

**FINANCE
COUNCIL WORKSHOP**

November 3, 2014

**Co-Chairman Jerry Kaynard
All Members of Council**

All matters connected with Town finances, taxes and licenses. The Committee shall prepare and submit an annual operating budget and capital improvement program to Council.

I. Matters for Action by Council

No action items at this time.

II. Matters for Discussion by Council

No discussion matters for Council at this time.

III. New Matters Presented to Council

No new matters presented to Council at this time.

IV. Matters Pending By Council

No pending items at this time.

PUBLIC SAFETY COUNCIL WORKSHOP

November 3, 2014

**Chairman Chauncey Clark
Members Pat O'Neil and Mary Jane Watson**

All matters relating to the Police and Fire Departments, and other matters regarding emergency preparedness.

Monthly Report by Chiefs Howard and Stith

I. Matters for Action by Council

No action items for Council at this time.

II. Matters for Discussion by Council

1. Public Safety Committee Meeting – A Committee Meeting is scheduled for November 13, 2014 at 4PM to discuss managed parking.

III. New Matters Presented to Council

1. Sullivan's Island E-One 75 foot Ladder Truck – Chief Stith has received a request from Caromi Fire Department for the old ladder truck.
2. East Cooper Meals on Wheels – The Sullivan's Island Fire Department won the Chili cook-off competition at the recent East Cooper Meals on Wheels fundraiser.

IV. Matters Pending Further Action By Council

1. Polar Bear Swim 2015 – General discussion regarding event planning and street closure for Polar Bear Swim 2015.
2. Managed Parking 2015 – General discussion regarding management of parking for summer 2015.

Type of Incident	Total Incidents
Structure Fire	
Alarm Malfunction	7
Unintentional Alarm	
Emergency Medical	12
Water Rescue	
Citizen Assist	5
Hazardous Condition	1
Automobile Fire	
Trash, Rubbish, or Grass Fire	
Smoke Scare	
Other Misc.	4
Total Responses	29

Beach Calls
1
Contacts
1

Incidents Where Aid was Given	
Mutual Aid	
Automatic Aid	

Fire Department Activities:

Fire Department performed 15 prefire plan updates

Tours given to 356 adults and 923 children.

Training:

Volunteer drill held on 10/1, 10/8 and 10/23.

SULLIVAN'S ISLAND POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
October 2014

10/25/14 – Officer responder to a residence due to a report of barking dogs, on arrival the officers located the dogs that were locked on a porch but were unable to locate the homeowner. The officers returned the following day and located the owner who apologized for the dogs and advised that the neighbor has a key and can put the dog in the house if needed in the further.

10/28/14 – Officers responded to a report of disturbance between a mother and daughter, after speaking to the complainant and the two parties involved, it was determined that it would be best if the parties involved would separate for the evening which they did.

10/30/14 – An officer responded to a report of a moped stuck in the sand on Station 30 beach path, on arrival the officer located the vehicle but was unable to locate the driver or contact the registered owner. The vehicle was towed.

SLED Inhouse Code / Description			Last Year	This Year
ALCOHOL CRIMES				
90D	90D	DRIVING UNDER THE INFLUENCE	2	3
90E	90E	DRUNKENNESS	3	
90G	90G	LIQUOR LAW VIOLATIONS	7	2
Total for Category:			12	5
ARSON/SUSPICIOUS FIRE				
200	200	ARSON		
978	978	SUSPICIOUS FIRE		1
Total for Category:			0	1
ASSAULTS				
100	100	KIDNAPING / ABDUCTION		
11A	11A	RAPE - FORCIBLE		1
11B	11B	SODOMY - FORCIBLE		
11C	11C	SEXUAL ASSAULT WITH AN OBJECT		1
11D	11D	FONDLING - FORCIBLE		
13A	13A	ASSAULT - AGGRAVATED	2	
13A	CDA	CDV - AGG ASSAULT		
13B	13B	ASSAULT - SIMPLE	8	5
13B	CDV	CDV - SIMPLE ASSAULT	7	
13C	13C	ASSAULT - INTIMIDATION	1	
36A	36A	INCEST		
36B	36B	RAPE - STATUTORY		
36C	36C	INDECENT EXPOSURE (SEXUAL NATURE)	1	
753	753	TELEPHONE CALLS - OBSCENE, HARASSING	1	
Total for Category:			20	7
DRUG CRIMES				
35A	35A	DRUG / NARCOTIC VIOLATIONS	18	8
35B	35B	DRUG EQUIPMENT VIOLATIONS	13	6
Total for Category:			31	14
HOMICIDE CRIMES				
09A	09A	MANSLAUGHTER		
09B	09B	NEGLIGENT MANSLAUGHTER		
09C	09C	JUSTIFIABLE HOMICIDE		
Total for Category:			0	0
INFORMATION ONLY REPORTS - NRP				
NRP	90T	ALL TRAFFIC EXCEPT DUI & FAILURE TO STOP	21	13
NRP	NRP	INCIDENT NOT REPORTED	70	44
Total for Category:			91	57
LARCENY CRIMES				
120	120	ROBBERY		1
210	210	EXTORTION / BLACKMAIL		
220	220	BURGLARY / BREAKING & ENTERING	9	3
23A	23A	POCKET-PICKING		
23B	23B	PURSE-SNATCHING		
23C	23C	SHOPLIFTING	4	
23D	23D	THEFT FROM BUILDING	1	1
23E	23E	THEFT FROM COIN OPERATED MACHINE		
23F	23F	THEFT FROM MOTOR VEHICLE	9	7
23G	23G	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES		1
23H	23H	LARCENY - ALL OTHER	20	11

