



## AGENDA

Town of James Island, Regular Town Council Meeting  
December 19, 2019; 7:00 PM; 1122 Dills Bluff Road, James Island, SC 29412

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.

Members of the public addressing Council during the Public Comment period must sign in. Comments should be directed to Council and not the audience. Please limit comments to three (3) minutes.

1. Opening Exercises
2. Recognition of Former Town Council Members: The Honorable Joshua P. Stokes  
The Honorable Leonard A. Blank
3. Public Comment
4. Consent Agenda
  - a. Minutes: November 21, 2019 Regular Town Council Meeting
  - b. 2020 Holiday and Town Council Meeting Schedule
5. Information Reports
  - a. Finance Report
  - b. Administrator's Report
  - c. Public Works Report
  - d. Island Sheriffs' Patrol Report
6. Requests for Approval
  - Schooner Rd. Traffic Calming Plan
  - Camp Rd. Library Space Plan and Estimated Costs
  - Camp Rd. Library & Parking, Civil and Landscaping Design Costs
  - RFP #7-2019, Award of Groundskeeping Proposals
  - 2020 Greenbelt Urban Funds Park Proposal – Formation of Study Group
  - Purchase of Reusable Bags and Community Outreach regarding Plastics Ordinance
  - Legal Counsel and Town Council rep for 896 Folly Rd.

7. Committee Reports

- Land Use Committee
- Environment and Beautification Committee
- Children's Commission
- Public Safety Committee
- History Committee
- Rethink Folly Road Committee
- Drainage Committee
- Business Development Committee - Nominations and Appointments
- Trees Advisory Committee - Nominations and Appointments

8. Proclamations and Resolutions:

- a. Resolution #2019-25: Resolution Opposing a Centralized District 3 Bus Lot on James Island and on the Campus of James Island Charter High School
- b. Resolution #2019-26: Resolution Authorizing the Exercise of Eminent Domain to Acquire title to or Interest in Real Property for the Purpose of the **Greenhill Community** Drainage Improvements Project

9. Ordinances up for Second/Final Reading:

- a. Ordinance #2019-10: Amend Ordinance #2012-07 to Modify the Election of Mayor Pro-Tempore
- b. Ordinance #2019-11: Amend Ordinance #2014-06 to Change the time of Taking Office
- c. Ordinance #2019-12: Amend Ordinance #2012-07 to amend the Order of Business; Agenda

10. Ordinances up for First Reading:

- a. Ordinance #2019-13: Amend Ordinance #2017-06 Establishing Purchasing Procedures for the Town of James Island, SC

11. New Business

12. Executive Session: The Town Council will/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 take action on matters discussed in Executive Session.

13. Return to Regular Session

14. Announcements/Closing Comments

15. Adjournment

The Town of James Island held its regularly scheduled meeting at 7:00 p.m. in Council Chambers, 1122 Dills Bluff Rd., James Island, SC on Thursday, November 21, 2019. The following members of Council were present: Daniel C. Boles, Dr. Cynthia Mignano, Garrett Milliken, Darren “Troy” Mullinax and Mayor Bill Woolsey, presided. Also, Ashley Kellahan, Town Administrator, Bonum S. Wilson, Town Attorney, Merrell Roe, Finance Director, Mark Johnson, Public Works Director, Sgt. Shawn James, Island Sheriff’s Patrol, and Frances Simmons, Town Clerk.

Opening Exercises: Mayor Woolsey called the meeting to order and led Council in prayer. FOIA: this meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

Special Order of Business:

Election of Mayor Pro-Tempore: Mayor Woolsey opened the floor to nominate the Mayor Pro-Tempore. Councilman Mullinax moved for the nomination of Councilman Garrett Milliken, Councilman Boles seconded. There were no other nominations. Passed unanimously.

Presentation of 2018-2019 Financial Statement: Mr. Henry Wilson, Wilson & Quirk, presented the 2018-2019 Independent Auditor’s Report and Basic Financial Statements for the Town as of June 30, 2019. Mr. Wilson said the audit opinion is unmodified; being the highest opinion that can be given. The Financial Statements presents the conditions and operations of the Town. He gave highlights noting that the Town has paid off a \$2,790,000 bond in two separate transactions and the Town has no long-term debt. The net income for the year on an accrual basis is \$2.1 million; the Town Hall was completed in August, there is a 10% increase in revenue and approximately 6% increase in expenses, the majority of which is depreciation and insurance accrual. Mr. Wilson gave an overview of the Town’s net position and detailed assets. Councilman Milliken asked about Hospitality Tax (pg. 3) of \$114,388 and was told these are just the hospitality funds that were received after the end of fiscal year, and had to be accrued back. Councilwoman Mignano received information on the Homestead Exemption Refund. The audit was accepted as information.

Public Comment: The following persons addressed Council:

Susan Fletcher, 646 Beauregard St., spoke in support of speed humps in the Clearview subdivision. She said the people who lives in the back and on side streets are not exposed to the day-in, and day-out traffic as those that lives in the first quarter mile of Clearview and Beauregard about what goes on. She asked Council to support Option #2 but not to get carried away with a lot of Stop Signs, have a conservative number.

Rob Drew, 669 N. Stiles, Dr., has lived in the Clearview subdivision for close to 30 years; perhaps longer than most of the people attending tonight’s meeting. The has raised three children, all boys, there without their being four-way stops at every street or speed bumps every few hundred feet. His children were raised with discipline; a word many parents don’t seem to understand in many cases; (not personal unless you live in Clearview). His children were raised without penalizing everyone in the neighborhood. He said that parents need to keep their children out of the street and in their yards. He thinks all of the houses in Clearview has nice backyards and there is no excuse for children to play in the street. He often sees soccer nets, the street used as a basketball court, parents and children riding bicycles carelessly, and golf carts. There are laws for golf carts, but he sees kids younger than 16 driving them and this is on the parents. He said the neighborhood has not grown much in 30 years; no more than five to six homes have been built. Clearview is not a cut-thru, so the residents has generated an alleged problem. He said except for landscaping and delivery trucks, the traffic has not changed much because the population in the subdivision has not changed that much. He noted a few simple things that would solve the problem - - slow down, pay attention, and keep children out of the streets.

David Chin, 706 Sterling Drive, has lived on Sterling Drive for 10 years. He does not approve of speed humps on Sterling Drive because there is not enough evidence to support it. Some of the other areas may need it; but not on Sterling.

Tom Lassiter, 653 Beauregard St., said one thing that is probably true, is that people change and what used to be observed, no longer is. He said there is speeding on Beauregard and Clearview every day. He asked Council to support Option #2.

Elsa Caire, 808 Clearview Dr., stated that she was opposed to either of the traffic calming but understands that things change, the need for compromise, and she is willing to move forward. She said the first option given to the neighborhood was very draconious. There were stop signs every few hundred feet and speed bumps every few hundred feet as well and thought that was too severe. She said all of that was done without any input from the neighborhood. She said there were three options; Option 1 was All-way Stops and Speed Humps, Option 2 was mainly Speed Humps, and Option 3 was none of the two. Mrs. Caire said she is in favor of doing things to calm traffic but start with minimum measures (i.e., speed radar, speed limit signs). She asked if someone wanted more or less traffic calming, if their vote would be weighted the same.

Margaret Fabri, 770 Clearview Dr., has lived on Clearview Drive for 35 years and reared two children there. She said there has never been a problem with traffic on Clearview and she still does not think there is a problem. Ms. Fabri said she sent a letter to Town Council that there has never been an accident on Clearview, so she doesn't know what we're fighting about. She understands that there are young families with children; however, as a resident mentioned, all of the houses in Clear View has front and back yards. If someone wants to ride a bicycle in the street, they should follow the rules of the street. Streets are for vehicles and you follow the rules of the road. She has looked at the options and they were drastically different from when it was presented on September 16 by Laura Cabiness, the traffic engineer. She said the study found that 85% of the people were driving 27mph or less. The speed limit is 25 mph so that didn't appear to be a huge problem. The Traffic Study does not support what it's trying to do. At this point she does not know where they are. She is willing to compromise, but not a lot. The last thing that she heard is they were down to one (1) Speed Hump on Clear view Drive, but more on Beauregard. Her option would be none, because she does not see the need for it. She would recommend having one Speed Hump. On Beauregard two or three, and then four-way stops. Ms. Fabri expressed that the Traffic Study had started a year-and-a half ago and did not know anything about it until she received notice from the Town. She does not think there was transparency in the way the Town has gone about it; but the Town has tried to rectify it and she appreciates that. She reiterated that streets are for vehicles, not for bicycles or walking dogs. Sidewalks would be great.

Mark Cryzenia, 726 Clearview Drive, stated that he was disappointed that some of the things he requested were not taken into consideration. He said a lot of variables has changed over the last 30 years and speeding is not the only issue. One major concern he had was scrapped off the list, which is visibility in the areas that the Speed Humps are being considered. He said the curved sloop at the 700 block is a dangerous spot on Clearview, and at the 93 bend there is a double-blind area. He said we need to be responsible parents and pedestrians, but anyone driving at 27 mph in the bend is in an unsafe spot. There is no formal HOA. He invited Council to the Christmas Parade on December 12 to experience the community's support.

City Councilwoman Carol Jackson, 1461 Patterson Ave., congratulated newly elected and re-elected Town Officials. She represents the constituents in Clearview and thanked them for their input. She said the Option #2 was modified to reduce the number of Speed Humps to one (1). She did not know about the double-blind areas, but it is something that would be studied. Councilwoman Jackson thanked the Town for being flexible.

Consent Agenda:

- a. Minutes of October 17, 2019 Regular Town Council Meeting: Motion to approve by Councilman Milliken, seconded by Councilman Mullinax. Passed unanimously.

Information Reports:

- a. Finance Report: Finance Director, Merrell Roe, reviewed the written report and gave an overview on: franchise fees; Local Option Sales Tax (LOST); Public Works Projects; and general expenditures. Ms. Roe answered questions for Councilwoman Mignano, and Mrs. Kellahan answered Councilman Milliken's question about the \$12,500 from Hospitality Tax for the Community Assistance Grants that were awarded.
- b. Administrator's Report: Town Administrator, Ashley Kellahan, reviewed the written report and gave an overview on: old Subway property, \$100,000 (for easement) was approved by County Council to sell to Corkey's. County Council will hold a public hearing and third/final reading on December 10. Information will be provided to Council at an upcoming meeting on the cost estimates and timeframes for Brantley Park. Mrs. Kellahan is working on a PARD Grant for Brantley Park. A resolution will come before Council in December. Mrs. Kellahan will present at the December meeting a plan for the use of the Camp Road Library building. Questions from Council were answered.
- c. Public Works: Public Works Director, Mark Johnson, reviewed the written report and gave an overview on: the construction of the Quail Drive sidewalk. A ribbon cutting will be held after completion. Councilwoman Mignano asked about the clearing of leftover debris from Hurricane Dorian. Mark Johnson to contact the SCDOT to follow-up.
- d. Island Sheriff's Patrol Report: Sgt. James congratulated newly elected and re-elected officials. Sgt. James sported a beard in recognition of "*No Shave November*, that the Charleston County Sheriff's Office and law enforcement personnel are doing to raise monies for children and families battling cancer. Sgt. James gave the crime statistics and October's Island Sheriff's Patrol reports.

Requests for Approval:

Clearview Traffic Calming Plan: Mrs. Kellahan reported that two public meetings were held; 208 letters were mailed, and 147 responses were received. 11% preferred Option #1; 51% preferred Option #2; and 38% preferred leaving as is for now. She said in speaking with many people, there was an overall sense that favored Beauregard rather than the rest of the neighborhood. Mrs. Kellahan said her recommendation is to modify Option #2. She has spoken to Laura Cabiness, Johnson, Laschober & Associates (JLA) and they thought the request was reasonable. She also noted that Councilman Mullinax (at a previous Council) meeting had made requests for additional Speed Limit Signs to be placed in neighborhoods if the SCDOT would allow them. She said if we are able to do this, then we could use Radar to detect speed. Mrs. Kellahan said the staff's recommendation is a modified version of Option #2; to have one (1) Speed Hump on Clearview (near Harbor View), two (2) on Beauregard and All-Way Stop.

Mayor Woolsey moved for the acceptance of the staff's recommendation; Councilman Mullinax seconded.

Councilwoman Mignano moved to amend the motion to take a graduated approach. She said she is not opposed to the Speed Hump at the front of Clearview; but would like to begin with Stop Signs first, and then based on neighborhood's input, move forward, Councilman Milliken seconded for discussion. He asked if the Stop Signs would be in the same location as it is on the map and Councilwoman Mignano answered yes. Mayor Woolsey said in the information received, that was the least favorite option; the most popular of the three was Option #2.

Mayor Woolsey announced that if the amended motion passes, it would substitute the staff's proposal with Stop Signs. He then spoke that Stop Signs are usually refused by the DOT. He said always discussions with

the DOT for proposed Stop Signs, we must obtain their permission. Councilman Milliken asked for clarification on the staff's recommendation: **One (1) Speed Hump on Clearview; two (2) on Beauregard and All-Way Stop**. Councilman Milliken shared that he has a Stop Sign in front of his house and see people blow through it all the time. They give a false sense of security, and he fears that would create a false sense of security. Mayor Woolsey said generally the DOT does not allow Stop Signs to calm traffic; this is not to say that it does not exist anywhere in our Town; but that is the DOT's position. There were no further discussions on the amended motion. Mayor Woolsey called for the vote and it failed.

Councilman Boles asked if we needed to have 2/3 support before we could do anything and Mayor Woolsey said the Town's policy is 2/3 support; we have 62% support, however, ultimately it is a Council decision . Mayor Woolsey called for the vote on the staff's recommendation. Councilman Boles requested a roll call. The roll was called, and votes were recorded as follows:

Councilman Boles	nay
Councilwoman Mignano	nay
Councilman Milliken	aye
Councilman Mullinax	aye
Mayor Woolsey	aye

Motion passed 3-2.

Sterling Drive Traffic Calming Plan:

Mrs. Kellahan reported that the percentages were updated but did not change much. 80% supported the plan and 20 opposed. She said an observation was many respondents supported the plan but were opposed to the all-way stop. An alternative, she said is to consider moving forward with a Speed Hump at the entrance and re-evaluate the traffic data at a future time. She said the Option calls for the All-Way Stops. Staff recommendation: **move forward with one (1) Speed Hump at the beginning of the neighborhood, (similar to Clearview) and re-evaluate at a later time**. She said if we are able to get Speed Limit Signs erected in the neighborhood, that would be another option to consider at a later time.

Councilman Milliken moved to accept the staff's recommendation: Councilman Mullinax seconded. Councilman Boles asked if there were public comments on this and Mayor Woolsey said yes, Mr. Chin spoke in opposition. Mrs. Kellahan answered questions from Council. Motion passed: 3-2; Councilmembers Boles and Mignano voted nay.

Purchase of new 800 MHZ Radios: Mrs. Kellahan made a request for the purchase of five (5) new radios. The radios currently used by the Town are outdated and Motorola will no longer provide service on them after the end of this year. If the Town purchases the radios this fiscal year, we will keep our discount through Charleston County. The cost of the radios is \$10,729. Motion in favor was made by Councilman Boles, seconded by Councilman Mullinax and passed unanimously.

Workshop/Special Council Meeting to Review Town's Committee Structure: Mrs. Kellahan noted that a workshop/special meeting would be scheduled to orient Council on the Town's Committee Structure. Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously. Mrs. Kellahan will schedule and advise Council.

Tree Purchase for Arbor Day: Councilman Milliken gave update on the purchase of six (6) trees from Auckland Nursey for the Arbor Day celebration. Three (3) Live Oaks, two (2) Red Buds, and one (1) Jane Magnolia was purchased. The cost is \$600.

Request for Staff to Present Detailed Accounting of Hospitality Tax Fund for FY 18/19: Mrs. Kellahan noted the information provided to Council. An item that was not funded was the landscape at Camp & Folly and funds should be expended in the next several months with construction beginning afterward. No action was required.

