



Town of James Island, Regular Town Council Meeting
August 18, 2022; 7:00 PM; 1122 Dills Bluff Road, James Island, SC 29412

IN-PERSON MEETING

(This Meeting will also be live-streamed on the Town's You-Tube Channel, see link at end of agenda)

Notice of this meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

The Town encourages the public to provide comments prior to its Town Council meeting. Residents wishing to address Council will be limited to three (3) minutes and must sign in to speak. Comments may also be sent ahead of the meeting by emailing to: info@jamesislandsc.us, mail to P.O. Box 12240, Charleston, SC 29422, or placed inside the drop box outside of Town Hall at 1122 Dills Bluff Rd.

- 1) Opening Exercises
- 2) Presentation: Sidewalk Projects Update (JLA Engineering)
- 3) Public Comment
- 4) Consent Agenda:
 - a) Minutes: July 21, 2022, Regular Town Council Meeting
- 5) Information Reports:
 - Finance Report
 - Town Administrator's Report
 - Public Works Report
 - Island Sheriff's Patrol Report
- 6) Requests for Approval by Staff:
 - a) Dills Bluff Phase IV Sidewalk: (JLA Engineering) Request to Approve Funding for Full Engineering Design
 - b) Stone Post/ Oceanview Drainage Improvements Project: (Thomas & Hutton) Change of Scope/Fee to Include Bidding and Construction Phases Assistance
 - c) Landscaping Services Cost Modifications
 - d) Town Hall Copier Contract
 - e) VC3 Information Technology Services Contract Renewal
 - f) 679 Highwood Circle Drainage Box Repair

7) Action Items

- a) Request to Approve \$444,000 Town Contribution to JIPSD's Grant Application to South Carolina Infrastructure Investment Program (SCIIP) to Fund Sewer Expansion on Julian Clark, Up The Hill Road and Oak Point Drive

8) Committee Reports:

- Land Use Committee:
 - Nomination to Planning Commission: Ed Steers
- Environment and Beautification Committee
- Children's Committee
- Public Safety Committee
- History Committee
- Rethink Folly Road
- Drainage Committee
- Business Development Committee
- Trees Advisory Committee
- James Island Intergovernmental Council

9) Proclamations and Resolutions:

- a) Resolution # 2022-14: Exercise of Eminent Domain to Acquire Title to or Interest in Real Estate Property for the Purpose of the Greenhill Drainage Improvements Project

10) Ordinances up for First Reading: None

11) Ordinances up for Second/Final Reading: None

12) Old Business:

13) New Business:

14) Executive Session: The Town Council may enter into an Executive Session in accordance with 30-4-70(a) Code of Laws of South Carolina. Upon returning to Open Session Council may act on matters discussed in Executive Session.

15) Return to Regular Session

16) Announcements/Closing Comments

17) Adjournment

This meeting will also be live-streamed and available for public view via the Town's YouTube channel:
<https://www.youtube.com/channel/UCm9sFR-ivmaAT3wvHdAYZqw/>

The Town of James Island held its regularly scheduled meeting on Thursday, July 21, 2022 at 7:00 p.m. in person at the Town Hall, 1122 Dills Bluff Rd., James Island, SC. This meeting was also live-streamed on the Town's YouTube Channel.

The following members of Council were present: Boles, Mignano, Milliken, Mullinax, and Mayor Woolsey, presided. Also, Niki Grimball, Town Administrator, Merrell Roe, Finance Director, Mark Johnson, PW Director, Bonum S. Wilson, Town Attorney, Deputy Chris King, Island Sheriff's Patrol Division. A quorum was present to conduct business. This meeting was held in accordance with the Freedom of Information Act and the requirements of the Town of James Island with notification provided to the public.

Opening Exercises: Councilman Boles offered a moment of silence for the late Alan Laughlin and followed with the Pledge of Allegiance.

Proclamations and Resolutions: Mayor Woolsey requested to move this agenda item up on the agenda and it was granted without objection of Council.

Resolution #2022-11: Recognition of Lillian Smith, Helping Hands: Councilman Milliken read into the record a resolution recognizing Lillian Smith for outstanding service as a volunteer with the Helping Hands Committee and James Island Pride. Ms. Smith served as the James Island Charter HS liaison for the past three years and has inspired and organized others to serve as volunteers in the upkeep of our island's environmental efforts. Ms. Smith was presented a gift from Chair Stan Kozikowski in appreciation for her service.

Resolution #2022-12: Recognition of Amy Ball, James Island Pride: Councilman Milliken read into the record a resolution recognizing Amy Ball for her service on the James Island Pride Committee. Ms. Ball has served as Chair of James Island Pride since May 2017 and has initiated and managed countless positive environmental efforts to keep James Island beautiful.

Mayor Woolsey moved to approve Resolutions #2022-11 and #2022-12, Councilman Milliken, seconded and passed unanimously.

Public Comment: The following persons addressed Council:

Ali Newman, 4986 Wetland Crossing: Ms. Newman addressed the Maybank/Riverland Drive intersections and a car accident that she was involved in there three weeks ago. She noted there has been 135 accidents at this intersection and expressed interest in solutions how to resolve these accidents.

Jane Brown, 805 Tennent St.: Ms. Brown asked about the results from the Charleston County Sheriff's Office and Town for the Clearview Drive/Tennent Street Traffic Study. She suggested the Town fund monies to establish basketball and tennis courts at North Stiles Park so children would not have to play in the streets.

Consent Agenda:

Minutes of June 16, Regular Town Council Meeting: Motion to approve was made by Councilman Milliken, seconded by Councilman Mullinax, and passed unanimously.

Information Reports:

Finance Report: Written Report provided and with an overview given by Finance Director, Merrell Roe. Councilwoman Mignano questioned the cost for janitorial services and Ms. Roe explained that Zeb's, our long-term janitorial service, went out of business.

Town Administrator's Report: Written Report provided. Ms. Grimball, Town Administrator, gave a summary from the month's activities including the offer for the part-time Program Support Specialist at JI Arts & Cultural Center which will allow the Center to be open during extended hours during the week and on Saturdays.

Comprehensive Emergency Plan Annual Review: Ms. Grimball provided an overview of the 2022 Annual Comprehensive Emergency Plan. Some tasks were modified to place staff members to more applicable areas of experience and also to fill vacant positions. Annual activities includes: Readiness Assessment Action Plan, Business Impact analysis, Response Plans, Contact Lists, annual Plan Testing and Public Information Distribution Procedures. Updates and training opportunities will be ongoing.

Public Works Report: Written Report provided. Public Works Director, Mark Johnson, gave an overview of the projects and activities for the month of June.

Island Sheriff's Patrol Report: Deputy Chris King provided the Island Sheriff's Patrol Report and updated Council on crimes that are open and those resolved.

Requests for Approval by Staff:

James Island Creek TMDL Sampling: 2022-2023 Contract Scope and Fee: Ms. Grimball presented for approval the Scope of Services for the James Island Creek TMDL by Wolpert Engineering. Services to consist of collecting wet and dry weather grab samples at five locations within the James Island Creek Watershed, with funding allocated for additional sampling and testing. This project includes the collection of the grab samples, laboratory analysis for enterococcus, and associated reporting for a 12 month period (August 2022-August 2023). Total annual contract cost is \$67,900. Breakdown by jurisdictions: Town of James Island, (34%) \$23,086; City of Charleston (58%) \$39,382; and Charleston County (8%) \$5,432.00. Motion to approve by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Camp Road Drainage Basin Study: Contract Scope and Fee: Ms. Grimball presented for approval the contract Scope and Fee for the Camp Road Drainage Basin Study by Thomas & Hutton. The project consists of studying the existing conditions and proposed drainage improvements to address drainage and flooding conditions within a portion of the Camp Road Basin at \$59,800. Phases includes: General Consulting, Survey Phase, and Study and Reporting. Motion to approve by Councilwoman Mignano, seconded by Councilman Mullinax and passed unanimously.

Renewal of Capital Consulting Group, LLC Lobbyist Contract: Ms. Grimball presented a renewal contract for Capital Consulting Group, the Town's lobbyist. Effective date of the contract is July 1, 2022 through June 30, 2024 at \$48,000 in coequal monthly installments of \$2,000. Motion to approve by Councilman Mullinax, seconded by Councilman Boles. Councilman Boles verified that the contract could be canceled with 30 days' notice, to which Ms. Grimball confirmed. Motion passed unanimously.

Brantley Park Annual Landscape Maintenance Proposal: Public Works Director, Mark Johnson requested approval for an annual maintenance agreement at Brantley Park for bi-weekly landscaping services with Heartpine Landscaping for \$1800. Motion to approve by Councilman Mullinax, seconded by Councilman Boles and passed unanimously.

Lighthouse Point Annual Landscape Maintenance Proposal: Ms. Grimball requested approval for the Lighthouse Point Annual Landscape Maintenance proposal for bi-weekly landscaping services with Heartpine at the cost of \$1,440/year. Motion to approve by Councilman Mullinax, seconded by Councilman Boles. Councilman Milliken asked if this was different from the other areas currently maintained at Lighthouse Point, to which Ms. Grimball confirmed. The motion passed unanimously.

Driveway Apron Repair at 846 S. Piccadilly: Public Works Director, Mark Johnson, requested approval for the repair of the driveway apron by Charleston County Public Works at 846 S. Piccadilly to include repair of culvert joints with fabric and pour new concrete. Cost: \$11,607. Motion to approve by Councilwoman Mignano, seconded by Councilman Milliken and passed unanimously.

Stormwater Box Repair at 1473 Camp Road: Public Works Director, Mark Johnson, requested approval for the repair of the stormwater box and culvert box connections by Charleston County Public Works at \$12,361. Motion to approve by Councilman Milliken, seconded by Councilman Boles. Passed unanimously.

Action Items:

Nomination for Appointment to the Board of Zoning Appeals: Roy Smith: Councilman Milliken moved for the reappointment of Roy Smith to serve a 4-year term on the Board of Zoning Appeals. Councilman Boles seconded. Motion passed unanimously for Mr. Smith to serve.