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SLED	Inhouse Code / Description	Last Year	This Year
LARCENY CRIMES			
240	240 MOTOR VEHICLE THEFT	2	
250	250 COUNTERFEITING / FORGERY	2	
26A	26A FRAUD / CONFIDENCE GAME / BREACH OF TRUST		
26B	26B TELLER MACHINE FRAUD	2	
26C	26C IMPERSONATION	2	2
26D	26D WELFARE FRAUD		
26E	26E WIRE FRAUD		
270	270 EMBEZZLEMENT		
280	280 STOLEN PROPERTY OFFENSES		
756	756 USING MOTOR VEHICLE WITHOUT CONSENT		
90A	90A BAD CHECKS		
Total for Category:		51	26
OTHER CRIMES			
370	370 PORNOGRAPHY / OBSCENE MATERIAL		
40C	40C PURCHASING PROSTITUTION		
520	520 WEAPON LAW VIOLATIONS	1	1
64A	64A HUMAN TRAFFICKING / COMMERCIAL SEX ACTS		
64B	64B HUMAN TRAFFICKING / INVOLUNTARY SERVITUDE		
90B	90B CURFEW / LOITERING / VAGRANCY VIOLATIONS		
90C	90C DISORDERLY CONDUCT	14	10
90F	90F FAMILY OFFENSES, NONVIOLENT	5	4
90H	90H PEEPING TOM		
90I	90I RUNAWAY	3	
90J	90J TRESPASS OF REAL PROPERTY	4	7
90K	90K INCORRIGIBLE		
90L	90L TRUANCY		
90N	90N RESISTING ARREST	4	4
90P	90P CONTRIBUTING TO DELINQUENCY OF A MINOR		
90Z	90Z ALL OTHER OFFENSES	16	8
979	979 MISSING PERSONS	1	1
980	980 SUICIDES	1	2
992	992 PROWLER		
Total for Category:		49	37
OTHER MONEY CRIMES			
39A	39A BETTING / WAGERING		
39B	39B ASSISTING GAMBLING		
39C	39C GAMBLING EQUIPMENT VIOLATIONS		
39D	39D SPORTS TAMPERING		
510	510 BRIBERY		
Total for Category:		0	0
PROSTITUTION			
40A	40A PROSTITUTION		
40B	40B ASSISTING OR PROMOTING PROSTITUTION		
Total for Category:		0	0
VANDALISM/DAMAGE			
290	290 VANDALISM OF PROPERTY	15	11
Total for Category:		15	11
PS-4		Total for Reporting Period:	269
			158

OFFENSES REPORTED

11/02/2014

Inhouse Code	Current		Previous		
	Monthly Total	Year To Date	Monthly Total	Year To Date	
11A RAPE - FORCIBLE	0	1	0	0	
11C SEXUAL ASSAULT WITH AN OBJECT	0	1	0	0	
120 ROBBERY	0	1	0	0	
13A ASSAULT - AGGRAVATED	0	0	0	2	
13B ASSAULT - SIMPLE	0	5	0	8	
13C ASSAULT - INTIMIDATION	0	0	0	1	
220 BURGLARY / BREAKING & ENTERING	0	3	0	9	
23C SHOPLIFTING	0	0	2	4	
23D THEFT FROM BUILDING	0	1	0	1	
23F THEFT FROM MOTOR VEHICLE	0	7	0	9	
23G THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	0	1	0	0	
23H LARCENY - ALL OTHER	0	11	0	20	
240 MOTOR VEHICLE THEFT	0	0	0	2	
250 COUNTERFEITING / FORGERY	0	0	0	2	
26B TELLER MACHINE FRAUD	0	0	0	2	
26C IMPERSONATION	0	2	0	2	
290 VANDALISM OF PROPERTY	0	11	2	15	
35A DRUG / NARCOTIC VIOLATIONS	0	8	1	18	
35B DRUG EQUIPMENT VIOLATIONS	0	6	0	13	
36C INDECENT EXPOSURE (SEXUAL NATURE)	0	0	0	1	
520 WEAPON LAW VIOLATIONS	0	1	0	1	
753 TELEPHONE CALLS - OBSCENE, HARASSING	0	0	0	1	
90C DISORDERLY CONDUCT	0	10	1	14	
90D DRIVING UNDER THE INFLUENCE	0	3	1	2	
90E DRUNKENNESS	0	0	0	3	
90F FAMILY OFFENSES, NONVIOLENT	1	4	0	5	
90G LIQUOR LAW VIOLATIONS	0	2	0	7	
90I RUNAWAY	0	0	0	3	
90J TRESPASS OF REAL PROPERTY	0	7	0	4	
90N RESISTING ARREST	0	4	0	4	
90T ALL TRAFFIC EXCEPT DUI & FAILURE TO STOP	0	13	3	21	
90Z ALL OTHER OFFENSES	0	8	0	16	
978 SUSPICIOUS FIRE	0	1	0	0	
979 MISSING PERSONS	0	1	0	1	
980 SUICIDES	0	2	0	1	
CDV CDV - SIMPLE ASSAULT	0	0	1	7	
NRP INCIDENT NOT REPORTED	2	44	2	69	
TOTALS		3	158	13	268

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**NRP Breakdown
For Period 10/2014**

Case Number	Date	Description
14-00181	10/25/2014	NUISANCE
14-00185	10/30/2014	ABANDON / TOWED VEHICLE

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Monthly Report for October 2014
VICTIMS REPORTED