Scope and Fee to Develop Ordinance Based on Proposed Stormwater Revisions: Mrs. Kellahan made request for Weston & Sampson to update the Town's Stormwater Policies and Ordinances at a cost of \$5,560. Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Committee Reports:

Land Use Committee: Nomination and Appointment of Chair: Councilman Milliken moved for the nomination and appointment of Councilwoman Cynthia Mignano, seconded by Councilman Mullinax. There were no other nominations. Passed unanimously.

Environment and Beautification Committee: Nomination and Appointment of Chair: Councilman Mullinax moved for the nomination and appointment of Councilman Garrett Milliken, seconded by Councilwoman Mignano. There were no other nominations. Passed unanimously.

Councilman Milliken reported that during the Pride Litter Pick-up on November 9 that 23 bags of litter were collected. He thanked Public Works Director, Mark Johnson for his help in assisting with the pickup. An Adopt-a-Highway Litter Pickup will be held on the first Saturday in February 2020. It's time to nominate Community Heroes. Nominations will be accepted through January and the awards will be announced in February. Councilman Milliken announced an Arbor Day celebration on Friday, December 6, 12:00 noon at First Baptist Church. Students from Camp Road Middle School will help plant a Live Oak tree.

Children's Commission: Councilman Milliken moved for the nomination and appointment of Mayor Woolsey. Mayor Woolsey seconded. There were no other nominations. Passed unanimously.

Public Safety Committee: Nomination and Appointment of Chair: Councilman Milliken moved for the nomination and appointment of Councilman Troy Mullinax; Councilwoman Mignano seconded. There were no other nominations. Passed unanimously. No committee reports.

History Commission: Nomination and Appointment of Chair: Councilman Milliken moved for the nomination and appointment of Mayor Woolsey, Councilman Mullinax seconded. There were no other nominations. Passed unanimously.

Rethink Folly Road Committee: Mayor Woolsey reported that the Steering Committee met November 20 and elected City Councilwoman Carol Jackson to serve as Vice-Chair. The Toole Group is developing bylaws and structure for the committee. Mayor Woolsey said the Steering Committee gave approval on a partial design of Phase 1 (Bike/Pedestrian Improvement Project).

Drainage Committee: Nomination and Appointment of Chair: Councilman Milliken moved for the nomination and appointment of Councilman Mullinax; Councilman Boles seconded. There were no other nominations. Passed unanimously.

Business Development Council: Nomination and Appointment of Chair: Councilwoman Mignano moved for the nomination and appointment of Councilman Boles, Councilman Mullinax seconded. There were no other nominations. Passed unanimously.

Proclamations and Resolutions:

Proclamation Recognizing a Town of James Island Community Arbor Day Observance and Celebration. Councilman Milliken gave an overview of the proclamation for recognition and celebration of Arbor Day on the first Friday in December (December 6, 2019) by planting trees and support from the community. The State of South Carolina has designated the first Friday in December as the State's Arbor Day and the Town has followed suit. The proclamation will be read at the event. Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Resolution #2019-22: Add an Additional Committee of Town Council and Citizens Committee to be Named the Tree Advisory Committee: Councilman Milliken gave an overview stating that we have lost many mature trees in recent years due to rains and other storm events. The Chair of the Tree Advisory Committee would serve as Council liaison. The purpose of the committee is to plant trees to replenish our urban tree canopy, support the Arbor Day plantings/activities, focus on the care of newly planted trees and care for older trees along our island roadways, and work with committee members, staff, arborists and the community to accomplish these goals. Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax and passed unanimously.

Resolution 2019-13: Amending the Children's Commission Structure: Councilman Milliken stated that the Children's Commission sponsors a number of events and most of the responsibility is shouldered by staff. He recommended amending the structure of the Children's Commission to utilize a rotation among Council throughout the year to assist with events. Each Councilmember would be assigned to an event. The committee would be comprised of representatives from James Island Schools, nominated by the Principals and members would serve a two (2) year term. Motion in favor was made by Councilman Milliken, seconded by Councilwoman Mignano. Mayor Woolsey stated that it is undesirable to abolish a committee of Council and rather than having Council rotate and in charge of events, it would be better for all Council to participate; in a way that hasn't been done in the past. During some discussion, Mayor Woolsey suggested that Council discuss the structure of Children's committee in a meeting after the workshop, as well as establish to rules for the committee. He noted the three major events the committee sponsors are: Tree Lighting, National Lights On, and Easter Egg Roll. After discussion, Mayor Woolsey moved to defer this agenda item to after the workshop. Councilman Mullinax seconded. Councilman Milliken added that he understands deferring until after the workshop because he can see some responsibility of this committee falling to another. He also noted that our committee structure is for Council to serve on all committees, but that has never happened and it is time that we figure out how to make it happen. He is n favor of deferring at this time. Motion passed unanimously to defer.

Ordinance up for Second/Final Reading:

Ordinance #2019-09: An Ordinance Amending Ordinance #2018-16 Pertaining to Environmentally Accepted Packaging and Products: Motion in favor was made by Councilman Milliken, seconded by Councilman Boles and passed unanimously.

Ordinances up for First Reading:

Ordinance #2019-10: Amend Ordinance #2019-07 to Modify the Election of Mayor Pro-Tempore: Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax. The request is to amend Section 30.17, subsection (B) to read that the Mayor Pro-Tempore at the first Council meeting following the election of town officials, whenever a general municipal town election may occur, that Town Council shall elect one of their body as Mayor Pro-Tempore to serve for one year. Election of Mayor Pro Tempore will be held thereafter at a meeting of Town Council annually or as soon as practicable after one has serve as Mayor Pro Tempore for a one-year period, or at each November meeting of Council. The Mayor Pro Tempore shall act as Mayor during the absence or disability of the Mayor; and if a vacancy occurs shall act



as Mayor until a successor is duly elected and qualified. There was also discussion of a rotation among Council to serve in the capacity of mayor pro-tempore. After discussion, the motion passed unanimously.

Ordinance #2019-11: Amend Ordinance #2014-06 to Change the Time of Taking Office: Motion in favor was made by Councilman Milliken, seconded by Council Mullinax. Councilman Milliken explained that since we moved our election, it necessitated modifications so our ordinances are cosmetically clean. He gave as an example that an election held on the first Tuesday, and Council taking office the first Monday (following the election) would always fall on a holiday (Veterans Day) and amending the language would have Council take office the following Tuesday after the election. Motion passed unanimously.

Ordinance #2019-12: Amend Ordinance #2012-07 to Amend the Order of Business on Agenda: Councilman Milliken said spoke that this is to add announcements at the end of Council meetings for reminders of upcoming dates, events by staff or elected officials, and give Council/elected officials the opportunity to say a few words in closing. Motion in favor was made by Councilman Milliken, seconded by Councilman Mullinax. Mayor Woolsey commented that at one time the court decisions for FOIA was any new information presented at a meeting was in violation. That court decision has been overturned and adding closing remarks to an agenda does not violate FOIA laws. Mayor Woolsey said he wanted to explain why closing remarks/announcements were never placed on previous agendas. Motion passed unanimously.

New Business: None

Executive Session: Not needed.

Adjournment: There being no further business to come before the body, the meeting adjourned at 8:20 p.m.

Respectfully submitted:

Frances Simmons  
Town Clerk

## 2020 Town of James Island Holiday Schedule



<b>New Year's Day</b>	<b>Wednesday, January 1</b>
<b>Martin Luther King, Jr. Birthday</b>	<b>Monday, January 20</b>
<b>Good Friday</b>	<b>Friday, April 10</b>
<b>National Memorial Day</b>	<b>Monday, May 25</b>
<b>Independence Day</b>	<b>Friday, July 3 (observed)</b>
<b>Labor Day</b>	<b>Monday, September 7</b>
<b>Veterans' Day</b>	<b>Wednesday, November 11</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 26</b>
<b>Day after Thanksgiving</b>	<b>Friday, November 27</b>
<b>Christmas Eve</b>	<b>Thursday, December 24</b>
<b>Christmas Day</b>	<b>Friday, December 25</b>
<b>Day After Christmas</b>	<b>Monday, December 28</b>

### Town of James Island 2020 Town Council Meeting Schedule

<b>Thursday, January 16</b>	<b>Thursday, August 20</b>
<b>Thursday, February 20</b>	<b>Thursday, September 17</b>
<b>Thursday, March 19</b>	<b>Thursday, October 15</b>
<b>Thursday, April 16</b>	<b>Thursday, November 19</b>
<b>Thursday, May 21</b>	<b>Thursday, December 17</b>
<b>Thursday, June 18</b>	
<b>Thursday, July 16</b>	

Town Council meetings are held on the third Thursday of each month. All regularly scheduled meetings are held at 7:00 p.m. at the Town Hall, 1122 Dills Bluff Road, James Island, SC 29412. For further information, please contact the Town of James Island at (843) 795-4141; Fax (843) 795-4878; [www.jamesislandsc.us](http://www.jamesislandsc.us)

# Town of James Island

% FY Complete 42%

## Monthly Budget Report

Fiscal Year 2019-2020

	1st Quarter			2nd Quarter		4th Quarter	TOTAL	BUDGET
	July	August	September	October	November			
<b>GENERAL FUND REVENUE</b>								
Accommodations Tax					8,645		8,645	15,000
Brokers & Insurance Tax		1,673	54				1,727	620,000
Building Permit Fees		791	2,835	649			4,275	15,000
Business Licenses	1,919	3,291	26,589	9,890	5,430		47,120	365,000
Contributions/Donations-Park								
Grant Reimbursement								5,187
Franchise Fees	149,860			3,798	9,694		163,352	341,000
Interest Income	220	218	170				608	3,000
Alcohol Licenses -LOP								15,550
Local Assessment Fees				910			910	3,000
Local Option Sales Tax (PTCF)			99,785	98,191	95,467		293,443	1,025,000
Local Option Sales Tax (rev)			39,916	39,188	38,728		117,832	400,000
Miscellaneous		11,540	400	103			12,043	500
Planning & Zoning Fees	1,326	953	504	579	895		4,258	12,500
State Aid to Subdivisions					68,307		68,307	260,200
Telecommunications							-	30,000
	<b>153,325</b>	<b>18,466</b>	<b>170,254</b>	<b>153,309</b>	<b>227,165</b>	<b>Total</b>	<b>722,519</b>	<b>3,110,937</b>
						<b>% of Budget</b>		<b>23%</b>

## ADMINISTRATION

Salaries	20,248	29,644	19,954	20,412	20,501	110,758	273,130
Fringe Benefits	7,617	11,259	7,578	7,649	7,704	41,807	103,500
Copier	319	495	325	325	274	1,737	5,000
Supplies	338	232	740	1,187	1,952	4,449	6,600
Postage	296		3,678	469	300	4,743	6,000
Information Services	22,688	5,017	566	5,930	1,968	36,170	65,000
MASC Membership						-	5,500
Insurance		32,262	1,388		6,470	40,120	35,000
Legal Services		4,308	7,551	3,838	11,525	27,222	50,000
Town Codification						-	2,500
Advertising		51	103	20		174	5,000
Audit						-	16,000
Elections						-	
Mileage Reimbursement			28	58	29	115	800
Bonding			350			350	2,150
Employee Training / Screening	90					90	850
Dues and Subscriptions						-	1,500
Training & Travel						-	3,000
Employee Appreciation	53	1,172	55	540	29	1,848	3,900
Mobile Devices	73	182	74	244	111	684	2,300
Bank Charges	201	126	135	138	147	747	2,000
	<b>51,924</b>	<b>84,748</b>	<b>42,523</b>	<b>40,811</b>	<b>51,009</b>	<b>Total</b>	<b>271,015</b>
						<b>% of Budget</b>	<b>46%</b>

## ELECTED OFFICIALS

Salaries	3,769	5,465	3,769	3,769	3,769	20,542	50,000
Fringe Benefits	2,409	3,557	2,409	2,410	2,410	13,194	34,000
Mayor Expense	444	14		60		518	2,000
Council Expense						-	4,000
Mobile Devices		178		134		312	2,100
	<b>6,622</b>	<b>9,214</b>	<b>6,179</b>	<b>6,373</b>	<b>6,179</b>	<b>Total</b>	<b>34,566</b>
						<b>% of Budget</b>	<b>38%</b>

## GENERAL OPERATIONS

Salaries	25,778	36,199	25,538	25,417	24,917		137,850	351,765
Fringe Benefits	8,996	13,120	8,975	8,985	8,915		48,991	128,360
	<b>34,774</b>	<b>49,319</b>	<b>34,513</b>	<b>34,403</b>	<b>33,832</b>	<b>Total</b>	<b>186,841</b>	<b>480,125</b>
						<b>% of Budget</b>		<b>39%</b>

## PLANNING

Supplies	26	174	37	25			262	600
Advertising		170					170	1,500
Mileage Reimbursement							-	200
Dues and Subscriptions	267						267	1,040
Training & Travel				300			300	1,800
Mobile Devices	55	28	37	38	56		213	660
Uniform / PPE							-	500
Planning Commission	250			300			550	4,000
Board of Zoning Appeals		150				200	350	4,000
	<b>598</b>	<b>522</b>	<b>74</b>	<b>663</b>	<b>256</b>	<b>Total</b>	<b>2,112</b>	<b>14,300</b>
						<b>% of Budget</b>		<b>15%</b>

## BUILDING INSPECTION

Mileage Reimbursement							-	500
Community Outreach							-	500
Mobile Devices	55	55	55	76	66		306	660
Supplies							-	500
Equipment / Software							-	500
Uniform / PPE							-	250
Dues & Subscriptions				10			10	800
Travel & Training		50	90				140	1,800
	<b>55</b>	<b>105</b>	<b>145</b>	<b>86</b>	<b>66</b>	<b>Total</b>	<b>456</b>	<b>5,510</b>
						<b>% of Budget</b>		<b>8%</b>

## PUBLIC WORKS

Mileage Reimbursement					(261)		(261)	300
Training & Travel				212			212	1,925
Public Outreach								500
Projects	330	5,824	39,340	8,743	1,951		56,188	135,800
Mobile Devices	91	83	93	43	656		966	1,200
Uniform / PPE		97					97	700
Supplies	930	931	48	1,015	95		3,018	5,500
Emergency Management		4,223	7,363	2,725	300		14,611	15,000
Dues and Subscriptions								425
Groundskeeping	3,555	7,319	541	17,359	336		29,109	50,000
	<b>4,907</b>	<b>18,478</b>	<b>47,384</b>	<b>30,096</b>	<b>3,077</b>	<b>Total</b>	<b>103,941</b>	<b>211,350</b>
						<b>% of Budget</b>		<b>49%</b>

## CODES & SAFETY

Mileage Reimbursement					(37)		(37)	100
Equipment							-	900
Radio Contract							-	1,400
Training							-	1,000
Supplies	21	76		26			123	250
Uniform / PPE							-	250
Other Security	53	3,875	3,345	1,325	2,715		11,314	4,320
Sheriff's Office Contract	25,168	14,975	15,815	16,355	22,670		94,983	265,460
Deputy Fringes	7,012	4,187	4,403	4,528	6,270		26,400	73,950
Unsafe Buildings Demolition							-	20,000
Overgrown Lot Clearing							-	4,000
Animal Control				750			750	500
Crime Watch Materials							-	250
Membership/Dues								250
	<b>32,254</b>	<b>23,113</b>	<b>23,564</b>	<b>22,984</b>	<b>31,618</b>	<b>Total</b>	<b>133,533</b>	<b>372,630</b>
						<b>% of Budget</b>		<b>36%</b>

## PARKS & RECREATION

JIRC Contribution							-	4,750
Pinckney Park							-	2,500
Special Events					912		912	10,000
Dock Street Park								1,500
Youth Sports Program			1,100		3,510		4,610	14,725
	-	-	1,100		4,422	<b>Total</b>	5,522	33,475
						<b>% of Budget</b>		16%