Nomination for Appointment to the Board of Zoning Appeals: Amy Fabri: Councilwoman Mignano moved for the reappointment of Amy Fabri to serve a 4-year term on the Board of Zoning Appeals. Councilman Boles seconded. Motion passed unanimously for Ms. Fabri to serve.

Request for Approval: JLA Engineering to Conduct a Traffic Calming Analysis in Clearview subdivision (deferred from June 16 meeting: Mayor Woolsey stated that this item has been tabled at the June Town Council meeting, at which time staff was directed to analyze the data collected by the Town and that of the Island Sheriff's Patrol. Public Works Director, Mark Johnson, provided details of the analysis conducted with the most recent data. Councilwoman Mignano asked for clarification from Mr. Johnson about how the data would indicate whether further study would be needed. Mr. Johnson explained the method of analysis and how the rate of speed over the posted limit would warrant further study. Councilman Milliken asked if the data supports further study. Mr. Johnson and Deputy Chris King agreed that the data obtained by the Sheriff's Office did not support moving forward to implement additional traffic calming methods. Mayor Woolsey clarified that the intention of the proposal that was tabled at the June meeting was not to conduct a traffic analysis, but instead to provide recommendations for calming traffic speeds if necessary. Councilman Mullinax stated that he would be most interested in providing a radar sign in this area as it would be a less expensive option that could provide significant results in reducing neighborhood speed. Mayor Woolsey noted that the Town has a non-permanent radar sign that he would like for the Public Works Department to put in this area. Councilwoman Mignano reiterated that the radar sign could be a solution to settle the concerns of the residents. Mayor Woolsey recalled a price that had been requested for a permanent radar sign, but staff was unable to recall the amount for placement of a permanent sign. Councilwoman Mignano restated that Town Council heard the Clearview residents' concerns and will be placing the Town's radar sign on Tennant Street so that drivers can have some self-reflection about their speed while also not spending \$8,500 on a study that would only produce recommendations to calm traffic. Mayor Woolsey called for the vote on the motion for approval made by Councilman Mullinax at the June Town Council meeting, seconded by Councilman Milliken. Council voted unanimously against the motion on the floor. Motion failed.

Request for Approval: Allocation of \$5,000 to address and resolve audio issues for videotaped/YouTube and live on-person meetings at Town Hall. Councilman Milliken described the reasoning for this request, as it has become apparent that the need for reliable and functional streaming be provided to the residents who are watching the meetings from home. Councilwoman Mignano reiterated how important this is, and how difficult it has been to listen to the meetings with the current configuration of the audio for live streaming. Ms. Grimball provided Council with information she collected prior to the meeting, noting that

there had been \$70,000 allocated in the FY 22-23 budget for upgrading the audio/video equipment, and with the new information, she would initiate contract to find solutions for Council review. The request to allocate an additional \$5,000 to this effort was withdrawn by Councilman Milliken seeing as funding had already been allocated for this purpose.

Committee Reports:

Land Use Committee: Councilwoman Mignano reported that Planning Commission did not meet last month, but that the BZA heard a special exception request for a KFC near the corner of Folly and Camp Roads. She stated that the BZA voted to defer the case another month in order to have the Town procure an outside review of the traffic study that was provided by the applicant.

Environment and Beautification Committee: Councilman Milliken stated the goals and work of James Island Pride and asked that residents consider helping out as the organization is in need of new members. He provided the dates of the upcoming meeting on August 18 at 5:30 p.m. and litter pickup on September 10 from 9-11 a.m.

Children's Committee: No Report.

Public Safety Committee: Councilman Mullinax moved for the appointments of : Josh Fowler to serve as the representative on the James Island Neighborhood Council for Stone Post and Sylvia Jeffries to represent Stiles Point. Motion seconded by Councilman Boles and passed unanimously.

History Committee: No Report

Rethink Folly Road Steering Committee: No Report.

Drainage Committee: No Report:

Business Development Committee: No Report.

Trees Advisory Committee: No Report

James Island Intergovernmental Council: Mayor Woolsey announced the next meeting date is still to be determined.

Proclamations/Resolution (continued)

Resolution #2022-13: Hate Crimes Bill: Councilman Milliken moved for the approval of the Hate Crimes Resolution supported by the Town of James Island and its passage in the SC General Assembly. SC is one of only two states in the nation that does not have a statewide law specifically addressing enhanced penalties for hate crimes. Charleston County, State Legislators and others have advocated for House Bill 3620, the "Clementa C. Pinckney Hate Crimes Act", named for State Senator and Pastor of Mother Emanuel AME Church in downtown Charleston, who was gunned down along with a group of his parishioners in a mass shooting fueled by hate June 17, 2015. The Resolution will be forwarded to representatives of the State of SC General Assembly to urge their support in passing Bill 3620. Motion seconded by Councilman Boles and passed unanimously.

Ordinances up for First Reading: None

Ordinances up for Second/Final Reading: None

Old Business: None

New Business:

Request for Approval: Additional \$11,000 for the JIACC Solar Panel Project to Relocate Electric Meter: Mayor Woolsey announced that this item was requested to be added to the agenda by the Town Administrator and called for a motion. Councilman Milliken made a motion and Councilman Mullinax seconded. Ms. Grimball explained that staff was seeking additional funding after being notified that Dominion Energy requires the existing meter be removed from the power pole prior to connecting the new solar panels. The fee proposal would be to place the new meter on a stand located near the road and in scale with the existing utilities already there. Motion to approve was made by Councilman Milliken, seconded by Mayor Woolsey. Councilwoman Mignano asked for clarification about how this connection differs from what is installed on a residence. Mayor Woolsey explained that the actual meter box that is typically located on a house is mounted on a Dominion power pole at this site. After discussion, the motion passed unanimously.

Executive Session: Not Needed.

Announcements/Closing Comments:

Adjournment: There being no further business to come before the body, the meeting adjourned at 8:04 p.m.

Respectfully submitted:

Frances Simmons
Town Clerk

Town of James Island

% FY Complete 8%

Monthly Budget Report

Fiscal Year 2022-23

1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
July	August	September	October	November	December	January	February	March	April	May	June		

GENERAL FUND REVENUE

Accommodations Tax												-	50,000	
Brokers & Insurance Tax												-	870,000	
Building Permit Fees												-	15,000	
Business Licenses	2,095											2,095	380,000	
Contributions/Donations-Park												-	25,000	
Grant Reimbursement												-	25,000	
Franchise Fees	137,406											137,406	332,500	
Interest Income												-	500	
Alcohol Licenses -LOP												-	10,000	
Local Assessment Fees												-	2,500	
Local Option Sales Tax (PTCF)												-	1,270,000	
Local Option Sales Tax (rev)												-	530,000	
Miscellaneous												-	500	
Planning & Zoning Fees	1,025											1,025	15,000	
State Aid to Subdivisions												-	272,350	
Telecommunications												-	17,000	
Homestead Exemption Tax Receipts												-	50,000	
Facility Rentals	456											456	5,400	
Stormwater Fees	400											400		
ARP Allocation													1,864,631	
	141,383	-	-	-	-	-	-	-	-	-	-	Total	141,383	5,710,381
												% of Budget		2%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET	
	July	August	September	October	November	December	January	February	March	April	May	June			
ADMINISTRATION															
Salaries	23,277												23,277	320,000	
Benefits, Taxes & Fees	9,424												9,424	130,000	
Copier	12												12	5,500	
Supplies	151												151	5,000	
Postage													-	6,000	
Information Services	472												472	72,000	
MASC Membership													-	5,500	
Insurance	17,801												17,801	50,569	
Lobbying Services	2,000												2,000		
Legal & Professional Services													-	80,000	
Town Codification													-	1,400	
Advertising													-	3,500	
Audit													-	12,500	
Mileage Reimbursement													-	800	
Employee Screening	175												175		
Employee Training & Wellness	270												270	3,800	
Dues and Subscriptions													-	1,500	
Training & Travel													-	2,000	
Grant Writing Services													-	16,000	
Employee Appreciation	47												47	800	
Mobile Devices	34												34	2,100	
Credit card (Square)	137												137		
Bank Charges (Payroll Expenses)	301												301	2,000	
	54,100	-	-	-	-	-	-	-	-	-	-	-	Total	54,100	720,969
													% of Budget		8%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		
ELECTED OFFICIALS														
Salaries	3,769												3,769	50,000
Benefit, Taxes & Fees	4,384												4,384	60,000
Mayor Expense													-	1,000
Council Expense													-	2,000
Mobile Devices	38												38	500
	8,191	-	-	-	-	-	-	-	-	-	-	-	8,191	113,500
													% of Budget	7%

GENERAL OPERATIONS														
Salaries	23,152												23,152	366,766
Benefits, Taxes & Fees	8,688												8,688	134,593
													31,840	501,359
													% of Budget	6%

PLANNING														
Supplies													-	600
Advertising	38												38	1,500
Mileage Reimbursement													-	200
Dues and Subscriptions													-	715
Training & Travel													-	1,000
Mobile Devices													-	660
Equipment/Software	324												324	2,160
Uniform / PPE													-	500
Planning Commission													-	4,000
Board of Zoning Appeals													-	4,000
	362	-	-	-	-	-	-	-	-	-	-	-	362	15,335
													% of Budget	2%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		

BUILDING SERVICES

County Contract Building Permit Tech													-	60,000	
Community Outreach													-	250	
	-	-	-	-	-	-	-	-	-	-	-	-	Total	-	60,250
													% of Budget		

PUBLIC WORKS

Mileage Reimbursement													-	300	
Training & Travel													-	1,925	
Public Outreach													-	500	
Projects	183												183	180,000	
Signage													-	8,000	
Mobile Devices													-	1,080	
Uniform / PPE													-	700	
Supplies	106												106	8,000	
Emergency Management	892												892	20,000	
Dues and Subscriptions													-	425	
Asset Management	37												37	45,000	
Tree Maintenance and Care													-	20,000	
Groundskeeping	4,292												4,292	70,000	
	5,510	-	-	-	-	-	-	-	-	-	-	-	Total	5,510	355,930
													% of Budget	2%	

