

**MINUTES
PAWLEYS ISLAND COUNCIL MEETING**

DATE/PLACE: September 10, 2018
Pawleys Island Chapel

PRESENT: Mayor Jimmy Braswell, Ashley Carter, Rocky Holliday, Guerry Green &
Sarah Zimmerman

ABSENT: None

Mayor Braswell began the council meeting by making a motion to add to the agenda by stating that in Accordance with SC Code of Laws Section 30-4-80 (A), the Pawleys Island Town Council finds an emergency or urgent circumstance does or will exist if the declaration of a State of Emergency is not added to the current meeting agenda for the body's consideration and desired action before the conclusion of this meeting. Rocky Holliday seconded. All in favor.

PUBLIC COMMENT:

No one signed up to speak.

APPROVAL OF AUGUST 13, 2018 MEETING MINUTES: Rocky Holliday made a motion to approve the August 13, 2018 minutes. Jimmy Braswell seconded. All in favor.

PRESENTATION AND REVIEW OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2017 – STACEY MOREE – HARPER, POSTON & MOREE, CPA'S: Stacy Moree reviewed the 2017 audit and stated that they completed the audit and issued a clean, unmodified opinion on the financial statements.

RECOGNITION OF JAKE BIRCHMEIER FOR HIS EAGLE SCOUT PROJECT TO PROVIDE THE TOWN WITH A BEACH WHEELCHAIR:

This item will be deferred to the October Council meeting.

SECOND READING OF ORDINANCE 2018-05: AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE 5, FINANCE, OF THE TOWN OF PAWLEYS CODE OF ORDINANCES TO ESTABLISH POLICIES RELATED TO THE TOWN'S FISCAL YEAR, ANNUAL BUDGET, ANNUAL AUDIT, PROFESSIONAL SERVICE CONTRACTS, SOLE-SOURCE PROCUREMENT, COOPERATIVE PURCHASING AND SURPLUS STOCK.

We had first reading on this ordinance at the September Council meeting, but our town attorney stated that we needed to break out the different parts of this ordinance into separate, individual ordinances.

Ordinance Sarah Zimmerman made a motion to approve second reading for the ordinance regarding annual audits, Sec. 2-224. Rocky Holliday seconded. All in favor.

Ordinance #2018-05 - Fiscal Year, Sec. 2-220 – Sarah Zimmerman made a motion to approve second reading for the ordinance, Sec. 2-220, regarding the Town's fiscal year to begin January 1 and end December 31. Jimmy Braswell seconded. All in favor.

Ordinance - Annual Budget, Sec. 2-222 – A decision was made to scrap this ordinance temporarily as section (b) needs to be adjusted.

Ordinance #2018-07 - Annual Audit, Sec. 2-224 – Sarah Zimmerman made a motion to approve second reading for the ordinance regarding annual audits, Sec. 2-224. Rocky Holliday seconded. All in favor.

Ordinance #2018-08 - Bid procedures, Sec. 2-265 - Sarah Zimmerman made a motion to approve second reading for the ordinance regarding bid procedures, Sec. 2-265. Rocky Holliday seconded. All in favor.

Ordinance #2018-09 - Profession Service Contracts, Sec. 2-270 - Sarah Zimmerman made a motion to approve second reading for the ordinance regarding professional service contracts, Sec. 2-270. Rocky Holliday seconded. All in favor.

Ordinance #2018-10 - Sole Source Procurement, Sec. 2-272 - Sarah Zimmerman made a motion to approve second reading for the ordinance regarding sole source procurement, Sec. 2-272. Jimmy Braswell seconded. All in favor.

Ordinance #2018-11 - Cooperative Purchasing, Sec. 2-274 - Sarah Zimmerman made a motion to approve second reading for the ordinance regarding cooperative purchasing, Sec. 2-274. Jimmy Braswell seconded. All in favor.

Ordinance #2018-12 - Surplus Stock, Sec. 2-276 - Sarah Zimmerman made a motion to approve second reading for the ordinance regarding surplus stock, Sec. 2-276. Jimmy Braswell seconded. All in favor.

RESOLUTION 2018-08: A RESOLUTION AUTHORIZING A ONE-TIME TRANSFER OF \$120,000 BE MADE FROM THE TOWN'S GENERAL FUND TO THE TOWN HALL CAPITAL PROJECTS FUND TO COVER CONSTRUCTION COSTS

Sarah Zimmerman made a motion to approve the one-time transfer of \$120,000 from the Town's General Fund to the Town Hall Capital Project Fund. Rocky Holliday seconded. All in favor.

APPROVE TOWN APPLICATION FOR \$25,000 MASC HOMETOWN ECONOMIC DEVELOPMENT GRANT TO CREATE RECYCLING PLAN FOR PROPERTIES AND BEACH ACCESSES

This is a \$25,000, 5% match grant that is given to 10 – 12 different municipalities so if we were awarded this grant we would need to match it with \$1,250. We have to state what we would use the grant for, so we thought we'd use it to replace the recycling containers. It has never been applied for in the past. Sarah Zimmerman made a motion to approve the application for this grant. Rocky Holliday seconded. All in favor.