## FACILITIES & EQUIPMENT

Utilities	1,862	4,168	1,736	2,549	2,356		12,671	28,200
Security Monitoring		152		152			304	1,200
Janitorial	617	566	617	605	617		3,023	7,000
Equipment / Furniture	1,451	809	52	592	40		2,944	7,500
Facilities Maintenance	471	75	952	600	396		2,494	6,500
Vehicle Maintenance Expense	304	(746)	327	273	2,235		2,392	6,000
Generator Maintenance							-	3,500
Street Lights	10,346	10,348	10,348	10,359	10,358		51,759	154,000
	15,050	15,372	14,032	15,130	16,002	<b>Total</b>	75,586	213,900
						<b>% of Budget</b>		35%

## COMMUNITY SERVICES

Repair Care Program					6,800		6,800	35,000
Teen Cert Program								500
Drainage Committee								500
History Commission							-	4,880
Neighborhood Council		568	39				606	1,500
Children's Commission				875			875	4,000
Community Service Contributions				30,000			30,000	30,000
		568	39	30,875	6,800	<b>Total</b>	38,281	76,380
						<b>% of Budget</b>		50%

## CAPITAL PROJECTS

INFRASTRUCTURE							
Quail Drive Sidewalk	61,200					61,200	61,200
Dills Bluff Sidewalk Phase II			28,340	20,236	300	48,876	69,270
Dills Bluff Sidewalk, Phase III & IV					9,500	9,500	26,500
Lighthouse Point Blvd Sidewalk and Drainage Phase I						-	55,000
Regatta Road Sidewalk						-	17,000
Town Hall - Second Floor						-	45,000
Town Hall Sidewalks to Hillman and to Camp						-	211,500
Capital Improvement Projects	3,985		3,985			7,970	100,000
Traffic Calming Projects			3,830	6,085	9,141	19,056	30,000
						-	
PARK IMPROVEMENTS							
Pinckney Park	2,576	150	(4,858)	5,300	211	3,379	347,775
Greenbelt Park Project	2,250	26,025	(2,250)			26,025	63,750
DRAINAGE PROJECTS							
Greenhill/Honey Hill Drainage Phase i		8,000	8,000	18,163	3,900	38,063	49,657
Lighthouse Pt. Sdwalk & Drainage Phase 1							55,000
Oceanview Stonepost Drainage Basin					9,772	9,772	20,000
Hazard Mitigation Project							150,000
Drainage Improvement Projects				4,000	2,000	6,000	50,000
Santee St. Drainage Improvements		6,400		3,200		9,600	75,600
	<b>70,011</b>	<b>40,575</b>	<b>37,047</b>	<b>56,984</b>	<b>34,824 Total</b>	<b>239,439</b>	<b>1,427,252</b>
					<b>% of Budget</b>		<b>17%</b>





**TREE MITIGATION FUND**

Tree Mitigation revenue					3,000			4,392	500
Tree Mitigation expense						3,595		(3,595)	500
	-	-	-		3,000	3,595	<b>Total</b>	797	

**JAMES ISLAND PRIDE**

James Island Pride revenue/donations								391	3,100
Jsmes Island Pride expense	-	58	175	31	112			(376)	
Helping Hands Donations								423	400
Helping Hands Expense		150	260	63				473	
							<b>Total</b>		-

# ADMINISTRATOR'S REPORT

Nov-19

## ADMIN NOTES

- 1) Oct mtgs at Town Hall - 27 total- 4 events, 6 Town Mtgs, and 17 Community meetings
- 2) Old Subway Redevelopment Update -County Council has approved at 3rd and final reading offer of purchase from Corkey's with Town easement. Town currently working with Corkey's and Attorney David Bevon on reviewing an easement agreement and are reviewing Scope and Fee from Stantec on environmental assessment - [scope and fee attached](#)
- 3)Town currently working with Master Certified Arborist on monitoring Dominion's tree trimming crew - [update attached](#)
- 4) Town has approx. \$9k incurred cost from Dorian - working with FEMA and SCEMD on reimbursement
- 5) Plastics Ordinance Implementation- [See attached](#)
- 6) Budget Schedule - [see attached](#)
- 7) ISP New Officer Information [See attached](#)
- 8) Town Holiday Market & Movie Info [attached](#)

**Business Licenses** 29

\*11 of those processed at Town hall

## Code Enforcement Cases

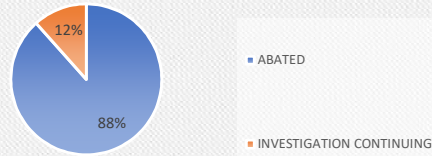
<b>TOTAL CASES</b>	<b>525</b>
<b>ABATED</b>	<b>464</b>
<b>INVESTIGATION CONTINUING</b>	<b>61</b>
RANK VEGETATION / SOLID WASTE	131
INOPERABLE VEHICLE	94
TREE CASES	50
NUISANCE PROPERTY	40

#4 new cases for Nov

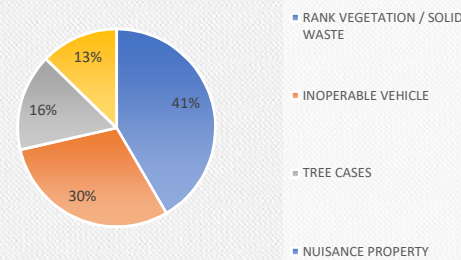
## Building Permits & Inspections

	Permits	Inspections
	64	151
Building	17	67
Electrical	8	29
Plumbing	9	28
Mechanical	8	10
Gas	6	17
Pool		
Roofing	5	
Fire System		
Sign		
Trades	10	
Manufactured Home	1	
Previous Month	96	186

## Code Enforcement - Case Status



## Code Enforcement - Case Type

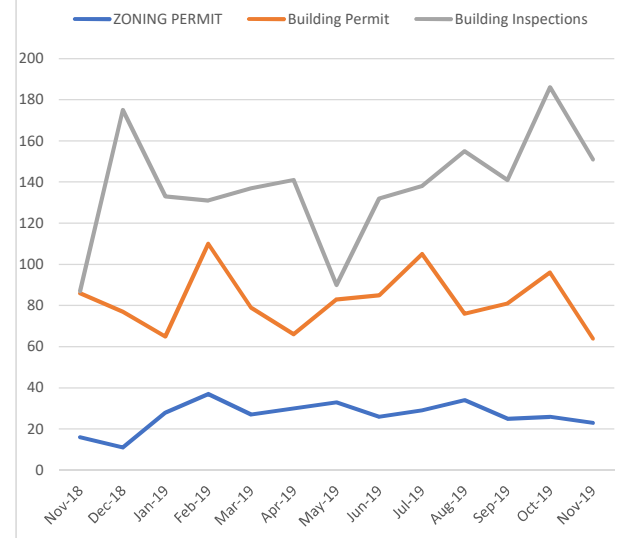


PERMIT TYPE	Nov-19
ACCESSORY STRUCTURE	
CLEARING & GRUBBING	
DEMOLITION PERMIT	
EXEMPT PLATS	
FIREWORK STAND	
HOME OCCUPATION	4
LSPR	
NON-EXEMPT PLAT	
PD AMENDMENT (REZONING)	
RESIDENTIAL ZONING	9
REZONING	
SPR	
SIGN PERMIT	1
SITE PLAN REVIEW	
SPECIAL EVENT	1
SPECIAL EXCEPTION	
TEMPORARY ZONING	4
TREE REMOVAL	3
TREE TRIMMING	1
VARIANCE	
ZONING PERMIT	
<b>TOTAL</b>	<b>23</b>

## PUBLIC WORKS NOTES

- 1) There were 3 new requests for service in November, 2 were drainage related. Sta has responded to all requests.
- 2) Construction was completed for Quail Drive sidewalk. Punch list and nal inspection scheduled for December.
- 3) Santee St. Drainage Project was completed, and nal inspection scheduled for December.
- 4) Construction began on the Pinckney Pavilion. drainage easement work is underway with Thomas and Hutton.
- 6) Repairs to Sweetgrass Creek erosion control is being looked at by Davis and Floyd engineers.
- 7) Staff attended the Fourth Quarter SCASM meeting in Columbia, and currently represent the Town on the Board of Directors.
- 8) Staff attended FEMA reimbursement for Hurricane Dorian kick-off meeting at JIPSD.
- 9) Staff spoke to the Environmental Sustainability Club at JICHS about Public Works volunteer opportunities for students.
- 10) Staff cleaned several signs but replaced none November.

## PERMITS - 13 MONTH HISTORY





August 9, 2019

Town of James Island  
c/o Stantec Consulting Services  
4969 Centre Point Drive, Unit 200  
North Charleston, South Carolina 29418

Attention: Ms. Jenny Horne, PLA, ASLA  
[jenny.horne@stantec.com](mailto:jenny.horne@stantec.com)

Reference: **Proposal for Limited Soil and Groundwater Assessment  
896 Folly Road**  
James Island, South Carolina  
S&ME Proposal No. 42-1800156A

Dear Ms. Horne:

S&ME, Inc. (S&ME) appreciates the opportunity to provide this proposal to perform a limited soil and groundwater assessment at the referenced property. We have prepared this proposal based on your request in an August 7, 2019 telephone conversation with Mr. James Killingsworth of S&ME. This proposal provides our understanding of the project and outlines our proposed scope of services, schedule, and fees. Our Agreement for Services (AS-071) is enclosed and is incorporated as part of our proposal by reference.

### ◆ Project Information

The approximate 0.27-acre subject property is located at 896 Folly Road (intersection of Camp Road and Folly Road) in James Island, South Carolina and is identified by the Charleston County Assessor's Office as TMS No. 425-06-00-100. We understand the subject property was previously used for commercial purposes, including as a retail petroleum station. We understand the subject property currently includes a vacant restaurant building, asphalt and concrete paving, and grass/landscaped areas.

Based on a site walk through on February 7, 2018 and the Concept Plan B provided by you to Jim Killingsworth of S&ME on February 8, 2018, we understand future plans for the subject property may include reuse of the existing structure or development of a park with a grassed lawn and other landscaping, a fountain, benches, and an open bus shelter. We are not aware that occupied structures are planned for the subject property.

On February 8, 2018 via email, you provided Mr. Killingsworth an electronic (PDF) copy of a Phase I Environmental Site Assessment (ESA) report by WPC dated September 25, 2007. The Phase I ESA report was prepared for STV/Ralph Whitehead Associates and addressed various properties at the intersection of Camp Road and Folly Road, including the subject property at 896 Folly Road. According to the Phase I ESA report, the following Recognized Environmental Conditions (RECs) in connection to the subject property were identified.



### On-Site

- The underground storage tank (UST) site identified as Hess Station 40204 is located at 896 Folly Road. Based on the information provided by the South Carolina Department of Health and Environmental Control (SCDHEC) UST Online Tank Registry and the Environmental First Search (EFS) report, the site contained four steel USTs that were removed from the ground at an unknown time and the former USTs are registered under SCDHEC UST permit no. 01858. No information was available through the SCDHEC Freedom of Information (FOI) office regarding past releases.

### Off-Site

- James Island Fire Department located at 1622 Camp Road is a leaking UST (LUST) site and has three documented petroleum releases. According to the information reviewed from the SCDHEC FOI Office, all three releases were given a letter of no further action (NFA) (two in March 1997 and one in July 1998).
- Pantry 3356 located at the corner of Camp Road and Folly Road is a LUST site and has a documented release. According to information reviewed from the SCDHEC FOI Office, a letter of NFA was given to the site for a release which was reported in September 1995. A letter of conditional no further action (CNFA) was given to the site for a release which was reported in March 1990.
- Gregories Express Lube 3 is a LUST site that formerly contained a Walgreens at the corner of Folly Road and Camp Road. According to information reviewed at the SCDHEC FOI Office, two releases have occurred at this site. The second release which was reported in January 1998 received a letter of NFA in May 2000; however, the release reported in December 1989 is still active. Past sampling events indicate that the concentrations of chemicals of concern (COCs) in groundwater were greater than the South Carolina Risk Based Screening Levels (SC RBSLs).
- Former Pantry #297 was a former gas station and LUST site located near the corner of Folly Road and Camp Road. Monitoring wells are located on the site. Groundwater samples collected on February 28, 2007 indicate concentrations of COCs in groundwater were greater than the SC RBSLs.

We understand you would like to conduct a limited soil and groundwater assessment as part of your due diligence prior to potential ownership and redevelopment of the site. This proposal is for limited soil and groundwater assessment of the property based on limited information regarding past use of the subject property and surrounding properties. The previously provided September 2007 Phase I ESA for the subject property has exceeded the validity period per ASTM standard E 1527-13 and is considered to be out-of-date. A proposal to conduct an updated Phase I ESA will be provided under separate cover.

## ◆ **Scope of Services**

### *Well Installation Approval Request*

S&ME proposes to collect groundwater samples from the subject property via temporary groundwater monitoring wells. The construction and abandonment of temporary wells are regulated by the SCDHEC under the South Carolina Well Standards (R.61-71) and must be performed by a South Carolina Certified Well Driller. As such,



approvals are required from the SCDHEC for the performance of the temporary well activities. Prior to conducting well installation activities, S&ME will submit, on your behalf, a request to the SCDHEC for approval to install and abandon temporary wells. The current property owner's name, address, telephone number, and point of contact will be included in the submittal. As a condition of the well installation approval, the laboratory results of soil and groundwater samples collected from the temporary wells and boring/well logs must be submitted to the SCDHEC. Upon authorization from the client, S&ME will submit the required documentation to SCDHEC following review and approval of draft documents.

### *Subsurface Utility Location*

As required by South Carolina law, the Palmetto Utility Protection Service, Inc. (PUPS) must be provided at least a three business day notice prior to subsurface soil and groundwater sampling activities. Additionally, S&ME will use in-house utility locating equipment or subcontract the services of a private utility line locator to mark the location of underground lines in proximity to the proposed sample locations.

### *Health and Safety Plan*

S&ME will prepare a site-specific Health and Safety Plan (HASP) for the soil and groundwater sampling activities to be conducted at the subject property. The HASP will be prepared in general accordance with 40 CFR 1910.120 to protect on-site workers directly involved with sampling activities.

### *Investigative Derived Waste Management and Disposal*

Investigative-derived waste (IDW) generated during the assessment activities (soil cuttings, decontamination water, and well sampling purge water) will be stored in steel or polyethylene, 55-gallon drums and secured on the subject property at a location designated and approved by you for subsequent disposal, based on the laboratory analytical results. S&ME assumes the IDW can be characterized by using the laboratory results of the collected soil and groundwater samples. No sampling of the drum contents is proposed at this time.

S&ME is not considered the generator of IDW generated during the assessment tasks. S&ME proposes to coordinate the disposal of IDW on behalf of the generator, provided the SCDHEC approves of such disposal and the IDW is classified as non-hazardous waste. The generator, or an agent of the generator, must sign disposal documents for non-hazardous IDW. With permission from the generator, S&ME can sign disposal documents as agent for the generator for non-hazardous IDW. For the purposes of this proposal, S&ME assumes the IDW will be classified as non-hazardous waste.

### *Equipment Decontamination*

Re-usable sampling equipment will be decontaminated prior to mobilization to the subject property and between sample locations. Decontamination fluids and solids will be managed and disposed as IDW as described above. S&ME assumes the decontamination fluids and solids can be characterized by using the laboratory results of the collected soil and groundwater samples.



### *Sample Location Determination/Layout*

We propose to collect three soil and three groundwater samples on the subject property.

The specific locations of previous operations (including the previous locations of the USTs) at the subject property are unknown. Possible sampling locations are described below:

- One soil boring and one temporary monitoring well on the southern portion of the subject property adjacent to Camp Road.
- One soil boring and one temporary monitoring well on the western portion of the subject property adjacent to Folly Road.
- One soil boring and one temporary monitoring well in the northeastern portion of the subject property.

The locations of the proposed temporary groundwater monitoring wells and soil borings may be altered based on new information obtained regarding environmental site conditions or construction activities, or based on site limitations such as vegetation, underground utilities, standing water, slope limitations and other possible obstructions.

