

Sullivan's Island Town Council
2050-B Middle Street
December 16, 2014
6:00 p.m.

Welcome

Pledge of Allegiance and Invocation

I. Format: 20 minutes for general comments from the floor

II. Council Action Items

1. Approval of Minutes from November 18, 2014 Regular meeting and December 1, 2014 Special meeting.
2. Resolution Approving and Supporting Town Safety Policies
3. Resolution to Increase Building Permit Rates
4. First Reading, Ordinance No. 2014-14, An Ordinance for the sale of Town Parcel at 2618 Raven Drive/TMS 529-060-0117.
3. Second Reading and Ratification, Ordinance No. 2014-13, An Ordinance Amending Section 10-20 of the Code of Ordinances for the Town of Sullivan's Island to Revise Business License Fees.
4. Amendment to Town Coyote Policy.

III. Reports and Communication

1. General and New Correspondence
2. Attorney's Report
3. Boards and Commissions Reports
 - a) Planning Commission
 - b) Board of Zoning Appeals
 - c) Design Review Board
 - d) Tree Commission
 - e) Municipal Elections Commission

(continued)

IV. Committee Reports – Discussion Items

1. Finance Committee
2. Public Safety Committee
3. Water and Sewer Committee
4. Administration Committee
5. Land Use and Natural Resources Committee
6. Public Facilities Committee
7. Recreation Committee

V. Executive Session

1. Contractual - 2618 Raven Drive
2. Contractual – Brokerage Services
3. Contractual – Contract Negotiations – Town Hall

VI. Adjourn

November 18, 2014

The regular meeting of Town Council was held on the above date at 6:00 p.m. at Town Hall; all requirements of the Freedom of Information Act having been satisfied:

Present were: Jerry Kaynard, Mayor Pro Tem
Chauncey Clark, Councilman
Hartley Cooper, Councilwoman
Susan Middaugh, Councilwoman
Pat O'Neil, Councilman
Mary Jane Watson, Councilwoman

Mayor Pro-Tem Kaynard invited Amelia and Claudia Rose, children of Elizabeth and Josh Perkis and grandchildren of Mike and Linda Perkis, to lead the meeting with the Pledge of Allegiance; followed by a prayer by Councilwoman Watson. Town Hall was filled with residents and one member of the media.

Mayor Pro-Tem Kaynard presented a Proclamation and gavel plaque honoring Mayor Perkis to Linda Perkis and the family. The Council members spoke briefly of their memories of Mayor Perkis; and Josh Perkis expressed appreciation from his family for the recognition of his father and his accomplishments, as well as their kind words. Josh said that his father did not have any envisions of serving on Council or becoming Mayor – he just wanted more relaxed leash laws to walk his dogs off-leash on cool winter mornings. After his father petitioned the Town to re-write the leash laws, it didn't take members of Town Council long to realize that he could be a valuable asset, on items not related to dogs as well. It was very important to his father that he be present at all the meetings, and he tried to coordinate his chemotherapy regime in order to be present and at his best for the meetings. He truly loved serving the Town; and was a genuinely honest man that always strived to do what was best for the Island and its residents.

I. FORMAT – Mayor Pro-Tem Kaynard opened the floor for comments at 6:35 p.m.

Hal Coste, 322 Station 19, requested Council assistance with a treehouse he started building in his backyard, but was issued a stop work order from the Town in February 2014. He gave a brief overview of the actions transpired, and submitted a packet to Council members.

Paul Boehm, 3209 Middle Street, stated he supported Hal Coste and his request for a treehouse.

Andrew Wunderley, program director at Charleston Waterkeeper, an environmental non-profit company that works to protect and restore the Charleston harbor estuary and waterways, encouraged Council to authorize approval for design work to complete a FEMA draft for updates to the treatment plant. Councilwoman Middaugh responded that the grant application has been submitted to FEMA and even if it is not awarded, the preliminary engineering report will still need to be done for work at the treatment plant. This will be discussed by Council at the December meetings.

Mark Howard, 1820 Central Ave., expressed concerns about the managed parking plan, and stated transparency and citizen input is needed regarding the plan. Councilman Clark responded that the Proclamation on the agenda tonight is to continue to plan in case Council decides to implement a plan based on what happens in other areas around the island. Barbara Spell inquired why the Public Safety Committee meeting was held mid-week in the afternoon instead of at a Council workshop. Mayor Pro-Tem Kaynard responded that the committees of Council gather information to make recommendations to Council at the regular meetings in order to keep the regular meetings to a reasonable amount of time. This particular Public Safety Committee meeting lasted one and one-half hours.

Sumter deBrux, 1903 Back Street, stated he is Hal Coste's next-door neighbor and he and his wife support the building of Mr. Coste's treehouse.

Orin Robin, a neighbor of Hal Coste, stated he also supported Mr. Coste's treehouse.

Bobby Thompson, 2917 I'on Ave., echoed the appreciation and regard for the Perkis family. Also, Mr. Thompson stated although there is a lawsuit by Mr. Coste regarding the treehouse, perhaps Council could call it a "special accessory structure", and direct the Planning Commission to rewrite part of the Code if needed.

II. COUNCIL ACTION ITEMS

1. Motion was made by Councilman Clark, seconded by Councilwoman Watson, to approve the October 21, 2014 Regular Council and October 28, 2014 Special Council meeting minutes, carried unanimously.

2. Motion was made by Councilman O'Neil, seconded by Councilman Clark, to appoint Councilwoman Watson to the vacancy on the Land Use and Natural Resource Committee, carried unanimously.

3. Request from Sullivan's Island Elementary School - The SC Safe Route organization performed a school safety assessment at the request of the school's Principal, Susan King. Ms. King stated the Safe Route organization, along with traffic representatives from SC DOT, walked the school parking lot and exit area during dismissal. A meeting with them, along with Fire Chief Stith, Police Chief Howard, Administrator Benke, teachers and parents resulted in recommendations involving action by the Town.

The requests are a paved sidewalk at Station 20-1/2, including a small change in the traffic pattern at the Fire Department's training facility parking lot in front of the school; as well as moving the fence at the training facility. The request to move the entrance of the Fire Department's training facility to the north end gate; and to move the fence at the training facility toward the street, will help to eliminate cars parking outside the fence and create a greater degree of separation from walkers, bikers, and motor vehicles.

Administrator Benke stated moving the entrance to the facility will need to be studied, as the entrance needs to be easily maneuvered by a fire truck. Also, the sidewalk placement will need a land service permit from OCRM, as well as perhaps an encroachment permit from SC DOT.

Motion was made by Councilman O'Neil, seconded by Councilwoman Watson, to authorize staff to pursue with engineering studies and construction of a sidewalk along I'on Avenue from

Station 20-1/2 to the entrance of the school, including an extension repair of existing sidewalk on Station 20-1/2; and to authorize spending up to \$12 K to have it built and designed, carried unanimously.

Motion was made by Councilwoman Watson, seconded by Mayor Pro-Tem Kaynard, to approve Council reviewing the list from the Safe School Route Initiative that parents and staff have reviewed, and try to execute the recommendations, carried unanimously.

4. Motion was made by Councilwoman Watson, seconded by Councilman O'Neil, to approve a Proclamation of Charleston STEM (Science, Technology, Engineering and Mathematics) Festival Day, carried unanimously.

5. Motion was made by Councilwoman Middaugh, seconded by Councilman O'Neil, to approve January 2, 2015 as Employee Appreciation Day, carried unanimously.

6. Motion was made by Councilman Clark, seconded by Councilwoman Watson, to approve a Resolution Authorizing Establishment of a Managed Parking Plan on Sullivan's Island, carried unanimously. Councilman Clark stated that this resolution allows the staff to prepare a plan to possibly be used for managed parking if it is needed. Because the Isle of Palms has initiated to install managed parking, the Town needs to be prepared for this possibility.

III. REPORTS AND COMMUNICATIONS

1. **General and New Correspondence** – Correspondence was received from Simon Lancto regarding his Easgle Scout project and from Paul Boehm regarding Hal Coste's treehouse. In addition, Mayor Pro-Tem Kaynard stated he received a petition requesting adjustment of fence heights due to the coyote problem, correspondence from Chad Waldorf that his previous request for a conservation easement be deferred; and a packet from Mr. Hal Coste tonight regarding the treehouse.

2. **Attorney Report** - no report.

3. **Boards and Commissions** –

Planning Commission - Chairman Gary Visser reported that while the Commission completed the Comprehensive Plan review and Council approved it; the Commission is now reviewing the individual elements to develop specific actions to forward to Council for review and action. The first element they have addressed is land use, and some recommendations were forwarded to Council which will go to the Land Use and Natural Resources Committee.

IV. COMMITTEE REPORTS

Finance Committee – Mayor Pro-Tem Kaynard. Monthly report rendered. All expenses are as expected. An ordinance to increase the business license rates for 2015 will be introduced at the December meeting.

Public Safety Committee – Councilman Clark. Monthly reports rendered.

E-One 75 foot ladder truck – Chief Stith received a request from the Caromi Fire Department for the old ladder truck. Chief Stith stated this fire truck would enable the Caromi Fire Department to have a solid Class 3 Rating, even though the pump would still not be used. If the ladder truck was not donated, the Town would receive approximately nine cents per pound for scrap metal – approximately \$4,000.

Motion was made by Councilman Clark, seconded by Councilman O’Neil, to donate the ladder truck to Caromi Fire Department, carried unanimously.

Public Safety Committee Meeting – A Committee meeting was held on November 13, 2014 at 4 pm to discuss managed parking, **Motion was made by Mayor Pro-Tem Kaynard, seconded by Councilman O’Neil, to approve the Minutes from the November 13, 2014 Public Safety meeting, carried unanimously.**

Upcoming Public Safety Committee Meeting – The next Public Safety Committee meeting will be held December 3, 2014 at 3:30 pm at Town Hall. Items on the agenda are general discussion on coyote management, the Polar Bear Swim and St. Patrick’s Day Celebration.

General Dynamics Land Systems – General Dynamics will return to Sullivan’s Island on February 16, 2015 for additional testing on the USMC Stryker vehicle. The Fire and Police Departments will assist as before.

Water and Sewer Committee – Councilwoman Middaugh. Monthly reports rendered.

Committee Minutes – **Motion was made by Councilman Clark, seconded by Councilwoman Middaugh, to approve the Committee minutes from October 17, 2014, carried unanimously.**

I&I Project – Manager Greg Gress gave an update on this project.

Special Meeting – A Special Meeting of Council will be held on December 1, 2014 before the regularly scheduled Workshop to have First Reading of Ordinance 2014-13, approval of funding for preliminary engineering report by HDR for Sewer Treatment Plant construction.

Administration Committee – Mayor Pro-Tem Kaynard. Monthly report rendered.

Charleston County Urban Entitlement Funding – Charleston County Community Services has rescheduled their 2015-2016 funding cycle public hearing at the Town of Sullivan’s Island for the Council meeting on January 20, 2015.

Land Use and Natural Resources Committee – Councilman O’Neil. Monthly report rendered.

Committee Meeting – The next Committee meeting has been set for Thursday, November 20, 2014 at 4:00 pm at Town hall. Agenda items include accessory structures and conservation easement in residential zoning district; Station 16 nature trail; Sullivan’s Island Elementary School nature trail; FEMA insurance rebates and Biggert Waters reform review; accreted land management plan; and recent recommendations presented by the Planning Commission.

Councilwoman Cooper left the meeting at this time

Public Facilities Committee – Councilman Clark for Councilwoman Cooper. Monthly report rendered.

Town Hall Project – The Design documents by Creech and Associates should be ready soon for staff review.

Recreation Committee – Councilwoman Watson.

Boardwalk Resurfacing Station 22-1/2 – Councilwoman Watson’s recommendation for staff to proceed with resurfacing of boardwalk at Station 22-1/2 received Council consensus. This will be funded by Greenbelt funds.

Annual Gingerbread House Decorating – This function is open to all Island residents on December 7, 2014 from 2-4:30 at the Island Club.

Motion was made by Councilwoman Watson, seconded by Councilwoman Middaugh, to go into Executive Session at 8:07 pm, carried unanimously, 5-0.

Motion was made by Councilwoman Middaugh, seconded by Councilman O’Neil, to come out of Executive Session at 8:27 pm, carried unanimously, 4-0. (Councilwoman Watson left the meeting at 8:20 pm).

Mayor Pro-Tem Kaynard stated no votes or action was taken during Executive Session.

Motion was made by Councilman O’Neil, seconded by Councilman Clark, to counter-offer on the lot at 2618 Raven, carried unanimously, 4-0.

Motion was made by Councilwoman Middaugh, seconded by Councilman Clark to adjourn at 8:40 p.m., carried unanimously, 4-0.

Respectfully submitted,

Ellen Miller

December 1, 2014

A Special Meeting of Town Council was held on the above date at 6:00 p.m. at Town Hall, all requirements of the Freedom of Information Act having been satisfied.

Present were: Jerry Kaynard, Mayor Pro-Tem
Chauncey Clark, Councilman
Susan Middaugh, Councilwoman
Patrick O'Neil, Councilman
Mary Jane Watson, Councilwoman

Mayor Pro-Tem Kaynard called the meeting to order at 6:00 pm and stated the press and public had been notified in accordance with State law. The purpose of the meeting was for First Reading of an ordinance to increase business license fees; approval of funding for preliminary engineering report for sewer treatment plant construction; and executive session for a contractual matter.

Motion was made by Councilman O'Neil, seconded by Councilwoman Middaugh, to have First Reading of Ordinance 2014-13, an Increase of Business License Fees.

Mayor Pro-Tem Kaynard stated business license rates are reviewed annually, and the increase matches the consumer price index cost of living increase. Administrator Benke added that seven years ago property taxes made up about 56% of the general fund revenue. Since then, the business license tax was brought in-line with the annual increases. Last year 37% of the revenue in the general fund came from property taxes; the other 63% originated from people that use Sullivan's Island as a business environment. Councilwoman Middaugh added that the 67% also includes other items such as franchise fees, accommodations and hospitality fees and spoil area usage. **Motion carried unanimously.**

Motion was made by Councilwoman Middaugh, seconded by Councilman Clark, to approve funding for preliminary engineering report by HDR in the amount of \$44,200. Administrator Benke stated that the original engineering package form HDR included all the capital items that were associated with the FEMA grant application. Depending on the award of that grant, there may be elements or tasks in their package that will not be done. The engineering report needs to proceed even if the FEMA grant is not awarded. Councilwoman Middaugh stated that DHEC requires an engineering study for any upgrade or expansion of sewer and water facilities. This will be required whether the Town receives the full FEMA funded project or whether a reduced scope project is used. The cost of this engineering report will be part of the Town's match if the FEMA grant is awarded. Mayor Pro-Tem Kaynard inquired about the shelf-life of the project. Water and Sewer Manager Gress stated when the construction permit is issued, the permit becomes the shelf life. The PER is part of the permit application process. The authorization is for the funding; instructing HDR to proceed will be an administrative function when the documents are ready. **Motion carried unanimously.**

Motion was made by Councilman O'Neil, seconded by Councilman Clark, to go into Executive Session at 6:20 p.m. for a contractual matter, carried unanimously.

Motion was made by Councilman O'Neil, seconded by Councilman Clark, to come out of Executive Session at 6:45 pm. Mayor Pro-Tem Kaynard stated no votes or action was taken during Executive Session.

Motion was made by Councilwoman Middaugh, seconded by Councilman Clark, to authorize the Town Administrator to make a counteroffer on contractual matter, carried unanimously.

Motion was made by Councilwoman Middaugh, seconded by Councilwoman Watson, to adjourn the Special Meeting at 6:46 pm, carried unanimously.

