

The Town of James Island held its regular meeting at 7:00 p.m. in Council Chambers, 1238-B Camp Road, James Island, SC on Thursday, November 20, 2014. The following members of Council were present: Mayor Pro Tem, Leonard Blank, Garrett Milliken, Darren “Troy” Mullinax, Joshua P. Stokes, and Mayor Bill Woolsey, who presided. A quorum was present to conduct business.

Also present: Ashley Kellahan, Town Administrator, Jane Hale, Senior Finance Clerk, Kristen Crane, Senior Town Planner, Mark Johnson, Public Works Coordinator, Bo Wilson, Town Attorney, and Frances Simmons, Town Clerk.

Opening Exercises: Mayor Woolsey called the meeting to order. He opened in prayer and followed with the Pledge to the Flag. FOIA: This meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

Public Comments: The following person addressed Council:

William Hamilton: a resident of Mount Pleasant was invited to speak at the James Island Pride Committee meeting held earlier where he spoke as an advocate for public transportation. Mr. Hamilton wished the Town well and expressed confidence that James Island Pride will work with the community to help improve bus service on James Island.

Presentation of Fiscal Year 2013-2014 Annual Audit: Henry Wilson, Wilson & Quirk, LLC, presented the Fiscal Year 2013-2014 Annual Audit. At the end of June 30, the Town’s net asset was slightly above \$3 million. Councilman Blank asked what the material weaknesses were and Mr. Wilson explained that it was a lack of segregation of duties in the general ledger function when the Town was not fully staffed. This matter has been resolved and the deficiency no longer exists. Councilman Blank noted a typographical error under Assets on page 5; that Tire Mitigation should be Tree Mitigation. Council thanked Mr. Wilson for the presentation.

Consent Agenda:

- a. Minutes of October 16, 2014 Regular Town Council Meeting: a motion to approve was made by Councilman Blank, seconded by Councilman Stokes and passed.

Information Reports:

- a. Finance Report: Finance Clerk, Jane Hale, presented the October Budget Report. The Town is currently at 33% in the fiscal year; revenues are 24% of the budget; and expenditures year-to-date is at 15%.
- b. Town Administrator’s Report: Town Administrator, Ashley Kellahan, shared highlights from the Administrator’s Report: Greenbelt application for the new Park at 461 Fort Johnson Road was approved by the Greenbelt and Parks and Recreation Committees. This request will go before County Council on December 9<sup>th</sup>. Town Council members will be sent a reminder about the meeting. Website: a training session for the new website was held with staff today and the plan is to go “live” in January. 2015-2016 Budget Schedule: Mrs. Kellahan asked Council to inform her if they have conflicts with any of the dates for the upcoming budget process. The schedule is basically the same as last year, with the exception of returning the completed budget forms to the Administrator were slightly moved up. Mrs. Kellahan gave an update of each departmental activity.
- c. Island Sheriffs’ Patrol Report: Sergeant James announced that he has taken over the Crime Lab and is the Forensic Sergeant. He presented the crime report for October and asked citizens to exercise caution, especially during this time of the year. Sergeant James reported that the Island Sheriffs’ Patrol made 667 vehicle stops last month and worked over 400 hours.

Requests for Approval:

Planting of Trees at Lighthouse Point Indian Mound: Mrs. Kellahan reported that the Lighthouse Point Neighborhood Association has asked the Town to plant four (4) Oak Trees on their Indian Mound. Hyams Nursery has offered a discount on the purchase of the trees and to plant them. Staff recommends approval from the Town's Tree Fund for \$720.00. A motion to approve was made by Councilman Blank, seconded by Councilman Stokes. Councilman Milliken said at the entrance of Lighthouse Point (in the right-of-way area) there are a number of large oak trees that has vines growing on them. He asked if the Town would eventually consider getting rid of the vines as it would make the entrance to the neighborhood look more beautiful. He asked if we could come up with a way to deal with these types of things that are in right-of-ways. Councilman Milliken said he is in favor of planting trees on the Indian Mound but would also like to consider other beautification. The motion passed unanimously.

Landscaping around Town Sign: Mrs. Kellahan referred Council to the drawing of the landscape around the Town signs on Folly and Harbor View Roads. Mrs. Kellahan said she received suggestions from the Beautification Committee and others for the type of plantings that are best suited for those areas. The \$96.00 for the Confederate Jasmine (on lattice) has been removed from the quote. Mrs. Kellahan noted that our landscaper has a water truck and has agreed to water the plants once a week when they are on Folly Road – there is no irrigation on Folly Road. However, Mrs. Kellahan said the types of plants we will have do not require a substantial amount of water. Councilman Blank moved to approve, seconded by Councilman Mullinax and the motion passed unanimously.

Revision to Employee Handbook: Mrs. Kellahan reported that Mayor Woolsey and Councilman Blank asked that she review the Employee Handbook's policy on leave of absence. She and another employee will soon be on leave and they wanted to be sure that our policy allows for maternity leave. Mrs. Kellahan said our policy was reviewed by a Labor Attorney and it includes what it should; however, the attorney recommended several minor changes to be included into the policy. (Revision provided to Council). Motion to approve was made by Councilman Blank, seconded by Councilman Stokes. Councilman Milliken noted several grammatical edits and will provide them to Mrs. Kellahan for correction. The motion passed unanimously.