### *Soil Sample Collection*

We propose to collect discrete soil samples at approximately two-foot intervals from the ground surface (beneath the layer of loose vegetation, decaying organics, and roots or hardscape) to approximately eight feet below ground surface (bgs) or to the shallow groundwater table. The soil samples will be collected using a decontaminated hand auger or using a direct push technology (DPT) sampling rig equipped with a soil sampler. Rocks, roots, leaves and other debris will be removed from the samples.

A portion of each interval soil sample will be placed in a sealable plastic baggie for field screening with an organic vapor analyzer (OVA). The OVA will either be a photo ionization detector (PID) or flame ionization detector (FID). Soil samples selected for field screening will be allowed to volatilize for approximately 15 minutes in the baggie and then field screened with an OVA.

The location and depth of soil samples exhibiting staining, odor based on olfactory observations, or field screening data indicative of potential impact will be documented. One interval soil sample from each soil boring will be chosen for laboratory analysis based on the OVA result or other indications of possible contamination. In the event field screening results are inconclusive, the soil sample interval collected near the ground surface (or just below the paving) will be submitted to the laboratory for volatile and semi-volatile organic compounds and metals analysis.

Each soil sample will be placed into laboratory prepared containers and labeled with the site name, collection date, time, sampler's initials, requested analysis, sample location, and sample depth for submittal to the laboratory for analysis.

In total, we anticipate three soil samples will be collected for subsequent laboratory analysis. Chain-of-custody forms will be completed and accompany the soil samples.



### *Soil Sample Laboratory Analysis*

The proposed laboratory analytical methods for the collected soil samples are based on findings of the previous environmental assessments at and near the subject property. We propose to submit the soil samples to an SCDHEC-certified laboratory for analysis of the following constituents:

- Benzene, toluene, ethylbenzene, xylenes, and naphthalene by SW-846 Method 8260B; and
- Polynuclear aromatic hydrocarbons (PAHs) by SW-846 Method 8270D using Selected Ion Monitoring (SIM);

### *Temporary Monitoring Well Installation and Groundwater Sample Collection*

We propose to install up to three temporary groundwater monitoring wells on the subject property and collect samples from the newly installed temporary groundwater monitoring wells. The wells will be installed using a decontaminated hand auger or using a DPT sampling rig. It is anticipated the shallow monitoring wells will be installed such that the well screen brackets the top of the water table. Per the South Carolina Well Regulations and Standards (R. 61-71), the construction of the temporary monitoring wells will be performed by a South Carolina Certified Well Driller.

Groundwater samples will be collected from each well using a peristaltic pump (or a stainless steel check valve) and new disposable tubing. The existing permanent monitoring well will be purged prior to sample collection.

In total, we anticipate three groundwater samples will be collected for subsequent laboratory analysis. Chain-of-custody forms will be completed and accompany the groundwater samples.

### *Groundwater Sample Laboratory Analysis*

The proposed laboratory analytical methods for the collected groundwater samples are based on the previous operations conducted on the property. We propose to submit the soil samples to an SCDHEC-certified laboratory for analysis of the following constituents:

- benzene, toluene, ethylbenzene, xylenes, and naphthalene by SW-846 Method 8260B, and
- PAHs by SW-846 Method 8270D SIM.

### *Abandonment of Temporary Monitoring Wells*

Per the South Carolina Well Regulations and Standards (R. 61-71), S&ME will abandon the temporary groundwater monitoring wells after collection of the groundwater samples. The wells and points will be abandoned by forced injection of bentonite/cement grout. A South Carolina Certified Well Driller will perform the temporary monitoring well abandonment activities.

### *Laboratory Data Evaluation*

We propose to compare the soil sample laboratory analytical data to the screening values for residential and industrial exposure to soil and for contaminant migration to groundwater listed in the USEPA Regional Screening





Levels for Chemical Contaminants at Superfund Sites Table (SL Table) applicable at the time of sampling. Additionally, S&ME will compare the soil sample analytical results to the Risk Based Screening Levels (RBSLs) for soil listed in the SCDHEC Quality Assurance Program Plan (QAPP) for the Underground Storage Tank (UST) Management Division.

We propose to compare the groundwater sample laboratory analytical data to the Maximum Contaminant Levels (MCLs) for drinking water as set forth in the South Carolina Primary Drinking Water Regulations, R.61-58. If an MCL is not specified, we propose to compare the groundwater sample laboratory analytical data to the RBSLs listed in Table C1 of the SCDHEC QAPP for the UST Management Division.

### *Reporting*

Upon receipt of sample analytical results, S&ME will prepare a written Limited Soil and Groundwater Assessment Report including descriptions of field activities, site maps, sample locations, sample results, disposal information, and recommendations for further action or for special construction practices for handling soil and groundwater, if any. A draft report will be provided for your review. Upon your approval, the Limited Soil and Groundwater Assessment Report will be submitted to the SCDHEC.

### ◆ **Excluded Services**

Without attempting to provide a complete list of all or potential services that will be excluded from this proposal and not performed by S&ME, the following services are specifically excluded. S&ME can provide these services; however, a separate proposal would be required.

- Cultural and Natural resources assessments;
- Geotechnical consultation;
- Special Inspection services;
- Construction materials testing services;
- Review of plans, specifications, contractor submittals, or other construction documents;
- Permanent groundwater monitoring well or soil gas monitoring point installation,
- Delineation of potential soil or groundwater impacts,
- Response actions defined in a future VCC;
- Vapor intrusion evaluation,
- Disposal of IDW as hazardous waste, and
- Environmental risk assessment.

### ◆ **Limitations and Exceptions**

This proposal is solely intended for the Basic Services as described in the Scope of Services. The Scope of Services may not be modified or amended, unless the changes are first agreed to in writing by the Client and S&ME. Use of this proposal and corresponding final report is limited to above-referenced project and client. No other use is authorized by S&ME, Inc.



## ◆ Client Responsibilities

To conduct the above scope of services for the indicated fees, the client must provide for the following information prior to our mobilization to the subject property:

- Signed Agreement for Services (Form AS-071);
- Access to the property and escort if required by S&ME, Inc.;
- Current owner/subject property manager contact information and access to the subject property and building(s), if present;
- Permission to install temporary groundwater monitoring wells and collect soil and groundwater samples on the subject property; and
- Permission to request approval from the SCDHEC to install temporary wells and to submit collected data to the SCDHEC.

Timely completion of the reports is dependent upon receipt of the required information listed above. The proposed Limited Soil and Groundwater Assessment sampling may be altered based on site conditions and ability to access proposed soil boring locations.

## ◆ Schedule

We are prepared to begin the activities upon your written authorization to proceed (ATP). We are prepared to submit a Limited Soil and Groundwater report within six weeks of receiving the ATP. Standard laboratory analytical turn-around time is two weeks. If accelerated (one-week) laboratory analytical turn-around time is requested, we will submit our written report within five weeks of authorization. Verbal updates and preliminary recommendations can be provided throughout our services, as necessary. We require safe access and reasonable site conditions, including weather, conducive to conducting the field services.

## ◆ Fee

S&ME will complete the Basic Services as described in the Scope of Services according to the unit rates provided in the attached Fee Estimate. Based on our understanding of the services you may require us to perform, we suggest you authorize a budget of **\$9,900**.

We will not perform additional work without your prior authorization. Additional services will be invoiced according to a time-and-materials basis using the provided unit rates per your prior approval.

## ◆ Authorization

Our Agreement for Services, Form Number AS-071, is attached and is incorporated as a part of this proposal.

Please indicate your acceptance of our proposal by signing and returning the agreement to our office. If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal and an authorization to proceed with the performance of our services. However, the terms and conditions included in any purchase order shall not apply, as our agreement is for services not compatible with purchase order agreements. If



**Proposal for Limited Soil and Groundwater Assessment**

**896 Folly Road**

James Island, South Carolina  
S&ME Proposal No. 42-1800156A

this proposal is transmitted to you via email, and if you choose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (AS-071) and hereby accept both as written.

◆ **Closing**

S&ME appreciates the opportunity to submit this proposal and provide you with our environmental services. Should you have any questions, please feel free to contact either of us at 843.884.0005.

Sincerely,

**S&ME, Inc.**

A handwritten signature in blue ink that reads "R DeMille".

Richard DeMille  
Environmental Staff Professional

A handwritten signature in blue ink that reads "Jim Killingsworth".

Jim Killingsworth, CHMM  
Environmental Area Manager, V.P.

Attachments: Fee Estimate  
Agreement for Services (AS-071)

## **Attachments**

## **Attachment I – Fee Estimate**



**Fee Estimate**  
**Environmental Services**  
**Camp and Folly Road**  
**Charleston, South Carolina**  
**S&ME Proposal**

<b>1 Observations and Soil Sampling</b>	<b>Qty</b>	<b>UOM</b>	<b>Rate</b>	<b>Cost</b>
Environmental Senior Technician	12	hours	\$80.00	\$960.00
Environmental Staff Professional	2	hours	\$100.00	\$200.00
Utility Location	2	hours	\$175.00	\$350.00
DPT Rig	1	days	\$3,200.00	\$3,200.00
Flame Ionization Detector (FID)/Sampling Equipment	1	days	\$300.00	\$300.00
Trip Charge	1	trip	\$50.00	\$50.00
			<b>Subtotal:</b>	<b>\$5,060.00</b>

<b>3 Laboratory Analysis - Standard Turnaround Time (TAT)</b>	<b>Qty</b>	<b>UOM</b>	<b>Rate</b>	<b>Cost</b>
Soil - BTEX, Naphthalene, and SIM PAHs	3	samples	\$320.00	\$960.00
GW - BTEX, Naphthalene, and SIM PAHs	3	samples	\$320.00	\$960.00
			<b>Subtotal:</b>	<b>\$1,920.00</b>

<b>4 Project Management and Administration</b>	<b>Qty</b>	<b>UOM</b>	<b>Rate</b>	<b>Cost</b>
Principal Engineer	2	hours	\$185.00	\$370.00
Environmental Project Manager	4	hours	\$125.00	\$500.00
Environmental Project Professional	0	hours	\$115.00	\$0.00
Environmental Staff Professional	16	hours	\$100.00	\$1,600.00
CAD	4	hours	\$80.00	\$320.00
Administrative Support	2	hours	\$55.00	\$110.00
			<b>Subtotal:</b>	<b>\$2,900.00</b>

**Estimated Fee: \$9,880.00**

**Suggested Budget: \$9,900.00**

Chris CM Gerards  
BCMA #SO-1165BM  
LegacyTrees [www.plantyourlegacytree.com](http://www.plantyourlegacytree.com)

### **Monday 12/9**

Hi Clay and Ashley,

I wanted to write a quick update as to my meeting with Clay and the Lewis pruning crews today:

- I met with Clay today at 10 am on Hunley St, James Island and reviewed some of the pruning work done thus far
- We discussed clearance parameters, the specifics associated with Grand tree pruning and ANSI standards.
- We came to a consensus as to how to change future pruning that would be acceptable to both the Town of James Island and Dominion Energy.
- We met with the crews in the field and continued our discussion regarding pruning practices.

I will be visiting with the crews again tomorrow (December 10), meeting with the crews, doing inspections and offering feedback on the behalf of the Town of James Island. We will also inspect Grand trees yet to be pruned and plan a way forward.

### **Tues 12/10**

Hi Ashley and Clay,

here is an update for Tuesday, December 10:

Today we continued to find consensus on pruning practices and we are seeing a clear improvement in the work done since our first meeting. As is to be expected, there are still some obstacles to overcome but I am confident that we can.

We did not have a chance to visit some of the Grand trees that are scheduled to be pruned and I hope we can do that this week before the Monday meeting on the 16th.

I will be joining Clay and the crews tomorrow afternoon, having a prior engagement in the morning.

### **Wed 12/11**

Hi Ashley and Clay,

here is a quick update for December 11th, 2019:

- We reviewed the previous days work, noted the obvious and dramatic improvement in the quality of the tree pruning and endeavored to improve on those things that are still lacking.
- A discussion took place as to when it is appropriate to remove an entire limb or a tree that has been so extensively pruned, little green remains.
- We visited various trees and discussed examples where the above situation could (and should) be reason for entire limb removal.
- We decided that our pending inspection of grand trees to be impacted by our pruning should be postponed, until the time to do so was near.

In conclusion; the quality of the work has significantly improved, with noted shortcomings to be addressed asap. I will be there tomorrow at noon time.

### **Thurs 12/12**

Hi Ashley,

today I visited with the crews and reviewed the work done with Jullius from Lewis Tree and Clay with Dominion.

Although a lot of progress is being made, some challenges remain.

These are mostly having to do with proper pruning and final cuts.

Here are my hours for the week;

Monday, 10 till 6, 8 hours, Tuesday, 10 till 6, 8 hours, Wednesday, 12 till 6, 6 hours, Thursday 10 till 5 plus 1 hour report writing, 8 hours.

This Monday I plan to visit the crews at noon until the meeting at 2, see you then,

Thanks!

Chris

PS I am forwarding other emails containing pictures of the pruning with brief descriptions.

### **PHOTO DOCUMENTATION**

Hi Ashley,

these two photos are of trees with improper pruning cuts (flush cuts and stubs) and scarring from the pruning process.







Hi Ashley,

here are three more photos of improper pruning and final cuts.





Hi Ashley,

the first picture is of a tree pruned properly; the cuts are correct; trees that had been pruned to the point where almost no foliage was left have been removed, leaving an almost pleasing and natural appearance.

The second photo is of a pruned "shelf", the canopy underneath the wires. The limbs have been correctly subordinated, redirected and the final cuts are proper.





Hi Ashley,

the first picture is of an improper "flush cut", where the branch was cut too close to the trunk creating a large wound. This cut can never be corrected.

The second is of a proper cut. Please note the difference in the size of the final cuts, although the size of the branches removed was approximately the same.







## **Plastics Ordinance – Public Notification**

- Sent letters to hospitality tax account holders and other mostly businesses most likely to be impacted ahead of ordinance hearing to receive input and feedback
- Info on website for businesses and residents [www.jamesislandsc.us/plastics](http://www.jamesislandsc.us/plastics)
- Worked with City Sustainability Office and County Public Information Office on
  - o Joint Press Release to be issued on Dec. 16<sup>th</sup>
  - o Regional Informational Flyer
  - o Sharing other's ordinance and contact info on websites
- Regional Flyer and additional ordinance information is being included on every Town business license renewal going out middle of December
- Contacting hospitality tax account holders (most likely to be impacted) directly through email and/or phone in person to make sure they have the correct information and to answer any questions they may have.



# Plan Ahead for New Single-Use Plastics Guidelines

## BEGINNING JANUARY 1, 2020

Operations throughout Charleston will be required to eliminate use of single-use plastic carryout and merchandise bags, as well as certain plastic carryout and food packaging items.

These new measures will mean cleaner city streets and ocean waters, but we know they also will mean big changes for you and your customers.

Use this guide to learn more about alternatives that will work for your organization.

## WHO NEEDS TO GET READY?

The new guidelines apply to all commercial and nonprofit operations including:

- Concession/event vendors and food trucks
- Farmers markets/stands and takeout stands
- Schools and government
- Grocery and liquor stores
- Restaurants and bars
- Retail stores

*Continued on back*

## What's IN?

Establishments will be able to choose from numerous affordable alternatives and certain specialty items will still be allowed.