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		

CODES & SAFETY

Mileage Reimbursement													-	100..	
Equipment													-	900	
Radio Contract													-	3,500	
Training													-	500	
Supplies													-	250	
Uniform / PPE													-	250	
ISP Dedicated Officer Annual Expense													-	129,660	
ISP Programs & Supplies		59											59	15,000	
ISP Salaries	25,332												25,332	173,852	
Benefits, Taxes & Fees-ISP	1,848												1,848	42,758	
Unsafe Buildings Demolition													-	10,000	
Overgrown Lot Clearing													-	2,000	
Animal Control													-	3,000	
Crime Watch Materials													-	250	
Mobile Devices													-	360	
Membership/Dues													-	250	
	27,238	-	-	-	-	-	-	-	-	-	-	-	Total	27,238	382,530
													% of Budget		7%

PARKS & RECREATION

JIRC Contribution													-	4,750	
Park Maintenance	525												525	12,000	
Special Events													-	5,000	
Youth Sports Program													-	14,725	
													Total	525	36,475
													% of Budget		1%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		

FACILITIES & EQUIPMENT

Utilities													-	44,100	
Santee Str. Public Parking Lot													-	1,000	
Security Monitoring													-	1,000	
Janitorial	1,350												1,350	7,920	
Equipment / Furniture													-	5,700	
Facilities Maintenance	345												345	6,500	
Vehicle Maintenance Expense													-	10,000	
Fees and Taxes													-	-	
Generator Maintenance													-	2,410	
Street Lights													-	161,700	
	1,695	-	-	-	-	-	-	-	-	-	-	-	Total	1,695	239,330
													% of Budget		1%

COMMUNITY SERVICES

Repair Care Program													-	35,000	
Drainage Council													-	500	
History Council													-	3,780	
Neighborhood Council													-	3,750	
James Island Arts Council													-	3,500	
Business Development Council													-	3,500	
James Island Pride													-	3,500	
Helping Hands													-	500	
Tree Council													-	3,500	
Community Tutoring Programs													-	12,500	
Community Service Contributions													-	50,000	
		-	-	-	-	-	-	-	-	-	-	-	Total	-	120,030
													% of Budget		0%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		

CAPITAL PROJECTS

INFRASTRUCTURE														-
Dills Bluff Sidewalk Phase III														-
Dills Bluff Sidewalk, Phase IV														45,000
Lighthouse Point & Ft. Johnson Intersection														-
Lighthouse Point Blvd Sidewalk and Drainage Phase I														-
Regatta Road Sidewalk														105,000
Camp and Riverland Sidewalk (match)														100,000
Town Hall Solar Panels														-
Capital Improvement Projects														-
Secessionville to Ft. Johnson Sidewalk Connector														13,000
Honey Hill Road Paving														58,800
Nabors Phase I														45,000
Underground Power Lines														220,000
Traffic Calming Projects														50,000
Septic Tank Testing														100,000
													Total	- 736,800
													% of Budget	0%
Capital Equipment														-
Audio Visual Upgrades														70,000
ISP Dedicated Officer Initial Expenses														67,500
Public Works Equipment														50,000
PARK IMPROVEMENTS														-
Dock Street Park														50,000
Pinckney Park														-
Park Projects														50,000
DRAINAGE PROJECTS														-
Greenhill/Honey Hill Drainage Phase I-II														261,000
Lighthouse Pt. Sdwalk & Drainage Phase 1														-
Oceanview Stonepost Drainage Basin -I-II														384,000
Drainage Outflow Valve Devices														48,000
Drainage Improvement Projects														100,000
James Island Creek Basin Drainage Improvements														-
Highwood Circle Drainage Improvements														14,500
Quail Run Drainage Improvements														45,400
	0	0	0	0	0	0	0	0	0	0	0	0	Total	- 852,900
													% of Budget	0%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		

HOSPITALITY TAX

Hospitality Tax Revenue													-	655,000
Hospitality Tax Transfer In													-	-
TOTAL													-	655,000
														0%
<u>GENERAL</u>														
The Town Market													-	2,000
Rethink Folly Phase I-III, Staff Cost-Sharing													-	20,000
Santee Street Public Parking Lot	15,000												15,000	33,100
James Island Arts & Cultural Center Ops	1,890												1,890	145,000
Promotional Grants													-	15,000
Public Safety of Tourism Areas	10,311												10,311	129,757
Camp and Folly Landscaping Maintenance	350												350	10,000
Entrepreneur and Small Business Support	4,500												4,500	72,300
Guide to Historic James Island													-	5,000
Brantley Park	275												275	2,050
Community Events													-	5,000
Total Non-Capital Expense	32,326												32,326	439,207
														7%
<u>PROJECTS</u>														
Camp/Folly Bus Shelter													-	25,000
Rethink Folly Road Phase 1													-	400,000
Wayfinding Signage													-	35,000
Folly Road Beautification													-	10,000
Brantley Park													-	50,000
Brantley Park Ops													-	-
James Island Arts & Cultural Center	1,950												1,950	100,000
James Island Arts and Cultural Center Solar Panels													-	-
Historic Ft. Johnson													-	100,000
Decorative Banners													-	15,000
Camp/Folly Landscaping													-	-
Park Projects													-	20,000
ISP Dedicated Officer Initial Expense													-	22,500
Intersection Improvement at Camp/Dills Bluff													-	-
1248 Camp Center-Civil & Landscape													-	-
Folly Road Multi Use Path Wilton-Ft. Johnson													-	-
Other Tourism-Related Projects													-	50,000
	66,603	-	-	-	-	-	-	-	-	-	-	-	34,276	827,500
														4%

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGET
	July	August	September	October	November	December	January	February	March	April	May	June		

TREE MITIGATION FUND

Tree Mitigation revenue													9,488	500
Tree Mitigation expense													-	1,200
Total	-	-	-	-	-	-	-	-	-	-	-	-	9,488	

JIPSD FIRE & SOLID WASTE SERVICES

JIPSD Tax Relief	105,833												105,833	1,270,000
Auditor Expense													-	1,000
Total													105,833	1,271,000
													% of Budget	8%

American Rescue Plan

	21/22 Actual	22/23 YTD
Beginning Balance		1,679,734
Revenue	1,854,631	
Expense	174,897	
Ending Balance	1,679,734	1,679,734

ADMIN NOTES

- 1) The Oak Point Sewer Project 319 grant was denied; Council approved providing a portion of the required match for the project of \$320,000. This funding is no longer needed at this time.
- 2) Charleston County conducted a Greenhouse Gas Study, and included James Island within its calculations. See attached information sheet.
- 3) A dedicated copy machine for JIACC will cost \$2000 (plus tax) to purchase the machine and \$25/month for service and supplies. If leased, a 24-month contract will cost \$120/month. These charges would be in addition to the current lease agreement on the copy machine used by staff at the Center.
- 4) Staff has worked with three companies to provide AV solutions in Council Chambers and hopes to bring a recommendation to the September meeting.
- 5) The Lowcountry Local First Business Academy is set to start the 12-week program out of the JIACC at the end of Business Licenses

Business license issuance is up-to-date.

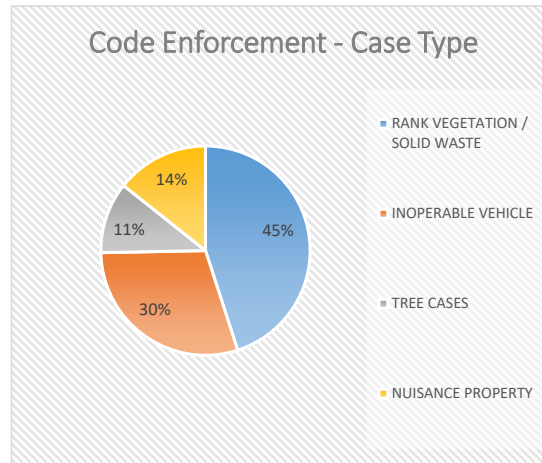
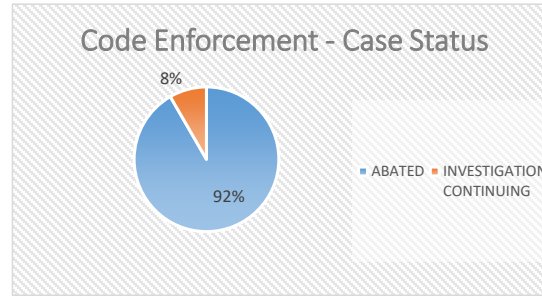
Code Enforcement Cases

TOTAL CASES	842
ABATED	770
INVESTIGATION CONTINUING	70
RANK VEGETATION / SOLID WASTE	217
INOPERABLE VEHICLE	143
TREE CASES	53
NUISANCE PROPERTY	69

*7 new cases in July

James Island Arts and Cultural Center

- 1) Continuing classes: knitting group, watercolor group, area artist exhibits, Carolina Shag free introductory classes, summer camp classes, private art tutoring.
- 2) Upcoming classes: Carolina shag classes, music camp, art classes, book signing with Janie Williams Rouse, princess parties, jazz night with Jenna Newman
- 3) Sara LaBissionere started as the Program Support Specialist in July and has been a welcome addition to the team.