Council then proceeded with its regularly scheduled Workshop.

Respectfully submitted,

Ellen Miller

A RESOLUTION

BY THE TOWN COUNCIL OF THE TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA, APPROVING AND SUPPORTING TOWN SAFETY POLICIES.

WHEREAS, the Mayor and Town Council recognize that the prevention of accidental losses affecting employees, property and the public will enhance the operating efficiency of Town government; and

WHEREAS, a proactive loss control posture requires that sound loss prevention measures are of primary consideration and take precedence over expediency in all operations.

NOW, THEREFORE, BE IT RESOLVED that the Town will endeavor to provide a work environment free of recognized hazards through the establishment and implementation of loss control policies and procedures, and their subsequent amendments and additions, designed to provide protection to Town employees, public and private property, and members of the public.

BE IT FURTHER RESOLVED that the Town will support compliance with all Federal and State safety regulations; provide and require the use of personal protective equipment by all employees; and insure that all employees are advised of and understand their loss control responsibilities in the performance of their work.

SIGNED, SEALED AND ADOPTED BY Town Council this 16th day of December, 2014

Jerry Kaynard, Mayor Pro Tempore

Attest:

Ellen Miller – Town Clerk

Action - 8

A RESOLUTION

BY THE TOWN COUNCIL OF THE TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA, APPROVING AND SUPPORTING THE ESTABLISHMENT OF RATES AND FEES FOR THE BUILDING & PLANNING DEPARTMENT FOR THE TOWN OF SULLIVAN'S ISLAND.

WHEREAS, the Legislature of the State of South Carolina has delegated to and the Town of Sullivan's Island has accepted the responsibility of adopting regulations designed to regulate zoning and development in the Town, consistent with State guidelines and in accordance with the Town's Comprehensive Plan; and

WHEREAS, the Town incurs extraordinary expenses in handling various applications made before the Town's Planning Commission, Design Review Board, Tree Commission and Board of Zoning Appeals; and

WHEREAS, the Town incurs expenses in handling and inspecting all stages of building planning and construction; and

WHEREAS, the Town believes an individual applicant should assume a fair burden of the costs associated with his or her application to the Town by paying application fees; and

WHEREAS, Town Council may review, from time to time, the expenses associated with various applications and adjust rates and fees accordingly; and

WHEREAS, a schedule of application fees for various Town Boards & Commissions and applications associated with construction and building, entitled "Building & Zoning Fees" has been received and carefully reviewed by Council;

NOW, THEREFORE, BE IT RESOLVED that the Town Council, in meeting duly assembled, accepts and supports the schedule of fees entitled "Building & Zoning Fees" as presented to it on December 16, 2014.

Jerry Kaynard, Mayor Pro Tem

Attest:

Ellen Miller – Town Clerk

Action-9

**BUILDING & ZONING FEES
TOWN OF SULLIVAN'S ISLAND
DECEMBER 16, 2014**

BLDG PERMIT FEE	
ISSUE FEE	\$27.00
NEW CONSTRUCTION	\$55.00 PLUS \$7.05 PER THOUSAND
ALTERATION/ADDITIONS	\$55.00 PLUS \$7.05 PER THOUSAND
REPAIRS	\$55.00 PLUS \$7.05 PER THOUSAND
PLAN REVIEW FEES	1/2 Permit Fee
NO PERMIT	Double Fee

MOVING	\$540.00
DEMOLITION	\$540.00

ELECTRIC	
ISSUE FEE	\$27.00
ELECTRIC NEW	200 Amps/\$76.00 \$.22 PER AMP
ALTER/ADD	\$76.00
CON. EXIST SER	\$76.00
SAFTEY INSP	\$55.00
RE-INSPECTIONS	\$108.00
NO PERMIT	Double Fee

MECHANICAL	\$33.00 PLUS 7.05 PER THOUSAND
ISSUE FEE	\$27.00
NO PERMIT	Double Fee
REINSPECT FEE	\$108.00

PLUMBING	
ISSUE FEE	\$27.00
ALTERATION/ADDITION	\$76.00
PER FIXTURE	\$4.90
CON.EXIST. SER.	\$76.00
INSPECTION FEE	\$55.00
REINSPECT FEE	\$108.00
NO PERMIT	Double Fee

**BUILDING & ZONING FEES
TOWN OF SULLIVAN'S ISLAND
DECEMBER 16, 2014**

GAS	
ISSUE FEE	\$27.00
NEW/ALT/REPAIR INSPECTION FEE	\$7.05 Per Thousand
REINSPECT FEE	\$55.00
NO PERMIT	\$108.00
	Double Fee
DRB FEES	
NEW CONSTRUCTION or DRB INCREASES	1080.00/ max. 3 meetings
ACCESSORY STRUCTURES	\$215.00 Per Meeting
HISTORIC PROPERTIES	108.00 Per Meeting
BZA FEES	
BZA APPLICATION FEE	\$215.00
PLANNING COMMISSION	
PLAT SUBMITTAL	\$275.00
FINAL PLAT APPROVAL	\$275.00
PLAT DEPOSIT	\$540.00
VACATION RENTAL	
RE-INSPECTION FEE	\$55.00
SIGN PERMIT	\$55.00

Action-11

ORDINANCE FOR THE SALE OF LOT 11, AREA G
IN THE TOWN OF SULLIVAN'S ISLAND
ORDINANCE NO. 2014-14

WHEREAS, Title 5 of the South Carolina Code of Laws sets forth the powers, duties, functions and responsibilities of all municipalities; and

WHEREAS, Section 5-7-40 of the State Statute provides for ownership and disposition of property by municipalities; and

WHEREAS, Section 2-60 of the Town of Sullivan's Island Municipal Code sets forth the procedure for disposition of Town real property; and

WHEREAS, the Town Council has determined that the sale of certain parcels of real property will facilitate the financing of several capital projects including but not limited to construction of a new Town Hall and capital construction projects within the Water and Sewer Department; and

WHEREAS, the Town Council ordained on April 16, 2013 to sell, along with other lots, Lot 82 1/2, TMS No. 529-06-00-117; and

WHEREAS, Lot 82 1/2, TMS 529-06-00-117 was first offered for sale by sealed bid and no acceptable bids were received. Thereafter, the lot was listed for sale with Dunes Properties; and

WHEREAS, the Town Administrator is negotiating a contract for Lot 82 1/2 for the sales price authorized by Town Council; and

WHEREAS, Town Council believes it is in the best interest of The Town to ratify said contract and to sell the same for the negotiated price.

NOW, THEREFORE, BE IT ORDAINED by the Town of Sullivan's Island, in a meeting duly assembled that Lot 82 1/2, TMS No. 529-06-00-117 be sold to in accordance with the terms and conditions of the contract dated and that the Mayor Pro-Tem sign the deed of conveyance to be attested to by the Town Clerk.

MOTION was made by _____, seconded by

Action-12

_____, and approved by a vote of _____. Passed and approved by the Town Council for the Town of Sullivan's Island, South Carolina on the ____ day of _____.

Jerry Kaynard, Mayor Pro-Tem

Attest:

Ellen Miller, Town Clerk

First Reading: December 16, 2014

Second Reading and Ratification:

Attest to Form:

Lawrence A. Dodds, Jr., Town Attorney

ORDINANCE 2014-13

AN ORDINANCE AMENDING SECTION 10-20 OF THE CODE OF ORDINANCES FOR THE TOWN OF SULLIVAN'S ISLAND TO REVISE BUSINESS LICENSE FEES

WHEREAS, Title 5 Section 7 Paragraph 30 of the South Carolina Code of Law provides each municipality of the State the authority to levy a business license tax on gross income, in addition to other taxes and fees, when it appears to be necessary to preserve health, peace, order and general welfare; and

WHEREAS, the members of Town Council have recognized a need to increase the business license tax in the Town;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Sullivan's Island, in Council assembled, that Section 10-20 of the Sullivan's Island Code of Ordinances shall be and are hereby amended to read specifically as follows:

Sec. 10-20. Classification Rate Schedule. (12/16/08) (12/18/12) (11/19/13)

The license fee for each Class of business shall be computed in accordance with the following rates. The major groups of businesses included in each Class are listed with the major group number according to the Standard Industrial Classification Manual (SIC). The License Inspector shall determine the proper class for a business according to the SIC. (12-15-92)

<u>CLASS</u>	<u>INCOME: 0 - \$2,000</u> MINIMUM	<u>RATES</u>
		<u>ALL OVER \$2,000</u> Rate per thousand (for portion round off to next thousand)
1	\$47.79	\$2.39
2	\$59.64	\$2.58
3	\$71.43	\$2.73
4	\$83.02	\$2.94
5	\$95.64	\$3.09

6	\$107.12	\$3.30
7	\$119.79	\$3.45
7a	\$1,000.00	See Rate Schedule Below
8	See individual business in Class.	

NON-RESIDENT RATES

Unless otherwise specifically provided, all minimum fees and rates shall be doubled for non-residents and itinerants having no fixed principal place of business within the municipality.

CLASS 7a Rates (11/17/09)

	<u>Base Rates</u>	
	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
Gross income less than \$10,000	\$1,000.00	\$1,500.00
Gross income of \$10,000 or more	\$1,000.00	\$2,000.00

Rate Structure

Gross income less than \$20,000 Base rate

Gross income of \$20,000 to \$30,000.....Base rate and \$10 per thousand

Gross income of \$30,001 to \$50,000.....Base rate and \$20 per thousand

Gross income of more than \$50,000.....Base rate and \$30 per thousand

Per thousand rate shall not be doubled for non-residents under Class 7a.

CLASS 8 RATES

(Each SIC Number designates a separate subclassification. The businesses in this section are treated as separate and individual subclasses due to provisions of State Law, regulatory requirements, service burdens, tax equalization considerations, etc., which are deemed to be sufficient to require individually determined rates. Non-residents rates do not apply except where indicated. Businesses listed in this ordinance which are not permitted under the Zoning Ordinance may not be licensed.)

SIC 15, 16 & 17 Contractors, construction, all types.

	<u>Income</u>	<u>Minimum</u>	<u>Per \$1,000 or fraction</u>
A. Having permanent place of business within the municipality			
FIRST \$2,000		\$119.48	plus
EACH ADDITIONAL \$1,000			\$3.46
B. Itinerant (no permanent place of business within the municipality or non-resident)			
FIRST \$2,000		\$238.96	plus
EACH ADDITIONAL \$1,000			\$6.92

A trailer at the construction site, a home office or structure in which the contractor resides is not a permanent place of business under this ordinance.

The total fee for the full amount of the contract shall be paid prior to commencement of work and shall entitle the contractor to complete the job without regard to the normal license expiration date.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job, and no deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Inspector a list of subcontractors

furnishing labor or materials for each project.

<u>SIC</u>		<u>License Fee</u>
40	- <u>Railroad Companies</u> - (See Code Sec. 12-23-210)	\$75.00
4121	- <u>Taxicabs</u> - On gross income --- Rate Class 7 (proof of insurance required.)	
481	- <u>Telephone Companies not occupying public street pursuant to Franchise</u> - on gross receipts from customers' premises, telecommunications equipment, intrastate long distance tolls, service work charges, directory, miscellaneous and supplemental services billed to customers located within the municipality. Charges billed to customers located within the municipality shall be deemed to have been apportioned by the company according to services rendered within the municipality.	
	On gross receipts not exceeding \$25,000	\$250.00
	On the next \$175,000 per \$1,000	5.00
	Over \$200,000 per \$1,000	1.00

Telephone companies occupying public streets
pursuant to franchise may pay fee in lieu of a business license,
OR receive credit for business license fees as provided by the
franchise agreement.

4841	- <u>Television, Cable or Pay</u>	Franchise
491	-	
493	- <u>Electric and Gas Companies</u>	Franchise

	<u>Income</u>	<u>Minimum</u>	<u>Per \$1,000 or Fraction</u>
5093	- <u>Junk or Scrap Dealers</u> (non-resident rates apply)		
	First \$2,000	\$116.00 PLUS	
	Over \$2,000		\$3.21
55	- <u>Automotive and Motor Vehicle Dealers and Farm Machinery, Retail</u> -		
	First \$2,000	\$ 41.00 PLUS	
	Over \$2,000		\$1.95

One sales lot not more than 400 feet from main showroom may be operated under this license provided that proceeds from sales thereafter included in gross receipts at main

office when both are operated under the same name and ownership.

Gross receipts for this classification shall include full sales price without deduction for trade-ins. Dealer transfers shall not be included in gross receipts.

<u>SIC</u>	<u>Income</u>	<u>Minimum</u>	<u>Per \$1,000</u> <u>or Fraction</u>
5812/5813	-	<u>Restaurants, retail food businesses, convenience stores or other similar establishments, which sell or serve alcoholic beverages or permit the consumption of alcoholic beverages on the premises, and general food establishments -</u>	
	First \$2,000	\$162.74	PLUS
	Over \$2,000		\$3.24
5932	-	<u>Pawn Brokers - All Types</u>	
	First \$2,000	\$116.00	PLUS
	Over \$2,000		\$3.20
5962	-	<u>Vending Machines</u> and all other coin operated Automatic Merchandising Machines (Not included in Business Gross Income): \$12.75 stamp per machine required PLUS	
	First \$2,000	\$70.00	PLUS
	Over \$2,000		\$2.66
5963	-	<u>Peddlers, Solicitors, Canvassers, Door-To-Door Sales,</u> direct retail sales of merchandise. (Non-resident rates apply)	
	(a) Regular activities (not more than two sales periods of more than three days each per year)		
	First \$2,000	\$93.00	PLUS
	Over \$2,000		\$3.00
	(b) Seasonal activities (not more than two sale periods of not more than three days each year, separate license required for each sale period)		
	First \$2,000	\$ 5.81	PLUS
	Over \$2,000		\$3.00

Section 1.

SIC NAICS

CODE or CODE

63 5241 Insurance Companies: Except as to fire insurance, "gross premiums" means gross premiums written for policies for property or a risk located within the municipality. In addition, "gross premiums" shall include premiums written for policies that are

sold, solicited, negotiated, taken, transmitted, received, delivered, applied for, produced or serviced by (1) the insurance company's office located in the municipality, (2) the insurance company's employee conducting business within the municipality, or (3) the office of the insurance company's licensed or appointed producer (agent) conducting business within the municipality, regardless of where the property or risk is located, provided no tax has been paid to another municipality in which the property or risk is located based on the same premium. (12-6-04) (11-20-12)

Solicitation for insurance, receiving or transmitting an application or policy, examination of a risk, collection or transmitting of a premium, adjusting a claim, delivering a benefit, or doing any act in connection with a policy or claim shall constitute conducting business within the municipality, regardless of whether or not an office is maintained in the municipality. (11-20-12)

As to fire insurance, "gross premiums" means gross premiums (1) collected in the municipality, and/or (2) realized from risks located within the limits of the municipality. (11-20-12)

Gross premiums shall include all business conducted in the prior calendar year. (11-20-12)

Gross premiums shall include new and renewal business without deductions for any dividend, credit, return premiums or deposit.

Declining rates shall not apply. (11-20-12)

631-632	52411	<u>Life, Health and Accident</u>	0.75% of Gross Premiums
633-635	524126	<u>Fire and Casualty</u>	2% of Gross Premiums
636	524127	<u>Title Insurance</u>	2% of Gross Premiums

Section 2.

Notwithstanding any other provisions of this ordinance, license taxes for insurance companies shall be payable on or before May 31 in each year without penalty. The penalty for delinquent payments shall be 5% of the tax due per month, or portion thereof, after the due date until paid. (11-20-12)

Section 3.