### ✓ Reusable Bags and Recyclable Paper Bags

#### ✓ REUSABLE BAGS

- Cloth or other washable fabric or plastic bags at least 4 mils thick
- A minimum lifetime of 125 uses
- With handles and clear display of information on reuse/recycling



#### ✓ RECYCLABLE PAPER BAGS

- Paper bags of all sizes
- With and without handles
- Including glossy gift bags with handles



### ✓ Recyclable or Compostable Disposable Food Containers and Service Ware

Food service ware, containers and packaging made out of materials that are compostable<sup>1</sup> or are accepted by the Charleston County recycling program<sup>2</sup> including:

- ✓ Aluminum
- ✓ Cardboard
- ✓ Glass
- ✓ Paper
- ✓ Recyclable plastics



## What's OUT?

**AFTER JANUARY 1, 2020**, operations will be required to stop using:

### ✗ Plastic Single-Use Carryout Bags

- ✗ Intended for one-time use to **transport purchases**
- ✗ Less than 4 mils thick
- ✗ Not included in the "Exceptions: Specialty Items" section (back page)



### ✗ Non-Recyclable and Non-Compostable Disposable Food Containers and Service Ware

Polystyrene (also known as plastic foam or Styrofoam™) and other non-recyclable and non-compostable food service ware, carryout containers and food packaging materials including:

- ✗ Bowls
- ✗ Boxes
- ✗ Clamshells
- ✗ Cups
- ✗ Plates
- ✗ Stirrers
- ✗ Straws



(See "Exceptions: Specialty Items" section on back)

### ✗ Operations also will be required to stop selling or renting polystyrene:

- ✗ Bowls, cups and plates
- ✗ Coolers, containers and ice chests
- ✗ Shipping boxes and packing material

## EXCEPTIONS: Specialty Items

The following specialty items are not restricted or are exempt from restrictions:

- Bags for bulk grocery items
- Bags for raw, frozen or prepared foods
- Bread bags
- Condiment packages
- Cutlery
- Deli bags
- Dry cleaning/garment bags
- Egg cartons
- Floral/plant wrapping
- Garbage bags
- Meat trays
- Newspaper bags
- Pet waste bags
- Plastic drink or soup container lids
- Produce bags
- Straws for use by customers with disabilities



## WHY are we doing this?

These new measures are about cleaner streets and waterways, preserving the beauty and livability of Charleston for generations to come.

Plastic bags and containers are convenient, but they also-

- **Trash our neighborhoods and waterways.** More than 302 million tons of plastics are discarded worldwide each year.<sup>3</sup> Plastic waste ends up on Charleston's streets and 7.6 tons are in Charleston Harbor alone.<sup>4</sup>
- **Threaten wildlife health.** As many as 100,000 marine animals have been injured or killed by entanglement with or ingestion of plastic waste.<sup>5</sup>
- **Pose risks to human health.** Plastics never fully biodegrade, but when pieces of these bags and containers are eaten by animals, the plastic enters our food chain.

### WHERE can I learn more?

Detailed information is available online at [www.charleston-sc.gov/plastic](http://www.charleston-sc.gov/plastic)

For specific questions:

City of Charleston: call (843) 724-7311 or email [citizenservices@charleston-sc.gov](mailto:citizenservices@charleston-sc.gov)

Town of James Island: call (843) 795-4141 or email [info@jamesislandsc.us](mailto:info@jamesislandsc.us)

Charleston County: call (843) 720-7111 or email [recycle@charlestoncounty.org](mailto:recycle@charlestoncounty.org)

### NOTES & REFERENCES:

<sup>1</sup>Use of compostable products must be combined with an active composting program to be considered acceptable. Visit the Charleston County website – [www.charlestoncounty.org/departments/environmental-management/compost-program.php](http://www.charlestoncounty.org/departments/environmental-management/compost-program.php) – for more information on materials accepted for composting and compost haulers.

<sup>2</sup>For more information about materials accepted for recycling in Charleston County, please visit [www.charlestoncounty.org/departments/environmental-management/recycle-what.php](http://www.charlestoncounty.org/departments/environmental-management/recycle-what.php).

If you have specific questions about a product not listed on their website please contact the Charleston County Recycling Center at (843) 720-7111 or [recycle@charlestoncounty.org](mailto:recycle@charlestoncounty.org).

<sup>3</sup><https://ourworldindata.org/plastic-pollution#empirical-view>

<sup>4</sup>[www.citadel.edu/root/change-leading-research-directed-by-dr-john-weinstein](http://www.citadel.edu/root/change-leading-research-directed-by-dr-john-weinstein)

<sup>5</sup>[www.iflscience.com/environment/ocean-animals-%E2%80%99death-plastic%E2%80%99-could-be-occurring-more-frequently/](http://www.iflscience.com/environment/ocean-animals-%E2%80%99death-plastic%E2%80%99-could-be-occurring-more-frequently/)

This guide is for explanation purposes only and is by no means meant to be a substitution for the official City of Charleston Code, Town of James Island Code and Charleston County Code of Ordinances.



### City of Charleston

Mayor's Office of Resilience and Emergency Management  
Sustainability Division  
2 George Street, Charleston, SC 29401  
[www.charleston-sc.gov](http://www.charleston-sc.gov)

FUNDED BY



TOWN OF JAMES ISLAND  
BUDGET SCHEDULE FOR FY 2020-21

<u>Action</u>	<u>Date of Action</u>
Budget Request Forms Distributed to Staff	Monday, January 13 <sup>th</sup>
Forms Completed and Returned to Administrator	Friday, February 7 <sup>th</sup>
Budget Workshop	Thursday, March 5 <sup>th</sup> @ 6
Draft Budget Presented to Council	Thursday, March 19 <sup>th</sup>
Notice to Newspaper on Budget Hearing	Friday, March 27 <sup>th</sup>
Notice is Published	Tuesday, March 31 <sup>st</sup>
Budget Hearing (Introduction and First Reading)	Thursday, April 16 <sup>th</sup>
Adoption of Budget (Final Reading)	Thursday, May 21 <sup>st</sup>

Note: All dates are subject to change

# Town of James Island

*Bill Woolsey*  
Mayor



Council Members  
*Leonard Blank*  
*Garrett Milliken*  
*Darren Troy Mullinax*  
*Joshua Stokes*

October 1, 2019

Charleston County Sheriff's Office

RE: Island Sheriff's Patrol

Dear Sheriff Cannon:

The Town has been very pleased with the Island Sheriff's Patrol and the work of Sergeant Shawn James as our coordinator. We hope to continue to the program.

However, we would like to make a change that we hope will be an improvement. We would like to have an officer assigned to work the Island Sheriff's Patrol full time. What we propose is having the Town pay the Sheriff's Office the amount needed to cover the salary, benefits, and other costs associated with the officer. We see this as similar to the relationship the Sheriff's Office has with the Town of Kiawah Island. However, we would continue to supplement this one full-time officer with off-duty deputies as we do now.

It would be our understanding that the officer would continue to be a Deputy of the Sheriff's Office and under your supervision. We also understand that which officer would be assigned to this duty would be your decision. However, we would like to have Sergeant Shawn James assigned to work for the Island Sheriff's Patrol full-time. Of course, we would only ask this if he would agree to the assignment. For us, this would be a very good fit, because he could continue to coordinate the work of the off-duty officers as he does now. We believe he does a very good job.

If you are agreeable, I would like to present this proposal to Town Council at our next meeting, which is on October 17<sup>th</sup>. I would be very happy to come to your office and meet to discuss this matter.

Thank you for your consideration.

Respectfully,

Bill Woolsey, Mayor

[www.JamesIslandSC.us](http://www.JamesIslandSC.us)

Charleston County Sheriff's Office

James Island - New Deputy

<b>Deputy Sheriff</b>			
<b>Description</b>	<b>Initial Cost</b>	<b>Recruit</b>	<b>Experienced</b>
<b>Personnel</b>			
Salary		43,980	65,000
Holiday Pay (12 holidays)		2,030	3,000
Fringe Benefits @ 44.5%		20,475	28,925
<b>Annual Salary</b>		<b>66,485</b>	<b>96,925</b>
<b>Description</b>	<b>Cost</b>	<b>Recurring Expenses</b>	
<b>Operating</b>			
Uniforms/Public Safety	5,200		
Training	200		
Body Camera/Digital Camera	1,100		
Weapons	4,300	1,200	1,200
Mobile Data Terminal/ <b>CAD</b> /Hand Held Scanner	7,950	550	550
Vehicle Equipment (brackets, lights, partition, stop stick)	6,225		
Console	540		
Radar	2,200		
Preemployment Screening	140		
Radio Maintenance Fee	0	2,400	2,400
Printer (in vehicle)	250		
Wireless Tech ISF Charges	0	805	805
Fuel/Maintenance	0	15,000	15,000
Vehicle	36,500		
Mobile Radio 800MHZ	6,500		
Portable Radio	4,500		
In Car Camera	5,500		
<b>TOTAL OPERATING COSTS</b>	<b>81,105</b>	<b>19,955</b>	<b>19,955</b>
<b>Total Cost - One (1) Deputy Sheriff</b>		<b>86,440</b>	<b>116,880</b>

Printed: 11/15/2019

## Town Market – Holiday Market & Movie

Friday, Dec. 6<sup>th</sup>

### **Town Costs**

- Jump Castle - \$168.95
- Movie showing rights – The Grinch - \$435
- Musician - \$150
- Misc reimbursables (crafts; dvd) - \$48
- Total: \$802

### **Vendors**

Approximately 50

### **Attendance**

Estimate is between 800-900 people. 2,9k respondents showed as interested in attending on Facebook event

Brook Lyon, President  
Lighthouse Point Civic Club  
669 Port Circle  
James Island, SC 29412  
843-762-6932

Mayor Bill Woolsey  
James Island Town Council  
1122 Dills Bluff Road  
James Island, SC 29412

December 10, 2019

Dear Mayor Woolsey and Members of Town Council,

Thank you so much for conducting the most recent traffic study and recommendations regarding the speeding problem on Schooner Road. For the entire past 22 years I have lived in Lighthouse Point, speeding on Schooner Road has been a problem. I have been involved with the Lighthouse Point Civic Club, our Neighborhood Association, for the past 15 years. Every year at our Annual Meeting speeding and safety on Schooner Road has come up. I have copies of meeting minutes going back to 2004 addressing this problem. In the minutes from 2004 it was suggested that we ask then mayor Mary Clark for a stop sign right in the middle of Schooner. In the minutes from 2005, residents along Schooner were asking for speed humps. These are just a few (and oldest) documented examples of residents asking for help.

In the years I have been involved with the Lighthouse Point Civic Club, we have had a dog hit, a cat killed and a serious automobile accident when someone backed out into Schooner and was t-boned by a speeding car. There have been many other close calls I have been told about and have experienced personally. I used to walk my dog and ride my bike along Schooner. I stay away from Schooner now as it is too dangerous.

Over the years the problem has gotten worse and worse because of all the additional development in the back of the neighborhood. Since I became President of the Civic Club in 2004, we have had 27 additional houses built in "the back" of our neighborhood in Lighthouse Point. There are two more currently under construction. There are 14 more lots left to build on. In addition, the gated community called Belle Terre in the City of Charleston has a back entrance that you must traverse down Schooner Road to access. This subdivision within our subdivision often directs their contractors to use their back gate and many of their residents do as well. There are 14 new houses in Belle Terre, three under construction, and 11 lots. These additional 46 houses have added many more vehicles that drive up and down Schooner. In addition to the traffic from new residents, there is an increase in contractor and delivery traffic. This will only increase with the additional 25 lots that will be developed in the future.



We also have had many new young families with children move into our neighborhood, many of them on Schooner Road between the Indian Mound and Galleon. Currently there are 42 children and grandchildren that either live on Schooner Road or visit frequently.

Four traffic studies have been completed on Schooner, one in 2014, two in 2016 and most recently a few months ago (2019). As you can see from the enclosed studies, some of the speeds have been in excess of 70 and 80 mph. The results from all four of these studies have recommended speed humps for Schooner Road. Because of opposition against speed humps from some of our neighbors who live in the back of the neighborhood ( those who live not directly on Schooner but who have to travel it daily) we have tried all other traffic calming measures possible to no avail.

We have had a radar sign in place that shows how fast you are going. We have had the Sheriff's Department patrol and pull people (which upset the people who got pulled). We have changed our neighborhood speed limit from 30 mph to 25 mph and had the Town and SCDOT post new speed limit signs. We as a neighborhood have purchased our OWN signs and posted them. Residents have bought and posted their own signs. I have included photos of signs installed by the Town, the Civic Club and residents. Some residents have even run out and yelled at speeding drivers creating a very volatile situation.

None of this has worked to solve the Schooner Road speeding problem. We need a solution that will be there 24/7 **PLEASE!** Obviously the inconvenience of a few seconds per trip in or out of the neighborhood is negligible when you compare it to the safety of our children, our residents and animals.

I have spoken to residents on Mikell Drive, North Shore Drive and Jordan Street who all attest to how the recent installation of speed humps have made a huge difference and worked well stopping the speeding along their streets. I have included letters from them as well as letters from residents in our neighborhood.

I ask you to **PLEASE** move forward with the installation of the three low profile speed humps on Schooner Road as recommended by the engineering firm in order to finally stop this speeding problem once and for all and insure the safety of our children, our residents and animals. Thank you so much for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Brook Lyon".

Brook Lyon

Brook Lyon, President  
Josh Evans, Vice President  
Danielle Campbell, Secretary  
Lisa Morris, Treasurer  
Lighthouse Point Civic Club  
% 669 Port Circle  
James Island, SC 29412  
843-762-6932

Mayor Bill Woolsey  
James Island Town Council  
1122 Dills Bluff Road  
James Island, SC 29412

October 18, 2019

Dear Mayor Woolsey and Members of Town Council,

We, the undersigned elected officers of the Lighthouse Point Civic Club, support the installation of the three low profile speed humps as recommended by the engineering firm hired by the Town to address the results of the past four traffic studies conducted by the Town of James Island and the SCDOT which all recommend permanent traffic calming measures for this long straightaway portion of Schooner Road.

Sincerely,



Brook Lyon, President  
843-762-6932



Josh Evans, Vice President  
843-452-0204



Lisa Morris, Treasurer  
843-224-3281



Danielle Campbell, Secretary  
843-795-7755

Ashley,

As we discussed, we surveyed the homes along the effected area of Schooner Road to see what kind of support there is for the three low profile speed humps recommended by the engineering firm.

Here are the results from the survey. I have also included documentation for each address. Chris Moore and Meredith Kolaski helped going door to door showing the engineering and traffic studies to the residents who were unable come to the meeting on September 30th and I have noted which residents they talked to.

As you can see there is overwhelming support for these three low profile speed humps. I hope the Mayor and Council takes that into account and approves the funding so we can move forward with traffic calming for our residents who live along this long stretch that is often a racetrack.

Thank you so much for your help in this matter.