APPROVE TOWN ADMINISTRATOR TO SIGN NON-CONVERSION AGREEMENT FOR NEW TOWN HALL

Sarah Zimmerman made a motion to approve the town administrator to sign the non-conversion agreement for the new Town Hall. Rocky Holliday seconded. All in favor.

APPROVE AMENDMENTS TO THE FY 2018 APPROVED BUDGET TO RECOGNIZE ANY CHANGES THAT HAVE OCCURRED THROUGH AUGUST

Ryan Fabbri stated that there are two items that are going to go above the approved budget which is Printing-PD because we needed to purchase new parking ticket booklets for \$1600 and \$4,500 for the additional roadside debris that continues to accumulate on the side of the road and for a new trash can at the north-end of the island that needs to be emptied once or twice a week. \$4,000 for repairs to the police vehicle that is to be replaced.

\$1,000 mileage reimbursement, \$6,750 for adm. salaries and \$900 for adm. retirement due to the increase in the administrator's salary. \$6,000 for legal services due to the suit of the contractor that wasn't awarded our bid for the new town hall build. Sarah Zimmerman made a motion to

approve the budget amendments to add a total amount of \$24,650 to the 2018 budget. Rocky Holliday seconded. All in favor.

UPDATE ON THE U.S. ARMY CORPS OF ENGINEERS PAWLYS ISLAND STORM DAMAGE REDUCTION PROJECT.

Ryan Fabbri stated that Coastal Science has given the Corps of Engineers all our data files to see what they can use for our beach renourishment project. We have met with Dan Stacy to regarding getting property owners easements but thought that we may have our Town Attorney do that work and we are waiting for the cost to have that done. The Corps would like to have monthly status meetings starting in October until the project starts. The Corps has confirmed that we don't require a validation study. They also stated that if they renourish the north-end of the island we would need to give them a one-time access but if we anticipate that they will do this project again, they would need a perpetual access. November 2019 is the expected start date. Groin repair could start in November of 2018 and this would take up to 6 weeks to complete.

NEW TOWN HALL REPORT

- a. Review Project Finances – Previously discussed.
- b. Approve Payment of \$92,162.81 to BEC Construction – **Sarah Zimmerman made a motion to approve payment to BEC Construction for \$92,162.81. Rocky Holliday seconded. All in favor.**
- c. Approve Change Order #9 – This is for garage-like doors that will be installed on the south west side of the ground level of the new Town Hall. **Sarah Zimmerman made a motion to approve payment to BEC Construction for \$2,021.80. Rocky Holliday seconded. All in favor.**

POLICE REPORT

Chief Fanning reviewed the August 2018 police report. (See Attached)

BUILDING REPORT

Ryan Fabbri stated we have one new house.

FINANCIAL REPORT

Ryan Fabbri stated that the financial report remains on track with anything unusual explained on the last page.

- a. Approve Payment of \$21,965.42 CSE June Invoice – **Rocky Holliday made a motion to approve payment of \$21,965.42 to CSE. Sarah Zimmerman seconded. All in favor.**
- b. Approve Payment of \$17,770.67 CSE July Invoice – **Rocky Holliday made a motion to approve payment of \$17,770.67 to CSE. Sarah Zimmerman seconded. All in favor.**

ADMINISTRATORS REPORT

- c. Hurricane Florence Update – Ryan stated that we are still well within the cone of error. There is currently a full mandatory evacuation for Horry, Georgetown and Charleston Counties starting tomorrow at noon. We will go door to door to talk to people and have them sign a waiver that lists their next of kin if they insist on staying on the island. Chief Fanning stated that once the winds reach 45 mph, all emergency, police & first responders seek shelter and there would be no one to help anybody in an emergency situation.

Ryan stated that we need a better system to let people back on the island. The reason people aren't allowed back right after a major storm is because the area is not safe. Ryan stated that homes and the area in general, must be inspected after a storm, by a damage assessment team who are part of the FEMA emergency response team and the building department

before anyone can go back into their home to be sure they these homes and the area around these homes are safe to go back to. This may not happen for a few days after the storm has passed. There was also a suggestion that after the storm has passed to have members from the Planning Commission or Council accompany property owners to check the status of their home along with the inspection teams. Contractors or people that are not known by us will need to have something with them to tell us that they have permission to get on the island. There was discussion to purchase a drone to record all the homes on the island before the storm and then after the storm. The plan

- d. Underground Wire Project Update – Ryan Fabbri stated that most of the poles on the north-end have been removed. We are still told that the poles will all be down at the south-end by the end of September.
- e. HGMP Grant Status – Ryan Fabbri stated that this grant is for the generator that we applied for, but we can't do anything to purchase it until FEMA gives us the approval, so it could be months before that happens.

Mayor Braswell stated that he'd like to make a motion declaring a localized State of Emergency exists within the Town of Pawleys Island and authorizing the appropriate action to be taken in connection therewith. Most importantly, the emergency procurement procedures provided in the Town's municipal code. **Sarah Zimmerman made a motion to approve. Guerry Green seconded. All in favor.**

COMMENTS BY COUNCIL MEMBERS

Sarah Zimmerman made a motion to adjourn. Mayor Jimmy Braswell seconded. All in favor.

APPROVED

DATE

ATTEST

DATE