Any exemptions in the business license ordinance for income from business in interstate commerce are hereby repealed. Gross income from interstate commerce shall be included in the gross income for every business subject to a business license tax. (11-20-12)

Section 4.

Pursuant to S.C. Code Ann. Sections 38-45-10 and 38-45-60, the Municipal Association of South Carolina is designated the municipal agent for purposes of administration of the municipal broker's premium tax. The agreement with the Association for administration and collection of current and delinquent license taxes from insurance companies as authorized by S.C. Code Section 5-7-300 and administration of the municipal broker's premium tax in the form attached hereto is approved and the mayor is authorized to execute it. (11-20-12)

All ordinances in conflict with this ordinance are hereby repealed. (11-20-12)

7993 - Amusement Machines, Coin Operated.

- A. Music machines, kiddie rides, and amusement machines licensed pursuant to S. C. Code S23-21-2720 (A) (1) and (A) (2):
\$14.50 per machine PLUS
First \$2,000 income ... minimum \$116.00 PLUS
Over \$2,000 \$3.63 per thousand or portion thereof.
- B. Video poker and amusement machines licensed pursuant to S. C. Code S12-21-2720 (A)(3):
\$173.00 per machine PLUS
First \$2,000 income ... minimum \$127.50 PLUS
Over \$2,000 \$3.63 per thousand or portion thereof. (1-18-94)

7999 - Billiard or Pool Rooms. All types.
\$58.15 stamp per table required PLUS
First \$2,000 income ... \$11.58 PLUS
Over \$2,000 \$3.63

7999 - Carnivals and Circuses
First \$2,000 income \$11.58 PLUS
Over \$2,000\$3.63

RATE CLASSIFICATION INDEX

RATE CLASS 1

<u>SIC</u>	<u>Business Group</u>
47	- Travel Agencies
53	- General Merchandise Stores
54	- Food Stores
553-554	- Auto Supply Stores and Gasoline Service Stations
56	- Apparel and Accessory Stores
58	- Eating Places
636-639	- Insurance Companies (Except Life, Health, Fire & Casualty)
86	- Membership Organizations

RATE CLASS 2

<u>SIC</u>	<u>Business Group</u>
01	- Agricultural Production - Crops
02	- Agricultural Production - Animals
20	- Food and Kindred Products
22	- Textile Mill Products
23	- Apparel & Other Finished Products from Fabrics and Similar Materials
25	- Furniture and Fixtures
30	- Rubber and Miscellaneous Plastic Products
31	- Leather and Leather Products
32	- Stone, Clay, Glass & Concrete Products
33	- Primary Metal Industries
34	- Fabricated and Metal Products (Except Machinery and Transportation Equipment)
37	- Transportation Equipment
39	- Miscellaneous Manufacturing Industries
50	- Wholesale Trade - Durable Goods
51	- Wholesale Trade - Nondurable Goods
52	- Building Materials, Hardware, Garden Supply and Mobile Home Dealers
57	- Furniture, Home Furnishings & Equipment Stores
70	- Hotels, Rooming Houses, Camps and Other Lodging

RATE CLASS 3

<u>SIC</u>	<u>Business Group</u>
07	- Agricultural Service
24	- Lumber and Wood Products (Except Furniture)
26	- Paper and Allied Products
29	- Petroleum Refining and Related Industries
36	- Electrical and Electronic Machinery, Equipment and Supplies
42	- Motor Freight Transportation & Warehousing
44	- Water Transportation
45	- Transportation by Air
59	- Miscellaneous Retail (Except vending machines, peddlers and pawnbrokers)
61	- Credit Agencies other than Banks
75	- Automotive Repair, Services and Garages
78	- Motion Pictures
79	- Amusement and Recreation Service (Except Motion Pictures, Amusement Machines and Carnivals)
89	- Miscellaneous Services

RATE CLASS 4

<u>SIC</u>	<u>Business Group</u>
27	- Printing, Publishing & Allied Products
28	- Chemicals and Allied Products
35	- Machinery, Except Electrical
48	- Communication (Except Telephone)
76	- Miscellaneous Repair Services

RATE CLASS 5

<u>SIC</u>	<u>Business Group</u>
09	- Fishing, Hunting and Trapping
14	- Mining - Minerals
38	- Measuring, Analyzing and Controlling Instruments; Photographic, Medical and Optical Goods; Watches and Clocks
41	- Local & Suburban Transit & Interurban Highway Passenger Transportation
62	- Security & Commodity Brokers, Dealers, Exchanges and Services
73	- Business Services

RATE CLASS 6

<u>SIC</u>	<u>Business Group</u>
49	- Sanitary Services
72	- Personal Services

RATE CLASS 7

<u>SIC</u>	<u>Business Group</u>
08	- Forestry
10	- Mining - Metals
21	- Tobacco Manufacture
46	- Pipelines (Except natural gas)
64	- Insurance Agents, Brokers and Service
65	- Real Estate
67	- Holding and Other Investment Offices
80	- Health Services
81	- Legal Services
82	- Educational Services
83	- Social Services
87	- Engineering, Accounting, Research, Management and Related Services

RATE CLASS 7a

<u>SIC</u>	<u>Business Group</u>
651	- Vacation Rental as described in Chapter 21 of the Town's Ordinances

RATE CLASS 8

<u>SIC</u>	<u>Business Group</u>
15,16,17	- Contractors, Construction, All Types
40	- Railroad Companies
4111	- Local and Suburban Transit
4121	- Taxi Cabs
481	- Telephone Communication
491-493	- Electric & Gas Services
5093	- Junk and Scrap Dealers
55	- Automotive and Motor Vehicle Dealers and Farm Machinery Retail (Except Auto Supply Stores - 553 and Gasoline Service Stations - 554)

- 5813 - Drinking Places (Alcoholic Beverages)
- 5932 - Pawnbrokers
- 5962 - Vending Machines (Automatic Merchandising)
- 5963 - Peddlers

RATE CLASS 8 (CONT).

- 631-635 - Insurance Companies, Fire and Casualty, Life and Health
- 6411 - Brokers for Non-admitted Insurers]
- 7993 - Amusement Machines, Coin Operated
- 7999 - Billiard or Pool Tables, All Types
- 7999 - Carnivals and Circuses

If a term or portion of this ordinance is invalid the remaining ordinance remains valid,

THIS ORDINANCE SHALL BE EFFECTIVE UPON RATIFICATION.

SIGNED, SEALED AND DELIVERED THIS 16th DAY OF DECEMBER 2014.

Gerald Kaynard, Mayor Pro Tem

Attest:

Attest to form:

Ellen Miller, Town Clerk

Lawrence Dodds, Town Attorney

First Reading: December 1, 2014

Second Reading and Ratification: December 16, 2014

Andy Benke

From: Andy Benke
Sent: Thursday, December 04, 2014 12:39 PM
To: 'Chauncey Clark'; 'Hartley Cooper'; 'Jerry Kaynard'; M Watson; oneilp; 'Susan Middaugh'
Subject: FW: Town council

Good afternoon Council,

Forwarding as requested by ML.

Regards,
AB

-----Original Message-----

From: Marie-Louise Ramsdale [mailto:mlramsdale@yahoo.com]
Sent: Wednesday, December 03, 2014 8:11 PM
To: hartley cooper; racketspe@aol.com; PhD Patrick O'Neil; Mary Jane Watson
Cc: hkmf2201@hotmail.com; abcdkillough@hotmail.com; Andy Benke; tross0424@gmail.com
Subject: Town council

I could not make the 330 meeting today because I work. I am not sure why meetings on important topics are set in the middle of the workday except to limit attendance. In any event, I hope to hear what council plans to do about the drunken brawl that is St Patrick's Day. I do not understand why we as an island encourage or support this in any way. Thanks for any feedback you can give.
On other notes, coyotes are out of control and in my yard. What is the plan besides fences?
Thank you!
Sent from my iPhone



REC'D DEC 08 2014

**EAST COOPER
LAND TRUST**

Our Present for the Future

December 5, 2014

Andy Benke
Town Administrator
Sullivan's Island Town Council
P.O. Box 427
Sullivan's Island, SC 29482

Dear Andy,

I have enclosed a copy of the annual monitoring report for the Sullivan's Island Station 9 property conducted on August 26, 2014. I have not included the photos taken on site the day of the monitoring visit. If you are interested in receiving a copy of the photos taken at designated locations, please let me know and I will be glad to provide them for you. We keep printed copies of the photos as well as electronic files kept here at the office.

The bench at the end of the path is a welcome addition and looks very nice as it overlooks the water.

I welcome your feedback on the report in case you find a discrepancy with any of the information listed. Please feel free to contact me if you have any questions at 843-224-1849. Thank you for your continued support of our organization and this worthwhile preservation property.

Sincerely,

Catherine M. Main
Executive Director

Board of Trustees

Jonathan R. Lamb, *Chair*
Lawrence D. Middaugh, *Vice Chair*
Robert Scott Schlau, *Treasurer*
Alys Anne Wiedeke, *Secretary*
Joseph J. Calandra

William T. Eubanks
Richard L. Habersham
Susan Johnson
William W. Miller, Jr.
Michael Veeck

Advisory Council

James B. Bagwell, III
John C. L. Darby
James C. Thompson
George K. Wood

C-2



EAST COOPER
LAND TRUST
Our Present for the Future

ANNUAL MONITORING REPORT

Date of Visit: August 26, 2014

Easement/Property Name: Sullivan's Island Station 9

Current Ownership/Address/Phone: Andy Benke, Town Administrator / P.O. Box 427, Sullivan's Island, SC 29482 / (843)883-3198

Has the property been transferred to a new owner? Yes No

If yes, include recording information below:

Deed From: _____ **Deed To:** _____

Town: _____ **Book:** _____ **Page:** _____ **Date:** _____

Was the landowner contacted prior to the visit? Yes No
If yes, how? (Phone, letter)

Did the owner or the owner's representative accompany the monitor? Yes No

Current land use as outlined in conservation easement?
Yes, consistent with management plan.

List acts or uses prohibited by the conservation easement that have take place since the last monitoring visit.
None.

List alterations in land-use and/or land-cover that have taken place since the last monitoring visit.
None.

Additional Comments:

There appears to be increased erosion on the path which should be looked into. There was also an addition of a bench at the end of the path, which is a welcome addition.

Monitor's Name: Larry Middaugh, Alex Smith

Signature: Alex Smith

Others present at visit:

Name, Executive Director or designee: Catherine Main

Signature Catherine Main C-3



**EAST COOPER
LAND TRUST**

Our Present for the Future

December 5, 2014

Andy Benke
Town Administrator
Sullivan's Island Town Council
P.O. Box 427
Sullivan's Island, SC 29482

Dear Andy,

I have enclosed a copy of the annual monitoring report for the Sullivan's Island Station 19 property conducted on August 26, 2014. I have not included the photos taken on site the day of the monitoring visit. If you are interested in receiving a copy of the photos taken at designated locations, please let me know and I will be glad to provide them for you. We keep printed copies of the photos as well as electronic files kept here at the office.

I welcome your feedback on the report in case you find a discrepancy with any of the information listed. Please feel free to contact me if you have any questions at 843-224-1849. Thank you for meeting us at the property and your continued support of our organization and this worthwhile preservation property.

Sincerely,

Catherine Main

Catherine M. Main
Executive Director

Board of Trustees

Jonathan R. Lamb, *Chair*
Lawrence D. Middaugh, *Vice Chair*
Robert Scott Schlau, *Treasurer*
Alys Anne Wiedeke, *Secretary*
Joseph J. Calandra

William T. Eubanks
Richard L. Habersham
Susan Johnson
William W. Miller, Jr.
Michael Veeck

Advisory Council

James B. Bagwell, III
John C. L. Darby
James C. Thompson
George K. Wood

c-4



EAST COOPER
LAND TRUST
Plus Present for the Future

ANNUAL MONITORING REPORT

Date of Visit: August 26, 2014

Easement/Property Name: Sullivan's Island Station 19

Current Ownership/Address/Phone: Andy Benke, Town Administrator / P.O. Box 427, Sullivan's Island, SC 29482 / (843)883-3198

Has the property been transferred to a new owner? Yes No

If yes, include recording information below:

Deed From: _____ **Deed To:** _____

Town: _____ **Book:** _____ **Page:** _____ **Date:** _____

Was the landowner contacted prior to the visit? Yes No
If yes, how? (Phone, letter)

Did the owner or the owner's representative accompany the monitor? Yes No

Current land use as outlined in conservation easement?
Yes, consistent with management plan.

List acts or uses prohibited by the conservation easement that have take place since the last monitoring visit.
None.

List alterations in land-use and/or land-cover that have taken place since the last monitoring visit.
None.

Additional Comments:

There was a complaint from a local resident regarding the un-organized distribution of kayaks near the tidal creek. ECLT is not opposed to the addition of limited storage racks for kayaks consistent with the town's zoning ordinances.

Monitor's Name: Larry Middaugh, Alex Smith

Signature: Alex Smith

Others present at visit: Andy Benke, Town Administrator

Name, Executive Director or designee: Catherine Main

Signature Catherine Main C-5

Andy Benke

From: VINCENT MUSI <vmusi@mac.com>
Sent: Tuesday, December 09, 2014 6:34 PM
To: Andy Benke
Subject: polar bear

Dear Andy,

I am distressed to hear that the Polar Bear swim and accompanying support events may be at risk for 2015. This event is without question one of the more defining and important things we do as a community and I'm hopeful for a resolution that continues this tradition with the contributions of Dunleavy's Pub. I know there are some important meetings coming up and if you would, please pass on my support of this event to those concerned.

Thank you,
Vincent J Musi
2002 Middle St.

Andy Benke

From: Russell Bennett <lrussellbennett@hotmail.com>
Sent: Friday, December 12, 2014 4:22 PM
To: Andy Benke
Cc: 'Chauncey Clark'; 'April Bennett'; Jh@poestavern.com
Subject: Polar Bear event

Andy—We have decided to withdraw our permit application for the Polar Bear event. Based on the lack of support and overall political climate it seems like the prudent decision. As we do on all busy days we will have security on site to make sure no alcohol enters or leaves our premises.

Seeing as we are the only F&B establishment on that side of the road, I respectfully ask that no barriers be place on our side of road and that any barriers placed on the other side of Middle have an access point across from us so patrons can easily cross over to Poe's.

If you have any questions, pls. contact me.

THX and Happy Holidays!

Rusty Bennett
3124 Marshall Blvd. SC 29482
Sullivans Is. SC 29482
O-843-883-3396
M-843-224-8494

Andy Benke

From: catherine curtis <ccurtis2824@comcast.net>
Sent: Sunday, December 14, 2014 9:39 PM
To: Andy Benke
Subject: Polar Bear Swim

I strongly support Dunleavy's Polar Bear Swim and am appalled that town counsel would even consider limiting, by unreasonable restrictions, what has become a family island tradition. Dunleavy's has been a respected business partner with the town for over 23 years. They have raised hundreds of thousands of dollars making the Polar Bear Swim one of Special Olympics largest fund-raising events. By restricting Dunleavy's ability to serve food and beverages as they have done in the past, counsel is essentially shutting down the event. I have been an Island resident since childhood and I hate to see the island traditions manipulated by politics and a few vocal, short-sighted people. Just because St. Patrick's Day was poorly planned and mismanaged, doesn't mean that all long-standing island celebrations should be targeted. The counsel and the law enforcement community should be proud to provide support and allow Dunleavy's to do what they do best – throw a great, well-managed, and family-oriented, island party.