Brook

Schooner Road Survey - North Side - Between Creekside and Galleon

698 Creekside (corner of Creekside and Schooner)	DeStephano	support
692 Schooner- would not answer door	Floyd	unable to contact
688 Schooner	Gerth	support
682 Schooner	Perkins	support
676 Schooner	Moody	support
672 Schooner	Evans	support
668 Schooner	Forsberg	support
662 Schooner	Conger	support
658 Schooner	Perry	support
652 Schooner	Pietrowski	support
648 Schooner	Feuerbach	support
642 Schooner	O'Keefe	support
638 Schooner	Millings	support
632 Schooner	Perron	support
628 Schooner	Pope	support
622 Schooner	Durante	support
618 Schooner	Logan	undecided
614 Schooner	Kolaski	support
610 Schooner	Mock	support
606 Schooner- would not answer door	Greenhill	unable to contact
602 Schooner	Bishop	support

Schooner Road Survey - South Side - Between Leeward and Galleon

713 Schooner	Schwake	support
709 Schooner	Earle	support
1033 Windward (corner of Windward/Schooner)	Hubbard	support
1028 Windward (corner of Windward/Schooner)	Pridgen	support
691 Schooner	Blackburn	against
687 Schooner	Lauzon	against
673 Schooner	Campbell	support
669 Schooner	Moore	support
659 Schooner	Callahan/Beril	support
657 Schooner	Evans	support
655 Schooner	Evans	support
649 Schooner	Willis	support
645 Schooner	De Haven	support
641 Schooner	Vouwie	against
637 Schooner	Wilmeth	support
633 Schooner	Droney	support
629 Schooner - house abandoned	Benton	unable to contact
623 Schooner - resident moved	Evans	unable to contact
619 Schooner	Malecky	support
615 Schooner	Wiggins	support
611 Schooner	Smith	support
607 Schooner	Lehman	support

35 support  
 3 against  
 4 unable to contact  
 1 undecided

ADDRESS \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

EMAIL/PHONE \_\_\_\_\_

DATE \_\_\_\_\_

I/We **do NOT** support the installation of three low profile speed humps along Schooner Road between the Indian Mound and Galleon. \_\_\_\_\_

I/We **DO** support the installation of three low profile speed humps along Schooner Road between the Indian Mound and Galleon \_\_\_\_\_

Signature \_\_\_\_\_



# Schooner Road Traffic Calming

---

JEFF SANTACRUCE, PE, PTOE

MEGHAN MOODY, PE

# Agenda

---

Project scope

Schooner Road traffic concerns

Town Traffic study results

SCDOT minimum requirements

Recommended solution

Receive Feedback

# Project Scope

---

Conduct a field review

Provide traffic calming recommendations

Hold public information meetings

Prepare conceptual plans & cost estimates

Prepare plans, details, and permit applications

Provide construction admin & inspection





# Schooner Road Traffic Concerns

---

## Complaints received

- Speeding reported
- Safety concerns

# Traffic Study Results

---

## April 29 – May 6, 2014

- Average Daily Count: 483 vehicles
- 85<sup>th</sup> percentile speed: 33 MPH


## January 11 – 16, 2016

- Average Daily Count: 2,282 vehicles
- 85<sup>th</sup> percentile speed: 34.5 MPH

## February 16 – March 1, 2016

- Average Daily Count: 1,440 vehicles
- 85<sup>th</sup> percentile speed: 34.2 MPH

## April 17 – 28, 2019

- Average Daily Count: 426 vehicles
  - 85<sup>th</sup> percentile speed: 30.5 MPH
- 

# SCDOT Traffic Calming Options

---

## Speed Humps

- Flat topped
- Parabolic

## Raised Crosswalks and intersections

## Traffic Circles and Roundabouts

## Raised Landscaped Median

## Road Closures

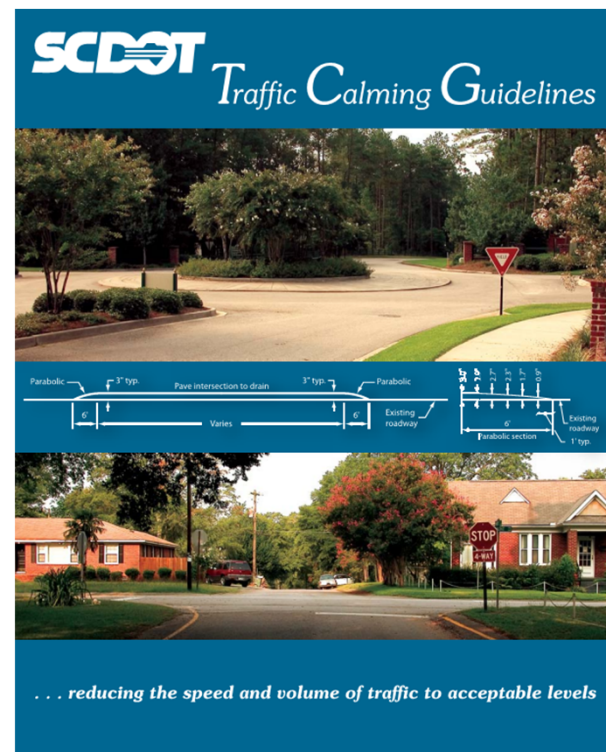
## Reduced Lane Widths



# SCDOT Minimum Requirements

SCDOT Traffic Calming Guidelines, 2006, pg. 6  
Speed Humps:

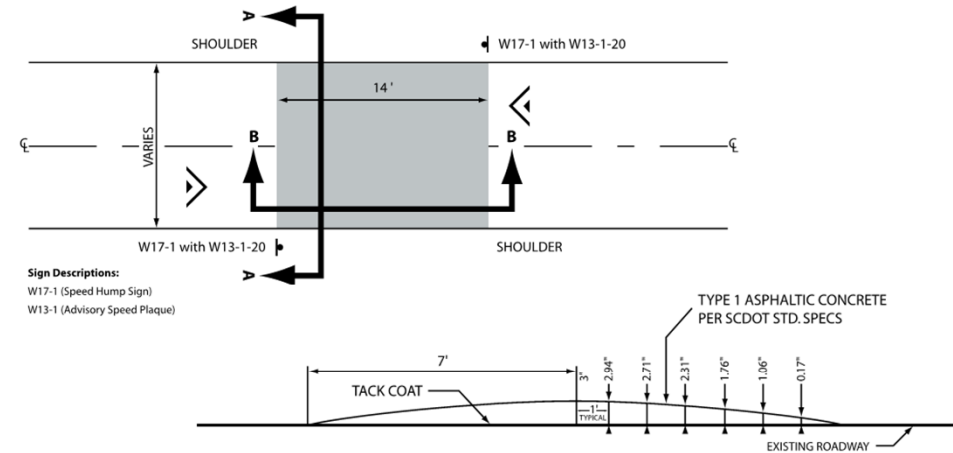
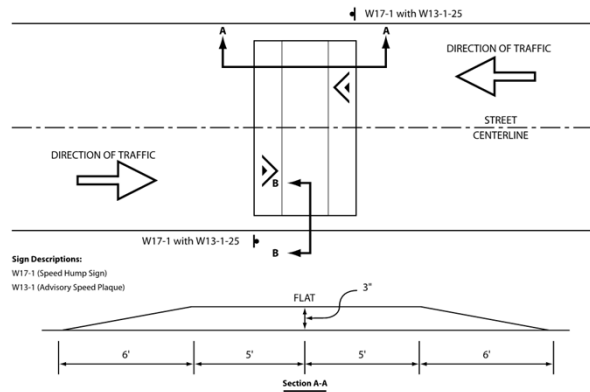
- Local residential or minor collector
- Speed limit less than 30 MPH
- Tow-lane roadway
- Not a primary access to commercial or industrial site
- Traffic volume less than 4000 AADT
- Within Urban District



# Recommended Solution

## Speed humps

- 3 locations
- Spaced approx. 350' apart
- Parabolic vs. Flat



# Recommended Solution

---

## Potential Impacts

- Speeds reduced between 20-25 percent between humps
- Average speed over 22ft speed hump is 15 mph, 18 mph (85<sup>th</sup> percentile)
- Minor impacts to emergency vehicles
  - Approx. delay between 3-5 sec for fire apparatus
  - Approx. delay between 10 sec for ambulance with patients
- Drainage impacts (not anticipated here)
- No anticipated vehicle clearance issues if designed and built per SCDOT standards



Recommended location  
for Speed Hump

Recommended location  
for Speed Hump

Recommended location  
for Speed Hump

Schooner Road

Starboard Rd

+/- 350 ft

+/- 350 ft

+/- 500 ft

+/- 500 ft

+/- 350 ft





**Town of James Island**  
**Lighthouse Point Civic Club Public Meeting**  
**for Schooner Road Traffic Calming Findings & Recommendations**  
**September 30, 2019 @ 6 PM**

**MEETING MINUTES**

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The meeting opened with introductions from Mayor Bill Woolsey for Weston & Sampson engineers Jeff Santacruce (traffic engineer) and Meghan Moody (project manager). A presentation by Jeff Santacruce covered the project scope, findings from traffic studies conducted by SCDOT and the Town, recommended solutions for traffic calming measures, and a conceptual plan of the recommended speed hump installation. At the conclusion of the presentation, the Mayor turned over the meeting to the Civic Club President, Brook Lyon, to proceed with the open comment period.

Brook Lyon – Civic President – Opening Remarks

- Outlined ground rules for the comment period
  - Each person signed up to speak will have a turn in the order of the signup sheet
  - There will not be any interruptions of the speaker during their turn
  - All speakers will limit their comments to 2 to 3 minutes to ensure everyone is heard in a timely manner
- Outlined her perspective in an opening statement
  - Speeding and safety have been an annual concern since 2004
    - Stop signs requested in 2004
    - Speed humps requested since that time
    - A dog has been hit and a cat killed by vehicles on Schooner Rd
    - A car was T-boned while backing into the street on Schooner Rd
  - Things that have been done:
    - Radar sign
    - Sheriff's department presence
    - Speed limit decreased to 25 mph from 30 mph
    - New posted speed limit signs
  - Previously stated opposition to speed humps include:
    - Inconvenience
    - Emergency vehicle response time
    - Increased insurance premiums
    - Damage to recreational vehicles
  - Brook stated she reached out to emergency service responders and her own insurance agent to confirm that speed humps did not significantly impact emergency response time or cause insurance premiums to increase.

- In conclusion, Brook requested the speed humps be installed

Bill Lyon – 669 Port Circle

- Is for speed hump installation
- During his remarks:
  - He pointed out the benefit of being a cul-de-sac neighborhood allowing for outdoor walking without through traffic.
  - He stated safety concerns on Schooner Rd cuts off that section from the rear section of the neighborhood and prevents those residents from enjoying the outdoor areas as much as the rest of the neighborhood areas

Joel Lista – 523 Schooner Rd

- Is against speed hump installation
- During his remarks:
  - Referenced parenting and preventing children from playing in the front yards or street as the appropriate measure
  - He expressed strong disbelief of the speeds recorded during the traffic studies

Michael O'Keefe – 642 Schooner Rd

- Is for speed hump installation
- During his remarks:
  - Asked if Weston & Sampson was hired by the Town—the Mayor responded in the affirmative
  - Asked for copies of SCDOT information and recommendations (now attached to these meeting minutes)
  - Asked if speed humps are the best option—his response was that he didn't know but that he thinks its been too long for a solution to the speeding issue

Harlan “Woody” Wood– 558 Lynne Ave

- Is for speed hump installation
- During his remarks:
  - Stated he uses cruise control to ensure he goes 25
  - Stated that he has a line of people held up behind him because they're trying to go faster
  - Regarding the speed humps he said he doesn't like them but thinks the safety provided outweighs not having them

Gene McIntosh – 550 Seaward

- Is against speed hump installation
- During his remarks:
  - Very strongly objected to speed humps
  - Referenced being in and out of the neighborhood often and does not want the inconvenience of the speed humps
  - He tows boats and trailers and dislikes going over speed humps with them

- Has kids & commiserated with the safety concerns for children living on Schooner Rd

#### Nick Kvestad – 321 Schooner Rd

- Is against speed hump installation
- During his remarks:
  - Believes the speed humps would be unsightly
  - Wants enforcement to be the preferred solution
  - Does not believe speed humps will solve the problem

#### Linde Mills – 565 Schooner

- Is against speed hump installation
- During her remarks:
  - Believes the data is skewed
  - Cited crash as not a good reason for installation
  - Asked: how is the decision being made? What is the point of our comments? Are we wasting our time? – Is this a done deal? Mayor Woolsey responded that the decision would be made by the Town Council with input from the community. He encouraged concerned residents to attend the Council meeting where the vote would be taken and that it would most likely occur in November.

#### Laney Mills – 565 Schooner

- Is against speed hump installation
- During his remarks:
  - Does not appreciate the town wasting his time on something that is a done deal
  - Believes the 85<sup>th</sup> at 33-35 mph is probably typical (at 10 mph over) for all of Charleston

#### Ray Patterson – 667 Cedar Point Dr

- Is against speed hump installation
- During his remarks:
  - Thought there were not enough speed humps – 500' is too far for speed control
  - Never sees people speeding

#### Sue Lawly – 565 Seaward

- Is against speed hump installation
- During her remarks:
  - Children should be taught how to address traffic in the street
  - Adults should be taught how to address traffic in the street
  - Regulated sidewalks would provide a place to walk safely
  - Refuted that those in the back are speeding
  - Does not want emergency vehicles slowed

- Asked if there would be a written comment period – Response from the Mayor was that a written comment period was not planned, this public meeting served as the comment period

Glenn Lawly – 565 Seaward

- Is against speed hump installation
- During his remarks:
  - Believes the speed hump installation will happen anyways
  - Reason for being against speed humps was ambulance needing to come to a stop

Frank Edwards – 555 Schooner

- Is against speed hump installation
- During his remarks:
  - Reasons for being against:
    - Emergency vehicles slowed
    - Increased cost of insurance
    - Decrease property value – less attractive sells
    - Increased fuel cost / Increased pollution
    - 3 humps on Schooner seems excessive, reference Dills Bluff 2 miles long and only 2 humps
  - Wants other alternatives looked at, proposed:
    - Does not believe traffic cops are being tough enough
    - Center islands
    - Pinch points
    - Optical speed bars
    - Rumble strips
    - Rubber speed humps / Split humps / Liquid speed humps

Michele Durante – 622 Schooner Rd

- Is for speed hump installation
- During her remarks:
  - Cited her kids as reason for wanting speed humps

Miranda DeHaven – 645 Schooner Rd

- Is for speed hump installation
- During her remarks:
  - She's seen speeding
  - Believes its contractors and people that do not live there
  - Wants a permanent solution
  - Does not want sheriff's department bearing the cost

Andrew Kolaski – 614 Schooner Rd

- Is for speed hump installation

- During his remarks:
  - Witnessed “shenanigans” middle of the day, most shocking was two racing trucks
  - Wants it addressed because it is a safety problem; he has kids
  - Seems like there is a high volume of traffic for the size of the neighborhood

Meredith Kolaski – 614 Schooner

- Is for speed hump installation
- During her remarks:
  - She said she can hear people at night racing
  - Wants it to be safer

Russ Feuerbach – 648 Schooner

- Is for speed hump installation
- During his remarks:
  - Thanked mayor for fixing flooding problem
  - Said the humps are too far apart, wants four speed humps

Hawk Moore – 669 Schooner

- Is for speed hump installation
- During his remarks:
  - Blames delivery trucks
  - Waste of sheriff's time
  - Wants something done
  - Believes the speed humps are not a problem for cars traveling at 25 mph

Bill Youngblood – 613 Seaward Drive

- Is against speed hump installation
- During his remarks:
  - Does not believe the data
  - Even the residents on Schooner Rd are divided between for and against
  - Thinks Schooner Rd is not the only place that should have speed humps if you want to slow people down. If you do it on Schooner Rd, expand the scope all the way to Ft. Johnson Road
  - Wants law enforcement to give citations

Cynthia Mignano – 963 Foxcroft in Harbor Woods

- Is for speed hump installation
- During her remarks:
  - Went through similar issues in Harbor Woods – wanted to pass on perspective and experience
  - Harbor Woods made every intersection an all way stop
  - Has seen a decrease in traffic and speeding as a direct result

Guy Mossmon – 603 Seaward

- Is against speed hump installation
- During his remarks:
  - Does not want anyone hurt
  - Wanted a vote on the issue
  - Protested cost to the Town

Robert Wilds – 623 Seaward

- Is against speed hump installation
- During his remarks:
  - Is the police presence a waste of time? (Rhetorical question)
  - What other options have been looked at or done
    - Increased traffic control
    - Signs
  - Type of humps important for car damage concerns (His car is too low to the ground for speed humps)
  - Does not want children hurt

Tom Robinson – 541 Schooner Rd

- Is for speed hump installation
- During his remarks:
  - Does not have speeding at his house because of being in the back
  - Not for but believes they may work where other efforts have thus far failed, so therefore he is for the speed humps
  - Police are not the option that makes sense
  - Called for anger to be controlled and that coming together will help solve the problem

Jimmy Warren – Was signed up to speak but did not

At the conclusion of the open comment period, Brook announced that there were 12 people who spoke for speed humps and 12 people who spoke against speed humps—a clear indicator of how divided the community was on the issue. Mayor Woolsey restated the next steps were completion of recommendations and design plans by Weston & Sampson followed by their presentation to Council for a decision. Attendees were reminded to seek an opportunity to provide their feedback to their Council representative and that they were welcome to attend the deciding Council meeting and give their feedback there.



liollo  
architecture

**JAMES ISLAND ARTS & CULTURAL CENTER**  
1248 CAMP ROAD  
RENOVATION FEASIBILITY STUDY



## **REPORT CONTENTS**

STAKEHOLDER MEETING NOTES  
EXISTING BUILDING OVERVIEW  
RENOVATION & ANALYSIS

## **APPENDIX CONTENTS**

A - PRECEDENT IMAGE PRESENTATION  
B - SITE VISIT NOTES

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Reliability. Efficiency. Integrity.