11/02/2014

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Inhouse Code	Current		Previous		
	Monthly Total	Year To Date	Monthly Total	Year To Date	
11A Rape - Forcible	0	1	0	0	
11C Sexual Assault with an Object	0	1	0	0	
120 Robbery	0	2	0	0	
13A Assault - Aggravated	0	0	0	2	
13B Assault - Simple	0	8	0	9	
13C Assault - Intimidation	0	0	0	1	
220 Burglary / Breaking & Entering	0	3	0	10	
23C Shoplifting	0	0	2	4	
23D Theft from Building	0	1	0	1	
23F Theft from Motor Vehicle	0	7	0	12	
23G Theft of Motor Vehicle Parts or Accessories	0	1	0	0	
23H Larceny - All Other	0	11	0	23	
240 Motor Vehicle Theft	0	0	0	2	
250 Counterfeiting / Forgery	0	0	0	2	
26A Fraud / Confidence Game / Breach of Trust	0	0	0	1	
26B Teller Machine Fraud	0	0	0	2	
26C Impersonation	0	2	0	2	
290 Vandalism Of Property	0	11	2	15	
35A Drug / Narcotic Violations	0	8	1	20	
35B Drug Equipment Violations	0	6	0	13	
36C Indecent Exposure (Sexual Nature)	0	0	0	1	
520 Weapon Law Violations	0	1	0	1	
90C Disorderly Conduct	0	10	1	14	
90D Driving Under the Influence	0	3	1	3	
90E Drunkenness	0	0	0	3	
90F Family Offenses, Nonviolent	2	6	0	7	
90G Liquor Law Violations	0	2	0	7	
90I Runaway	0	0	0	3	
90J Trespass of Real Property	0	7	0	4	
90N Resisting Arrest	0	4	0	4	
90T ALL TRAFFIC EXCEPT DUI & FAILURE TO STOP	0	11	2	18	
90Z All Other Offenses	0	7	0	14	
978 Suspicious Fire	0	1	0	0	
979 Missing Persons	0	0	0	2	
980 Suicides	0	2	0	1	
CDV CDV - SIMPLE ASSAULT	0	0	1	8	
NRP Incident Not Reported	0	30	1	48	
TOTALS		2	146	11	257

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Monthly Report for October 2014
PERSONS ARRESTED

Total Individuals Arrested for Month: 0 With 0 Counts

Total Individuals Arrested for Year: 36 With 58 Counts

The Total Arrests Codes will probably be more than the Total Individuals Arrested.
 Each Individual can have as many as Three (3) Arrest Codes Associated.

Type	Total Arrest Codes for Month				Total Arrest Codes for Year To Date			
	Male	0	Female	0	Male	36	Female	7
1 - Adults	Male	0	Female	0	Male	36	Female	7
2 - Juveniles	Male	0	Female	0	Male	1	Female	0
3 - Narc - Adults	Male	0	Female	0	Male	7	Female	2
4 - Narc - Juveniles	Male	0	Female	0	Male	5	Female	0
TOTALS	Male	0	Female	0	Male	49	Female	9

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Monthly Report for October 2014
PERSONS ARRESTED

11/02/2014

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	This Month	This Year To Date
Juveniles	0	3
Adults	0	33

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**Race/Sex Breakdown for Arrested
For Period 10/2014**

	For Period	So Far This Year
White		
Male	0	29
Female	0	5
Black		
Male	0	2
Female	0	0
Other		
Male	0	0
Female	0	0

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Monthly Report for October 2014
PROPERTY VALUES

11/02/2014

Page 1

Type	Total for Month	Total for Year
Burglary Stolen	0.00	1260.00
Larceny Stolen	0.00	13716.00
Criminal Damage	0.00	6552.00
MVT Stolen	0.00	0.00
Other Stolen	0.00	1431.00
Burglary Recovered	0.00	0.00
Larceny Recovered	0.00	0.00
MVT Recovered	0.00	0.00
Other Recovered	0.00	0.00
Total Stolen	0.00	16407.00
Total Recovered	0.00	0.00
Total Seized	1000.00	1804.00

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MICHAEL PERKIS
MAYOR

TOWN OF SULLIVAN'S ISLAND



TOWN COUNCIL
JERRY KAYNARD, MAYOR PRO TEM
CHAUNCEY CLARK
HARTLEY COOPER
SUSAN MIDDAUGH
PATRICK O'NEIL
MARY JANE WATSON

ANDY BENKE
TOWN ADMINISTRATOR

JASON BLANTON
COMPTROLLER

LAWRENCE A. DODDS
TOWN ATTORNEY

GREG GRESS
WATER AND SEWER MANAGER

JOE HENDERSON
ZONING ADMINISTRATOR

DANIEL S. HOWARD
CHIEF OF POLICE

ELLEN MILLER
TOWN CLERK

RANDY ROBINSON
BUILDING OFFICIAL

M. ANTHONY STITH
FIRE CHIEF

PUBLIC SAFETY COMMITTEE

4:00 PM

Thursday, November 13, 2014
Town Hall, 2050-B Middle Street

AGENDA

1. Call to Order and notification that press and public were duly notified in accordance with Freedom of Information Act
2. Managed Parking - General Discussion by Committee Members
3. Staff Presentation
 - A. Review of 2009 Study – Andy Benke
 - B. Discussion of New Considerations for Managed Parking
 - i. Community Density and Future Development
 - ii. Public Safety
 - iii. New Technology
 - iv. Isle of Palms Timeline
 - C. Policy Considerations – Program Questions to Consider
4. Public Comment
5. Adjourn

PS-12

***Caromi Fire Department
554 College Park Road
Post Office Box 779
Ladson, South Carolina 29456***

Voice (843) 553-3040

Fax (843) 797-7646

**Dale Johnston
Fire Chief**

**David Guarino Sr.
Chairman**

November 1, 2014

Chief Stith,

It has come to the attention of the Caromi Rural Volunteer Fire Department that the Sullivan's Island Fire Department is in possession of an 1989 E-One 75' Aerial , and is interested in donating it to a department who will repair and utilize the apparatus. The Caromi Rural Volunteer Fire Department is interested in acquiring this apparatus, and make the necessary repairs to return this unit to front line service.

