

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

June 28, 2016; 2:00 PM

MINUTES

I. **Call to Order:** *Mr. Labriola called the meeting to order at 2:00 pm.*

II. **Pledge of Allegiance**

III. **FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

IV. **Roll Call:**

Present: John D. Labriola, Mayor Pro Tempore
Charles R. Lipuma, Mayor
Mary Johnson
John Wilson
Craig Weaver

Also Present: Stephanie Tillerson, Town Administrator
Dorota Szubert, Town Treasurer
Petra Reynolds, Town Clerk

V. **Approval of Minutes:**

A. Ways & Means Committee Meeting of May 24, 2016

Mayor Lipuma made a motion to approve the minutes of the May 24, 2016 Ways and Means Committee Meeting. The motion was seconded by Mr. Wilson and the minutes were unanimously approved.

VI. **Citizens' Comments: (Agenda Items only)**

None

VII. **Old Business:**

None

VIII. **New Business:**

A. Charleston County Sheriff's Office Contract Amendment

Mr. Weaver stated the current contract with the CCSO (Charleston County Sheriff's Office) for part-time deputy coverage on the Island is expiring at the end of June. The proposed contract amendment would extend the contract until August 2nd allowing time to finish work on the evaluations of coverage and coordinator compensation. He indicated a PSC (Public Safety Committee) subcommittee was charged with evaluating the current coverage of two deputies each for both Freshfields and the Island, three shifts per day, seven days a weeks. Their assessment of the deputy allocations of the coverage brought forth a recommendation supported by the PSC to remove the second deputy assigned to Freshfields on the 1st and 3rd shifts. He noted the other item of coordinator compensation was set up with an addition to

the hourly wage and became imperative for the two coordinators to work a great deal of extra hours in order to be compensated for their coordination time which in-turn caused a great deal of overtime. Staff is working on a cleaner approach for the coordinator compensation.

Mr. Weaver made a motion to recommend to Town Council the Approval of the Charleston County Sheriff's Office Contract Amendment to August 2, 2016. The motion was seconded by Mayor Lipuma and was unanimously passed.

B. Carolina Waste Barcode Scanning System Proposal

Mr. Lameo stated when the Carolina Waste Barcode Scanning System Proposal was previously presented to the Committee a request was made to contact some municipalities using the system to see if any problems were experienced with the system. He presented a SNAP SHOT OF CITIES PRESENTLY USING SYSTEM which included;

- City of Largo, Florida
- Fairfax County, Virginia
- Orange County, North Carolina
- City of Florence, NC

He reviewed the comments he received; on the decals; after installation, they did not cause any problems with decals peeling off, companies stated they were very pleased with the performance of the system, and felt it had held up well over the years.

He explained it is a means of controlling and monitoring the amount of calls the Town receives; Carolina Waste has proposed installing a RFID (radio-frequency identification system) that would log service in real time through a barcode system when the containers are brought to and emptied at the truck. The Contractor, as well as the Town, would have live-time access to this information through a web-based system. Thus ending the question, if the trash was not placed out in a timely fashion (by 7:00am) , refilled after that days collections, damaged or placed at the wrong house and reported as missing. This system will also give us the ability to located missing containers through its GIS system and send photos of problem areas such as: blocked streets, cans locked in garages and yard debris placed out improperly.

Carolina Waste would be willing to implement the RFID Tracking System on their trucks and trash containers used throughout the Island. The initial cost of this system would be absorbed by Carolina Waste in the range of \$60,000 for the system. For the Town's part our provider has asked we increase the collection charge by \$3.50 per service can and an additional \$1.00 charge on all additional cans i.e.; recycling and 2nd trash cans to cover the yearly monitoring software charges. At the minimum, this would increase the Town's Solid Waste Bill by \$4.50 per household. Along with this annual increase of \$8,400.00 per year, Carolina Waste has requested an extension of their contract by three (3) years ending in July 2020.

Members discussed the tracking system; if it would resolve many of the issues staff are now dealing with, passing the cost on the residents versus the Town funding the yearly expense for now and reevaluated billing for the cost at the next billing cycle.

Mr. Wilson made a motion to recommend to Town Council the approval of the Carolina Waste Barcode Scanning System Proposal which includes a three year contract extension to July 2020. The motion was seconded by Mayor Lipuma and was unanimously passed.

C. Emergency Debris Removal Monitoring Services Proposal

Mr. Lameo stated as a requirement of FMEA, the Town of Kiawah Island must have in place a qualified firm to monitor the removal of storm debris, which is contracted through Phillips and Jordan, in the event of a natural disaster (i.e., flood, severe storm, hurricane tornado, earthquake, etc.) The present contract with Atkins has expired as of June 1st and they have notified the Town that they will no longer be providing services to small municipalities.

Request for Proposals were sent to five firms via postal service and electronic mailing. Two of the companies contacted declined to bid but we did receive one completed proposal from All South Consulting Engineers, LLC. The contract is on an “on call” basis and activated only when required.

Mr. Weaver made a motion to recommend to Town Council the proposal from All South Consulting Engineers, LLC for Emergency Debris Removal Monitoring Services. The motion was seconded by Mayor Lipuma and was unanimously passed.