# STAKEHOLDER MEETING NOTES

## Overview

The Town of James Island held a community meeting on July 22, 2019 and distributed a survey to residents to gather information on what the community sees as the Town's future for Old Camp Road Library. Residents indicated that they most desired formal and informal education opportunities for children and adults. There was also a large interest in arts, history, and local artifacts.

The Town would like this building to be open to the public with an option to rent the space on weekends and/or evenings. There may be a need for one staff member, as well as volunteers, to manage the building. This option may include furniture, finishes, re-painting the exterior, and an outdoor space.

The Town identified some activities that may take place in this building:

- Art Display
- Art Classes
- Tutoring
- Community Meetings
- Computer Access
- Movie Screenings
- Environmental Education
- Summer Camps
- Bird Watching
- Gardening Club



Liollo and the Town of James Island met with three stakeholder groups to gather information about the building's potential use and needs. During these meetings, Liollo showed a series of images and *test fit* plan sketches (Appendix A). The Town sees this "James Island Arts and Cultural Center" as a place for the Arts Council, a history center, and a place for programming for children of all ages.



## Stakeholder #1 - Arts Council

James Island's Arts Council seeks to promote local arts for all residents of the Charleston area. There is currently no gallery space on James Island.

The Arts Council has a variety of interests that include stage / performance space, gallery space, art classes, student art exhibits, sculpture display, poetry readings and reenactments. They see this space as an opportunity to hold gallery shows, evening performances and access to arts & crafts that can bridge the gap between generations. The Council has a focus on reaching children in the 8 - 12 years-old range.

The Council has a desire to:

- Be collaborative
- Provide access to arts and history
- Display the work of James Islanders to the larger community

It is in the best interest of the Arts Council to have a flexible, multi-use space for continual programming with a shared mission of education for residents and visitors to the Island.

## Stakeholder #2 - History Commission

The History Commission seeks to promote the preservation of historical and cultural features in the Town on James Island. The Commission has access to historical artifacts, 3D objects, paintings, and photographs. The commission has written a history guide to James Island and they know residents that collect historical information on the Island.

In this building, the Commission would like a place to store artifacts, provide access to the internet for research, and a location for visitors to read historic books.

Both the History Commission and Arts Council would like to become more accessible to the community and are interested in a collaborative, multi-generational space. Collectively, the combined group is most excited to bring art to the people, to provide for continual events, bringing history and research to the community, providing places for storytelling / tutoring, and preparing a place for The Town's community and visitors to gather.



### Stakeholder #3 - Children's Museum of the Lowcountry

The Children's Museum of the Lowcountry (CML) may be a partner for the Arts and Cultural Center. CML sees this as an opportunity to provide occasional after-school and weekend programming during the school year (1 - 2 times a month) focused on children ages 8 - 12 years. CML recommends permanent exhibit pieces that do not require facilitation for use.

The Children's Museum has several requirements for programming:

- Space must be able to be closed off from the public.
- There is a strict 8:1 child-to-adult policy with a minimum of two adults at all times. The ability for CML to staff programs is the limiting factor on how, and when, programs could be scheduled.
- A sink is highly desired.
- Storage space that can be locked for materials and equipment.
- Tables must be height flexible.
- Surfaces must be cleanable and resilient.
- Space must be accessible for users of all abilities.

CML's philosophy is that exhibits for children should not be separated from adult areas. They see this as an opportunity to help children have access to arts, history, and multi-media. By integrating the target ages in all areas, children will remain supervised and adults will interact with play.

Nichole Myles, CML's executive director, recommended several types of exhibits that may fit into the space and would require minimal supervision.

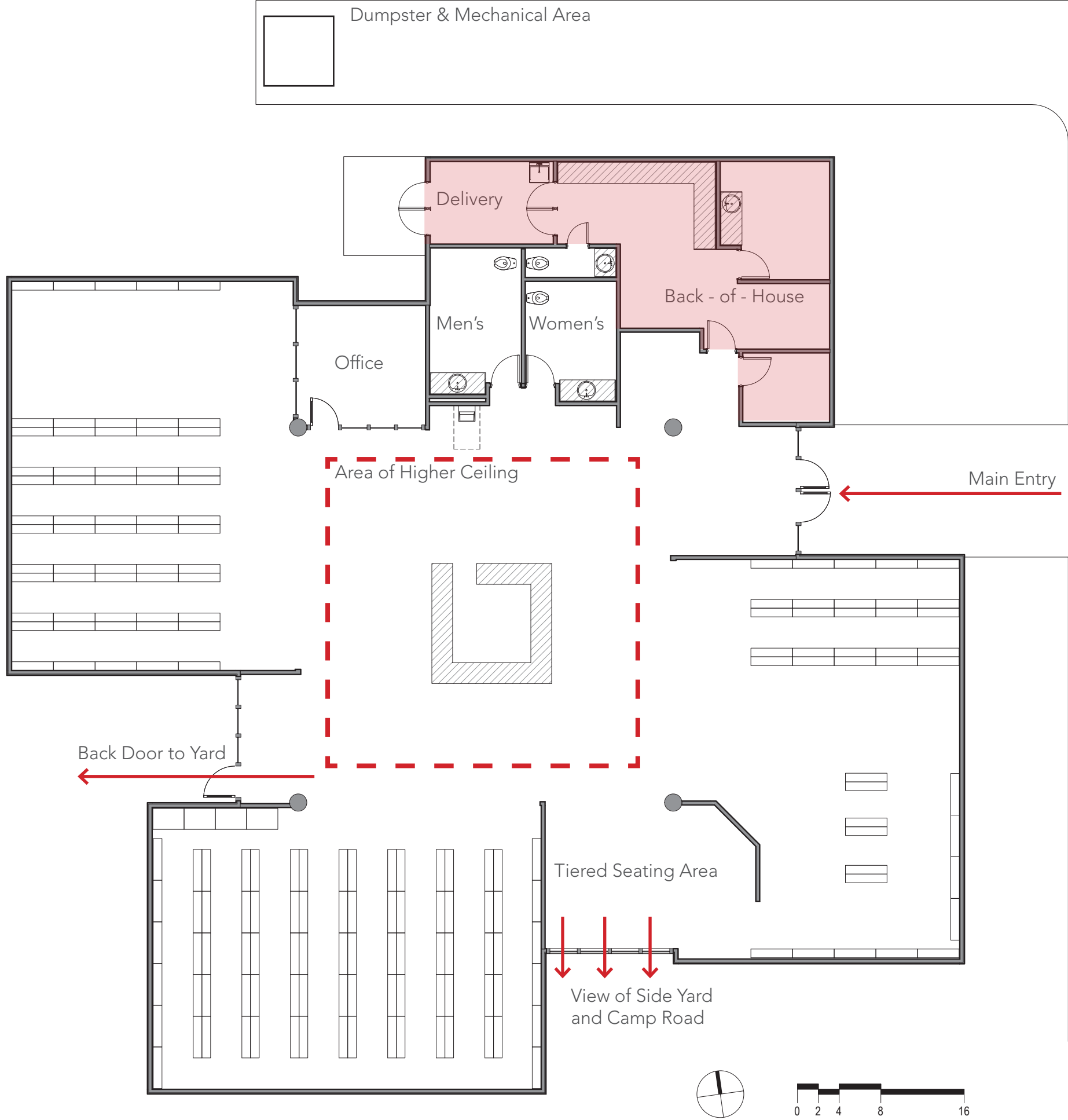
- Light Wall Dials
- Marble Wall
- Shadow Puppet Wall
- Coding Corner
- Big Block Set
- Color Mixing Wheel
- Interactive Topography Sand Table
- Art Bar (with storage above)
- Interactive Casework for Art / Artifacts (that can be viewed from different vantage points)





**EXISTING BUILDING OVERVIEW**

EXISTING FLOOR PLAN



## Architectural Summary

The Camp Road Library is owned by Charleston County Public Libraries and is being leased by the Town of James Island for use as an arts and cultural center. The building is approximately 5,926 SF and is arranged in a *pin-wheel* orientation around a central open space. There are three single occupant restrooms, a staff support space, an enclosed glass office, and access to a rear yard. There are two different roof systems on the building. The high roof is a standing seam metal roof; the larger low roof is a low-slope modified bitumen roof. The roofs are drained through roof drains out to grade. There are clerestory windows that have been boarded up, painted, and covered on the interior with a dropped ceiling. The main entrance is East facing toward a shared parking lot that is being analyzed for improvements in a separate, concurrent study. Along the North elevation are mechanical units, a deliveries entrance, and one dumpster. The East elevation faces a residential neighbor and is buffered by a yard and very mature Bradford Pear trees. Camp Road, separated by a sizable side yard, runs along the South elevation of the building.

## Exterior Conditions Summary

The building exterior includes storefront windows and EIFS (Exterior Insulation and Finish System), a cladding system that consists of an insulation board that is attached to structure with a base and finish coat. The windows appear to be in good shape (ie. caulk is good, sill pans are installed, and the glazing has neoprene seals). The entry storefront has one pane of shattered tempered glazing that will need to be replaced. Along the perimeter of the building, there are several locations where the EIFS has been damaged and needs to be repaired. There are hose bibs located in at least two locations in the rear of the building. Bradford Pears in the back and side yard are brushing up against the walls and roof, and require pruning or removal. At grade, there are several roof drain outputs that are eroding the soil. Riprap rock or splash blocks need to be placed under the drains to prevent further erosion.

Mechanical units are located along the North side of the building. The unit's fins are bent and need re-combing. There is erosion around the perimeter of the mechanical unit curb leaving the underside of the curb exposed. The clean-out is located in this area and appears to be damaged by a mower. The dumpster is accessed by a drive that is damaged due to heavy truck loads. The delivery entrance consists of a pair of doors and an over-sized step.

Shrubs surround the building along with various trees (Bradford Pears, Crape Myrtles, etc.)





East Facade - Main Entrance



South Facade - Faces Camp Road



West Facade - Rear Entrance. Stair requires a handrail.



Erosion around the roof drains



Trees are brushing up against the building



Damaged EIFS at several locations along the perimeter







Damaged fins need re-combing and the curb is eroding



Mechanical units and dumpster access are located north of the building



A pane of tempered glazing is shattered at the entrance



Hose bibs are located on the East elevation



Loading dock step needs additional step for access



Clean-out is damaged



## Interior Conditions Summary

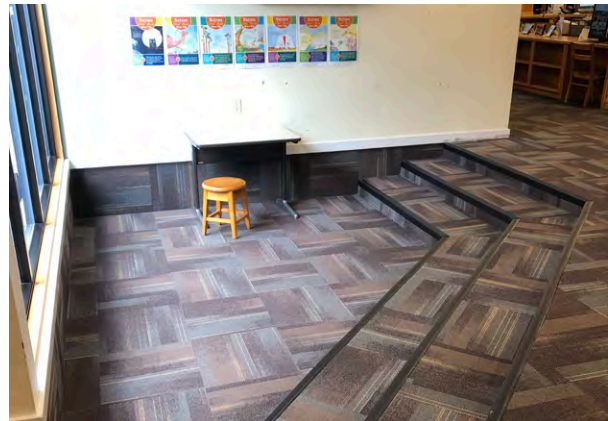
The interior of the building is largely an open space with back-of-house support spaces. The majority of the building has carpet tile flooring. It is assumed that the carpet does not run under the built-in casework and shelving. The ceiling is primarily a dropped 2x4 ceiling with troffer lights. One corner of the room has steps down for a children's reading corner. In the center of the building, there is a higher dropped 2x4 ceiling that conceals the clerestory windows above. It is assumed that there is no mechanical ducts or excessive electrical wiring above this portion of the ceiling. Surrounding the higher, central ceiling is a bulk-head that is assumed to house mechanical ducts and cabling. There is one office that looks out into the open space, that is primarily glass.

The back-of-house space consists of an open work area, a kitchen, private office, one single occupant restroom, and a mechanical / loading room. This area has built-in casework that has some damage. The floor is carpet tile and the ceiling is a dropped 2x4 ceiling, with the exception of the kitchen which has rubber flooring and a hard gypsum board ceiling.

There are three single occupant restrooms - one each for men, women, and staff. The restrooms each have tile floors and walls, and a floor drain. The public restroom's ceilings are dropped 2x2 ceiling that is roughly 6-inches below a damaged, hard gypsum board ceiling that limits the available plenum space. It is assumed that this condition exists in the adjacent glass office as well.



The center of the building has a higher ceiling, concealed by a dropped ceiling.



Tiered children's seating area with natural daylight.





Main Entry faces the parking lot



There is access to the back yard in the rear of the building



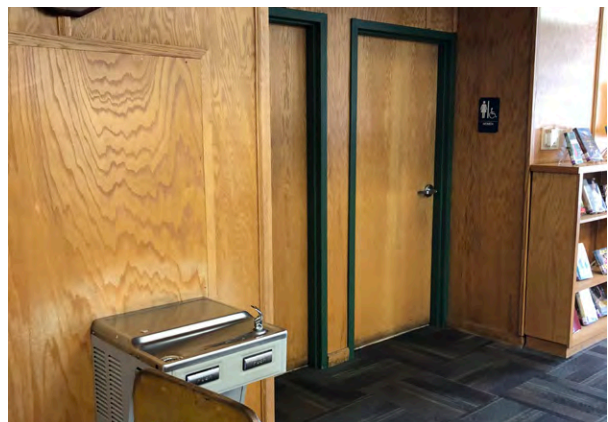
Building is open and bright



Office space has built-in cabinets / storage



Private office has windows for borrowed daylight coming into the building



Restrooms and drinking fountain for public use





Damaged door leaf at the office



Ceiling grid is damaged in some locations and tiles are sagging



Ceiling grid, lights, etc. are not seismically installed - plenum spaces in the three open rooms is limited



Plumbing fixtures throughout include: 1 men's restroom / sink, 1 women's restroom / sink, 1 staff restroom / sink, break room sink, and mop sink



## Roof Conditions Summary

The roof is primarily a low-sloped roof with a higher, standing seam roof in the center of the building. There are clerestory windows surrounding the higher portion of the roof that have been boarded up and painted closed.

One portion of the low slope roof, along the north side, is slightly taller to accommodate mechanical units that are accessed through hatches.

The roof membrane is blistered in several locations and has *alligating* throughout. There are some locations that have been patched. At the higher mechanical roof area, the roof has soft spots. Roof drains / overflow drains are located around the perimeter of the clerestory windows under the standing seam roof. There is significant ponding and debris around this area that appears to be clogging some drains.

The standing seam roof has rotten fascia boards, but the soffit appears to be in good condition. The metal roof is rusted and has damaged paint throughout. There is an open-ended gutter along the north side of the high roof diverting rain from sheet-flowing onto the mechanical roof.