The Caromi Rural Volunteer Fire Department is a single station department, who currently does not own an aerial of any type. After speaking with Chief McDaniel, it was made clear that the aerial does have a blown motor and will be donated in as is condition. This condition is recognized, and the Caromi Fire Department will assume all financial responsibilities for all required repairs and service to return the unit to operational status.

It is the intent of the Caromi Fire Department to utilize this aerial to service and protect its fire district. The department does have a need for this apparatus and would like to formally request the opportunity to have it donated to our organization. With the addition of this apparatus, it will also serve to further improve our ISO rating.

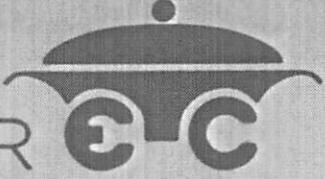
Thank you for this unique opportunity and your consideration as you make a decision. Please feel free to contact me directly if you have any additional questions or concerns for my organization.

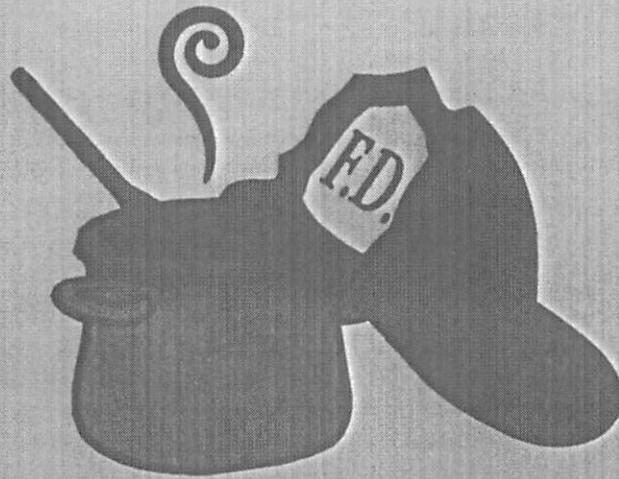
Dale Johnston

Fire Chief

Caromi Fire Dept.

PS-13

EAST COOPER 
MEALS ON WHEELS



CHAMPION

**FIRE DEPARTMENT
CHILI THROWDOWN**

2014 OYSTER ROAST

PS-14

**WATER AND SEWER REPORT
COUNCIL WORKSHOP
November 3, 2014**

Committee Chair: Susan Middaugh

Committee Members: Jerry Kaynard, Chauncey Clark

Committee Charge: All matters relating to the Water and Sewer Department and systems.

Monthly Report from Mr. Gress:

I. Matters for Action by Council or W&S Committee - none

II. Action item for W&S Committee: - none

III. Matters for Discussion by Council

1. Status of I&I project.
2. Status of FEMA Hazard Mitigation Grant application
3. Water and Sewer line for new Town Hall

IV. New Matters Presented to Council - none

V. Pending Items

1. CWS contractual agreement



Town of Sullivan's Island Water & Sewer Department

Manager Greg Gress
843-883-5748

Monthly Water Report For October 2014

FLOW: Distributed 8.346 MG this month, with a daily average flow of .260 MG and a Daily Max of .362 MG

SALES: 7.345 MG billed (*all water*) with a daily average of 0.237MG. (6.531 MG billed in October last year with a daily average of 0.210 MG)

RED WATER: One red water call this month.

DISTRIBUTION SYSTEM: One false positive TC sample (analysis error. Resampled ok.

WATER LINE PROJECT: Planning FY15 water line replacements along Poe from Station 16 to Station 17 and along Atlantic from Station 16 to Station 17 and along Station 16 from Poe to Atlantic.

WATER PLANT: Waiting on quote to replace the roof on all buildings.

WORK ORDERS: 8 check for leaks; 0 frozen pipes; 1 monthly rereads; 0 misc. customer complaint; 1 replace customer shut off; 0 turn on; 9 turn off; 47 locates; 0 install irrigation meter; 0 remove irrigation meter; 1 irrigation quote; 7 read meter; 0 meter box repairs; 6 disconnect delinquent acct; 0 reconnect delinquent acct; 0 pulled meter for demo; 1 reinstall meter from demo; 0 backflow inspection

CHEMICALS: Used 46 gallons of phosphate.

OTHER:

W+S-1



Town of Sullivan's Island Water & Sewer Department

Manager Greg Gress
843-883-5748

Monthly Sewer Report For October 2014

COLLECTION SYSTEM: Middle Street Gravity Sewer Extension Construction Permit expires August 26, 2016. Construction must be completed and the Approval to Place in Operation granted prior to August 26, 2016 or the permit will expire. New Town Hall sewer

SEWER LINE PROJECT: In progress. Slow start this month due to equipment failures and staff illnesses. Progress is approximately 8% complete. Both crews are bringing in additional equipment to catch up and it's anticipated to be at 45% complete by the Christmas break.

LIFT STATIONS: Loss of prime alarms continue to call out operators.

FLOW: Processed 19.958 Million Gallons this month, with a daily average of 0.666 MG and a maximum weekly average of .882 MG. Rainfall total was 0.69 inches.

SALES: 5.504 MG billed this month with a daily average of 0.177 MG. (5.012 MG billed in October last year with a daily average of 0.162 MG).

HEADWORKS: No operational problems

OXIDATION DITCH: Visual observations noted two developing suck holes on outside wall and inside wall at the same sink hole previously discovered. HDR review of CIP plan recommended moving forward expeditiously as possible with the replacement process (design and securing funding) and have



W+S-2



Town of Sullivan's Island Water & Sewer Department

Manager Greg Gress
843-883-5748

an emergency plan of action in place if it fails in the meantime. Now that we have applied for FEMA funding for this project the next step is to authorize funding for the design work to begin.

