

Town of Meggett Council Meeting Minutes

Date: February 25, 2019 **Time:** 7:00PM **Location:** SCPA Building, 4770 Hwy 165

Call to Order	Mayor Buster Herrington
Type of Meeting	Town Council Meeting
Facilitator	Mayor Buster Herrington
Minutes	Ali Ravenel, Town Clerk

Roll Call:	Mayor Herrington	P	Angela Watts	P
A = Absent	Tommy Butler	P	Andy Gowder	P
P = Present	Tom Hutto	P	Stephanie Smith	P
	Keith McCarty	P		

Prayer Given By: Mr. David Smoak

Pledge of Allegiance Led By: Mayor Buster Herrington

| Approval of Minutes |

Approval of Minutes from previous Council Meeting held on January 28, 2019.

Motion Made By: Council Member Tom Hutto moved to approve.

Seconded By: Council Member Keith McCarty seconded the motion.

Conclusion: All voted in favor, none opposed; Minutes approved.

| First Responder's Day Event |

Mayor Buster Herrington asked Town Administrator Stephanie Smith to elaborate on the upcoming First Responder's Day event that the Town planned to hold. Stephanie stated that it would be held on Saturday, March 23rd and would be open to all emergency personnel (EMT's, firefighters, and law enforcement) in our area. The Town's annual Thank an Officer Day event, which normally takes place in September in the prime of Hurricane Season, has been cancelled due to inclement weather in previous years. By replacing the Thank an Officer Day event, First Responder's Day would avoid the potential bad weather and would not limit the celebration to a single branch of emergency officials. The Town planned to serve a BBQ lunch to attendees and would require RSVP's (or \$15 at gate).

| American Legion Post 145 – Flag Retirement Ceremony |

Mayor Herrington asked the American Legion Post 145 Adjutant Reedy Hopkins to give Council some information on the Flag Retirement Ceremony that they held annually with the Town. Mr. Hopkins

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explained that while the Legion still planned to hold the event, no firm date had been set. The Legion would schedule the event in coordination with the Town's calendar in the coming months.

| SAFEbuilt Presentation |

Mayor Buster Herrington asked SAFEbuilt representative Mrs. Kimberly Craig to come forward; Mrs. Craig introduced herself to Council and explained that she was a Certified Building Official with SAFEbuilt. SAFEbuilt was founded in 1992 and offers Building Services, Planning & Zoning, and Code Enforcement services to municipalities and communities in 27 states. Centered around customer service (to the municipality AND the applicant), SAFEbuilt's certified staff held an average 3-day maximum turnaround time on issuing permits and completing building inspections. They also offered a coordinating software that would allow Town Staff to input information, schedule inspections and site plan reviews, and would safely file digital records. SAFEbuilt offered tailored packages depending on the Town's need and would offer more flexibility and control to the Town. Mrs. Craig then asked Council if they had any questions for her.

Mayor Herrington: *How much does your software cost?*

A: *We generally waive the cost of the software when you sign up for one of our packages, but worst-case scenario the software is roughly \$2,000.*

Mayor Herrington: *Where would a resident or contractor submit plans or apply for a permit? Would they have to go to one of your locations?*

A: *No, the applicant would submit information at Town Hall and we would coordinate with Town Staff to receive the information within 24 hours for review.*

Mayor Herrington: *Are there any monthly or annual fees?*

A: *There aren't any flat fees, SAFEbuilt would collect only a percentage of the permit/application fees as they are incurred by the applicant. We offer an 80/20 percent split of fees collected with the municipality; in other words, if there was a time when no work was going on, the Town wouldn't have to pay anything out of pocket.*

Council Member Angela Watts: *(to Council) What's our current split through the County?*

Mayor Herrington: *90/10 percent.*

Mayor Herrington: *Have you ever encountered an instance where one of your employees tried to enforce a different municipality's ordinances?*

A: *Not that I have ever heard of. The first step that our officials take in responding to issues or questions is to review the specific municipal ordinance before answering.*

Council Member Angela Watts: *Do you issue fines? More specifically, do you issue fines without first notifying the municipality you're working in?*

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A: *Our officials can issue fines; however, we do not issue fines without the go-ahead from the municipality. We also try our best to use “common sense assessments”, meaning we try to address all issues with an open mind and handle the situation smoothly in the best interest of both the resident and municipality. We have no desire or reason to create unnecessary conflict.*

Council Member Tom Hutto: *So, the person/entity handling these services only needs to be certified with the State? As long as they're certified, we can “outsource” this to anyone?*

A: *Yes.*

Council Member Tom Hutto: *Would we have a specific contact or group of people that we would work in coordination with?*

A: *Yes, you would have a group of maybe 3-4 people that would be assigned as your designated contacts.*