IX. Chairman’s Report:

Mr. Labriola stated the with the approval of the Budget at the last Town Council meeting there was a staffing issue that was left unresolved. He stated the discussion of the request would not be at this meeting but take place at the next Town Council meeting.

X. Treasurer’s Report:

A. May 2016 Budget to Actuals

Mrs. Szubert reviewed the presented budget to actuals for the last eleven months ending in May. She stated there were no items of specific concern up to this point. She indicated overall revenues seems to be underestimated with some business licenses, permits, accommodations taxes still to come in the next months. Mrs. Szubert stated solid waste delinquent notices had been sent out last month producing an additional income during the first part of June which are not yet in this month’s report.

Mr. Labriola questioned if the revenue included funds from the redirection of local taxes to the Town brought on by the annexation of Freshfields. Mrs. Szubert stated the funds shown are all for this year but there are still outstanding funds which were misallocated to the County which she is still attempting to collect.

Members discussed if the businesses have been given and submitted the forms to the County to release the misallocated funds and what actions can be taken with those who have still not submitted the forms. Also discussed was to make sure new businesses are notified of the proper Kiawah codes to be included on their tax forms.

Mr. Wilson pointed out the overtime expended on business licensing and his concern that again this year it was blamed on the conversion to the new system. Ms. Tillerson, along with Mrs. Szubert and Mrs. Johnson, explained the new system did not incorporate the use of a bank drop box where the business license information was entered and deposited by an outside company. A majority of the business licenses received by the Town had to be manually entered into the system.

In the discussion of the overall figures for FY2015-2016, Mrs. Szubert stated she was comfortable with the projections for the year.

B. Business License Audit Program

Mrs. Szubert noted she met with the auditors and asked the audit they scheduled for November be rescheduled to August. Once completed the finance department would begin the internal audit of business licensing. She presented an audit program that would be used during the process. She stated there would be a review of businesses that have not renewed their licenses this year, homeowner rentals and a random sampling of licenses for under reporting income used in calculating fees.

C. Three Years Projections 2017-2020

Mr. Labriola stated he requested Mrs. Szubert and Ms. Tillerson prepare the presented projections for over the next three years. He noted while still a work in progress he stressed the importance of keeping an up to date long range financial plan. He highlighted and discussed future fund balances, expenses and considering applying for a line of credit to provide a level of comfort in the case of an unforeseen emergency event.

Mrs. Szubert added that even though there will be payments made on the new building the General Fund is healthy. She noted the Capital Fund will show payments, interest, loan repayment, and other items related to the construction of the new building.

XI. Citizen Comments:

Marilyn Larach – 1082 Terrapin Court

Ms. Larach stated asked if any consideration had been given to requiring those residents who habitually have large amounts of solid waste to pay for an addition can. She also asked if any progress had been made on getting larger recycling cans.

Mrs. Johnson stated the Town did look into larger recycling cans but found there would be a considerable expense in the requirement to purchase the larger cans.

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick again complimented Mr. Szubert on her reports and the information presented to them.

Mrs. Kulick indicated that in the events following Hurricane Hugo she remembered very close cooperation between the Town and the Community Association (KICA) in the removal of debris on KICA roads. She suggested the Town, going forward, look into providing the same level of cooperation.

Mrs. Kulick stated in the past there was discussion of an audit of the Developer and questioned if it had ever been done.

Mayor Lipuma stated that audit had been done by an independent firm and any outstanding balance paid.

Mrs. Kulick noted that in earlier conversation the question of the number days you can rent your home changed from fourteen days to what she believed was seventy-two days.

Ms. Tillerson responded to Mrs. Kulick's earlier question regarding Town/KICA cooperation in the event of any emergency by stating the Town has an MOU (Memorandum of Understanding) in place with KICA. The MOU addresses the shared responsibilities for the removal of debris. The Town can then submit to FEMA for reimbursement of costs incurred.

XII. Committee Member's Comments:

Mr. Wilson commented on the half cent tax referendum being proposed by Charleston County and the Town's work to call attention to the improvements needed to John's Island Roads. He indicated a public meeting held at the St Johns High School which had an attendance of approximately 300 to 400 local residents, substantially more than other area meetings. He continued by stating that the completion of I-526 was not discussed and a list of the projects to be completed with the additional funds with the widening of Biohicket and Main Roads being placed at the bottom of the list, and highly unlikely to be completed.

Mr. Wilson and Mayor Lipuma both expressed their frustration at the bureaucracy encountered in their quest to bring attention to the issues with the roads on John's Island to the members of the Charleston County Council and to have any of them consider what is a very viable solution at a lower cost.

Members discussed the pitch-fork improvement which has been approved coming from the Gelegotis Bridge to John's Island and the widening of Maybank Highway.

Mayor Lipuma - No additional comments

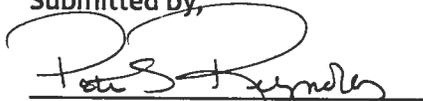
Mrs. Johnson - No additional comments

Mr. Weaver - No additional comments

XIII. Adjournment:

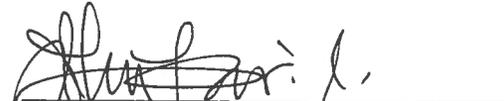
Mayor Lipuma made a motion to adjourn the meeting at 3:25 pm. The motion was seconded by Mr. Wilson and unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Mayor Pro Tempore



Date