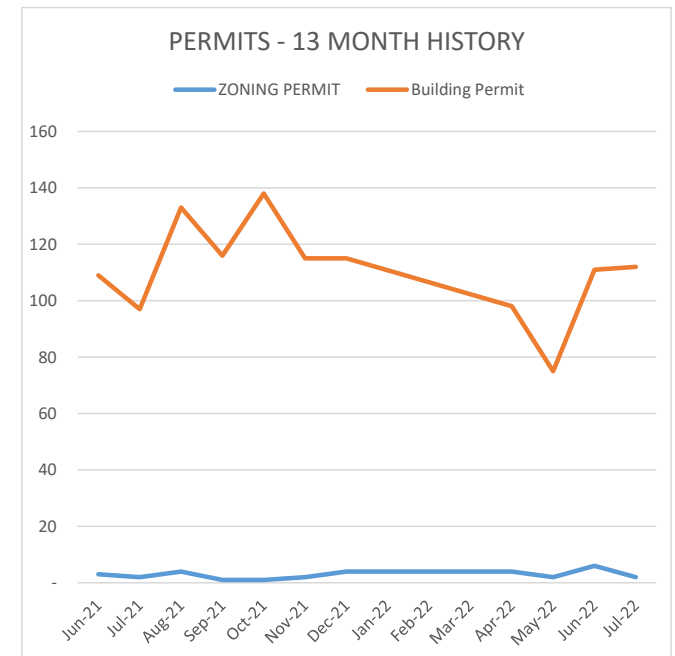
PERMIT TYPE	Jul-22
ACCESSORY STRUCTURE	-
CLEARING & GRUBBING	-
DEMOLITION PERMIT	2
EXEMPT PLATS	-
FIREWORK STAND	-
HOME OCCUPATION	5
LSPR	-
NON-EXEMPT PLAT	-
PD AMENDMENT (REZONING)	-
RESIDENTIAL ZONING	18
REZONING	-
SPR	-
SIGN PERMIT	-
SITE PLAN REVIEW	-
SPECIAL EVENT	-
SPECIAL EXCEPTION	-
TEMPORARY ZONING	-
TREE REMOVAL	6
TREE TRIMMING	-
VARIANCE	-
ZONING PERMIT	2
TOTAL	33

PUBLIC WORKS NOTES

- 1) There were 6 new requests for service in July. One was drainage related. Staff has responded to all requests.
- 2) Staff held the monthly meeting of stormwater managers.
- 3) Staff assisted with the MASC tour and resiliency presentation.
- 4) Staff participated in the national American Public Works Association virtual meeting for the Small Cities and Rural Communities committee.
- 5) Staff had traffic counter on Pauline in July. Tubes failed to remain secured to the pavement so data was compromised. This has been remedied.
- 6) Staff participated in meetings to discuss the James Island Creek Basin study.
- 7) Staff participated in a meeting with County engineers about the proposed round about on Fort Johnson at Camp.

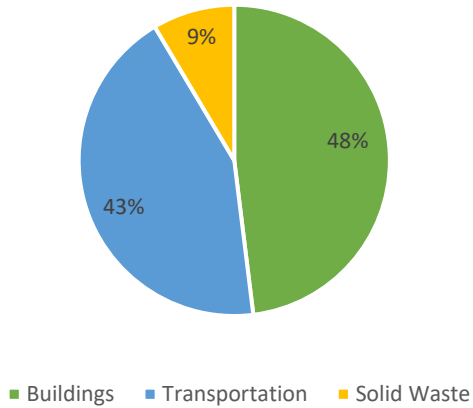
Staff did some vegetative maintenance and filled 5 potholes in July. New staff is trained in most field operations.

**BUILDING PERMITS ISSUED
JULY 2022: 112**



Town of James Island 2018/2020 Community Greenhouse Gas (GHG) Emissions Inventory

2020 GHG Emissions by Sector



Total GHG Emissions:
2018: 117,485 MtCO₂e
2020: 97,741 MtCO₂e

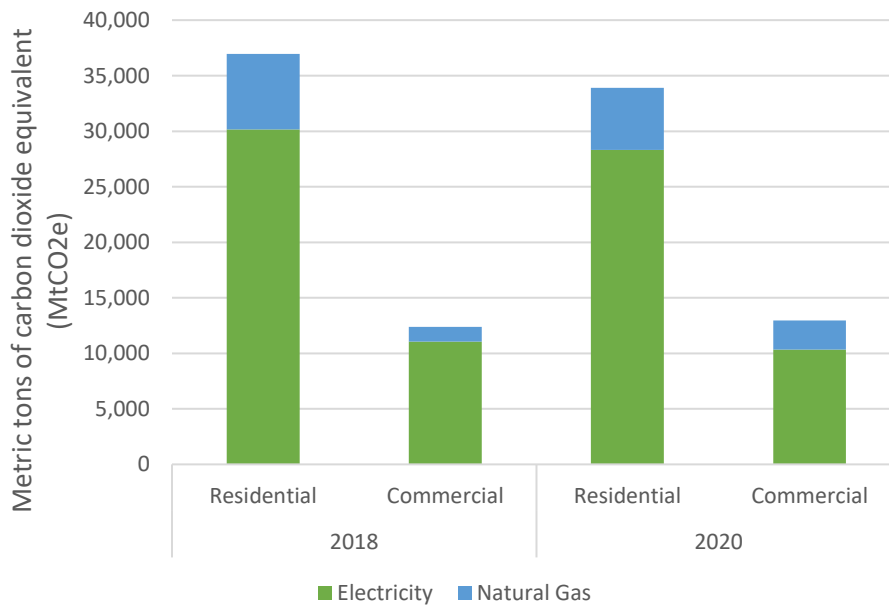
Per Capita GHG Emissions:
2018: 9.8 MtCO₂e
2020: 8.0 MtCO₂e

Percent Decrease in Total GHG Emissions from 2018 to 2020: 17%

GHG Emissions (MtCO ₂ e) by Sector		
Sector	2018	2020
Buildings	49,342	46,959
Transportation	59,371	42,433
Waste	8,772	8,349

Activity Use by Sector		
Sector	2018	2020
Buildings – Electricity (kWh)	102,787,117	96,397,107
Buildings – Natural Gas (therms)	1,520,417	1,545,458
Transportation (VMT)	113,666,157	82,852,869
Solid Waste (tons)	5,372	5,113

GHG Emissions for Buildings





FEE PROPOSAL

PROPOSAL #:	Task Order #10	DATE:	August 15, 2022
TO:	Niki Grimball Town of James Island	SENT BY:	<input type="checkbox"/> PHONE [NUMBER] <input type="checkbox"/> FAX [NUMBER] <input checked="" type="checkbox"/> EMAIL [EMAIL]
RE:	Dills Bluff Sidewalk Phase IV Design		NGRIMBALL@JAMES ISLANDSC.US
BY:	Herbert W. Gilliam, P.E.		
FEE:	\$39,000		

SCOPE OF SERVICES:

Johnson, Laschober & Associates, P.C. (JLA) is pleased to submit a proposal for the design, implementation and construction drawings for the Dills Bluff Sidewalk – Phase 4 project. This portion of the sidewalk is from Condon Drive to Fort Sumter Drive and then along Fort Sumter to the terminus at Harbor View Road.

Total length is approximately 4,400 LF with challenges of wetland areas, drainage, and insufficient clearance. Breakdown of the fee is as follows:

1) Construction Documents	\$29,500
a. Sidewalk	\$20,000
b. Boardwalk	\$2,500
c. Storm Sewer	\$4,000
d. Specifications	\$3,000
2) Permitting	\$6,500
a. SCDHEC	\$3,000
b. SCDOT	\$3,500
3) Bidding Services	\$3,000
Total	\$39,000



ARCHITECTS ♦ ENGINEERS ♦ LANDSCAPE ARCHITECTS

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project.

Sincerely,

JOHNSON, LASCHOBER & ASSOCIATES, P.C.

Herbert W. Gilliam, P.E.

Please return a signed copy of this proposal, a purchase order, or a contract before work commences. This proposal will be considered in effect if work commences without a signed copy being received by JLA. The terms and conditions on the following page of this proposal are part of this agreement.

ACCEPTED BY:

[Signature]

[Date]



682 JOHNNIE DODDS BOULEVARD, SUITE 100 | POST OFFICE BOX 1522
MT. PLEASANT, SC 29464 | 843.849.0200
THOMASANDHUTTON.COM

July 25, 2022

Ms. Niki Grimball
Town Administrator
Town of James Island
1122 Dills Bluff Road
James Island, SC 29412

Re: Stone Post / Ocean View Roads
Drainage Improvements
Town of James Island, South Carolina
T&H J-28073.0000
Letter Agreement for Additional Services
Bidding and Construction Phases

Dear Ms. Grimball:

Pursuant to our recent email communications and other conversations, the Town has requested Thomas & Hutton perform the following scope changes, which were not included in our original contract: Bidding and Construction Phases Assistance

In order to provide the additional scope of work specified, we request a modification of our contract. Our fee to perform the described scope change is:

<u>Phase</u>	<u>Fee Structure</u>	<u>Fee or Time & Expense Budget</u>
General Consulting:	Time & Expense	\$ 3,500.00
Bidding:	Time & Expense	\$ 5,500.00
Construction:	Time & Expense	\$ 19,500.00
Closeout:	Time & Expense	\$ 3,500.00
Reimbursable Expenses:	Time & Expense	\$ 1,500.00

If acceptable, please indicate your authorization to proceed with this additional work by signing and initialing where designated below and returning a copy to us for our files. This proposal will be open for acceptance until October 1, 2022, unless changed by us in writing. Please note that no work will be performed without prior written authorization to proceed. This extra work is subject to the terms and conditions of the contract executed for this project dated August 22, 2019.

This proposal between the Town of James Island ("Owner") and Thomas & Hutton Engineering Co. ("Consultant"), consisting of this letter and the Consulting Services on a Time & Expense Basis Rate Sheet represent the entire understanding between you and us with respect to the scope change. This agreement may only be modified in writing if signed by both of us.

 CLIENT'S INITIALS

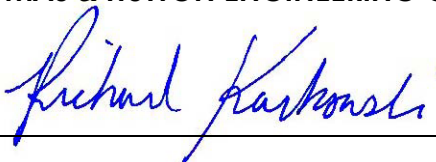
CONSULTANT'S INITIALS

Ms. Niki Grimball
Town of James Island
Letter Agreement for Services
July 25, 2022
Page 1

We appreciate this opportunity to be of service to you on this project. Should you have any questions or need further information, please do not hesitate to call on us.

Very truly yours,

THOMAS & HUTTON ENGINEERING CO.