CLARIFIER: No operational problems

OUTFALL: No operational problems

BIOSOLIDS: 0 cu yd. dry to landfill. 55,000 gallons liquid sludge hauled and disposed at NCSD.

CHEMICALS: lbs. of chlorine and lbs. of sulfur dioxide used for the month.

COMPUTER SYSTEMS: No operational problems.

WORK ORDERS: 47 locates; 0 pool filling permit inspection; 2 sewer connection inspection (first time); 0 sewer connection inspection (sewer replacement); 0 sewer reconnect inspection (reconnect from a demo); 0 sewer disconnect inspection (disconnect for a demo); 0 grease trap inspection; 0 install new tap; 0 repair cleanout; 0 back up.

OTHER: HDR has submitted application for Hazard Mitigation Grant to flood proof the WWTF. FEMA is expected to notify successful applicants in February/March 2015.

W+S-3

ADMINISTRATION COUNCIL WORKSHOP

November 3, 2014

Chairman Jerry Kaynard

Members Mary Jane Watson and Susan Middaugh

All matters relating to oversight of implementation of the following Town administrative functions: personnel; licensing; Town Attorney; court; rules; solicitation for Boards and Commissions; administrative infrastructure; communications and community outreach.

I. Matters for Action by Council

No action items for Council at this time.

II. Matters for Discussion by Council

1. New position – Administration

III. New Matters Presented to Council

1. Personnel

- a) Personnel Report
- b) November Holidays – Town Hall Closure: November 11, November 27 and November 28.

2. Correspondence

- a) Simon Lancto, 405 Station 12 Street; October 29, 2014 – Note of appreciation to Town for assistance with Eagle Scout Project.
- b) Elizabeth Hagood, Lowcountry Open Land Trust; October 27, 2014 – Note of appreciation to Town for support and conservation easement.

3. Town Staff Flu Vaccination Clinic – Town employees, members of Council and family members can receive flu vaccinations at 5 p.m. Wednesday November 5, 2014 at the Fire Station.

IV. Matters Pending Further Action by Council

1. Archiving Old Records

Initial estimate for paper files is approximately \$82,000, construction drawings approximately \$79,000 and pictures/miscellaneous files \$4,800 (subtotal \$86,800 exclusive of construction drawings). The estimate for software, license, installation and training is \$35,000. It should be noted that staff is locating and identifying other vendors and anticipates better pricing.

2. Commercial District Operational Issues – The Town has been working with the commercial district business owners group to address and resolve various issues surfaced by nearby residents. Attached is a list of solutions proposed by the owners. To date it has not been possible to schedule a meeting with the residents. The Administrator and Chief Howard met with food and beverage operators on Thursday September 19, 2013 to further discuss operational hours. A revised delivery agreement is attached.

3. Town Communications Plan – General discussion by Council regarding resident outreach and communications plan.

4. Staff position for Administration Department.



FLSA: Non-Exempt

TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA JOB DESCRIPTION

CLASSIFICATION TITLE: ADMINISTRATIVE SPECIALIST
DEPARTMENT: GENERAL ADMINISTRATION, TOWN HALL

PURPOSE OF CLASSIFICATION

The purpose of this position classification is to perform non-supervisory customer service and general administrative work in support of the General Administration and Building Departments, located in Town Hall, with secondary receptionist, customer service and administrative support to the Maintenance, Fire and Police Departments. Employee will report to the Town Administrator.

ESSENTIAL FUNCTION:

The following duties are normal for this classification. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Primary customer contact for callers and visitors at Town Hall, fielding telephone calls on a multi-line digital phone system and directing walk-in customers to appropriate staff.

Provide administrative support for general customer service activity in Town Hall, such as issuing dog licenses, accepting water payments in clerk's absence, scanning and filing documents, handling recreation related inquiries, etc.

Assist other municipal departments, namely fire, police and maintenance, by fielding unanswered telephone lines routed to Town Hall reception, providing caller with immediate personal response and taking messages for department staff.

Assist with general administrative duties as directed by other department heads that can be accomplished at Town Hall.

DUTIES & RESPONSIBILITIES:

1. Answer incoming telephone calls for Town Hall and roll-over calls from other departments, fielding customer inquiries, transferring calls to appropriate staff and/or taking messages, as appropriate
2. Greet and assist walk-in customers at Town Hall, directing them to appropriate staff or departments.
3. Complete front desk walk-in requests, including but not limited to the following: issue dog licenses, take water bill payments in clerk's absence, provide notary services to general public, handle beach fire permits, group event requests on the beach, beach accessible handicap wheelchair reservations, and assist with recreation related customer requests.



FLSA: Non-Exempt

TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA JOB DESCRIPTION

4. Assist fire, police and maintenance departments with various one-time and ongoing administrative activities that can be accomplished within Town Hall, as directed by department heads. Some examples of appropriate activity include fielding resident garbage collection inquiries and concerns, reports related to Town streets and maintenance, issuing beach fire permits as allowed by Town Ordinance, coordinating rental of handicap accessible beach wheelchairs, computer data entry (i.e. entering ticket data in software for patrol officers), general typing, accomplishing correspondence and purchase orders for department heads as directed.
5. Record keeping and filing
6. Performs general office duties and other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Associates degree (preferred but not mandatory), three to five (3-5) years of office experience (municipal or government experience preferred), demonstrated customer service experience, computer skills (Microsoft Word and Excel); or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None

Knowledge, Abilities and Skill

Knowledge: Working knowledge of office procedures and practices

Abilities: Self-starter with strong customer service abilities, professional demeanor and presentation; good time management skills; ability to effectively and efficiently manage a variety of work requests across multiple departments with limited supervision.

Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public; ability to communicate effectively in written and oral form; ability to establish and maintain effective record keeping systems; ability to operate a telephone, calculator, standard office equipment and ability to operate a computer and office software.

Skills: Skills in operating computers and applicable word processing, accounting, filing and organization.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of a maximum weight of 40 pounds.



FLSA: Non-Exempt

TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA JOB DESCRIPTION

Dexterity: Requires the ability to perform coordinated movements involving placing and turning motions.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors and sounds. Some tasks require visual perception and discrimination, as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

	LOW	MEDIUM	HIGH
Salary range*	\$23,000	\$25,000	\$27,000

**based upon full-time status*

The Town of Sullivan's Island is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sullivan's Island will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



PERSONNEL REPORT

November 2014

Activity as of Friday, October 31, 2014

HIRINGS/RESIGNATIONS: N/A

CURRENT OPENINGS:

General Administration: Gen Admin Specialist (Temp/FT hrs.)—recruitment closed 10/24/2014
Water & Sewer: None
Maintenance: Laborer (FT)
Police Department: None
Fire Department: None

PERSONAL DAY HOLIDAY/VACATIONS:

Department Heads: N/A
Town Hall Staff: Joe Henderson: Nov 4, 2014 (Tues)
Randy Robinson: Nov 5-6; 26, 2014 (Wed-Thurs; Wed)
Lisa Darrow: Nov 7, 2014 (Fri)

PROFESSIONAL DEVELOPMENT/TRAINING:

Staff Safety Meeting/Training: 8:00AM Thursday, November 20, 2014
(Police Department conducts safety talk)

Admin/Town Hall: Lisa Darrow, MASC Risk Management Annual Conference
(SCMIT/SCMIRF), Columbia (Thurs, Nov 13, 2014)

PERSONNEL NOTES:

Town Staff Flu Vaccination Clinic: 5:00PM Wednesday, November 5, 2014 (Fire Station)
Blalock Family & Urgent Care (Mt Pleasant) is providing vaccination

Town Hall Holidays: Offices closed for the following holidays

Tuesday, November 11, 2014 (re-open 8AM Wednesday, November 12, 2014) – Veteran’s Day
Thursday-Friday, November 27-28, 2014 (re-open 8AM Monday December 1st)-Thanksgiving

Emergency services available through holidays and those departments remain fully staffed
Emergency 9-1-1 County non-emergency (843) 743-7200
SI Fire Admin (843) 883-9944 SI Police Admin (843) 883-3931

Regular collection schedule: Household – Tuesdays, Bulk/Yard- Wednesdays
Recycling: Thursday, November 13, 2014 (Holiday); Wednesday, November 26, 2014

DECEMBER NOTE: Annual Fire Station Lighting – (5:30PM) Friday, December 5, 2014



**TOWN OF
SULLIVAN'S ISLAND, SC
NOTICE TO
RESIDENTS & VISITORS:**

**Town Hall offices will be closed on
Tuesday, November 11, 2014
in observance of Veteran's Day**

Regular office hours resume at 8:00am on
Wednesday, November 12, 2014

No change in garbage collection schedule
Recycling: Thursday, November 13, 2014

**Essential services will remain available and
those departments will remain fully staffed**

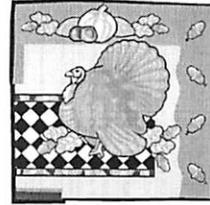
Emergencies: 911

County non-emergency: 743-7200

SI Fire Admin: 883-9944

SI Police Admin: 883-3931

Other News/Info: www.sullivansisland-sc.com



**TOWN OF
SULLIVAN'S ISLAND, SC
NOTICE TO
RESIDENTS & VISITORS:**

**Town Hall offices will be closed in
observance of Thanksgiving:
Thursday, November 27, 2014
Friday, November 28, 2014**

Regular office hours resume at 8:00am on
Monday, December 1, 2014

There is no change in the garbage collection
schedule for this week. Recycling is Wednesday,
November 26, 2014

**Essential services will remain and those
departments will remain fully staffed**

Emergencies: Dial 9-1-1

County non-emergency: 743-7200

SI Fire Admin: 883-9944

SI Police Admin: 883-3931

More News & Info: www.sullivansisland-sc.com

A-7



Thank you for your help in making my Service Project a reality
Eagle Scout, Simon Lancto

To: Sullivans Island Town Council
Date: June 20, 2014
From: Simon Lancto
Re: Trolley Bridge Access Trail

Hello,

My name is Simon Lancto and I am an Eagle Scout Candidate with Boy Scout Troop #59 on Sullivans Island.

One of the last steps that I need to complete (in order to achieve Eagle rank) is to complete a Leadership Service Project. The project that I am proposing would involve Town owned property and I understand from Mr. Benke that your approval is required. The Access Trail is used for fishing as well as a quite place to gaze out at the water and enjoy the beauty of our Island. I believe that improving the usability of this area will benefit residents and visitors alike.

This Service Project would include:

- Minor pruning to improve the access trail
- The construction of a wood bench using treated lumber
- Bolting the bench (to existing asphalt) in order to insure permanency
- The construction and installation of a fishing line recycling box
- The installation of a Town provided trash barrel at the trailhead

In choosing this project the guidelines I needed to follow were:

- A project that would benefit any religious institution, any school or my community
- The project must present me with the opportunity for planning, development and leadership

The funding of this project will come from donations and the labor will be provided by members of Troop #59 and myself.

Thank you for your consideration,

Simon Crawford Lancto

Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact* or *benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a final, comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before final planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different.

Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Final Plans

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Final Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.



REC'D OCT 28 2014

October 27, 2014

Town of Sullivan's Island
Mr. Andy Benke
P.O. Box 427
Sullivan's Island, SC 29482

Dear Mr. Benke,

I have some important and exciting news to share with you and appreciate the chance to write to you directly.