To: Town Council

DEC 15 2014

I am writing to you concerning the recommendations to maintaining that great property at the end of 19th, "The Pump". Gary Vissier and his committee had made some suggestions concerning this property and I am in full agreement with them except one! Cherie and I agree that there should be a "gate" or chain to close it after dark. I also agree that the bazaar should be removed, and that a sign or poster should be installed saying "no trespassing after dark" by LAPD. I do not think a trash can (bin) should be allowed on this property. Most boaters, visitors will take their empty bottles and cans away; a slob will drop their trash and not attempt to find a receptacle. I will do my best to keep it clean on my jogger walks to the creek!

C.-A Thank you, Sumner de Puy
1903 Beach St.

December 11, 2014
Sullivan's Island, SC Planning Commission
Gary Visser, Chair

Report to Council
For December 16, 2014 Council Meeting

Planning Commission held its regular meeting at 6:30PM, Wednesday, December 10, 2014 at Town Hall, 2050-B Middle Street. **Next meeting: 6:30PM Wednesday, January 14, 2015 at Town Hall.**

Chair Visser noted all Commissioners were present. Staff: Zoning Administrator Henderson, Asst. to Administrator Darrow & Building Official Robinson. No public or media present.

MEETING HIGHLIGHTS:

Action: Commissioners unanimously approved minutes from November 12, 2014 meeting

Items for Information

1. National Flood Insurance Program (NFIP)–Sullivan's Island Program for Public Information

Staff reviewed information related to NFIP and the Town's participation in the Community Rating System (CRS), and consideration of strategies for establishing a *Program for Public Information Committee (PPIC)*.

Staff requested Planning Commission assistance with establishing a Sullivan's Island specific PPIC to promote the NFIP, noting the Land Use & Natural Resources Committee endorsed this concept at its November 20, 2014 committee meeting.

ACTION: Mr. Huey made a motion to recommend establishing the Planning Commission as the Program for Public Information Committee (PPIC for the Town's National Flood Insurance Program; seconded by Vice-Chair Currey. MOTION UNANIMOUSLY PASSED.

2. Staff Update on Town Projects: Staff provided oral report.

3. Correspondence – N/A

Meeting adjourned at 7:30 p.m.

B+C-1

TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, November 12, 2014

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, November 12, 2014 at Town Hall, 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Chair Gary Visser, Vice-Chair Hal Currey, Sydney Cook, Carl Hubbard, Carlsen Huey and Manda Poletti. Staff members present: Zoning Administrator Henderson and Asst. to Administrator Darrow.

I. Call to Order. Chair Visser called the meeting to order, stated press and public were duly notified pursuant to state law and all Commissioners were present except Rusty Bennett (excused). Five members of the public and no media present.

II. Approval of Agenda – Commission made no changes to Agenda

III. Approval of Minutes

MOTION: Mr. Currey moved to approve the October 8, 2014 minutes as presented; seconded by Mr. Huey. MOTION UNANIMOUSLY PASSED.

IV. Correspondence & General Public Comments – No correspondence or general public comments. Public was invited to make topic-specific comments during the course of the meeting, as noted herein

V. Items for Information

1. Mount Pleasant Land Conservancy (East Cooper Land Trust) Easements

The Commission requested review of deed restrictions established for two Town owned properties located adjacent to the RC-2 Zoning District [TMS# 529-05-00-096 (3.09 acres) and TMS# 532-06-00-082 (0.48 acres)].

Staff Report:

- East Cooper Land Trust holds the deed restrictions for the two properties, commonly known as the Old Dump (Station 19) and Old Cove Street Bridge lot (Conquest Avenue).
- The Town placed the deed restrictions on these Town owned lots in 2012 for the primary purposes of protecting vistas and public access to the Intracoastal Waterway (ICW) and for use as small passive parks.
- The Town has no plans to utilize the space for anything other than passive, recreational use. No structures or permanent fixtures are intended for the site.

Catherine Main, Executive Director for East Cooper Land Trust, reviewed deed restrictions and answered Commission's questions regarding the same.

- Noted the deed restrictions were crafted between the Town and East Cooper Land Trust.

- Uses: natural, passive-recreational uses as a conservation space, providing for public ICW/marsh vistas and water access.
- Noted the deed restrictions do allow for landscaping and tree trimming but prohibits clear cutting of timber for profit. There is not a height restriction for cutting/trimming of vegetation.
- Deed restrictions prohibit structures, except an open air shelter.
- Restrictions also prohibit asphalt, concrete or other materials that are non-porous.

Council Questions:

Council questions centered on the uses for the property and clarification as to structures on the property.

Chair Visser clarified that the East Cooper Land Trust would have recourse should the Town use the property outside of the deed restriction guidelines. Ms. Main noted the East Cooper Land Trust monitors the property activity.

Mr. Huey asked for the background or purpose behind the deed restrictions. Ms. Main noted that the land is very valuable and the deed restrictions prevent future decision makers from selling or developing the property, preserving the green space and water vistas for future generations.

Mr. Huey noted a termination clause existed, requiring 75% of voters in a referendum vote, and unanimous Council decision, to agree to dissolve the deed restrictions. Ms. Main concurred noting the high hurdle put in place to preserve the conservation deed restriction on the property.

Ms. Main applauded the lots as Island and Charleston community assets. She noted she was not a resident of Sullivan's Island but enjoys using the space for kayaking and relaxation, a great community resource. She suggested the Town could build a storage rack, under deed restrictions, to store kayaks, potentially rent the spaces out or other options.

Chair Visser asked if passive recreation use meant one could not line out a ball field. Ms. Main clarified a temporary sports area could be established, just not a baseball field with permanent lighting, structures, etc. She noted passive recreation is a multi-purpose space, from soccer goals one day to dog walking or a community event the next.

Chair Visser questioned whether the space could or could not be limited to Town resident use only. Ms. Main replied the deed restrictions were established for general public use, this includes Town residents and Island visitors.

Chair Visser questioned the use as it relates to special events, such as weddings with big tents on the lots. Ms. Main submitted the lot could be used or perhaps rented for this type of temporary special event.

Zoning Administrator Henderson noted the Town has a special event request process for requests ranging from beach fires to beach weddings and other special activities.

Ms. Main noted the space has been used for other special events, such as a community conservation event. She submitted the lots are meant to be gathering spaces for the public and could be rented potentially.

Zoning Administrator Henderson submitted the Town has set aside the space for general public use and has not identified any intent to establish space rental for private events.

Committee asked about public restrooms and the deed restrictions related to covered spaces on the lot, picnic tables and open shelters. Ms. Main and Committee noted that the deed restrictions were not clear about the term open shelter. Ms. Main indicated she would need to speak with her attorney to clarify the term “open shelter.”

Ms. Cook questioned the purpose of the Commission’s inquiries. Chair Visser noted the Commission is examining the deed restrictions for the two lots to gain an understanding of the allowed uses for the space.

Ms. Main noted a tent could be placed on the lot for special events certainly; however, she would have to check with her attorney on the definition of a permanent outdoor shelter.

Audience members were invited to ask questions and make comments on the properties.

Public Questions/Comments:

Sumter Debrieux, 1903 Back Street, SI

- Questioned open shelters provided for in the deed restrictions and the definition of the same. Questioned whether other structures would be placed on the Station 19 lot to encourage visitors: portable toilets, picnic tables, open shelters, etc.
- Recommended a “no trespassing after dusk” sign similar to the sign posted at the “mound” in Stith Park.
- Witnessed drunks on the Station 19 lots, extensive trash on the lots, which he and neighbors have cleaned up, vehicles running over the site at night and noise/traffic late at the night on the lot.
- Requested that Town police personnel monitor and patrol the lots, especially Station 19, regularly at night.

Claudia _____

- Noted significant traffic on the Station 19 lot. She has to use a spot light a night deter/run-off public traffic making noise and partying on the lot.
- She noted the police department does not police or traffic the lot unless a complaint is made.

Hal Coste, Station 19, SI

- Noted he is a neighbor of Sumter Debrieux and helps clean the Station 19 lot.
- He would like to see visitors and residents “discover” the lot, not posting signs or other devices that would encourage visitors to the site.

- Stated he would like to see the space stay as green as possible, not encourage visitors and/or rent out the space.
- Offered the Battery Gadsden Cultural Center members to serve on a committee to offer the Town input on Council's decisions for managing and using the property, if the property has to be used.

Carol Killough, 1813 Back Street, SI

- An aside issue is parking on the Island. Suggested the lot could be used for valet parking for visitors. Asked if the deed restrictions would allow for that.

Ms. Main:

- Noted that if the Town wanted to allow use of the lot as overflow parking for a special event, this activity would be acceptable.
- The deed restrictions would not allow for use of the property to accommodate regular restaurant parking overflow, for example.

Zoning Administrator Henderson made clear the Town does not have an interest in this type of parking activity.

Sumter Debrieux:

- Noted in the past 50-80 people, presumably not Island residents, found the lot on July 4th weekend and partied on it. The lot was full of parked cars, people drunk, passed out on the ground, urinating, vomiting, naked, etc.

Paul Boehm, 1309 Middle, SI:

- Recommended installation of a single swing-arm gate to close the Station 19 lot at dusk.

Zoning Administrator Henderson noted he and Ms. Main have discussed installation of small, tasteful East Cooper Land Trust signs on the perimeter of the site. He submitted the Town could also install signs noting the space was closed at dusk.

Ms. Main noted the Trust's signs would be placed along the perimeter/boundary of the site identifying the lots as public owned land, deed protected as conservation recreation space for the public. She could not commit to installation of a swing arm to close off the park in the day, but understood the desire to block access at night.

Mr. Hubbard asked general questions about the general land use/activity review process. Ms. Main noted the owners of properties within the Trust consult with the Trust for clarification before holding out the property for a new use.

Chair Visser summarized that the lots are being used within the stated restrictions for the lots and the property is being maintained by being mowed. He noted there is some discretion about trimming trees and landscaping the site. Nothing could be paved imperviously but there might be impermeable improvements could be made for special needs, such as handicap parking.

Mr. Currey noted that interest in the lots is bound to increase, from residents and/or visitors, along with increased use of the lot. He submitted it would be Council's purview to decide on a management plan for the space, to address increasing use of the site and concerns raised by residents tonight. For example, an easy fix for the kayak littering might be a requirement to either register kayaks or bring/remove kayaks daily.

Zoning Administrator Henderson noted that the Commission could approach Town Council and posit the questions regarding structures, signs and how the Town wanted to manage the properties. For example, question whether Council wants to post signs, erect a gate to prohibit access during evenings, etc. Commission could submit these questions, bullet-point, to Council at a workshop session for Council to address or send to subcommittee (i.e. Land Use & Natural Resources) for review/discussion. This would be a mechanism to open a dialogue on the matter.

Ms. Cook asked for clarification on the issue of structures on the lots. Zoning Administrator Henderson noted that the Town has always erred on the side of caution and expressed that any structure with a lot is not permitted. Commission might want to ask Council for the Town Attorney's opinion on this issue of "open structures."

Ms. Main noted the deed restriction language is contradictory in that an open shelter does allow for a roof, but perhaps no walls. She suggested it would be fairly easy, for the abandoned vehicles, to issue a notice that the kayaks would be removed. She also suggested a small kayak storage rack could be built on the Station 19 lot and rented out for visitors and residents to store and use kayaks.

Ms. Poletti submitted that building anything on the Station 19 lot would be a non-issue as it would require expenditure of money. She noted the Town's existing parks require private fundraising to provide necessary maintenance.

Commission noted the other lot, Conquest Street "old bridge" space, attracts visitors, too. Ms. Main noted that the old bridge portion needs evaluation and/or maintenance as it appears subject to foundation erosion. She commented the Cove Street bridge lot has excellent vistas.

Ms. Main suggested implementation of a bench or two on the two lots. Zoning Administrator Henderson noted an Eagle Scout candidate recently suggested building a bench on the lot.

Thereafter general comments were made about opportunities for non-profit or volunteer projects to provide for picnic tables or benches on the lots.

Zoning Administrator Henderson suggested he create a list of Commission questions, distribute to Commission for feedback, and then forward to Council for consideration as to the maintenance of the properties.

Commission and Zoning Administrator Henderson clarified procedure and intent related to this topic. Commission reviewed questions and concerns raised by the public this evening for use in creating a management policy.

Chair Visser thanked Ms. Main for her attendance at tonight's meeting.

Planning Commission items of recommendation or clarification for Town Council include:

- a. No personal property overnight on the lots, especially Station 19
- b. Gate or chain erected at night for lots, especially Station 19
- c. No trespassing at dark signs (dusk to dawn)
- d. Potentially trash barrels street-side
- e. Small conservation signs at corners of the property (East Cooper Land Trusts suggested)
- f. Plan to maintain the portion of bridge that is losing stability due to erosion at Conquest Street lot (East Cooper Land Trust identified)
- g. Clarify the issue of structures on the lots (definition of an open air shelter)

No formal motion or vote was made. Aforementioned list will be sent to Council as study questions and information requests.

2. Sullivan's Island Comprehensive Plan: Natural Resources Element

Commission reviewed various goals and strategies in Chapter 6, Natural Resources Element of the Sullivan's Island Comprehensive Plan.

No motions or action was taken. Zoning Administrator Henderson reviewed a flow-chart for Commission and Council activity on various Comprehensive Plan strategies from which the Commission can organize its workload and identify Council's activities related to the Comprehensive Plan. Commission will review the flow charts and return with questions at the December meeting.

3. Staff Update on Town Projects: Staff provided an oral update on various Town projects for Commission's information (no action taken)

Next Meeting – (6:30pm) Wednesday, December 10, 2014 at Town Hall

Items identified for the agenda:

There being no further business, the meeting adjourned at approximately 7:50p.m. (Mr. Hubbard motioned; Ms. Cook seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow
Asst. to Administrator

Approved at the Wednesday, December 10, 2014 Planning Commission Meeting

**FINANCE
COUNCIL MEETING**

December 16, 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

1. Business License Rates FY 2015 – Second Reading and Ratification of Ordinance No 2014-13 an ordinance to increase the business license rates for FY 2015
2. Building Permit Rates FY 2015 – Resolution to increase the building permit rates by 3% for FY 2015. The increase was included in the 2015 budget.

II. Matters for Discussion by Council

1. November 2014 Finance Report

III. New Matters Presented to Council

IV. Matters Pending By Council

No pending items at this time.

PUBLIC SAFETY COUNCIL MEETING

December 16, 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

1. Coyote Management Plan – Amendments to the Coyote Management Plan.
2. Committee Minutes - Approval of December 3, 2014 minutes.

II. Matters for Discussion by Council

1. Public Safety Committee Meeting – A Committee Meeting was held December 3, 2014 at 8:30 AM to discuss the Coyote Management Plan, Polar Bear Swim and St. Patrick's Day Celebration.
2. Managed Parking – Staff update on managed parking plan.

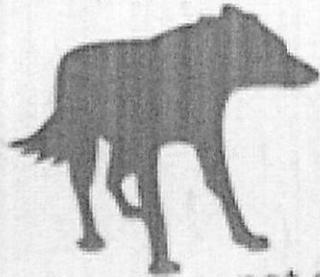
III. New Matters Presented to Council

No new matters at this time.

IV. Matters Pending Further Action By Council

WARNING

COYOTES in the AREA



Coyotes are wild animals and can be dangerous. Do not encourage them to approach. They are smart, fast, & will take what they can get.

All Pets Must Be Kept Under Direct Control. For Your Safety & the Safety of the Animals...

KEEP THEM AT A DISTANCE!
...NEVER FEED COYOTES!