By 

Richard Karkowski, PE
Project Manager / Principal

RPK/ala

Enclosures: Rate Sheet

TOWN OF JAMES ISLAND

ACCEPTED: _____, 2022

By _____

TITLE

CLIENT'S INITIALS

 _____
CONSULTANT'S INITIALS

1. **SCOPE OF SERVICES**

A. General Consulting Phase

Consultant will remain in continuous contact with the Town and provide regular updates and timely responses to questions. A monthly progress report will be provided with the monthly invoices.

Consultant shall provide services (not addressed below) as requested by the Town. This may include assistance with pre-ordering materials, contract negotiations, coordinating with adjacent property owners, etc.

B. Bidding Phase

Consultant will assist the Town in soliciting and receiving bids on the proposed project. Such assistance will include:

- Preparation of a bid package and Contractors bid list
- Prepare invitation to bid for prospective Contractors
- Distribute bid documents and maintain bidders list
- Coordinate and attend a pre-bid conference
- Issues addendum as needed
- Receive construction bids
- Prepare a bid abstract
- Evaluate the bids
- Prepare bid award recommendation

C. Construction Phase

As directed by the Town, Consultant will provide the following services for the Construction Phase:

- Conduct a pre-construction meeting
- Review material data, shop drawings, and construction schedules provided by the Contractor
- Address Contractor's request for information (RFI)
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent.
- Issuing field orders and change orders (if required).
- Evaluating field test data for compliance.
- Reviewing and recommending payment requests including partial and final requests.
- Coordinate project activities with the Owner.
- Participate in substantial completion and prepare a punch list of deficiencies

Construction observation and monitoring does not include exhaustive or continuous on-site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of

CLIENT'S INITIALS



CONSULTANT'S INITIALS

construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. It is anticipated that the construction schedule shall be approximately 6 months.

D. Closeout Phase

As directed by the Town, Thomas & Hutton will provide the following services for closeout:

- Attend final field inspections
- Review As-built drawings provided by the Contractor
- Bond Coordination
- Request project acceptance by applicable agencies

2. EXCLUSIONS

Items **not** included in the scope of services are as follows:

- Full-time construction observation
- Record Drawings
- Accessibility construction compliance verification
- Archaeological survey and report
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Traffic Control plans
- Off-site work unless specifically covered in the scope of services
- Approvals or permits other than those related to the scope of work covered by this contract
- Landscape and landscape buffering design
- Construction staking
- Easement plats, property or easement acquisition, or appraisal services
- Community meetings or presentations
- Post-construction video inspection services
- Tree impact permitting or mitigation plans
- Act as an expert witness for legal activities
- SC Department of Transportation permits or approvals
- Telephones, cable television, gas, and power distribution systems

These items can be coordinated or provided, if requested by the Owner in writing.

3. PERIODS OF SERVICE

The Consultant will provide the above services per a schedule mutually agreed to by the Consultant and the Town. These additional services are anticipated to occur over an approximately 12 months.

CLIENT'S INITIALS



CONSULTANT'S INITIALS

Thomas & Hutton provides services on a time and expense basis as follows:

1. This basis includes allowance for direct salary expenses and for direct non-salary expenses. It also provides for services we may subcontract to others.
2. Direct salary expenses are generally based upon our payroll costs. The payroll costs include the cost of salaries and wages (including sick leave, vacation, and holiday pay) for time directly chargeable to the project; plus, unemployment, excise, payroll taxes, and contributions for social security, employment compensation insurance, retirement benefits, and medical and insurance benefits.

The current hourly rate charges for each skill position for 2022 are as follows:

Hourly Rate	Engineer	Survey	Landscape	GIS	Quality Control	Business/ Administrative
\$ 265.00	Consultant	Consultant	Consultant	Consultant	Consultant	
\$ 240.00	Senior Manager	Senior Manager Survey Party (3-Men)	Senior Manager	Senior Manager	Senior Manager	Senior Manager
\$ 215.00	Project Manager V Project Engineer V	Survey Manager V Project Surveyor V	Landscape Architect V LA Project Manager V	GIS Manager V		
\$ 200.00	Project Manager IV Project Engineer IV	Survey Manager IV Project Surveyor IV	Landscape Architect IV LA Project Manager IV	GIS Manager IV		Senior Application Developer IV Software/Computer Consultant IV
\$ 185.00	Project Manager III Project Engineer III	Survey Manager III Project Surveyor III	Landscape Architect III LA Project Manager III	GIS Manager III		Senior Application Developer III Software/Computer Consultant III
\$ 175.00	Project Manager II Project Engineer II	Survey Manager II Project Surveyor II Survey Party (2-Men)	Landscape Architect II LA Project Manager II	GIS Manager II	Construction Administrator II	Senior Application Developer II Software/Computer Consultant II
\$ 160.00	Project Manager I Project Engineer I	Survey Manager I Staff Surveyor V Project Surveyor I	Landscape Architect I LA Project Manager I	GIS Manager I	Construction Administrator I	Grant Administrator, Senior Application Developer I, Software/Computer Consultant I
\$ 150.00	Designer IV Engineering Technician IV	Survey Field Supervisor	Landscape Designer IV	GIS Analyst IV	Field Representative V	Application Developer IV
\$ 140.00	Designer III Engineering Technician III	Staff Surveyor IV	Landscape Designer III	GIS Analyst III	Field Representative IV	Application Developer III
\$ 125.00	Designer II Engineering Technician II	Staff Surveyor III Survey Party (1-Man)	Landscape Designer II	GIS Analyst II		Permit Coordinator III Application Developer II
\$ 115.00	Designer I Engineering Technician I	Staff Surveyor II	Landscape Designer I	GIS Analyst I	Field Representative III	Application Developer I, Permit Coordinator II, Admin IV
\$ 105.00	CADD Technician III	Staff Surveyor I Survey Technician III	Landscape Technician III	GIS Technician III	Field Representative II	Permit Coordinator I
\$ 95.00	CADD Technician II	Survey Technician II	Landscape Technician II	GIS Technician II	Field Representative I	Admin III
\$ 90.00	CADD Technician I	Survey Technician I	Landscape Technician I	GIS Technician I		Admin II
\$ 85.00						Admin I
\$ 80.00						
\$ 420.00	Expert Witness					

3. When warranted, overtime will be charged for any non-salary employees. Overtime hours will be billed at 1.5 times the individual's charge rate.
4. Direct non-salary (reimbursable) expenses, including printing, reproduction, air travel, lodging, and meals are billed at cost. Travel in company or private vehicles will be billed at the 2022 IRS Standard Mileage Rate and may be revised based on fuel pricing. Outside consultant fees will be billed at 1.15 times the cost.
5. All rates and charges are effective through January 1, 2023, including printing, reproductions, materials, and travel and are subject to change at that time. New rates and costs will become immediately effective to contracts in effect at the time of rate changes.

Owner's Initials

Consultant's Initials



July 1st, 2022

To our valued customers:

We hope that everyone has experienced a busy Spring and Summer. After lots of overall uncertainty in 2020, trades related to building, construction, landscaping and remodeling have seen stronger than expected demand. Along with the strong demand and Covid related supply disruptions our costs of production have risen drastically and unexpectedly. Some of the increases have occurred overnight without warning. Some items are just not readily available at any price. The cost of pallets, FUEL, tires, LABOR, trucking, fertilizer, seed equipment, repair parts, etc. has increased in some cases as much as 40% or more.

The events detailed above have made it necessary for us to adjust pricing on all products and services. These increases will allow us to continue to provide the time and attention needed to maintain quality services for our clients.

See the enclosed estimate showing the new pricing for services to your property.

This price change will take effect on August 1st, 2022.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to me. We appreciate your business and look forward to serving you in the future.

Sincerely,

Leon Myers
Heart Pine Landscapes, LLC
(843) 270-5223
Leonmyers403@yahoo.com

1758 Lady Cooper St.
Charleston, SC 29412
843-270-5223

Groundskeeping Services Monthly Costs FY23

Task	Previous Amt.	New Amt.	Difference
#1 Harborview Rd; pond edges, 3 sections	270	270	0
#2 Ft. Johnson Rd.; ROW Seaside Rd. to Dills Bluff, and Camp Rd. from Ft. Johnson to guard rail at drainage ditch	350	450	+100
#3 Santee St. Parking Lot	100	120	+20
#4 Pinckney Park	350	400	+50
#5 Dills Bluff Rd; sidewalk from Camp & Ft. Johnson	120	150	+30
#6 Dills Bluff Rd; sidewalk from shopping center parking lot last entrance to Midvale Dr.	240	240	0
#7 Town of James Island sign; Harborview Rd.	80	100	+20
#8 Lighthouse Blvd. from Ft. Johnson to Brigantine Dr.	150	150	0
#9 Ft. Johnson Rd.; Soccer Annex to Bayview Farms entrance	180	240	+60
#10 Harborview Rd; North Shore to Clearview/ City Park, sidewalks on both sides of road	1000	1500	+500
#11 Ft. Johnson Rd.; Grand Concourse to end at privacy fence	100	120	+20
#12 Camp Rd.; ROW from gas station to Hale Street	180	180	0
#13 North Shore and Harborview (triangle)	50	75	+25
#14 Dills Bluff Causeway/Marsh Area; shopping center to Midvale Rd.	70	100	+30
#15 Town Hall	220	300	+80
#16 James Island Arts & Cultural Center	120	150	+30
#17 Town Hall; spraying shrub beds	75	90	+15
#18 Town of James Island sign; Folly Road/Ellis Creek Bridge	90	100	+10
#19 Honey Hill Rd.; sidewalk ROW from ballfield to stop sign	150	150	0
#20 North Stiles Park	120	120	0
#21 Folly Road at Camp Road Sidewalk ROW	350	350	0
#22 Lighthouse Blvd.; spraying beds	120	120	0
#23 Brantley Park	150	150	0
TOTAL	4635	5625	+990/month



CAROLINA BUSINESS EQUIPMENT

FULLY MANAGED IT SERVICES AND BUSINESS PRODUCTS

Proposal and Investment Plan

Recommended Standard Proposal for

Town of James Island

Pricing in this proposal is good 30 days from August 17, 2022

Prepared For: Niki Grimball
Phone: (843) 795-4141
Email: ngrimball@jamesislandsc.us