As you may recall, I returned to the helm of the Land Trust in 2010 as Interim Executive Director to lead the Land Trust through an immediate milestone, its 25th anniversary year. One opportunity after another presented itself, and ultimately, we dropped the "Interim" from the title. For the last four years, I have had the privilege of leading the Land Trust through some exciting and transformational times: Mrs. Farrow's Ashem Farm project, national accreditation and ultimately a transformative Community Visioning Process that became the platform for an ambitious strategic plan in 2013 that has significantly grown the capacity of the Land Trust.

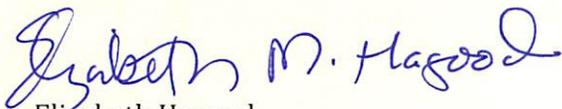
Over the past few years, it's been exhilarating and rewarding to work with the board, staff and our membership to optimize the organizational effectiveness and long-term capacity of this organization. Since I returned, we have built an incredible staff of 14 and are involved in creative, high-impact, collaborative projects that are transformational for conservation in the Lowcountry. In addition to preserving over 100,000 acres, the Land Trust led the way for significant community conservation projects like the Angel Oak Preserve and the Boeing mitigation project at Keystone.

Nothing gives me greater satisfaction than to know that I have contributed in some way to the stability and succession planning of this wonderful organization. The board and I recognize that we have a tremendous opportunity NOW to transition the executive leadership of the Land Trust. It is precisely this high point in the history of the Land Trust that presents the optimal time to seek the next Executive Director for this organization. The board has appointed a Search Committee to conduct a national search. In the meantime, I will remain in my position as Executive Director until my replacement is found and a smooth transition underway.

As dedicated landowners to the work of the Land Trust please let me extend our sincere gratitude for your generous gift of conservation preserving the irreplaceable natural resources of the Lowcountry. Although it is a time of transition know that the Land Trust will continue to work tirelessly towards protecting this place we call home.

I am very excited about being a part of the successful transition of leadership and will always remain engaged and committed to the Land Trust.

Most sincerely yours,


Elizabeth Hagood

A-11

Board of Trustees

Robert M. Baldwin, Samuel C. Carlton, Carol B. Ervin, Stephen F. Gates, J. Stanfield Gray, Thomas D.W. Hutto, Eleanor Moore Kuhl, Ann G. Kulze, M.D., Bradford S. Marshall
Burnet R. Maybank III, David Maybank III, Ford P. Menefee, Richard W. Salmons Jr., G. Trenholm Walker, R. Scott Wallinger, J. Rutledge Young Jr., J. Conrad Zimmerman

**LAND USE AND NATURAL RESOURCES
COUNCIL WORKSHOP**

November 3, 2014

**Chairman Pat O'Neil
Member Jerry Kaynard**

All matters relating to the zoning and building ordinances and their implementation, and natural resources including Town-owned land.

**Monthly Zoning Report Presented by Mr. Henderson
Monthly Boards and Commission Reports Attached**

I. Matters for Action by Council

No Action Items for Council at this time.

II. Matters for Discussion by Council

1. LUNR Committee Meeting – General discussion and determination of agenda for next Committee meeting.

III. New Matters Presented to Council

No new matters for Council at this time.

1. Matters Pending Further Action by Council

No pending matters at this time.

LAND USE AND NATURAL RESOURCES COMMITTEE
OCTOBER 2014
BOARD, COMMISSION & ZONING UPDATE

From: Building Department
Prepared For: Land Use and Natural Resources Committee
Regarding: Board, Commission, & Zoning Update

ZONING UPDATE:

- **PROJECTS:**
 - Battery to Beach Bike Route sign installation completed (September 18th)
 - CRS/ISO (FEMA) cycle visit completed- September 28 remittance of Town Documentation (Rating pending)

- **OCTOBER ZONING ENFORCEMENT ACTIVITY**
 - One (1) open display on premise sales violation identified- certified letter sent

PLANNING COMMISSION: OCTOBER 8, 2014

C. ITEMS FOR INFORMATION

1. Sullivan's Island Comprehensive Plan, Natural Resources Element: Planning Commission requests review of the various goals and strategies of Chapter 6, Natural Resources Element of the Sullivan's Island Comprehensive Plan.

2. Battery to Beach: Review and update of the Battery to Beach bicycle route and implementation of signed Sullivan's Island route per SCDOT encroachment permits.

3. Planning Commission Meeting Dates FY 2015: Review and approval of 2015 meeting dates.

BOARD OF ZONING APPEALS: OCTOBER 9, 2014

A. SPECIAL EXCEPTIONS

1. Approved-Café Medley: Andrew Harris, applicant, is requesting a special exception to operate a coffee shop use in the Community Commercial Zoning District in accordance with Section 21-50.C (2) of the Zoning Ordinance. (TMS# 529-09-00-118)

2. Approved-The Co-Op Provisions and Delicatessen: Jessie Patterson, applicant, is requesting a special exception to operate a coffee shop use in the Community Commercial Zoning District in accordance with Section 21-50.C (2) of the Zoning Ordinance. (TMS# 529-09-00-014)

DESIGN REVIEW BOARD: OCTOBER 15, 2014

LUNR-1

B. CERTIFICATES OF APPROPRIATENESS –HISTORIC PROPERTIES

1. Approved-1726 Middle Street: Rachel Burton, of Swallowtail Architects, requests conceptual approval to demolish an existing garage, remove several existing features, and to construct two first story additions to the side and rear elevations of a Sullivan’s Island Landmark. (TMS# 523-07-00-070)
2. Withdrawn-1026 Middle Street: Evan Diament, applicant, requests approval to modify an existing Certificate of Appropriateness for a property designated as a Sullivan’s Island Landmark. Request includes relocating a previously approved in-ground pool, adding required landscaping, and modifying existing fencing. (TMS# 523-06-00-004)