Town of Sullivan's Island Coyote Management Plan



Town of Sullivan's Island Coyote Management Plan

Purpose

The purpose of this plan is to provide a management strategy and guidelines for staff responses to conflicts with coyotes. Public safety is the primary concern of the Town and coyotes and other wildlife will be managed with human safety as the priority. The plan seeks to achieve a balance between the importance of human safety and the benefits of maintaining natural wildlife populations. While the Town will employ educational outreach tools as part of the program to manage human/coyote conflicts, the Town recognizes there are situations where immediate control may be necessary.

Strategic Plan

1. Create and implement an ongoing education program.
2. Provide information about the rights and responsibilities of private property owners.
3. Track and monitor coyote activity.
4. Implement a program for lethal control, only when it is determined to be necessary for public safety. For example, when the interactions between humans and coyotes change from sightings and encounters to potentially unsafe *incidents or attacks*. (see definitions below)

This plan should not be seen as static in nature and as the situation and circumstances change the plan should likewise be reviewed and the necessary modifications made.

Definitions

The following definitions should be used when obtaining information from the public and assist in standardized documentation of coyote behaviors.

Observation-The act of noticing or taking note of tracks, scat, and/or vocalizations without actually seeing a coyote.

Sighting-A visual observation of one or more coyotes from a distance.

Encounter-An unexpected direct meeting between human and coyote that is without incident.

Incident-A conflict between a person and a coyote where a coyote exhibited behavior creating an unsafe situation. A coyote may show aggression towards a person without any physical contact.

Attack-An aggressive action by a coyote that involves physical contact with a person and/or a person is injured by the actions of a coyote (example injured while trying to escape an incident or attack)

Descriptions of coyote behavior:

Nuisance

Habituated-A coyote that appears to frequently associate with humans or human related food sources, and exhibits little wariness of the presence of people.

Depredating-A coyote that is preying on pets or livestock.

Menacing-A coyote that exhibits aggravated abnormal behavior; however such coyote does not display the characteristics of a "dangerous coyote". This may include coyote incidents and/or encounters where a coyote or a group of coyotes could potentially endanger public safety.

Dangerous-A coyote that has attacked a person, exhibits aggressive behavior towards a person and/or poses a significant threat to human safety.

General definitions:

Coexistence-To exist together at the same time. Coexistence is not passive, but active on the person's part, including actions such as removing specific coyote habitats and employing hazing methods. It provides a mechanism by which persons obtain and maintain a level of knowledge and understanding of coyote ecology, behaviors and appropriate responses.

Feeding of coyotes-For educational purposes the following are definitions of the types and kinds of ways persons typically feed coyotes.

Intentional feeding-A person is actively and intentionally feeding coyotes. This category also includes intentionally providing food for animals that are in the coyote food chain, an example would be a bird or squirrel feeder.

Unintentional feeding-A person is unintentionally providing access to food. Examples are inappropriate composting, fruit from fruit trees left on the ground, pet food/water bowls, barbeque grills, sheds and house doors (garage) left open, etc.

Unsecured trash-Trash accessible to wildlife. Examples would be garbage cans, bags or dumpsters that are uncovered, open, overflowing or where trash is scattered outside the receptacle.

Habitat-Is a place where a coyote lives and grows and includes food, water, and shelter.

Hazing-Is an activity or series of activities that is conducted in an attempt to change the behaviors of habituated coyotes or to instill healthy fear of people back into the local coyote populations. It is not intended to physically damage the coyote, property or persons.

Passive hazing-Occurs without the presence of persons and includes methods used to discourage the presence of coyotes on one's property. This form may include but not be limited to motion activated devices such as sprinklers, spot lights or strobe lights, noisemakers, fence rollers, enclosed dog runs and electric fences.

Active hazing-Involves personal intervention by both physical presence and action. This may include but not be limited to yelling, clapping or waving one's arms to act threatening towards coyotes, as well as the use of devices including noise makers (air horns, whistles, rocks in cans), water from hoses or water guns, or rock/object throwing.

Safety is the first priority and a coyote should never be cornered or should a coyote's young be approached.

Education and Awareness

Public education and awareness is a key element of this plan. The Town of Sullivan's Island will work to provide education and information to citizens on how to coexist with coyotes successfully. The Town will obtain educational materials from organizations that are knowledgeable in the areas of coyote ecology and behavior of coyotes and will distribute these materials as needed. It will be the responsibility of the Animal Control of the Sullivan's Island Police Department to organize and implement the education outreach program.

Examples of educational outreach:

1. Educational brochures will be made available in Town facilities.
2. Information will be distributed to neighborhoods in response to reports of human/coyotes conflicts.
3. Coyote information will be available on the Town of Sullivan's Island website.
4. Educational wildlife informational signs will be posted in appropriate parks and open spaces.
5. Educational programs for schools, HOAs and other groups will be available.

Reporting and Tracking

It is imperative the Town has an efficient and consistent reporting of human-coyote interactions. A Sullivan's Island Police Department Incident report will be completed on

all reports of coyote encounters, incidents, attacks and pet loss/attack (see definitions). These reports will be forwarded to the Animal Control for tracking. Coyote observations and sightings will be reported to Animal Control for follow up and tracking. Tracking will also be maintained on intentional feeding reports, unsecured trash and active den sites.

These reports and tracking will allow Animal Control staff to identify "hot spots" where additional signage, education, or habitat investigations might be needed. Educational materials will be offered to all persons reporting concerns about coyote encounters, observations, or sightings.

Hazing

A main issue facing jurisdictions is that urban coyotes lose or have lost their fear of humans. Due to the coyote's nature they have easily adapted to urban living and combined with their lack of fear more coyote/human interactions and conflicts have arisen. One solution to this problem is to reinforce the coyote's fear of humans through the utilization of hazing techniques (see definitions). The Animal Control will provide educational information to residents on hazing coyotes and suggested techniques.

Lethal Control

The Town may implement a program of lethal control when the interactions between persons and coyotes escalate to the level of incident or attack. Animal Control will investigate to substantiate such reports of incidents/attacks. Lethal control may be utilized when the town determines that a coyote(s) pose an immediate danger to persons. The Town recognizes it may be difficult to identify the specific coyote that has become problematic and will take reasonable measures to direct lethal control measures toward the offending coyote.

If a person is being attacked or there is an imminent threat of attack on a person by a coyote a police officer may act immediately to ensure public safety and remove the threat

Simultaneous to implementation of lethal control and upon conclusion of lethal control measures a comprehensive awareness and education program will be undertaken by the Animal Control in the affected area.

Public Spaces: The Town is responsible for the decision as to whether to use lethal control for nuisance wildlife in public spaces with public safety in mind.

Private Property: Property owners within the Town of Sullivan's Island may employ lawful methods to control nuisance wildlife on their property.

SULLIVAN'S ISLAND COYOTE MANAGEMENT PLAN

Proposed Edits December 03, 2014

1. Line 24 and 25; Strategic Plan #4

Currently reads: "Implement a program for lethal control, only when it is determined to be necessary for public safety. For example, when the interactions between humans and coyotes change from sightings and encounters to potentially unsafe incidents or attacks.

Edits: Insert: "observation and" line 24

Delete: "and encounters" line 24

Insert "encounters" Line 25

Amended text to read: "Implement a program for lethal control, only when it is determined to be necessary for public safety. For example, when the interactions between humans and coyotes change from observation and sightings to potentially unsafe encounters, incidents or attacks.

2. Line 165 Lethal Control

Currently reads [begin at 163] "The Town may implement a program of lethal control when the interactions between persons and coyotes escalate to the level of incident or attack. Animal Control will investigate to substantiate such reports of incidents/attacks."

Edits: Insert: "encounters" line 165

Amended text to read: "The Town may implement a program of lethal control when the interactions between persons and coyotes escalate to the level of incident or attack. Animal Control will investigate to substantiate such reports of encounters/incidents/attacks."

1 **PROPOSED EDITS TO PLAN 12-03-14 V-1**

2
3 **Town of Sullivan's Island**
4 **Coyote Management Plan**

5
6 **Purpose**

7
8 The purpose of this plan is to provide a management strategy and guidelines for staff
9 responses to conflicts with coyotes. Public safety is the primary concern of the Town
10 and coyotes and other wildlife will be managed with human safety as the priority. The
11 plan seeks to achieve a balance between the importance of human safety and the
12 benefits of maintaining natural wildlife populations. While the Town will employ
13 educational outreach tools as part of the program to manage human/coyote conflicts,
14 the Town recognizes there are situations where immediate control may be necessary.
15

16
17 **Strategic Plan**

- 18
19 1. Create and implement an ongoing education program.
20 2. Provide information about the rights and responsibilities of private property owners.
21 3. Track and monitor coyote activity.
22 4. Implement a program for lethal control, only when it is determined to be necessary
23 for public safety. For example, when the interactions between humans and coyotes
24 change from observation and sightings ~~and encounters~~ to potentially unsafe
25 encounters, *incidents or attacks*. (see definitions below)
26

27 This plan should not be seen as static in nature and as the situation and circumstances
28 change the plan should likewise be reviewed and the necessary modifications made.
29

30
31 **Definitions**

32
33 The following definitions should be used when obtaining information from the public and
34 assist in standardized documentation of coyote behaviors.
35

36 **Observation**-The act of noticing or taking note of tracks, scat, and/or vocalizations
37 without actually seeing a coyote.
38

39 **Sighting**-A visual observation of one or more coyotes from a distance.
40

41 **Encounter**-An unexpected direct meeting between human and coyote that is without
42 incident.
43

44 **Incident**-A conflict between a person and a coyote where a coyote exhibited behavior
45 creating an unsafe situation. A coyote may show aggression towards a person without
46 any physical contact.

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

Attack-An aggressive action by a coyote that involves physical contact with a person and/or a person is injured by the actions of a coyote (example injured while trying to escape an incident or attack)

Descriptions of coyote behavior:

Nuisance

Habituated-A coyote that appears to frequently associate with humans or human related food sources, and exhibits little wariness of the presence of people.

Depredating-A coyote that is preying on pets or livestock.

Menacing-A coyote that exhibits aggravated abnormal behavior; however such coyote does not display the characteristics of a “dangerous coyote”. This may include coyote incidents and/or encounters where a coyote or a group of coyotes could potentially endanger public safety.

Dangerous-A coyote that has attacked a person, exhibits aggressive behavior towards a person and/or poses a significant threat to human safety.

General definitions:

Coexistence-To exist together at the same time. Coexistence is not passive, but active on the person’s part, including actions such as removing specific coyote habitats and employing hazing methods. It provides a mechanism by which persons obtain and maintain a level of knowledge and understanding of coyote ecology, behaviors and appropriate responses.

Feeding of coyotes-For educational purposes the following are definitions of the types and kinds of ways persons typically feed coyotes.

Intentional feeding-A person is actively and intentionally feeding coyotes. This category also includes intentionally providing food for animals that are in the coyote food chain, an example would be a bird or squirrel feeder.

Unintentional feeding-A person is unintentionally providing access to food. Examples are inappropriate composting, fruit from fruit trees left on the ground, pet food/water bowls, barbeque grills, sheds and house doors (garage) left open, etc.

Unsecured trash-Trash accessible to wildlife. Examples would be garbage cans, bags or dumpsters that are uncovered, open, overflowing or where trash is scattered outside the receptacle.

92 **Habitat**-Is a place where a coyote lives and grows and includes food, water, and
93 shelter.
94 **Hazing**-Is an activity or series of activities that is conducted in an attempt to change the
95 behaviors of habituated coyotes or to instill healthy fear of people back into the local
96 coyote populations. It is not intended to physically damage the coyote, property or
97 persons.

98 **Passive hazing**-Occurs without the presence of persons and includes methods
99 used to discourage the presence of coyotes on one's property. This form may
100 include but not be limited to motion activated devices such as sprinklers, spot
101 lights or strobe lights, noisemakers, fence rollers, enclosed dog runs and electric
102 fences.

103 **Active hazing**-Involves personal intervention by both physical presence and
104 action. This may include but not be limited to yelling, clapping or waving one's
105 arms to act threatening towards coyotes, as well as the use of devices including
106 noise makers (air horns, whistles, rocks in cans), water from hoses or water
107 guns, or rock/object throwing.

108
109 **Safety is the first priority and a coyote should never be cornered or should a coyote's
110 young be approached.**

111
112

113 **Education and Awareness**

114

115 Public education and awareness is a key element of this plan. The Town of Sullivan's
116 Island will work to provide education and information to citizens on how to coexist with
117 coyotes successfully. The Town will obtain educational materials from organizations
118 that are knowledgeable in the areas of coyote ecology and behavior of coyotes and will
119 distribute these materials as needed. It will be the responsibility of the Animal Control of
120 the Sullivan's Island Police Department to organize and implement the education
121 outreach program.

122

123 Examples of educational outreach:

124

- 125 1. Educational brochures will be made available in Town facilities.
- 126 2. Information will be distributed to neighborhoods in response to reports of
127 human/coyotes conflicts.
- 128 3. Coyote information will be available on the Town of Sullivan's Island
129 website.
- 130 4. Educational wildlife informational signs will be posted in appropriate parks
131 and open spaces.
- 132 5. Educational programs for schools, HOAs and other groups will be
133 available.

134

135

136 **Reporting and Tracking**

137

138 It is imperative the Town has an efficient and consistent reporting of human-coyote
139 interactions. A Sullivan's Island Police Department Incident report will be completed on
140 all reports of coyote encounters, incidents, attacks and pet loss/attack (see definitions).
141 These reports will be forwarded to the Animal Control for tracking. Coyote observations
142 and sightings will be reported to Animal Control for follow up and tracking. Tracking will
143 also be maintained on intentional feeding reports, unsecured trash and active den sites.
144
145 These reports and tracking will allow Animal Control staff to identify "hot spots" where
146 additional signage, education, or habitat investigations might be needed. Educational
147 materials will be offered to all persons reporting concerns about coyote encounters,
148 observations, or sightings.

149
150
151 **Hazing**

152
153 A main issue facing jurisdictions is that urban coyotes lose or have lost their fear of
154 humans. Due to the coyote's nature they have easily adapted to urban living and
155 combined with their lack of fear more coyote/human interactions and conflicts have
156 arisen. One solution to this problem is to reinforce the coyote's fear of humans through
157 the utilization of hazing techniques (see definitions). The Animal Control will provide
158 educational information to residents on hazing coyotes and suggested techniques.

159
160
161 **Lethal Control**

162
163 The Town may implement a program of lethal control when the interactions between
164 persons and coyotes escalate to the level of incident or attack. Animal Control will
165 investigate to substantiate such reports of encounters/incidents/attacks. Lethal control
166 may be utilized when the town determines that a coyote(s) pose an immediate danger
167 to persons. The Town recognizes it may be difficult to identify the specific coyote that
168 has become problematic and will take reasonable measures to direct lethal control
169 measures toward the offending coyote.

170
171 If a person is being attacked or there is an imminent threat of attack on a person by a
172 coyote a police officer may act immediately to ensure public safety and remove the
173 threat

174
175 Simultaneous to implementation of lethal control and upon conclusion of lethal control
176 measures a comprehensive awareness and education program will be undertaken by
177 the Animal Control in the affected area.

178
179 **Public Spaces:** The Town is responsible for the decision as to whether to use lethal
180 control for nuisance wildlife in public spaces with public safety in mind.

181
182 **Private Property:** Property owners within the Town of Sullivan's Island may employ
183 lawful methods to control nuisance wildlife on their property.

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
PUBLIC SAFETY COMMITTEE OF COUNCIL
MEETING MINUTES**

Wednesday, December 3, 2014

A meeting of the Public Safety Committee of Council was held at 3:30 p.m., Thursday, December 3, 2014 at Town Hall, 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Committee members, Chauncey Clark, Chair, Council members Pat O'Neil and Mary Jane Watson. Staff included Administrator Benke, Police Chief Howard and Fire Chief Stith.