Council Member Tom Hutto: *How long is your minimum contract length?*

A: *Typically, our shortest time on a contract is one year, but we can be flexible with that. We just signed a four-month contract with Lake City a few weeks ago.*

Mayor Pro Tem Tommy Butler: *We currently use Charleston County for these services; have you encountered any issues with other municipalities and their counties after switching to your company?*

A: *No, not that I'm aware of, and once the municipality breaks from the County for these services there isn't much the County can do at that point anyway. Once they have no power or say so in these matters, the point is moot.*

Council Member Tom Hutto: *Could we potentially hire your company to handle our Zoning & Planning services but keep Charleston County on for Building Services?*

A: *Yes; all of our services are “a la carte” and can be tailored to your needs.*

Council Member Tom Hutto: *We are currently doing the 10-Year Review of our Comprehensive Plan; is this something your company would be able to assist with if we decide to contract with you for Zoning & Planning?*

A: *Yes; however, that cost would not be wrapped into a standard package. The fees on that would be accessed at an hourly rate, at roughly \$70 per hour.*

Town Attorney Andy Gowder: *Are the folks in your Planning Department certified as well?*

A: *Yes, all of our officials in all departments are certified through the State in their specific areas.*

Council Member Tom Hutto: *If we contracted with you for these services, could the Town be held liable if you made an error?*

A: *If one of our certified officials made an error and the issue went to court, that person would be held personally responsible for that mistake as a licensed official.*

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Council Member Tom Hutto: *How much insurance does your company carry?*

A: *I don't know an exact number right off-hand but I know it's a lot. I can check on that and email that information over tomorrow.*

Council thanked Mrs. Craig for her time and asked that she also provide them with other municipal references at her earliest convenience.

| Council Member Reports |

Buildings & Grounds: Mayor Buster Herrington

Mayor Herrington followed up on the subject of expanding the parking area at Meggett County Park, which he addressed for the first-time last month. Mayor Herrington said he spoke with several residents that specialized in land clearing and grading and had a plan in place to expand the lot; however, after calling Charleston County Parks & Recreation to inform them of the plan he found out that they had already handled the issue a week earlier. Mayor Herrington also stated that he issued a proclamation recognizing the week of February 17th-23rd as FFA Week (Future Farmers of America) at the request of Lowcountry Leadership Charter School. He commended the LLCS FFA for their dedication and stated that he enjoyed attending their event on Friday.

Financial Reports: Mayor Pro Tem Tommy Butler

Mayor Pro Tem Tommy Butler stated that the Town of Meggett operating account went down by \$18,345.22 between December and January, which is to be expected as the Town typically wraps up payments on annual services and because December is generally a slow month for money coming in. He also stated that CD #5 matured, increasing the account by \$464.59 in accrued interest. The Waste Water account decreased by \$2,947.79 and there was no change to the Meggett 1925 account. The Mayor Pro Tem then shared a plan that Council had come up for the CD accounts: the 3 CD's that the Town currently held would be split evenly between 4 new CD's, all with \$125,000 balances, and they would be staggered to have one renew each quarter on an annual term. These new CD's would also provide a higher interest rate than what the Town is currently receiving.

Grants & Special Reports: Council Member Tom Hutto

Council Member Tom Hutto announced that the 2019 application period for the Greenbelt Fund had opened and that the Town wanted to apply for funds to purchase a 56-acre parcel that was contiguous to Roxbury Park. Town Administrator Stephanie Smith had form letters of support readily available for residents wishing to contribute to the application. Mayor Herrington then asked for a motion to proceed with the application as written; the motion was made by Mayor Pro Tem Tommy Butler and was seconded by Council Member Angela Watts. All voted in favor and the motion to proceed passed.

Communications: Council Member Keith McCarty

Council Member Keith McCarty was absent from the previous meeting but stated that he heard the presentation given last month by PJ Wilt of Trident Communications went well. He planned to follow up with Mr. Wilt before the next meeting on the Town's options going forward.

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Roxbury Park: Council Member Angela Watts

Council Member Angela Watts stated that she didn't have much of an update to give on Roxbury, but did mention that the Town was looking into options for filling the caretaker position. Since Tom Austin's resignation, the Council Members have rotated the responsibility of opening and closing the park on the weekends.

| Public Comments |

There were no comments from the public.

| Executive Session |

Adjourned to Executive Session at 7:39 PM

Following Public Comments, Mayor Herrington announced that Council would be retreating into an Executive Session to discuss a contractual matter. He invited the public to help themselves to refreshments while they were gone. Once the Executive Session was over, Council returned and Mayor Herrington announced that no decisions were rendered.

Meeting Adjourned 8:03 PM