C. CERTIFICATES OF APPROPRIATENESS–NON-HISTORIC PROPERTIES

1. Preliminary approval with Conditions-910 Middle Street: Julia F. Martin Architects, applicants, request conceptual design review and approval for a proposed new home construction. Relief is requested from the design standards for the structure’s side setbacks, principal building square footage, and principal building coverage. (TMS# 523-06-00-021)
2. Approved-1002 Middle Street: Kevin C. Reed Construction. Kevin C. Reed Construction LLC., applicant, requests conceptual approval of a rooftop deck addition for a non-historic structure located within the Moultrieville Local Historic District. (TMS# 523-05-00-008)

TREE COMMISSION: OCTOBER 27, 2014

D. TREE REMOVAL REQUESTS

1. Approved-2608 Raven Drive: Michel Daly, of Daly and Sawyer Construction, requests a reassessment of tree mitigation and replacement regulations for Category II trees in accordance with Zoning Ordinance Section 21-162 C (5). (TMS # 529-06-00-121)
2. Approved-Citadel Playground Tennis Court Renovations: Town of Sullivan’s Island staff requests an evaluation of site development plans and possible removal of several trees near proposed impervious surfaces and the existing playground area. (TMS# 523-08-00-002; 523-08-00-033)

E. ITEMS FOR DISCUSSION

1. Protected and Recommended Tree Species List: Town of Sullivan’s Island staff requests review of the Town’s protected tree species list and recommended tree species for mitigation and replanting in accordance with Zoning Ordinance Section 21-161 A (1).



**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
LAND USE & NATURAL RESOURCES COMMITTEE
Town Hall, 2050-B Middle Street**

**Thursday, November 20, 2014
4:00PM**

AGENDA

1. Call to Order and notification that press and public were duly notified in accordance with Freedom of Information Act
2. Accessory Structures and Conservation Easement in RS Zoning District
3. Charleston County Urban Greenbelt Grant: Station 16 Nature Trail
4. FEMA Insurance Rebates and Biggert Waters Reform Review
5. Accreted Land Management Plan
6. Adjourn

LUNR-2

PUBLIC FACILITIES COUNCIL WORKSHOP

November 3, 2014

**Chairwoman Hartley Cooper
Members Pat O'Neil and Chauncey Clark**

All matters relating to construction, maintenance and improvements of streets, beach paths and Town-owned buildings; sanitation services including trash and garbage; stormwater management; and energy and resource conservation programs.

Monthly Construction Report Presented by Mr. Robinson.

I. Matters for Action by Council

No action items for Council or the Public Facilities Committee at this time.

II. Matters for Discussion by Council

1. Town Hall Project – Creech and Associates presented Design Documents to staff for review.

III. New Matters Presented to Council

No new matters for Council at this time.

IV. Matters Pending Further Action by Council

No pending matters for Council at this time.

BUILDING/ BUSINESS LICENSE REPORT

Sept. 2014

				Fiscal	Previous
	Oct. 2014	Sept. 2014	Oct 2013	Year to date	Year to date
TOTAL PERMITS ISSUED	25	22	26	111	142
TOTAL C.O. ISSUED	0	2	2	4	7
NEW HOME PERMITS	0	1	1	4	4
COST OF CONSTRUCTION	520,537	946,299	2,087,130	3,709,006	6,919,550
PERMIT FEES COLLECTED	17,252.32	34,627.01	15,176.66	102,670.80	81.12
Budget amount 2012/2013				250,000.00 41.00%	245,000.00 33%
DEMOLITIONS/MOVING	0	0	1	2	2
INSPECTIONS	40	44	47	199	220
OTHER SITE VISITS	31	23	31	118	101
BUSINESS LICENSE	20,397.55	20,397.55	55,797.21	86,683.04	162,884.00

PF-1

**RECREATION
COUNCIL WORKSHOP
November 3, 2014**

**Chairwoman Mary Jane Watson
Members Hartley Cooper and Susan Middaugh**

All matters relating to the creation, expansion or improvement of facilities and programs in the area of parks and recreation; and community wellness programs.

I. Matters for Action by Council

II. Matters for Discussion by Council

III. New Matters Presented to Council

1. Boardwalk Resurfacing Station 22 ½ Street – Quote for improvements at Station 22 ½ Street beach path.

IV. Matters Pending Further Action by Council

1. Park Waste and Recycle Containers – The Park Foundation is proposing a weather proof and aesthetic enhanced container for the waste and recycle 95 gallon rolling bins.



Quotation

To: Anthony Stith

From : John Kicklighter

Date: 10/15/14 Boardwalk Resurfacing Station 22 1/2 Sullivans Island

We hereby propose to furnish all labor and material for the following:

- 1) Replace approximately 30 2x6x6' treated boards on walk
- 2) Remove and reinstall approximately 60 2x6 damaged boards
- 3) Install new Stainless screws where needed on existing boardwalk and secure decking and existing fasteners
- 4) Clean, prep, prime and coat (your choice of color) boardwalk

Total costs for the above: \$ 14,300.00

Install 100' x 3' Roll Out Brazilian Ipe wood beach walk mat from end of existing boardwalk to the beach \$ 5400.00

Quote is good for thirty days. Labor guaranteed for 3 years, material guaranteed for 10 excepting storm damage or negligence on part of owner. Atlantic Resurfacing is not responsible for any damage to property or landscaping. We will not be liable for any fasteners, construction or unknown defects previously installed by others. Please see our website for further warranty details.

Payment schedule is as follows: Due upon completion

If agreed upon please sign, date, return and keep one copy for your files. Thank You.