I. Call to Order. Chair Clark called the meeting to order, stated the press and public were duly notified pursuant to state law and noted all members were present (approximately 40 audience members in attendance).

II. General Discussion Coyote Management Plan

A. Management Plan Amendments

Chair Clark provided a framework for the Town's coyote management plan:
Town policy and activity:

- Police monitor and record coyote sightings. Residents should report coyote sightings each and every time by calling consolidated dispatch at (843) 743-7200
- Private Property: Residents may maintain private property. The Town can provide cameras to monitor suspected coyote activity on private property, along with other resource material if requested.
- Town Property: Town records all sightings and reported coyote activity. Close proximity aggressive coyote activity must occur before Town takes proactive steps to deal with individual coyotes. Cameras are available for Town property surveillance.

Community-coyote co-existence best practices (nationwide):

- Do not create a coyote-friendly environment: food and water left out
- Restrict domestic animal and small children activity to reduce interaction between coyote and animals or children.

Town special considerations:

- Beach and dog-at-large policy draws many visitors to the Island (3,000 dog permits issued last year).
- Beach also attracts thousands of beach-goers with children at play.

For these reasons, the Public Safety Committee continues to examine the Town's coyote management policy.

Committee Discussion:

Councilmember O'Neil requested Police Chief Howard's recommendations as to changing the Town's current level of involvement with coyotes.

Chief Howard commented the current plan identifies the following scenarios for lethal control:
Incidents: Conflict between coyote and human where coyote creates an unsafe situation. A coyote may show aggression without any physical contact.
Attacks: Coyote shows aggression to a human where the human is physically injured by the coyote or as a result of the confrontation.

Chief Howard proposes adding “encounters” in the management plan:
Encounter: an unexpected direct meeting between a human and coyote that is without incident. An example of Chief Howard’s interpretation: coyote blocks beach path and “stands his ground.” A siting would be different from an encounter because the coyote would see the human, show deference and leave the area.

Councilmember Watson asked about coyote dens in the public property adjacent to property lines. Police Chief Howard recommended resident call if he/she suspects the coyote mother becomes aggressive or defensive with humans due to the den.

Public Comments:

Wayne Guckenberger, 2105 Pettigrew, SI

- Suggested heavy fines for leaving debris next to full cans at beach paths or at restaurant dumpsters (summertime).
- Questioned if there is a correlation between coyotes and vegetative overgrowth on the Island.

Chiefs Howard and Stith reviewed littering on the beach or paths and enforcement.

Mark Howard, 1820 Central Avenue, SI

- Noted the County boat landings do not provide trash cans and require trash-in/trash-out policy.

George Malanos, Bayonne/Station 26, SI

- Commented on the frequency with which he sees groups of coyotes (daily) and the established coyote paths through the Town properties near houses. He observed the coyotes are well acclimated to humans and human activity.
- Noted he has four grandsons ranging in age from 7 months to 7 years. Commented he used to let the boys run in front of him to the beach but will not do so anymore because of the coyotes.
- Commented he feels like a prisoner in his home and on his own land. In the fall/winter he used to go to the beach near sunset, take pictures and relax until dark. Stated he will no longer do this for fear of coyote attack.
- Noted that the coyotes are running out of food to eat: no rabbits observed on the paths and deer in his yard anymore.
- Submitted a habitat (overgrowth) has been created to encourage the coyotes. Asked if a significant encounter includes missing cats, potentially to coyotes.

- Expressed concern and desire for a more aggressive management policy now before an incident.

Natalie Bluestein, 2408 Goldbug, SI

- Her family lives on the marsh side of the Island and has sighted a coyote lying in wait on the other side of her 5' fence, stalking her therapy dogs while they are at play in the late afternoon (approximately 5PM). This occurs almost nightly and she sees fresh coyote scat around her yard regularly.
- Stith Park and children's playground – her husband has seen fresh scat in this area.

Cheryl Kaynard, 2501 Atlantic, SI

- During Halloween night with trick-or-treaters running around the streets, she observed six coyotes in her backyard. This incident frightened her.

Jerry Kaynard, Councilmember

- Agrees with Mr. Malanos' sentiments. Noted the Town took a "wait and see" approach with coyotes last year, similar situation in November/December 2013.
- The difference between 2013 and 2014, the coyote population has increased, with coyotes observed in packs (6) instead of individual sightings.
- Submits the Town should be more aggressive on this issue. Cited newspaper articles with aggressive recorded coyote incidents in other communities within the country. Other communities have learned to take a multi-faceted approach to control the population of the coyotes.
- Noted that by the time the Town can respond to an aggressive coyote incident, the coyote will be gone and hard to find.

Will Post, 1907 I'On, SI

- Noted Councilmember Kaynard's articles reference mid-west communities. Questioned what research has been done on coyote co-existence and management in the southeast, specifically the East Cooper area.
- Submitted the Town needs to look at coyote management from a long-term approach. Coyotes will continue to come to the Island, swimming to Sullivan's Island if necessary.
- Stated he wants to know how trappers are catching coyotes, noting he does not support leg traps (inhumane).

Committee and public briefly discussed the leg-trap technique for catching coyotes and the danger it can cause to domestic animals.

Andy McFarland, 1850 Flag, SI

- Recounted his experience co-existing with coyotes in Rhode Island. Noted that, once the food supply of squirrels, rabbits and small animals was depleted, coyotes in Rhode Island would jump 5' fences to attack and kill dogs as large as springer spaniels.
- He recalled an incident near his former home where a 9 year girl was attacked by a coyote, dragged into the wood and whose large family dog fought the coyote off the girl.

- He noted that Bristol, Rhode Island began trapping and killing the coyotes (an aggressive control program).

Council member O'Neil noted that many residents have reported sighting coyotes swimming over the marsh area to Sullivan's Island. He suggested intercepting the coyotes at the marsh spoil area before they get to the Island.

George Malanos, Bayonne/Station 26, SI

- Suggested posting signs at every beach path warning visitors that coyotes are present.
- Noted that for every person attacked, the Town assumes liability for negligence for not getting rid of known coyotes.

Karen Coste, Station 19, SI

- Questioned the petition [regarding coyotes] and noted that 34 names represent 0.03% of the Island residents. She submitted the Town is giving usual attention to the opinion of such a few number of residents.
- She suggested an appropriate survey of coyote management should be conducted.

Rob Fico, 2862 Middle, SI

- Sensitive to safety hazards. Noted there are unintended consequences to annihilating a whole species of animals in the ecosystem.

Cross discussion about coyote food sources and wolves being the coyote's natural predator.

Barbara Spell? (unidentified lady), SI

- Expressed support for an island-wide survey on coyote management.

Sally Whitlock, 1715 Atlantic, SI

- Lives adjacent to the Accreted Land. Wants to see the Town moving toward cleaning of the Accreted Land to help control coyote habitats.
- Recalled her past childhood running along the Island. Submitted children today cannot play freely because of the coyotes.

Alice Morrises, 1652 Thompson, SI

- Quoted John Moore and Margaret Mead: All things are connected to each other; we will not have a society if we destroy the environment.

Nancy Kingmere, 1761 Atlantic, SI

- Stated that she has lived on the Island all her life; she has not visited the beach in a year for fear of coyote confrontation.

Police Chief Howard reviewed the procedures for calling in coyote sightings.

Committee Discussion:

Council member O’Neil noted that nobody has argued against Chief Howard’s recommendation to modify management plan to include steps for incidents of coyote-human encounters.

Committee discussed the value of providing data when conducting a survey.

MOTION: Council member O’Neil recommended to Council modification of the Town’s coyote management plan to lowers the threshold for reporting and engaging the police department by inserting “unsafe encounters” as another basis for involving the police department. Strategic Plan (page 1, item 4) would be modified to read: “Implement a program for lethal control, only when it is determined to be necessary for public safety. For example, when the interactions between humans and coyotes change from observations, sightings and encounters to potentially unsafe encounters, incidents or attacks.” Seconded by Council member Watson. MOTION UNANIMOUSLY PASSED.

Chair Clark submitted that coyote signage and surveys might be good next steps. Committee will relay other recommendations to Council.

Unidentified lady suggested cutting Accreted Land/foliage to make coyote habitats more visible.

B. Private Property Protection

Chair Clark: The Town received a request from a private property owner to erect a 7’ fence around his property for the purpose of providing protection from sited coyotes.

Natalie Bluestein, 2408 Goldbug Avenue, SI

- Recalled repeated incidents where a coyote stalks her springer spaniels just outside her 5’ fence (not privacy fence). Her research has identified that coyotes can jump over 6’ fences, in the west people erect 7’ fences with barb wire and erect coyote poles across the fences, attached by steel stands and roll. The coyote poles keep the animals from grabbing onto the fence and pulling over it. The poles are not obtainable in the southeast and are very expensive.
- Expressed concern for the safety of her animals and family within her fenced yard; requests approval to add 2’ to her existing wooden fence to erect a non-privacy 7’ fence.
- Requests the town modify the ordinance to allow increased height to fences.

MOTION: Council member O’Neil made a motion to recommend the Planning Commission review potential ordinance modification that allow for 7’ fences; seconded by Council member Watson. MOTION UNANIMOUSLY PASSED.

Council member O’Neil explained the Planning Commission is required to review and hold a public hearing for all changes to the Zoning Ordinance, wherein the Town’s current fence height limitation is located.

III. General Discussion Polar Bear Swim

Chair Clark noted three applications have been received for the January 1, 2015 Polar Bear Swim from: Dunleavy's, Home Team BBQ and Poe's Tavern. Town has discussed various road closure options. He noted that, in the past, the Polar Bear Swim crowd has not been the same as the St. Patrick's Day crowd, the event time is shorter (10AM-4PM), and traffic has not usually been a problem.

Committee discussed various event management scenarios with Police Chief Howard and Fire Chief Stith: Street closure and fencing; parking and traffic flow restrictions.

Both Chiefs recommended leaving Middle Street open and fencing to keep event patrons off the street with controlled sidewalk entry but closing Station 22 ½ street only.

Chair Clark noted that the Town cannot control the crowd numbers. Police Chief Howard suggested that the Town can control how long people remain at the event by restricting the convenience for patrons to loiter all day and drink alcohol.

Committee discussed starting the event later, given patrons will not enter the water until 2:00PM.

Public Comments:

Carol Killough, 1813 Back Street, SI

- Noted the beer trucks in business parking lots contribute to the pressure to place patrons on the sidewalk and street, and, contributes to safety concerns.
- Submitted that restaurants should be able to conduct regular, full activity within the restaurant, but the Town is not responsible for providing an outdoor drinking arena. Beer truck should be prohibited.

Sean Vanderhurt, Home Team BBQ, SI

- Restaurant has a limited amount of space to place items in front of the establishment. Thousands of patrons will attend this family-attended, charity event.
- Noted he does not need this event to make his restaurant sustainable. His establishment conducts the activity to support Special Olympics.
- Submitted that if the Town limits the footprint/scope of activity in front of the stores, some accommodations need to be provided for Home Team BBQ.

Skipper Condon, I'On Avenue, SI

- Identified he is a restaurateur. Noted that Home Team BBQ's 1100sf establishment or another restaurant's 2500sf becomes 8000sf when the fence is moved into the street. Essentially the restaurants become two Home Teams, two Poe's and two Dunleavy's.
- Noted Dunleavy's Restaurant initiated the Polar Bear Swim a long time ago for charitable reasons. Submitted that Polar Bear Swim should be allowed for Dunleavy's, only, and should take place on the side street/Station 22 ½ only.
- Other restaurants should plan events within the building. He does not support the beer trucks, 300+ people crammed into parking lots, etc.
- Commented on the explosive element of St. Patrick's Day – "this is not party central."

Carol Killough, 1813 Back Street, SI

- A decision needs to be made about outside sales as Poe's Tavern has a parking lot and will bring a beer truck to the event.
- She recommends no outside sales anywhere.

Rita Langley, 1618 Middle Street, SI

- Asked if Dunleavy's is the only restaurant participating in the event, would the impact be smaller.

Police Chief Howard commented that Polar Bear Swim is weather dependent, and is not as big of an impact as the St. Patrick's Day event.

Residents engaged in a fluid conversation with Fire Chief Still and Police Chief Howard: impact on Island, restaurant participation, safety considerations and the long-term goal for discussing this event. Committee engaged in cross-discussion of fencing along the gutter lines, indistinguishable from the community members' cross-communication.

MOTION: Council member Watson recommended to Council closure of Station 22 ½ from 12Noon-4:00PM, fence line to the gutter both sides of Middle Street and no outside alcohol sales; seconded by Council member O'Neil. MOTION PASSED TWO (2) TO ONE (1).

IV. General Discussion St. Patrick's Day Celebration

Chair Clark noted the annual St. Patrick's Day Celebration activity will be briefly discussed today, reviewing the Committee's April 2013 meeting minutes on this event. The Committee will have a meeting dedicated to this topic on Tuesday, January 13, 2014 Council for detailed discussion.

Summary from Chiefs Still and Howard regarding Town concerns
Police Chief Howard:

- Parking and traffic flow continues to be a challenge but the Town is addressing this.
- The size of the crowds that St. Patrick's Day draws puts a greater burden on parking and traffic.
- Police officers, when re-opening the streets, had items thrown at them, one officer was assaulted, racial slurs were made to County and Town officers during arrests and, generally, the crowd was very disrespectful and rowdy.

General comments from unidentified residents:

- Do not have the event; houses were burgled the day of the event.
- Can Town have meeting in January have the meeting after 5PM to allow people with jobs to attend the meeting?

Chair Clark moved January 13, 2015 Public Safety Meeting to 4:30PM.

V. Adjourn

There being no further business, the meeting was adjourned at approximately 5:45p.m.

Respectfully submitted,
Chauncey Clark, Chair
Public Safety Committee

To be approved at the December 16, 2014 Council Meeting

DRAFT

**WATER AND SEWER REPORT
TOWN COUNCIL MEETING
DECEMBER 16, 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

No Action Items at this time.

II. Matters for Discussion by Council

1. Status of I&I project:
 - a. point repairs
 - b. segment relined in 1998
 - c. laterals: findings to date & consideration of policy on lateral repairs
2. Status of Preliminary Engineering Report by HDR for Wastewater Treatment Plant Construction.
3. Status of bid for Town Hall sewer line

III. New Matters Presented to Council

- 1 Next W&S Committee meeting to be scheduled in January, 2015

IV. Pending Items

1. CWS contractual agreement



Town of Sullivan's Island
Water & Sewer Department

843-883-5748

ggress@sullivanisland-sc.com



December 16, 2014

Ms. Melanie Hall
Compliance Officer
Water Pollution Enforcement Section
2600 Bull Street
Columbia, SC 29201

Dear Ms. Hall,

The Discharge monitoring report for the period from November 1, 2014 to November 30, 2014 is enclosed. Should you have any questions, please contact me at (843)-883-5748.

Respectfully,

A handwritten signature in cursive script that reads "Greg Gress".

Greg Gress
Water & Sewer Manager
Town of Sullivan's Island

PERMITTEE NAME/ADDRESS:
 NAME: SULLIVAN'S ISLAND TOWN OF
 ADDRESS: P.O. BOX 427
 SULLIVAN'S ISLAND, SC 29482

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
 DISCHARGE MONITORING REPORT (DMR)

SC0020052	001 1
PERMIT NUMBER	DISCHARGE NUMBER

MINOR

FACILITY: SULLIVAN'S ISLAND WWTF
 LOCATION: AT 2051 GULL DRIVE

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
14	11	01	14	11	30

19 TR

FINAL LIMITS

DMR VALID: 08/01/2013-07/31/2018

NOTE: Read instructions before completing this form.