Committee Reports:

Land Use Committee: Councilman Blank reported that the Oasis Bar on Folly Road has been sold and the new owner plan to reopen it as a Bar/Lounge, "The Break". The building is in the process of being renovated. Councilman Blank said no outside activities will be allowed behind the building.

Environment and Beautification Committee: Councilman Milliken reported a successful litter pickup in November and another event is tentatively scheduled for mid-January. Arbor Day Celebration will be held on December 5<sup>th</sup> from 1-2 p.m. at Fort Johnson Middle School. Trees purchased by the Town will be planted and performances will be held by the School Band and the Choir. The 10,000 Trees Committee will host an event on December 18<sup>th</sup> on James Island. The James Island Arts Auction is scheduled for February 28.

Public Safety Committee: Councilman Mullinax reported that the next meeting of the Neighborhood Council will be held on Thursday, December 4<sup>th</sup> at 7:00 p.m. This meeting date was changed due to the Christmas holiday. The regular date and will resume in January.

Children's Commission: Councilman Stokes reported that the Children's Commission is in the process of being reconstituted. He recommended the appointment of Eric Stewart and Susannah Sheldon to serve two (2) year terms; and Robin Crisp to serve for one (1) year.

Mayor Woolsey moved to appoint Eric Stewart to a two (2) year term; seconded by Councilman Milliken and passed unanimously.

Mayor Woolsey moved to appoint Susannah Sheldon to a two (2) year term; seconded by Councilman Blank and passed unanimously.

Councilman Stokes moved to appoint Robin Crisp to a one (1) year term; seconded by Mayor Woolsey and passed unanimously.

Councilman Stokes also reported that the Children's Commission will host a Tree Lighting Ceremony on Thursday, December 11<sup>th</sup> at 7:00 p.m. at the Town Hall. He has been working with the Town Administrator on some of the events that need approval by Council. Mrs. Kellahan gave an update on the activities planned: lighted tree on the roof of Town Hall; caroling by James Island Charter High School Choir, Santa, and the Town is collecting new, unwrapped toys to donate to Toys for Tots. The sponsors are Paisano's Pizza, Smokey Oak Taproom, James Island Exchange Club, and James Island Charter High School. A motion to approve the activities was made by Councilman Stokes, seconded by Councilman Milliken and passed unanimously.

Business Development Council: Councilman Stokes reported that he is in the process of establishing this committee and he asked each member of Council to nominate someone to serve. He asked Council to talk to the person they would like to nominate so that appointments can be made at the December Council meeting. Councilman Blank asked what the committee's function is. Councilman Stokes answered that it has a two-fold purpose: 1) to help develop businesses in the Town and the Island; 2) to develop a relationship between the public and private sector. He said these are the stated goals, which could change over time depending upon what the Committee is able to do and feel is a good use of their time. Councilman Blank recommended that the committee work closely with Planning so that we don't make an effort to bring in a business that is not allowed in certain types of zoning.

Resolutions:

- a. Resolution #2014-30: FY 2016 Transportation Sales Tax Annual Allocation – Camp Road Sidewalk, Phase II: Mrs. Kellahan reported that Stantec has completed the Town's preliminary plan. Staff has met with Stantec and the SC Department of Transportation (SCDOT) this week and the DOT has made a few minor changes. The total estimated cost of the project is \$165,000 and the Town's estimated portion is \$82,500. She said that the construction projects for inclusion in Charleston County's FY 2016 Transportation Sales Tax Allocation Program are due by January 1, 2015. A motion to approve applying for FY 2016 Transportation Sales Tax funding was made by Councilman Blank, seconded by Councilman Stokes and passed unanimously.
- b. Resolution #2014-31: Resolution Designating An Annual Community Arbor Day Observance and Celebration: Councilman Milliken read the Resolution# 2014-31 into the record. Copy attached. A motion to approve was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Ordinances up for Second Reading:

- a. Ordinance# 2014-12: An Ordinance to Amend Zoning and Land Development Regulations, §9.4.1.B.2 Tree Protection and Preservation, Exemptions, "g" invasive tree species: A motion to approve was made by Councilman Blank, seconded by Councilman Stokes. There was no discussion, and the motion passed unanimously.

Ordinances up for First Reading: None

New Business: Mayor Woolsey brought forth an item of new business. He noted that this is not an order under the Town's current rules but the information was unable to be included in the Town Administrator's report.

- a. Information from SCDOT regarding S-94 (Fort Johnson Road) at S-387 (Secessionville Road) Traffic Review: Mrs. Kellahan reported that communication was received today from the SCDOT that they have reviewed the Town's request for intersection improvements at Fort Johnson and Secessionville Roads. The DOT stated in the letter that traffic volume count in those areas does not warrant a traffic signal at this time. Mayor Woolsey added that the letter stated that if a traffic signal is warranted in the future; that left turn lanes will need to be constructed on both approaches of Fort Johnson Road prior to signalization. Councilman Blank made comments about the SCDOT's statement about collision history and it did not reveal a pattern. Councilman Milliken spoke about the SCDOT's lack of being proactive. He said there are over 500 units being built at the end of Secessionville Road that will create additional pressure, and without a traffic light, people will get desperate and there will be more collisions. He asked why we have to wait for collisions to happen.

Executive Session: Not needed

Adjourn: There being no further business to come before the body, the meeting adjourned at 7:30 p.m.

Respectfully submitted:

Frances Simmons  
Town Clerk