Prepared By: Aaron Thompson
Phone: 803-798-7522
Email: aaront@cbesc.com

Equipment & Service Recommendation

Proposed Equipment:

Qty	Make	Model	Description
1	Kyocera	TASKalfa 3554ci	35/35 PPM A3 Color MFP
1	Kyocera	TBF15C	Power Filter
1	Kyocera	DP-7160	320 Sheet DSDP
1	Kyocera	DF-7100	500 Sheet Internal Finisher
1	Kyocera	TK-8377K	Black Toner
1	Kyocera	TK-8377C	Cyan Toner
1	Kyocera	PF-7140	Dual 500 Sheet Paper Trays - Ledger
1	Kyocera	Fax System 12	Fax Board
1	Kyocera	TK-8377M	Magenta Toner
1	Kyocera	PinPoint Scan 3	PinPoint Scan 3
1	Kyocera	UG-36	UG-36 Speed License Upgrade to 35 PPM
1	Kyocera	TK-8377Y	Yellow Toner

Single Invoice Program

Lease and Maintenance in one convenient monthly payment

Total Single Invoice Program

See Terms and Conditions on Single Invoice Rental Agreement

	FMV	63	\$219.56	
	Lease Type	Term	Plus Tax	Initial

Proposed Service: All-Inclusive Maintenance & Supplies

Relax knowing your system is backed with everything you need to keep your office running efficiently for the long run. This traditional maintenance agreement for On-Site service includes parts, labor, and toner (except staples and paper).

Devices	Monthly Base Volume Included	Per Copy Overage Rate	Total Service
Black & White	2,000 Pages	\$0.0109	Included
Color	1,400 Pages	\$0.0319	Included

3 tier based off 840 tier 1 @ .016 /420 Tier 2 @ .048 / 140 Tier 3 @ .079 based off 60%/30%/10% industry standard

Acknowledgement of Agreement to All Aspects of the Proposal

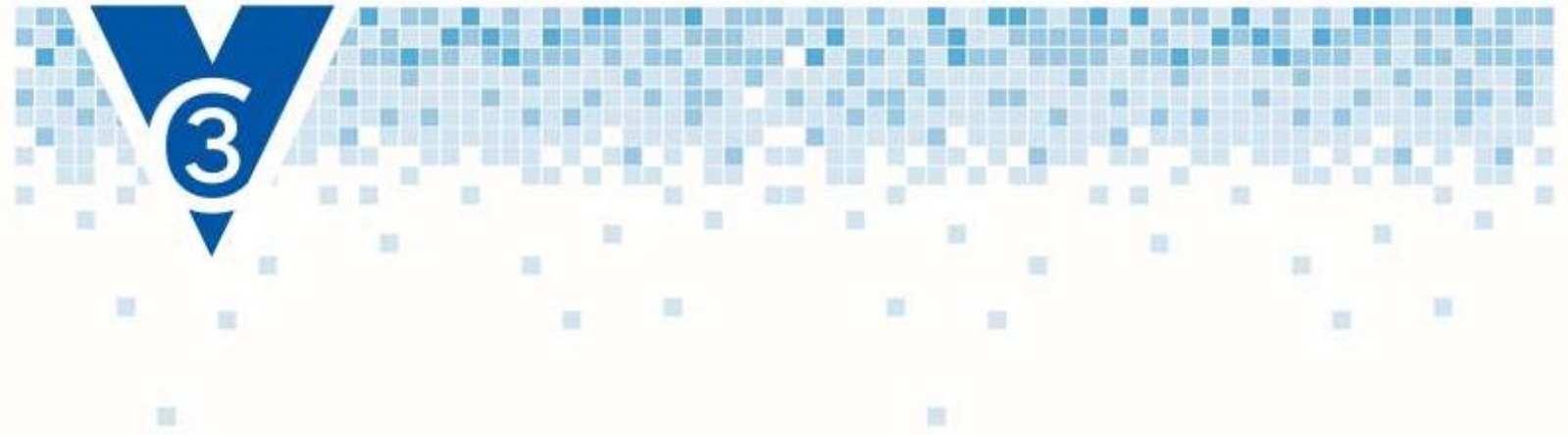
The undersigned, on behalf of CLIENT, hereby agrees and acknowledges that (i) the above Equipment and Service Recommendation appropriately outlines the expectations, cost, scope, and completion of the requested project, (ii) CLIENT has read, and agrees with, the Terms & Conditions and the Equipment Service Language included in this proposal and (iii) CBE is authorized to conduct a credit check on CLIENT.

Company: Town of James Island

X _____
Client Signature **Date**

Print Name: _____

Title: _____



Town of James Island, SC

Modern Office Advantage + Voice Work Order

Under the Master Services Agreement dated: 9/16/2014



Table of Contents

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Overview of Work Order

This Work Order is part of, and incorporated into, the Master Services Agreement between Town of James Island, SC and VC3, Inc. and is subject to the terms and conditions of the agreement and any definitions contained in the Agreement. If any provision of this Work Order conflicts with the Agreement, the terms and conditions of the Agreement shall control.

Summary of Scope of Services & Fees

VC3 will provide the following services listed in Tables A and B. Recurring services, if included, shall be provided for 36 Months, starting from the date of the first recurring invoice (Effective Services Start Date), unless terminated in accordance with the terms of this work order or the Master Services Agreement.

(See tables on next page)



Table A: Services & Fees

Description	Units	Unit Price	Monthly Fee	One-Time Fee	Annual Fee
MOA Commercial Seat - No Streamed Apps <i>Includes M365 Business Premium and VC3 provided workstation.</i>	14.00	\$147.99	\$2,071.86	\$0.00	\$0.00
Additional Supported Device	6.00	\$53.05	\$318.30	\$0.00	\$0.00
Kiosk w/o MS Office <i>Kiosks used to support multi-employee or public access to Internet or Intranet.</i>	5.00	\$179.80	\$899.00	\$0.00	\$0.00
E-Mail Archiving	21.00	\$3.72	\$78.12	\$0.00	\$0.00
VoiceAdvantage User w/VVX350	1.00	\$23.83	\$23.83	\$0.00	\$0.00
Exchange Online (Plan 1)	7.00	\$4.00	\$28.00	\$0.00	\$0.00
Endpoint Detection and Response - End Point	11.00	\$4.75	\$52.25	\$0.00	\$0.00
Total Services Monthly:			\$3,471.36		

Notes:

- Prices shown above are valid for 30 days from date of work order.
- Unit price is based on current Microsoft MSRP and will be adjusted if Microsoft pricing changes during the course of this term.
- Items denoted with an asterisk (*) are new to the renewal solution.

Table B: Summary of Fees

One-Time Fees*	Monthly Fees	Annual Fees
\$0.00	\$3,471.36	\$0.00

* One-Time fees may include implementation if required.



Deliverables & Services

Modern Office Advantage + Voice

Included Devices: 'Included Devices' will be defined as applicable devices associated with the unit quantities stated in Table A.

VC3 will provide the following functions and services as part of this Work Order:

A. General

1. For each supported seat, VC3 will provide the client with a Microsoft Office 365 license.
2. For each seat, VC3 will provide a complete client package of one per Seat (client package includes: PC, keyboard, monitor and mouse). Support and replacement of client hardware is included within pricing. VC3 will make arrangements to repair or replace the failed component in the event of failure. Once the hardware has been replaced, client is responsible for returning the replaced device to VC3 within 7 business days. Failure to return said device within 7 business days will result in a replacement charge for the item.

B. Microsoft Office 365

VC3 will perform the following:

1. Deploy cloud mapping solution to map network files to Microsoft OneDrive or SharePoint, if needed.
2. Upgrade Microsoft Office to current version if applicable for user primary devices.
3. VC3 will provide documentation for your users to access "Files on Demand" (allowing access to SharePoint via Windows File Explorer).

C. 24x7 Monitoring and Incident Response Services:

1. Provide 24X7 Incident response services for all included devices.
2. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.
3. Provide 24x7 collection of performance data for the client's included server and network devices per VC3's best practices.
4. Provide 24X7 response to critical event driven Incidents.



5. Utilize industry best practices for remote access, control and management of all devices.
6. VC3 First Call Resolution Center (FCR) is staffed from 7:00am to 6:00pm Monday through Friday.

D. Application Support:

1. Provide support client licensed 3rd party applications. If it is determined from the initial discovery and/or from third-party application vendors that an application requires additional servers, licensing or support resources, additional monthly costs may be required before the application can be supported.

E. Proactive Services:

1. **Backup Management:** Monitor and maintain customer provided backups for supported devices. For VC3 provided hosted virtual servers VC3 will provide, monitor, and maintain at least two weeks of daily backups (Monday-Friday).
2. **Patch Management:** Perform maintenance activities on included devices such as the application of vendor provided software and firmware updates.
3. **Antivirus and Support Tools:** Deploy VC3 Remote Support and Anti-Virus agents to all applicable included devices.
4. **Anti-Spam:** Provide Spam filtering for all inbound mail.

F. VCIO Services:

VC3 will provide the client with a named 'VCIO' or Virtual Chief Information Officer.

1. **Budgeting:** The VCIO will work with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.
2. **Strategic Planning:** The VCIO will recommend technology solutions as well as provide roadmaps that support key business processes in order to help the client leverage technology appropriately. The VCIO will work with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
3. **Analyze IT Health data:** The VCIO will perform a periodic analysis of the data collected by VC3's monitoring systems to proactively resolve issues and assess potential risks within the environment. The VCIO will make this analysis available to



key stakeholders and provide direction on business decisions regarding the level of investment.