PARAMETER	X	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
00300 LAB ID: 10005 Dissolved Oxygen MLOC=1	SAMPLE MEASUREMENT	*****	*****	*****	5.0	*****	*****		0	01/01	GR
	PERMIT REQUIREMENT	*****	*****	****	4.0 INST MIN	*****	*****	MG/L		01/01	GR
00310 LAB ID: 10122 BOD - 5 DAY (20 DEGREES C) MLOC=1	SAMPLE MEASUREMENT	9	13		*****	2	2		0	01/07	24
	PERMIT REQUIREMENT	143 MO AVG	215 WKLY AVG	LBS/ DAY	*****	30 MO AVG	45 WKLY AVG	MG/L		01/07	24
00530 LAB ID: 10005 Total Suspended Solids (TSS) MLOC=1	SAMPLE MEASUREMENT	15	34		*****	3	6		0	01/07	24
	PERMIT REQUIREMENT	143 MO AVG	215 WKLY AVG	LBS/ DAY	*****	30 MO AVG	45 WKLY AVG	MG/L		01/07	24
00610 LAB ID: 10122 Ammonia-Nitrogen Total as N MLOC=1 NNNNNNNNNN	SAMPLE MEASUREMENT	NA	NA		*****	NA	NA	MG/L	NA	01/07	24
	PERMIT REQUIREMENT	9 MO AVG	14 WKLY AVG	LBS/ DAY	*****	1.8 MO AVG	2.7 WKLY AVG			01/07	24
00610 LAB ID: 10122 Ammonia-Nitrogen Total as N MLOC=1 YNNNNNNNNNY	SAMPLE MEASUREMENT	0.4	0.6		*****	0.1	0.1		0	NA	NA
	PERMIT REQUIREMENT	16 MO AVG	24 WKLY AVG	LBS/ DAY	*****	3.3 MO AVG	4.95 WKLY AVG	MG/L		01/07	24
50050 LAB ID: 10005 Flow in Conduit or Thru Treatment Plant MLOC=1	SAMPLE MEASUREMENT	0.51	0.61		*****	*****	*****	*****	0	01/01	CN
	PERMIT REQUIREMENT	REPORT MO AVG	REPORT WKLY AVG	MGD	*****	*****	*****	*****		01/01	CN
50060 LAB ID: 10005 Total Residual Chlorine MLOC=1	SAMPLE MEASUREMENT	*****	*****	*****	*****	0.00	0.00		0	01/01	GR
	PERMIT REQUIREMENT	*****	*****	****	*****	0.035 MO AVG	0.061 DAILY MX	MG/L		01/07	GR
NAME / TITLE PRINCIPAL EXECUTIVE OFFICER		I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				TELEPHONE		DATE			
Mike Perkis						843-883-3198		14 12 16			
Mayor						Area Code NUMBER		YEAR MO DAY			
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT									

COMMENT AND EXPLANATION OF ANY VIOLATIONS

(Reference all attachments here)

Permit limits are based on an average design flow of 0.57 MGD. MLOC O, P=See permit conditions. "Conditional Monitoring Not Required" under specific circumstances. 24-Hr. reporting required when FC daily max. exceeds 43/100 ml, per part II.L.5.a of the permit

PERMITTEE NAME/ADDRESS:
 NAME: SULLIVAN'S ISLAND TOWN OF
 ADDRESS: P.O. BOX 427
 SULLIVAN'S ISLAND, SC 29482

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
 DISCHARGE MONITORING REPORT (DMR)

SC0020052	001 1
PERMIT NUMBER	DISCHARGE NUMBER

MINOR

FACILITY: SULLIVAN'S ISLAND WWTF
 LOCATION: AT 2051 GULL DRIVE

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
FROM 14	11	01	TO 14	11	30

19 TR

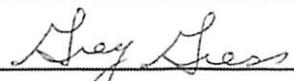
FINAL LIMITS

DMR VALID: 08/01/2013-07/31/2018

NOTE: Read instructions before completing this form.

PARAMETER	X	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
51040 LAB ID: 10122 E. COLI (MPN/100ML) MLOC=O	SAMPLE MEASUREMENT	*****	*****	*****	*****	2	6		0	01/07	GR
	PERMIT REQUIREMENT	*****	*****	****	*****	35 30DAVGEO	501 DAILY MX	# PER 100ML		01/07	GR
51040 LAB ID: 10122 E. COLI (MPN/100ML) MLOC=P	SAMPLE MEASUREMENT	*****	*****	*****	*****	NA	NA		NA	NA	NA
	PERMIT REQUIREMENT	*****	*****	****	*****	35 30DAVGEO	800 DAILY MX	# PER 100ML		01/07	GR
74055 LAB ID: 10005 Fecal Coliform General MLOC= 1	SAMPLE MEASUREMENT	*****	*****	*****	*****	2.4	4.0		0	01/07	GR
	PERMIT REQUIREMENT	*****	*****	****	*****	REPORT 30 DAVGEO	REPORT DAILY MX	# PER 100ML		01/07	GR
81010 LAB ID: 10005 BOD, 5-DAY Percent Removal MLOC=K	SAMPLE MEASUREMENT	*****	*****	*****	*****	99%	*****		0	01/30	CA
	PERMIT REQUIREMENT	*****	*****	****	*****	85 MO AV MN	*****	PER- CENT		01/30	CA
81011 LAB ID: 10005 Solids, Suspended Percent Removal MLOC=K	SAMPLE MEASUREMENT	*****	*****	*****	*****	97%	*****		0	01/30	CA
	PERMIT REQUIREMENT	*****	*****	****	*****	85 MO AV MN	*****	PER- CENT		01/30	CA
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										

MS-13

NAME / TITLE PRINCIPAL EXECUTIVE OFFICER	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	 SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE	DATE
Mike Perkis			843-883-3198	14 12 16
Mayor			Area Code NUMBER	YEAR MO DAY
TYPED OR PRINTED				

COMMENT AND EXPLANATION OF ANY VIOLATIONS

(Reference all attachments here)

Permit limits are based on an average design flow of 0.57 MGD. MLOC O, P=See permit conditions. "Conditional Monitoring Not Required" under specific circumstances. 24-Hr. reporting required when FC daily max. exceeds 43/100 ml, per part II.L.5.a of the permit

PERMITTEE NAME/ADDRESS: (Include Facility Name/Location if different)
 NAME: SULLIVAN'S ISLAND TOWN OF
 ADDRESS: P.O. BOX 427
 SULLIVAN'S ISLAND, SC 29482

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
 DISCHARGE MONITORING REPORT (DMR)

SC0020052	001 2
PERMIT NUMBER	DISCHARGE NUMBER

MINOR

FACILITY: SULLIVAN'S ISLAND WWTF
 LOCATION: AT 2051 GULL DRIVE

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
14	11	01	14	11	30

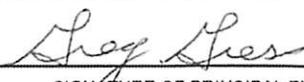
19 TR INTERIM LIMITS

DMR VALID: 08/01/2013-06/30/2018

NOTE: Read instructions before completing this form.

PARAMETER	X	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
00400 LAB ID: 10005 PH Standard Units MLOC=1	SAMPLE MEASUREMENT	*****	*****	*****	7.0	*****	7.8		0	01/01	GR
	PERMIT REQUIREMENT	*****	*****	****	6.0 MINIMUM	*****	8.5 MAXIMUM	SU			
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										

HI-SAM

NAME / TITLE PRINCIPAL EXECUTIVE OFFICER	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.		TELEPHONE	DATE
Mike Perkis Mayor			843-883-3198	14 12 16
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	Area Code NUMBER	YEAR MO DAY

COMMENT AND EXPLANATION OF ANY VIOLATIONS

(Reference all attachments here)

ADMINISTRATION COUNCIL MEETING

December 16, 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 at this time.

II. Matters for Discussion by Council

1. Administration Committee – Committee meeting was held on December 10, 2014 at 4:00PM (Draft minutes attached)
2. Historical Commission - Archivist
3. New Position- Administration

III. New Matters Presented to Council

1. Personnel

- a) Personnel Report
- b) December Holidays – December 24, 25 and 26 2014; January 01 and 02, 2015
- c) Employee Appreciation Day – January 02, 2015

2. Correspondence

- a) Marie-Louise Ramsdale, 12-03-14: St. Patrick's Day and Coyotes.
- b) Catherine Main, East Cooper Land Trust, 12-05-14: Annual inspection report.
- c) Vincent Musi, 2002 Middle Street, 12-09-14: Polar Bear Swim.
- d) Russell Bennett, 12-12-14: Polar Bear Swim.
- e) Catherine Curtis, 12-14-14: Polar Bear Swim.
- f) Sumter de Brux 1903 Back Street, 12-16-14: Station 19 Street Protected Land.

3. Charleston County Urban Entitlement Funding – Charleston County Community Services has requested to reschedule the public hearing for 2015-2016 funding cycle to January 20, 2015.
4. Charleston County Transportation Sales Tax Program – Charleston County has forwarded the Transportation Sales Tax FY2016 project application.

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.
5. Internship Program

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
ADMINISTRATION COMMITTEE OF COUNCIL
MINUTES**

Wednesday, December 10, 2014

A meeting of the Administration Committee of Council was held at 4:00 p.m., Wednesday, December 10, 2014 at Town Hall, 2050-B Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Committee members: Council members Jerry Kaynard (Chair), Susan Middaugh and Mary Jane Watson; Staff Administrator Benke, Asst. to Administrator/Human Resources Darrow and Comptroller Blanton.

I. Call to Order. Chair Kaynard called the meeting to order, noted the press and public were duly notified pursuant to state law and all members were present. One resident was present (Hal Coste).

II. Town Hall Position: Administrative Specialist/Special Events Coordinator/Archivist

Chair Kaynard noted this agenda item is a continuation of previous discussions about a potential addition to the Town Hall Staff. Previous discussion included input from the June 11, 2014 Administration Committee meeting on the potential scope of the position, including: front desk receptionist responsibilities, recreation support for beach fire permits, special event requests and assisting with Town related recreation events.

Chair Kaynard directed the Committee to a job description for an Administrative Specialist, prepared by Town Staff, which incorporates the clerical and reception support the position could provide (**Exhibit A**). Administrator Benke noted that this draft job description (Exhibit A) does not define the level of recreation-related support the position could provide the Town.

Chair Kaynard expressed support for increased Town focus on historic and current document preservation and retention. To that end he suggested the Committee consider a staff person in Town Hall who would be qualified to handle this work. He provided the Committee with general information on the positions of archivist and special events coordinator (**Exhibit B**). He noted that an archivist would be more qualified employee than an administrative specialist and would be compensated at a mid-level salary. Chair Kaynard noted that the role of document retention falls under the scope of the Clerk of Council, which Sullivan's Island entitles the Town Clerk, but the Town could hire a deputy clerk of council to assist with this effort.

Council members Middaugh and Watson expressed support with taking the existing Administrative Specialist job description (Exhibit A) and adding special events coordination to it. They both supported the idea of hiring a person for the position in 2015, not waiting for construction of a Town Hall, and hiring at an entry level commensurate with the wage range identified on the proposed job description (Exhibit A).

Council member Watson noted the various Town recreation events she coordinates and prepares annually and suggested the new hire should take over those responsibilities. Chair Kaynard agreed there are merits to the Administrative Specialist position and acknowledged Council member Watson's extensive volunteer work coordinating Town special events. He suggested the

Town could look toward the archivist responsibilities as either a separate position or assigning this work and records retention to a current employee.

Council member Middaugh did not support the idea of an archivist, suggesting current staff should be able to handle records retention.

Public Comment

Hal Coste, Station 19, SI

- Noted he is involved in the Battery Gadson Cultural Society (non-profit), acknowledging the newly re-formed group is in organizational and goal-setting mode.
- Questioned the role of a proposed Historical Commission (next agenda item), noting his group could fulfill historic and cultural preservation responsibilities.

Chair Kaynard noted that the Historical Commission concept is the next agenda item, but briefly commented that a municipal based historical commission would be authorized to conduct activities and initiatives that a non-profit organization could not.

Council member Middaugh suggested Delores Schweitzer with Poe Library might be a good resource of archiving historic documents.

ACTION: No formal action taken. Next step: Recreation Committee will meet to discuss and recommend recreation-related activity for the Administrative Specialist position. Council member Watson (Recreation Committee Chair) indicated the Recreation Committee will strive to meet in December to discuss this item. Thereafter Staff will incorporate recreation related duties to the Administrative Specialist job description (Exhibit A) for Administration Committee's further review.

III. Historical Commission

Chair Kaynard noted that other municipalities with rich historical and cultural resources have municipal historical commissions (i.e. City of Charleston and Town of Mt. Pleasant). Chair Kaynard distributed the Town of Mt. Pleasant's ordinance for its Historical Commission (**Exhibit C**). He explained that a municipal historical commission would act in a similar manner as other Town advisory boards, such as the Planning Commission. A municipal historical commission could work with other regional and local non-profit groups, and municipal historical commissions, on a variety of initiatives with greater impact than a non-profit (NPO) alone. Some initiatives a historical commission could conduct include (not an exhaustive list):

- Public education program
- Historical marker program
- Establish and maintain a special collection archive
- Enter into cooperative agreements with NPO and groups of residents, providing tax credits a NPO could not provide
- Incentive and encourage individual historic preservation
- Managing preservation of existing Town historical assets (i.e. various batteries)

ACTION: No formal action taken. Committee will explore the concept of an Historical Commission at a future meeting.
Health Insurance

Asst. to Administrator Darrow provided a brief report on the Town's health insurance and medical benefits program. Highlights of State Employee Insurance Program (SC EIP):

- SC EIP remains "grandfathered" out of the Affordable Care Act changes through 2015. Therefore benefits to the existing medical benefit plans will not substantially change.
- Town's anticipated premium increase will be approximately 6%, including a 1% load factor subsidy SC EIP may charge to participating local subdivisions.
- SC EIP mandates no increase to the employee's share of premium costs. Employer share will increase by approximately 6%. Employee deductibles and co-pays increase slightly (deductibles increase \$20-40/year depending upon dependent coverage).
- SC EIP recently announced coverage for same-sex marriages, opening a special enrollment for qualified subscribers.

No action taken. Committee will monitor in future meetings

IV. Executive Session – Personnel Matters

Chair Kaynard noted the Committee needed to meet in executive session to discuss two personnel matters.

MOTION: Council member Watson made a motion to go into executive session; seconded by Council member Middaugh. MOTION UNANIMOUSLY PASSED.

Committee sequestered for executive session at 4:35p.m., returning at 5:35p.m.

Chair Kaynard noted the Committee was back in open session and no decisions or votes were made in executive session.

MOTION: Council member Middaugh made a motion to approve the cash out for two employees of excessive vacation hour balances as of December 31, 2013; seconded by Council member Watson. MOTION UNANIMOUSLY PASSED.

There being no further business, the meeting was adjourned at approximately 5:37p.m. (Council member Watson motioned; Council member Middaugh; unanimously passed).

Respectfully submitted,
Jerry Kaynard, Chairman
Administration Committee

To be approved at the _____ Meeting



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.

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, 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.

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
<i>*based upon full-time status</i>			

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.

October 27, 2014 (LD)

Archivist: Job description

Archivists acquire, manage and maintain documents and other materials that have historical importance for individuals, organisations and nations. They have an important role in the information society as guardians of the memories and records that shape the identity of various groups and societies.

