilmember Ashmore seconded the motion.

The motion carried by unanimous vote.

**4. Approval of Contract for renovation work at John Parker Park**

Town Manager Willis explained that JOCO Construction was the only bidder to respond to the RFP for improvements at John Parker Park. He said the Town had received a \$25,000 grant for the work and that JOCO had bid the job at \$24,300.

Councilmember Heyward moved to accept the bid from JOCO Construction and allow the town manager to set time constraints and require bonding for the job. Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

Council asked that the work be completed by October 8, 2016.

**5. Review and Approval of floor improvements at the Shed**

Town Manager Willis said he had met with the contractor who would be doing improvements to The Shed floor. He reviewed the list of work to be done and said the cost would be approximately \$5,600

Councilmember Ashmore moved to approve improvements at The Shed and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**X. IMPORTANT INFORMATION AND DATES:**

- A. Saturday, August 13, 2016, 6:00 pm – Street Music on Paris Avenue featuring *Homemade Jamz Blues Band*, 9<sup>th</sup> and 10<sup>th</sup> Streets on Paris Avenue**
- B. Monday, August 15, 2016, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- C. Tuesday, August 16, 2016, 4:00 pm – Redevelopment Commission, Town Hall, 700 Paris Avenue**
- D. Tuesday, August 16, 2016, 5:30 pm – Parks and Recreation Commission, Town hall, 700 Paris Avenue**
- E. Saturday, August 27, 2016, 6:00 pm – Street Music on Paris Avenue featuring *Gas House Gorillas*, 9<sup>th</sup> and 10<sup>th</sup> Streets on Paris Avenue**
- F. Monday, September 5, 2016 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Labor Day**
- G. Wednesday, September 7, 2016, 6:30 pm - Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

- H. **Saturday, September 10, 2016, 6:00 pm – Street Music on Paris Avenue featuring *Jason Ricci & The Bad Kind*, 9<sup>th</sup> and 10<sup>th</sup> Streets on Paris Avenue**
- I. **Wednesday, September 14, 2016, 6:30 pm – Regular Council Meeting, Yvonne C. Butler Council Chambers, Paris Avenue**
- J. **Saturday, September 10, 2016, 6:00 pm – Street Music on Paris Avenue featuring *Jason Ricci & The Bad Kind*, 9<sup>th</sup> and 10<sup>th</sup> Streets on Paris Avenue**

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

#### **XI. COUNCIL'S COMMENTS:**

Councilmember Heyward said she was excited about moving the Porter's Chapel and said it will be as an historical and educational asset to the town.

Councilmember Klein asked about the special police equipment which was previously discussed and asked if Council needed to approve this purchase.

Town Manager Willis said the equipment has been ordered.

Mayor Murray asked for a briefing on the recent Design Review Board Meeting.

Planning Administrator Bridges said the meeting was well attended by Wight's Point home owners who explained that they were allowed to speak to the board. She said the board decided the plan as presented did not fit well with the intentions of the town code. Ms. Bridges said the applicants were asked to present a plan that more closely adheres to the town code. She explained she has not heard whether or not they would resubmit.

#### **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.**

County Councilmember Alice Howard told Council the county would support Harris Pillow in their expansion. She said the company has purchased the 84Lumber building and has plans to double their operation within the next five years.

Patty Crower thanked Council for saving the Porter's Chapel and supporting Pickleball. She said both of these ventures improve the quality of life in the community. Ms. Crower also thanked Town Manager Willis for his part in the two endeavors.

Regular Council Meeting  
August 10, 2016

Rose Bennett asked who is supposed to check the playground equipment at the John Parker Park. She said there are loose screws which could cause the equipment to be unsafe.

**XIII. EXECUTIVE SESSION:**

**A. Legal issue concerning Burton Fire District Lawsuit**

Councilmember Heyward moved to go into Executive Session to discuss a legal issue concerning the Burton Fire District Lawsuit and Councilmember Klein seconded the motion.

Council adjourned to Executive Session at 7:38 pm.

Council returned from Executive Session at 7:48 pm.

No action was taken.

**XIV. ADJOURNMENT:**

Councilmember Heyward moved to adjourn.

The meeting adjourned at 7:48 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 prior to the meeting.

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 at 843-986-2245