G. Hardware as a Service

1. Seats can be increased or decreased to reflect staff headcount changes. If a seat is dropped within the first twelve months of activation a drop fee of three times unit cost will be assessed.
2. Packages can be upgraded, and unit counts will be updated accordingly.
3. Devices will be replaced based on the refresh cycle selected for that device and when the device was put into service.
4. VC3 will provide replacement components with substantially same or better performance as the original for failures on Hardware-as-a-Service equipment that occur because of internal equipment defects or end of life failure. The model and manufacturer of replacement devices may vary depending on device availability and lifecycle.
5. For mobile computers ie. Laptops, accidental replacement coverage is included with a limit of one replacement per refresh cycle. For all other devices client is responsible for cost of replacement or repair where damage is due to any factors other than internal defects or end of life failure – including abuse, accident, or environmental factors (for example, fire or flood damage).

H. Voice Advantage Solution

1. VC3 will supply the necessary qualified resources to remotely manage and support the telephony services specified in this work order on a 24x7 basis.
Add/edit/delete activities for telephony accounts will be provided during the hours of 8 am to 5 pm EST, Monday through Friday, excluding holidays.
2. Directory Listing & Directory Assistance (DL/DA) is a service that provides one simple listing per telephone number service address (only one number per address is allowed). A simple listing is one non-bolded, basic listing published via the geographically relevant directory publisher. This service also includes availability of the number via Directory Assistance providers (aka 411). VC3 will make a best effort attempt to have numbers published with a relevant directory publisher but cannot guarantee how individual publishers publish the data.

I. Endpoint Detection and Response



1. Deployment of VC3 Endpoint Detection and Response (RDR) agents to all applicable included devices.
2. Monitoring of EDR agents by 24x7x365 Partner Security Operations Center (SOC).
3. Provide 24x7 Incident response services for all security events and incidents generated by the EDR tool for applicable devices. All events and incidents will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

J. **Microsoft 365 Protection**

1. **Deployment & Migration Services**

- i. Provision Cloud Protect – Cloud Platform Security Event and Incident Reporting platform. Includes deployment of the cloud monitoring services to the Clients' Microsoft 365, or G Suite tenant.
- ii. Configure SaaS backups for all accounts licensed with appropriate Microsoft 365 license.

2. **Cloud Protect Services**

- i. **Cloud Protect.** Includes cloud security event and incident monitoring and reporting for productivity suites for Microsoft Office 365, &/or G Suite cloud platforms.
- ii. **Security Monitoring Center.** Includes:
 1. 24x7 third party security monitoring of the solution.
 2. Security Information and Event Management of the Cloud Productivity suite.
 3. Critical system log capture and retention.
 4. 24 x7 third party monitoring of Microsoft 365 security logs.
 5. Escalation to VC3 of any detected security incidents requiring remediation.

3. **Backup Monitoring Services**

- i. Monitor and maintain backups for the applicable devices and accounts protected.
- ii. Perform periodic updates to the backup software such as patches, and updates.



Exclusions

Items other than those included above are expressly excluded from the Services provided within this Work Order. The following exclusions and clarifications are intended to clarify the scope of services for this work order:

- A. Excluded services are those related to functionality upgrades, such as those required to evaluate, specify, purchase, and implement client system or server upgrades such as operating systems, Microsoft Office suite software unless included with a specific VC3 product, third party software deployments or upgrades, or equipment related to these services whose scope exceeds that defined above. VC3 will provide these services to the client on a Time & Materials Work Order basis at the rates outlined in the Master Services Agreement. If modification or replacement of a hardware device or component is required, client is responsible for all hardware and hardware vendor services costs, excluding VC3 owned hardware explicitly provided through this work order.
- B. Software development, training and project work, including client-owned PC upgrades and non-patch upgrades of software, are not included.
- C. When client requests services by VC3 not explicitly included in this agreement, they are agreeing to invoicing of said services per the terms outlined in the Master Services Agreement. For all services which incur additional hourly fees, VC3 will notify the client that these services are outside the scope of this work order and will receive approval from client prior to rendering these additional services.
- D. Cybersecurity event or incident response activities or remediation efforts exceeding eight (8) hours of technician, engineer or project management time.

Client Responsibilities

- A. Client will provide a primary point of contact for VC3 to work with on all services provided in this Work Order.
- B. Client is responsible for authorizing access for VC3 to sites that are owned / controlled by third parties.
- C. Client will make a best effort to maintain the minimum infrastructure requirements as defined by VC3.



- D. Client will maintain both hardware and software maintenance agreements with the source Vendor whenever possible to allow for ongoing access to security updates and to provide quick replacement of non-functioning components.
- E. Client must assign VC3 as their Microsoft Partner of record.
- F. Client is responsible for procurement and ownership of all licenses, maintenance, and vendor support agreements required for support of their third-party applications, excluding the Microsoft licensing explicitly included in the per seat packages identified in Table A.
- G. Client shall be responsible for all costs, expenses, claims or actions arising from calls the purpose or effect of which is theft or unauthorized usage of communications services or misleading or fraudulent communications of any nature (including, without limitation, communications intended to effect theft through unauthorized use of calling cards) and all unauthorized or fraudulent communications on pay-per-call numbers, information service calls, directory assistance calls or the like for which VC3 is billed that are passed through to the Client (collectively, "Fraudulent Calls"). Client shall not be excused from paying VC3 for any Services provided to Client or any portion thereof on the basis that Fraudulent Calls comprised a corresponding portion of the Services. In the event VC3 discovers Fraudulent Calls being made (or reasonably believes Fraudulent Calls are being made), VC3 shall immediately notify Client. Notwithstanding the foregoing, nothing contained herein shall prohibit VC3 from taking immediate action (within one (1) hour of VC3 first attempt to notify Client) that is reasonably necessary to prevent such Fraudulent Calls from taking place, including without limitation, denying any Services to particular ANIs or terminating any Services to or from specific affected locations.
- H. Client is wholly responsible for any and all E911 changes. VC3 hereby notifies Client as follows:
 - a. 9-1-1 emergency calls will be routed ONLY to the address reflected on the applicable client service order, and that in the event of a failure of the Services 9-1-1 emergency calls may not be completed successfully.
 - b. Client is solely responsible for ensuring that its premises equipment is functional and that power is available to such premises equipment.
 - c. Client is responsible for notifying VC3 of any relocation of devices that result in a change of street address.
 - d. VC3 SPECIFICALLY ADVISES CLIENT OF THE FOLLOWING CIRCUMSTANCES UNDER WHICH E911 SERVICE MAY NOT BE AVAILABLE THROUGH THE



INTERCONNECTED VOIP SERVICE OR MAY BE IN SOME WAY LIMITED BY
COMPARISON TO TRADITIONAL E911 SERVICES:

- i. If the physical telephone is moved to another address other than the address that is on file with VC3.
- I. Client agrees VC3 Voice Advantage does not confer the right to use the service for autodialing, continuous or extensive call forwarding, telemarketing (including without limitation to charitable or political solicitation or polling), fax broadcasting or fax blasting. VC3 reserves the right to immediately terminate or modify the Service, if VC3 determines, in its sole discretion, that Client's Service is being used for any of the aforementioned activities.
- J. Client shall ensure minimally acceptable bandwidth; client sites should have a minimum bandwidth of 100 Mbps (download). Migration/onboarding requires 5 Mbps per 400GB of data (upload). Any site not meeting the minimum bandwidth should be upgraded prior to moving this solution into production.
- K. Third party tool licensing may be required for additional cost.
- L. Client will be financially responsible for any remaining or ongoing charges from Microsoft. Microsoft subscriptions can each have their own terms and renewal dates. It is the client's responsibility to engage VC3 to adjust Microsoft subscription counts and terminations prior to 12 months from the original work order or subsequent change order purchase date.

Assumptions

- A. The Work Order will not become effective unless and until it is agreed upon and signed by the Client and VC3.
- B. If VC3 is providing or managing Client 's Microsoft Licenses, then Client agrees to the Microsoft terms and conditions as stated in the Microsoft Customer Agreement found here: <https://www.microsoft.com/licensing/docs/customeragreement>
- C. VC3 reserves the right, at its discretion, to pass onto the client any changes to obligations, such as terms or pricing imposed on VC3 by a given vendor, for an offering that is currently resold to the client at any time during the current agreement term.
- D. VC3 will make reasonable efforts to resolve all issues remotely prior to dispatching an engineer onsite. Travel hours incurred will be invoiced according to the Master Services Agreement.



- E. VC3 assumes that the Clients' business applications can be consolidated to the number of virtual servers specified in Table A. Should additional servers be required to support the Clients' business applications, additional charges will be incurred at the rates listed in Table A.
- F. If any government statute or regulation or order by a court of law or regulatory authority directly (a) prohibits performance under this Work Order, (b) makes such performance illegal, impossible or impractical, or (c) effects a change which has a material adverse impact upon either party's performance of its obligations under this Work Order, then the parties will use all reasonable efforts, to either (1) revise or amend such conflicting statute or regulation or order by a court of law or regulatory authority or (2) revise this Work Order (a) so that performance under this Work Order is no longer prohibited, illegal, impossible or is no longer impacted in a material adverse fashion, and (b) in a manner that preserves, to the maximum extent possible, the respective original intent of the parties. Each party will endeavor to provide reasonable notice to the other party as to any proposed law, regulations or any regulatory proceedings or actions that could affect the rights and obligations of the parties under this Work Order. If the parties are unable to revise this Work Order in accordance with the above, then the party whose performance is rendered prohibited, illegal, impossible, impractical or is impacted in a material adverse manner shall have the right to, at its sole discretion, to cease performance of any such obligations or Services that are so prohibited, impossible, impractical or material and adversely affected without further obligation or liability upon thirty (30) days' prior written notice to the other party (or less if required by law). The parties will continue to perform all such obligations and Services under this Work Order that are not so prohibited, impossible, impractical or material and adversely affected; provided if a material part of the rights and obligations under this Work Order are suspended in accordance with the above and the performance of the remaining obligations would not reasonably maintain the respective original intent of the parties or would not serve the essential purpose of this Work Order, then either party shall have the right, at its sole discretion, to terminate this Work Order without further obligation or liability upon thirty (30) days' written notice to the other party.
- G. This Work Order is subject to all applicable federal, state and local laws, and regulations, rulings, orders, and other actions of governmental agencies. It is agreed that each party shall obtain, file, and maintain any tariffs, permits, certifications, authorizations, licenses or



similar documentation as may be required by any governmental body or agency having jurisdiction over its business.