Archives are held by all sorts of organisations, including local and national government, businesses, academic institutions, museums, charities, professional organisations and hospitals, as well as by individuals and families. They may include books, papers, maps, plans, photographs, prints, films and computer-generated records.

A large part of an archivist's work is related to making information accessible to users, increasingly in digital format. Users include researchers, academics, other professional staff and the general public.

Typical work activities

Work activities vary according to individual responsibilities and type of organisation. Many archivists are responsible for other related areas of work, such as records management and archive conservation, although the latter normally requires specialist technical training.

The roles of archivist and records manager overlap and are combined in some organisations, especially smaller businesses. Increasingly, records are stored and retrieved digitally.

Tasks typically involve:

- evaluating records for preservation and retention - some may be fragile and need careful handling, repair or conservation;
- arranging the acquisition and retrieval of records;
- liaising with donors and depositors of archives, both internal and external to the organisation;
- preparing record-keeping systems and procedures for archival research and for the retention or destruction of records;
- cataloguing collections and managing information and records;
- responding to personal, telephone, email and written enquiries from members of the public and other users;
- advising users on how best to access, use and interpret archives, often through internal training courses;
- facilitating remote access by maintaining user-friendly, computer-aided search systems;
- arranging exhibitions, talks and visits;
- producing teaching materials;
- facilitating training sessions on archival procedures;
- bidding for funds and managing section budgets;
- identifying ways of protecting and preserving collections;
- managing and supervising junior staff;

- advising on the ongoing organisation and storage of material in order to encourage organisations to plan for the future.

SPECIAL EVENTS COORDINATOR

The Coordinator plans, organizes, coordinates, promotes and facilitates special events; schedules and maintains communications with speakers, vendors, and participants; coordinates and monitors event timelines; reviews and analyzes evaluations; assists in preparing a variety of publications, materials and programs for events; attends meetings and represents the sponsor with service groups; coordinates participation in charitable contribution campaigns; acts as prime source for promotion of activities and special events; initiates, coordinates and/or participates in all efforts to publicize promotion of sponsor's activities, services and events.

The Coordinator manages and schedules the use of public facilities; supervises the use of the facilities; supervises the maintenance and repairs of public facilities; recommends policies for the rental of public facilities.

The Coordinator develops plans including timetables and budgets for revenue-producing events; supervises volunteer committees to assure the efficient and effective production of special events including helping to identify and recruit volunteer leadership and committee members; provides support for all special event committees including attending meetings, doing correspondence, filing and follow-up as necessary; Sets up, manages and maintains a special events database.

The Coordinator develops and maintains a calendar of events and coordinates scheduling of events; develops and implements new projects that are approved by the sponsor.

The Coordinator develops budgets and presents annual budgets to the sponsor.

The Coordinator performs other duties as assigned by the Recreation Committee, Town Council and the Administrator.

HISTORICAL COMMISSION (Town of Mt. Pleasant, SC)

§ 156.440 ORGANIZATION.

(A) Creation.

(1) The Town Historical Commission was created on January 10, 1989 and is composed of seven members appointed by the Mayor and Town Council whose purpose shall be to promote local history and historical areas through educational programs and activities.

(2) It is the declared policy of Town Council that it will consider and approve only those persons who:

(a) Are residents of the town and have been so for a period of at least one year prior to the appointment; and

(b) Have demonstrated their general knowledge of the community and concern for the welfare of the total community and its citizens.

(B) Term of office.

(1) At the time of the creation of the Commission, members first to serve were appointed specific seats with staggered terms.

(2) The initial seat numbers shall be one through seven.

(a) The initial members were those individuals who were serving on the former Historic Commission at the time of the creation of this Commission pursuant to the Comprehensive Planning Act of 1994.

(b) The initial terms of said members first to serve were for the period of time that would have been required to complete their previously existing term on the Former Historic Commission.

(3) After the initial term of office, specific seat assignments shall continue and the term of office for all seats on the Commission shall be four years.

(4) All terms hereunder, including the initial terms shall, however, continue until a successor is approved and appointed by Town Council.

(5) The Council shall act promptly upon the expiration of a term to make appointments as soon as may be reasonably accomplished.

(6) The initial term at the creation of the Commission hereunder shall constitute a full term.

(7) Commission members may be appointed to succeed themselves for a maximum total of two successive terms.

(8) Any service on the former Historical Commission prior to the creation of this Commission shall be included in determining eligibility for future service.

(9) While serving on the Commission, none of the members shall hold any other public office or position in the municipality or county.

(C) Vacancy, Absence, and Removal.

(1) A vacancy in a term of office shall occur whenever it is found that a member has resigned, is unable to serve for whatever reason, or is removed for cause by the Mayor and Town Council.

(2) Neglect of duty, three unexcused absences per year, no longer being a resident of the town, or misconduct in office shall constitute just cause.

(a) Attendance at less than 75%, of called meetings on an annual basis (calendar year), and/or more than one unexcused absence per year shall constitute just cause for removal.

(b) Excused and unexcused absences are to be determined by the Chairperson or, in his or her absence, the acting Chairperson, and are to be stated on the record at each meeting.

1. Excused absences are generally defined as medical or family emergencies or unavoidable business/personal conflicts.

2. Each member is responsible for notifying the Chairperson or the appropriate staff at least two full working days prior to the meeting, if he or she will not be in attendance.

3. The member shall also state a reason for the anticipated absence.

4. Emergency situations that arise within this 48-hour period can be considered excused by the Chairperson.

(3) If removal for cause, except due to attendance, appears imminent, the Chairperson shall contact the member and ascertain whether removal should be considered by the Mayor and Town Council. The Chairperson shall then make a recommendation to Council, prior to Council action on the matter.

(4) If removal for cause due to attendance appears imminent, the staff person appointed to represent the Commission shall contact the Planning Director, who shall report the information to the Town Administrator. The Town Administrator shall then report the information to Council for its consideration on the matter.

(5) Any vacancy in the membership shall be filled for the unexpired term, as soon as may reasonably be accomplished by the Mayor and Town Council, in the same manner as the original appointment.

(6) Service pursuant to an appointment in this regard shall constitute one full term.

(D) Chairperson; Secretary; Rules of Procedure.

(1) The Commission shall organize itself, electing by secret ballot and majority vote a Chairperson from among its members.

(a) Said election shall be held at the first meeting in the creation year of the Commission, and at the first meeting of each calendar year thereafter.

(b) In the creation year, the term of office of the Chairperson shall be from the date on the vote until the end of that calendar year, and thereafter for a period of one year.

(c) If a vacancy occurs in an office prior to the expiration of the full term, another election to fill the remainder of the term of office shall be conducted at the first meeting thereafter.

(d) The election procedures stated herein shall be followed in filling an unexpired term of office.

(2) A staff member of the Town of Mount Pleasant shall serve as Secretary of the Commission.

(3) The Commission shall adopt rules of procedure at the first meeting in the creation year, and at the first meeting of each calendar year thereafter.

(a) The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question.

(b) *Robert's Rules of Order* shall govern the conduct of meetings except as otherwise provided by the Commission.

(E) *Meetings and quorums.*

(1) Four members of the Commission shall constitute a quorum for conducting business.

(2) Meetings of the Commission must be held at the call of the Chairperson, and at such other times as the Commission may determine.

(3) Public notice of all meetings of this Commission shall be accomplished.

(4) All meetings shall be open to the public.

(5) Members of the Commission shall:

(a) Regularly attend meetings; and

(b) Serve without compensation, except for reimbursement for authorized expenses attendant to the performance of their duties.

(6) Absences by members shall be declared excused or unexcused at each meeting by the Chairperson or, in his or her absence, the acting Chairperson.

('81, § 155.66(A)) (Am. Ord. passed 1-10-89; Am. Ord. passed 12-11-90; Am. Ord. passed 6-9-92; Am. Ord. passed 1-12-93; Am. Ord. 99012, passed 4-21-99; Am. Ord. 2024, passed 6-11-02; Am. Ord. 05005, passed 2-8-05; Am. Ord. 09053, passed 8-12-09)

§ 156.441 DUTIES AND POWERS.

In order that the stated purpose of this section may be realized, the following duties and powers are assigned to the Commission:

(A) *Official map.* To prepare and maintain revisions of an official map, locating the position of historical and cultural sites within the Town.

(B) *Public educational programs and promotion of historical areas.* To promote local history and the use and enjoyment of historical areas through lectures, exhibits, publications, special events and programs.

(C) *Historical marker program.* To promote local sites, events, and persons through the historical marker program.

(D) *Mount Pleasant special collection.* To establish a Town of Mount Pleasant special collection for the purpose of collecting, cataloging, and preserving information about the history of the town and its residents.

(E) *History) related tourism.* To provide advice, recommendations, and assistance to the Office of Community Development & Tourism regarding history related tourism.

('81 Code, § 155.66(B)) (Am. Ord. passed 1-10-89; Am. Ord. passed 12-11-90; Am. Ord. passed 6-9-92; Am. Ord. passed 1-12-93; Am. Ord. 99012, passed 4-21-99; Am. Ord. 02024, passed 6-11-02)

§ 156.442 JURISDICTION.

(A) The Commissions jurisdiction applies to all real property within the municipal limits of the Town including all future annexations.

('81 Code, § 155.68) (Am. Ord. passed 1-10-89; Am. Ord. 02024, passed 6-11-02)



PERSONNEL REPORT

December 2014

Activity as of Friday, December 12, 2014

HIRINGS/RESIGNATIONS: N/A

CURRENT OPENINGS:

General Administration: None
Water & Sewer: None
Maintenance: Laborer (FT)
Police Department: None
Fire Department: None

PERSONAL DAY HOLIDAY/VACATIONS:

Department Heads: Greg Gress: Dec 12 & 15, 2014 (Fri & Mon)
Town Hall Staff: Lisa Darrow: Dec 2-3, 2014 (Tues-Wed)
Joe Henderson: Dec 12, 2014 (Fri)
Kat Kenyon: Dec 29-31, 2014 (Mon-Wed)
Maria LoRusso: Dec 9-10 (Tues-Wed) & 16, 2014 (Tues)
Ellen Miller: Dec 11, 2014 (Fri); Dec 18-23, 2014 (Thurs-Tues)

PROFESSIONAL DEVELOPMENT/TRAINING:

Staff Safety Meeting/Training: 8:00AM Thursday, December 18, 2014
(Administration Department conducts safety talk)

PERSONNEL NOTES:

Town Hall Holidays: Offices closed for the following holidays

Wednesday – Friday, Dec 24-26, 2014 (re-open 8AM Monday, Dec 29, 2014) – Christmas
Thursday-Friday, Jan 1-2, 2014 (re-open 8AM Monday Jan 5, 2014) - New Year's Day &
Employee Appreciation Day

Emergency services available through holidays and those departments remain fully staffed

Emergency 9-1-1

SI Fire Admin (843) 883-9944

County non-emergency (843) 743-7200

SI Police Admin (843) 883-3931

Regular collection schedule: Household – Tuesdays, Bulk/Yard- Wednesdays

Recycling: Wednesday, December 24, 2014

A-12



HOLIDAY NOTICE

Town offices will be closed for the holidays as follows:

Christmas Holiday

Wednesday-Friday

December 24-26, 2014

New Year's Holiday

Thursday-Friday

January 1-2, 2015

All essential services will remain available and those departments will be fully staffed.

Emergency? Dial 9-1-1.

County Non-emergency: (843) 743-7200

Police Administration: (843) 883-3931

Fire Administration: (843) 883-9944

Holiday Garbage Collection Schedule

Household Garbage

December 23rd & 30th (Tuesdays)

Bulk Trash/Debris

December 24th & 31st (Wednesdays)

Please remember that all trash must be placed in roll-out carts.

On the date of collection, roll-out carts should be placed on the

curb by 7:00 a.m. and removed by 7:00 p.m.

Charleston County Recycling – Curbside collection

December 24th (Wednesday)



LAND USE AND NATURAL RESOURCES COUNCIL MEETING

December 16, 2014

Chairman Pat O'Neil

Members Jerry Kaynard and Mary Jane Watson

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 – The LUNR Committee met Thursday November 20, 2014 4PM at 2050-B Middle Street. The draft minutes are attached.
2. Deed Restricted Properties – General discussion by Council regarding Planning Commission discussion of deed restricted properties.

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.

PUBLIC FACILITIES COUNCIL MEETING

December 16, 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

1. Minutes from August 25, 2014 meeting for Committee approval.

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.

**RECREATION
COUNCIL MEETING
December 16, 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

No action items for Council at this time.

II. Matters for Discussion by Council

No discussion matters for Council at this time.

III. New Matters Presented to Council

1. Park Foundation – Request for various improvements to the Stith Park.

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.

Andy Benke

From: Mary Jane Watson <maryjane.watson99@yahoo.com>
Sent: Tuesday, December 16, 2014 11:06 AM
To: Andy Benke
Subject: Fwd: PF December meeting and meet the mayoral candidates

Sent from my iPhone

Begin forwarded message:

From: kaye smith <kayessmith@comcast.net>
Date: December 16, 2014 at 6:50:10 AM EST
To: Diana Browder <dianabrowder@yahoo.com>, Mary Jane Watson <maryjane.watson99@yahoo.com>, Andrea Broyles Hawk <ajbroyles@gmail.com>, manda poletti <lmpoletti@comcast.net>, Anna Schoderbek <brooksah@yahoo.com>, Betsy Fuller <betsyfuller@mac.com>, "Morgan, Katherine A." <morganka@musc.edu>, "Laurie ulmerd@comcast.net" <ulmerd@comcast.net>, Rhonda Sanders <rhondaepasc@gmail.com>, Billy Matthews <bcmatt7007@gmail.com>, Nancy Barker Klemm <barkerklemm@sbcglobal.net>
Cc: kaye smith <kayessmith@comcast.net>
Subject: Re: PF December meeting and meet the mayoral candidates

Good morning!

Our meeting with the mayoral candidates went very well last night. Thanks to all who could make it!

We have been asked to come up with a "wish list" for the park so that money can be set aside for improvements when the new town hall is built. I am attaching a list of items we have discussed in the past. Please take time to review the list and let me know if there are items that need to be added or subtracted and if you have any questions.

I will present a finalized list tonight at the council meeting.

Many thanks! Kaye

On Dec 15, 2014, at 8:01 AM, kaye smith <kayessmith@comcast.net> wrote:

Just a reminder about the meeting tonight... Pat O'Neill will be there. I've sent Jerry Kaynard a couple of messages but have not heard back from him. I've only heard from two people about not being able to attend. Please let me know if you cannot attend so I can cancel it if turnout is too low. Thanks!

On Dec 3, 2014, at 6:00 PM, kaye smith <kayessmith@comcast.net> wrote:

The Sullivan's Island Park Foundation would like to propose the following improvements to the J. Marshall Stith Park:

1. Obtain, as soon as possible, an engineering study of the mound so that a master plan for the park can be developed.
2. Items to be included in the master plan:
 - a. Terrace and improve the mound
 - b. Install in-ground slide
 - c. Improve road to top of mound
 - d. Clear invasive plants and trees to improve views at top of mound
 - e. Remove old landscaping and fencing around the borders of the gazebo area. Install new hardscape and plantings.
 - f. Refurbish existing well and install irrigation in the gazebo area
 - g. Contract professional services on a bi-weekly for maintenance items not performed by town maintenance department
 - h. Maintenance plan for bamboo forest
 - i. Improve and maintain stairs at the back of the mound and old outbuildings at bottom and top of mound
 - j. Add a passive walkway circling the top of the mound with historical markers
 - k. Fitness stations at various locations in the park