- H. VoIP phones require network router or firewall that supports QOS and POE switching infrastructure. No power supplies are included.
- I. Replacement hardware refers to only VC3 issued and owned equipment.
- J. Client owned equipment will be installed and setup at T&M rates.
- K. Microsoft NCE licenses and subscriptions run on an annual basis and cannot be terminated nor altered mid-term.
- L. The items defined in this work order are designed to enhance the security of the customer environment. There is no guarantee that any security measure will prevent a data breach, infection, or other cyber security incident.



Invoicing

VC3 will invoice Client per Table C. VC3 will invoice the Client a pro-rated monthly fee based on any partial month of service plus the first full month of service on the effective services start date. All subsequent service months will be invoiced at the start of the month in which services are to be rendered. Services activated after the first of month may be invoiced on a pro rata basis the following month. Any taxes related to services purchased or licensed pursuant to this Work Order shall be paid by Client or Client shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes, including the Universal Service Fund tax (<https://www.fcc.gov/general/universal-service-fund>), and freight charges shall be billed as a separate item on the invoice.

Unit rates will automatically increase annually on the anniversary of the Effective Services Start Date equivalent to the CPI change for All Urban Consumers or by 4.00%, whichever is higher.

The terms of this work order will automatically renew for an additional term of equivalent length to the current active term unless notice of termination is provided to VC3 no fewer than 90 calendar days prior to expiration of the current active term.

Table C

Milestone Billing	Milestone Description / Date	InvoiceAmount
One-Time Fees	Invoiced at signing of the Work Order.	\$0.00
Monthly Fee (36 Months)	Invoicing to begin when recurring services begin.	\$3,471.36
Annual Fee (36 Months)	Invoiced at signing of the Work Order.	\$0.00

**Refer to Table B for implementation fee and monthly fee amounts.*

VC3, Inc

Town of James Island, SC

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Addendum A – Service Desk Priorities

Incidents and Service Requests are triaged and prioritized to effectively resolve the most important issues in a timely manner. VC3 utilizes the following priorities, criteria and response metrics:

A. Priority 1:

- System/device/service down causing work to cease and critical impact to the organization or a whole department; no workaround available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired; begin resolution activities immediately.
- **24x7 Support:** Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

B. Priority 2:

- System/device/service down causing work to cease and potential business impact for an individual user; no workaround available.
- Level of service degraded causing impact to the organization or a whole department; no workaround available.
- **24x7 Support:** Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

C. Priority 3:

- Level of service degraded causing impact to an individual user; no work around available.
- Operational impact to the organization or a whole department though work continues as a result of implementing a workaround or use of other system/device/service.
- A request to enable or configure a system/device/service within 2 business days.
- Incidents related to Backup system failures.
- **Business Hours Support:** Priority 3 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

D. Priority 4:

- Operational impact to the organization, department or user exists though work continues as a result of implementing a workaround or use of another system/device/service.
- A request to enable or configure a system/device/service within 5 business days.
- **Business Hours Support:** Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

E. Priority 5:

- Operational impact to the organization, department or user is minimal or is mitigated by a reliable workaround.
- A request to enable or configure a system/device/service beyond 5 business days from the date of the request.
- Requests that have longer lead times to implement than possible within 5 business days.
- **Business Hours Support:** Priority 5 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.



Call Priority	Initial Client Contact Guidelines	Initial Client Contact Percentages
1	30 Min	95%
2	60 Min	95%
3	4 business hours	95%
4	8 business hours	95%
5	8 Business Hours	95%



Addendum B – Maintenance Windows

All work performed within VC3's Hosting or Client Infrastructure is a form of maintenance. Such work may or may not result in a disruption of service depending on the scope of the activity.

1. **Scheduled Maintenance:** All planned work performed on VC3's Hosting or Client Infrastructure by VC3 engineers or staff is defined as "Scheduled Maintenance".
During Scheduled Maintenance, some or all of VC3's Hosting or Client Infrastructure may be out of service and therefore may not be accessible to users. Regularly Scheduled Maintenance will occur on Mondays between 2 AM and 5 AM. A 15-minute downtime is expected during this window. If Client has a business need to avoid said outage, they must provide their request via the VC3 Service Desk ten business days in advance.
 - a. **Notification:** If VC3 decides to perform Scheduled Maintenance beyond the standard 15-minute downtime, Client will be notified via email ten business days before the Scheduled Maintenance window.
2. **Emergency Maintenance:** All work performed in response to a disruption or a threat to the availability of a component of VC3's Hosting or Client Infrastructure within the control of VC3 is defined as "Emergency Maintenance".
Emergency Maintenance will be conducted based upon the timeframe that the emergency exists. Normal business hours will see an immediate response. For issues that occur during non-business hours, the impact of the event will be evaluated as soon as possible, and appropriate measures taken to return the system to normal availability.
 - a. **Notification:** Client will be notified via email should Emergency Maintenance be necessary.
3. The VC3 Hosting or Client Infrastructure includes is not limited to the following areas: E-mail hosting, server hosting, website hosting, Content Management System, Hosted Applications, Internet Service Provider, Hosted Voice, and custom application hosting.



Charleston County Public Works Task Estimate

BASIC INFORMATION

Est Start Date:	8/1/2022	Request ID:	13769
Requesting Agency :	Town of James Island	Task ID:	170042
Contact :	Mark Johnson	Phone :	843-709-2394
Details :	At 679 Highwood Cir hydro excavate around drainage box and backfill with flowable fill. Finish grade swale to box with sod.		

Total Labor Cost	\$4,739.80
Total Equipment Cost	\$1,044.90

Material

ID	Description	Usage	Material Cost
\$0.00			

Other

Date	Short Description	Purchase Order	Vendor	Cost
8/1/2022	12 pieces of sod		Carolina Fresh Farms	\$60.00
8/1/2022	1 cubic yard Flowable fill		Port City Concrete	\$800.00
Total Other				\$860.00
Sub Total				\$6,644.70
10% Contingency				\$664.47
Grand Total Estimate				\$7,309.17

Agency Signature : _____ **Date:** _____

OrgKey (For non-General Fund Request): _____ **Obj Code:** _____

(For Public Works Use Only) F/O Manager/Director Approval : _____	Date: _____
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Town of James Island

Bill Woolsey
Mayor



Council Members
Daniel C. Boles
Dr. Cynthia Mignano
Garrett Milliken
Darren "Troy" Mullinax

August 19, 2022

Dear Bonnie Ammons,

On behalf of The Town of James Island, I am pleased to provide a letter of support and funding commitment for the James Island Public Service District's (JIPSD) application to the SCIIP Grant Program. The Town is eager to clean-up the longstanding non-point source storm water runoff contamination that exists throughout the 6.8 square mile tidally influenced James Island Creek watershed. The proposed project will provide public sewer service to 165 existing Town lots located within an old residential subdivision currently served by on-site septic systems that have remained in service for approximately fifty years. This area borders the tidal marshes of the James Island Creek that separates the northern and southern portions of James Island. The subdivision is extensively documented sources of the fecal bacteria indicator Enterococci found within the James Island Creek. The proposed project will enhance the quality of life and health of all residents and visitors to enjoy one of the most scenic and well-preserved tidal estuaries within the Greater Charleston area.

James Island Town Council has allotted \$444,000 of its American Rescue Plan dollars to be used as local match for this vital, \$10,305,867 million sewer expansion project. While this is a significant contribution, there are more funds needed. Our communities are extremely hopeful the Rural Infrastructure Authority will grant the JIPSD their request so this important endeavor can come to fruition.

Sincerely,

Mayor Bill Woolsey

www.JamesIslandSC.us

RESOLUTION #2022-14

AUTHORIZING THE EXERCISE OF EMINENT DOMAIN TO ACQUIRE TITLE TO OR INTEREST IN REAL PROPERTY FOR THE PURPOSE OF THE GREENHILL DRAINAGE IMPROVEMENTS PROJECT

WHEREAS, the Town of James Island (“Town”) intends to improve stormwater drainage in and around the Greenhill community in the Town through the Greenhill Community Drainage Improvement Project (“Project”); and

WHEREAS, the plans for the drainage improvements are shown on the technical drawings entitled “Greenhill Community Drainage Improvements” by Stantec with a Project No. of 171001991, and any amendments (“Plans”); and

WHEREAS, the Plans depict, *inter alia*, the existing drainage, the proposed drainage improvements, and the privately-owned portions or properties that the Town seeks to acquire an easement interest in to complete the Project; and

WHEREAS, said Plans are subject to refinement and revision as additional design efforts and investigations are undertaken regarding the Project’s components, including but not limited to drainage structures; and

WHEREAS, the acquisition of an easement interest on the privately-owned properties will be accomplished in accordance with the eminent domain laws of the State of South Carolina; and

WHEREAS, it is in the best interests of the citizens of the Town to acquire an easement interest in the privately-owned properties in order to complete the Project; and

WHEREAS, public purposes, health, welfare, and safety, will be served by acquiring the properties and completing the Project; and

WHEREAS, the properties acquired will be for public use, including but not limited to, the improvement of stormwater drainage in the Town of James Island, more specifically in the Greenhill Community.

NOW, THEREFORE, BE IT RESOLVED BY THE JAMES ISLAND TOWN COUNCIL THAT as a result of the findings set forth above, the James Island Town Council hereby authorizes and directs the following:

Town of James Island Council hereby authorizes the exercise of eminent domain to acquire an easement interest in the privately-owned property described below, and as shown on the above-described Plans, as the same may be refined or revised from time to time, for the Project. Council expressly authorizes the acquisition and related legal fees of the parcel identified below, in whole or in part, as the needs of the Project so require: TMS # 428-07-00-064.

Adopted this 18th of August, 2022

Bill Woolsey
Mayor

ATTEST

Frances Simmons
Town Clerk