Example of debris / ponding surrounding roof drains

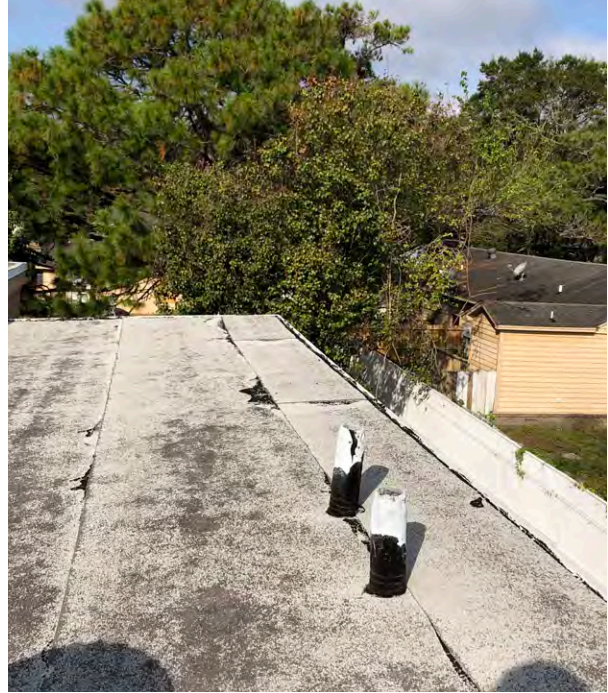


Mechanical space access hatch

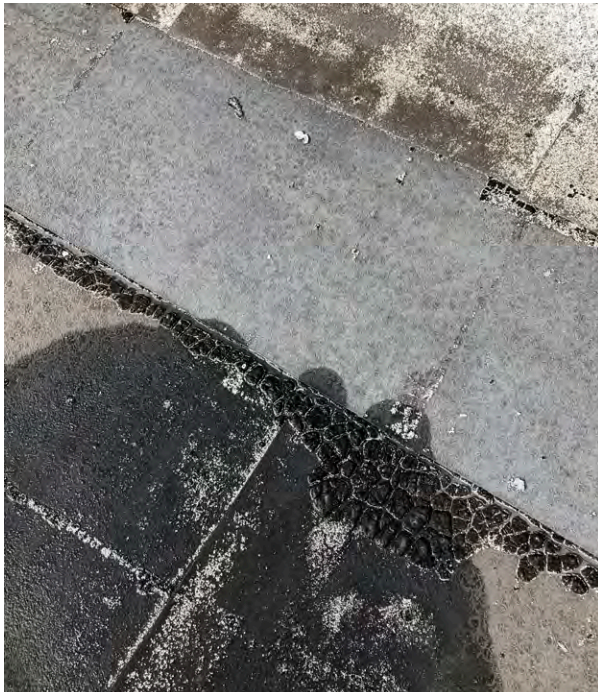




Fan is not functional



Lead flashing over vent pipes



Example of *alligatoring* on the roof



Clerestory windows are boarded up and painted - *alligatoring* and debris is present throughout





Standing seam roof is rusting



Damaged paint on standing seam roof



Membrane roof blisters



Rotten fascia board





Membrane roof is patched in some areas



Membrane roof is patched in some areas



Gravel stop varies in height around the perimeter of the roof



Open ended gutter on the north





**INVESTIGATION AND EVALUATIONS OF SYSTEMS FOR FUNCTIONALITY AND COMPLIANCE  
WITH APPLICABLE CODES**

**1. Fire Protection**

The building is not provided with a fire protection system.

**2. Plumbing**

Domestic Water

The building is provided with one dedicated incoming water service for services to all cold water fixtures and as make-up for the building hot water system

Domestic hot and cold water piping is copper.

Incoming water pressure is unknown; however, it is assumed to be sufficient since the building does not have a domestic water booster pump.

The building is provided with one (1) storage type, electric water heater.

1. WH-1: One 40 gallon, 4.5 kW, A.O. Smith electric domestic water heater is located in the utility corridor near the back entrance to the building. Hot and cold water connections have shut-off valves. The water heater is not installed with a drain pan but is near the exterior door. There was no hot water recirculation pump observed and it is assumed that one does not exist.

All fixtures appear to be within the code maximum 50 feet from a source of hot water.

Plumbing fixtures in the toilet rooms are typical fixtures suitable for residential or light commercial use. The main men's and women's restrooms appear to have been gang restrooms at one time but any interior partitions have been removed to achieve ADA clearances. Toilets within these restrooms have flush tanks and angle valves for isolation. Lavatories are wall-mounted with single lever mixing type faucet. Exposed undercounter sanitary and domestic water piping is not currently insulated.

The building has exterior wall hydrants on the building. Hose bibbs do not have a lockable cover and it is unclear if they are non-freeze type.



#### Observations

Where visible above ceilings, piping appeared to be in fair to good condition and was insulated with fibrous insulation without jacketing. Exposed piping in utility corridor is not insulated.

Domestic water piping was not labeled.

WH-1 appears to be in fair condition.

Incoming cold water shut-off valve could not be located. The valve location should be identified and labeled. The incoming cold water service backflow preventer could not be located. Backflow preventer should be identified and labeled.

#### Sanitary Drainage

All sanitary piping serving the building was below the slab, therefore the material and condition could not be verified.

Sanitary piping is gravity drained, exiting the building and connecting into the city sewer system.

#### Observations

Exterior grade cleanouts were observed.

#### Storm Water

The building has roof drains and overflow drains that are routed to separate outlets above grade. Majority of roof and overflow drain outlets are terminated above landscaping or splash blocks.

#### Observations

All of the drains need cleaning and it is unclear if there are any existing clogs within the piping to the outlets. During the assessment there was ponding on the roof due to inadequate sloping.

#### Fuel Gas

The building does not have natural gas or liquid propane (LP).

### **3. HVAC**

Building cooling and ventilation is provided by a direct-expansion split system with one (1) rooftop air handling unit and one (1) pad-mounted condensing unit on grade. Heating is provided by one (1) duct-mounted electric resistance heating coil in the air handling unit's supply duct main within the rooftop equipment pit. Toilet exhaust is provided by three (3) small, ceiling-mounted exhaust fans.



In the utility corridor there is a Johnson Controls local panel, however it is unclear what is controlled by it in addition to the split system.

1. AHU-1:

- a. Area Served: Entire Building
- b. Type: Direct-Expansion Split System Air Handling Unit
- c. Unit Location: Rooftop Pit, mostly protected from the elements
- d. Capacity: 20 tons (from original drawings), not indicated on nameplate data
- e. Manufacturer: Central Environmental Systems
- f. Model Number: L3EV240AA
- g. Serial Number: NHDS008708
- h. Refrigerant: R-22
- i. Age: August 1995 according to nameplate data
- j. Condition: Poor
- k. Remarks: Single-zone unit. Fixed outside air.

2. EHC-1:

- a. Area Served: Entire Building
- b. Type: Duct-Mounted Electric Resistance Coil
- c. Unit Location: Rooftop Pit, mostly protected from the elements
- d. Capacity: 55 kW (from original drawings), unable to read nameplate data
- e. Manufacturer: Unable to read nameplate data
- f. Model Number: Unable to read nameplate data
- g. Serial Number: Unable to read nameplate data
- h. Age: Unable to read nameplate data
- i. Condition: Poor
- j. Remarks: Single-zone unit. Consistent leaving air temperature to all spaces.

3. ACCU-1:

- a. Area Served: Entire Building
- b. Type: Direct-Expansion Split System Air Cooled Condensing Unit
- c. Unit Location: Pad-mounted on grade along back driveway
- d. Capacity: 20 tons according to nameplate data
- e. Manufacturer: York
- f. Model Number: H5CE240A25A
- g. Serial Number: NOM9340346
- h. Refrigerant: R-22
- i. Age: Not provided with nameplate data
- j. Condition: Poor



- k. Remarks: Condensing coil fins starting to crack.

Observations

Equipment does not appear to be well maintained and both the air handling unit and condensing unit appear to be at or near the end of their useful life.

Indoor Johnson Controls thermostat was digital, non-programmable.

Elastomeric insulation on exterior refrigerant piping for split system is beginning to degrade, missing in some areas, and should be repaired or replaced.

Exhaust fans are switch controlled and do not run continuously.

There is an existing 8"Ø duct that previously connected the air handling unit to the roof-mounted ventilator, providing outside air to the building. This duct is no longer connected and is pulling little, if any, outside air. Even if installed properly, a single 8"Ø duct is not large enough for the estimated outside air requirements of the entire building. Ventilation shall be provided to spaces per the International Mechanical Code and ASHRAE 62.1, meaning this unit does not provide the required ventilation per code.

Condensate drain piping from the air handling unit is routed from the cooling coil drain connection to grade, similar to storm drain.

HCFC-22 (also known as R-22) contributes to ozone depletion and global warming. As of January 1, 2010, HVAC system manufacturers can no longer produce new air conditioners and heat pumps containing R-22, which means the units which serve the building are no longer manufactured. However, manufacturers can continue production and import of R-22 until 2020 for use in servicing existing equipment.

Because it is not clear what is controlled from the Johnson Controls control panel, it is unknown how the equipment is being controlled. It is unknown if the entire unit cycles on/off based on temperature control or if the unit fan operates continuously and only the respective unit refrigerant circuits cycles on/off. Regardless, the method of introducing outside air to the building is either not code compliant (if the unit cycles on/off), or likely to create indoor humidity problems (if the unit fan operates continuously and only the respective unit refrigerant circuits cycles on/off).

Small, conventional direct expansion HVAC equipment without hot gas reheat are not capable of providing sufficient ventilation air on a continuous basis without causing indoor humidity



problems. Their inability to decouple the space sensible loads (temperature) and latent loads (moisture) leads to high space relative humidity during periods of non-peak sensible loads within the occupied spaces. In conventional direct expansion applications, the compressor(s) cycle on-off regularly based on the indoor sensible load. When there is a call for cooling and the compressor starts, the cooling coil surface quickly becomes cold enough to provide both sensible cooling and latent cooling (dehumidification). Moisture from the outdoor air condenses on the cooling coil surface, and when the condensate accumulates enough mass for gravity to overcome the surface tension of the cooling coil, some of the water droplets fall to the condensate drain pan. When the indoor temperature is satisfied and the compressor de-energizes, the sensible cooling drops off dramatically. Meanwhile, because the fan needs to continuously run (per code), the condensate remaining on the surface of the wet coil re-evaporates into the moving supply air stream. Due to this re-evaporation of moisture during periods of non-cooling, the humidity ratio of the air is actually higher when it leaves the unit than when it entered. Therefore, during non-peak design days, the system provides little or no dehumidification. Inadequate humidity control and high space relative humidity could lead to surface moisture/condensation, mold and microbial growth, and even “sick building syndrome” (SBS) - a term used to describe situations in which building occupants experience acute health effects and discomfort associated with time spent in the building.

#### 4. Electrical/Communications

##### Electrical Distribution

The building is served from a pole mounted utility transformer bank located on the southwest corner of the building site. The transformer is delivering 208/120 volt, 3 phase power to the building. The utility company is SCE & G.

From the utility transformer, the underground service lateral of one (1) set of 500 kcmil cables are routed to a service entrance rated, 400 amp, 208/120 volt, 3 phase distribution panelboard A with a 350 amp main circuit breaker. Panel A is located in Receiving 08.

1. Distribution Board A:
  - a. Type: Distribution
  - b. Location: Receiving 08
  - c. Fed From: Utility Pole-Mounted Transformer
  - d. Rating: 350 Amp Main Circuit Breaker
  - e. Manufacturer: Federal Pacific Electric Company (FPE)
  - f. Series: CDP
  - g. Age: 1977
  - h. Condition: Fair



Building does not have an emergency generator.

Observation

Electrical distribution equipment is original to the building and was installed in 1977 and is past its expected end-of-life of 30 years. Replacement parts are difficult, if not impossible to obtain. Proper maintenance is difficult.

Electrical Power

Electrical metallic tubing (EMT) has been installed throughout. MC cable was used for modifications made after the original build.

Dedicated safety switches are located adjacent to all HVAC equipment.

Standard duplex receptacles are located throughout the building. In general, receptacles are installed flush in the walls. Receptacles that were added during modifications made after the original building are surface mounted and connected with surface raceway.

Observation

There are several locations that plug strips have been used due to not enough permanently installed receptacles.

Lighting

Interior light fixtures are a mixture of recessed 2x4 troffers, downlights, surface mounted cylinders, and surface mounted wraparounds. Residential style wall mounted lights installed above the mirrors in each of the three restrooms. The exterior lights are wall packs and surface mounted squares.

The originally installed light fixtures consisted of T12 and incandescent lamps. The incandescent lamps have been replaced with screw-in type compact fluorescent lamps.

Exit signs and emergency egress light fixtures with incandescent lamps are provided with battery backup.

A lighting contactor is installed to automatically control interior lighting in the open stack areas. All exterior building mounted lights are automatically controlled via photo controls.



### Observation

The light fixtures are from the original building construction and are past its expected end-of-life. The fluorescent lamps are inefficient and in the near future replacements will no longer be readily available.

The exit signs and emergency egress light fixtures are from the original building construction and are past its expected end-of-life. Egress lights are located at the two (2) exit doors in the public areas. The coverage is inadequate and does not illuminate the path of egress.

The light fixtures located at all building exits do not have a backup power source, such as batteries, which is required Life Safety Code.

There are no automatic controls, such as occupancy sensors, for the lighting installed in the workroom, offices and restrooms. The International Energy Conservation Code (IECC) requires that in buildings greater than 5,000 sq. ft. the interior lighting must have some form of automatic shutoff. It also requires that within each room that 50% of the lighting be capable of being turned off, unless there is an occupancy sensor installed.

The installed flag pole does not have any permanently installed lighting. It is recommended that ground mounted lights be installed, so that the flag can be displayed during the evening hours.

### Communications

Communication service entrance conduits enter the building in Receiving 08. The cables are routed to Book Mending 15 where the server equipment is located.

Communication cables are routed above accessible ceilings throughout the building.

Communication outlets are installed throughout the building.

### Observation

In some locations communication cables are not properly supported and are laying on ceiling tiles and light fixtures. The National Electrical Code (NEC), Article 300.11 does not permit raceways to be used as a means of support for other raceways or cables.

### Fire Alarm

There is no fire alarm system installed in the building.

A single-station smoke alarm device is installed in the Staff Work Room 09 just outside the Receiving 08 door.



Observation

A fire alarm system is not required.





**L. APPENDICES, RMF PHOTOGRAPHS**


Photo Number - P01	Remarks
	<p>WH-1: 40 gallon electric domestic water heater located in rear utility corridor.</p>

Photo Number - P02	Remarks
	<p>Typical water closets and lavatories in restrooms.</p>





Photo Number - P03		Remarks
		<p>Typical wall hydrants, roof drain discharge at grade and exterior cleanouts.</p>

Photo Number - P04		Remarks
		<p>Typical roof drains, overflow drains and deflection panels on roof.</p>





Photo Number - M01		Remarks
		<p>AHU-1 Air Handling Unit serving building.</p>

Photo Number - M02	Remarks
	<p>Rooftop pit with AHU-1 and EHC-1 located within.</p>




Photo Number - M03	Remarks
	<p>ACCU-1 Air Cooled Condensing Unit serving building.</p>


Photo Number - M04	Remarks
	<p>EHC-1 Electric Heating Coil serving building.</p>



Photo Number - M05		Remarks
		<p>Roof ventilator and disconnected outside air duct.</p>

Photo Number - M06		Remarks
		<p>Typical exhaust fan installation and abandoned hard ceiling above new tile and grid.</p>



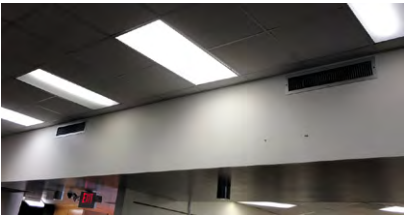

Photo Number - M07		Remarks
		<p>Typical sidewall supply diffusers in lobby and ceiling-mounted supply diffusers in wings.</p>



Photo Number - M08		Remarks
		<p>Typical ceiling-mounted return diffusers in lobby corners and supply duct routing above ceiling in wings.</p>





Photo Number - M09		Remarks
		<p>Existing Johnson Controls control panel and wall-mounted thermostat.</p>



Photo Number - E01		Remarks
		<p>Pole mounted transformer bank with service entrance feeder routed down pole and underground to building. Main distribution board is installed recessed in wall.</p>



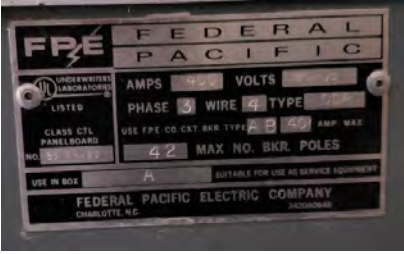
Photo Number - E02		Remarks
	 	<p>Main distribution board is manufactured by Federal Pacific Electric Company (FPE), which is no longer in business.</p>







Photo Number - E03	Remarks
	<p>Surface mounted wiring devices and raceways installed in the large reception desk that was added in a later renovation project.</p>
	



Photo Number - E04	Remarks
	<p>Open junction boxes above the ceiling and low voltage cables resting on the ceiling tiles. Both items are not compliant with the National Electrical Code (NEC).</p>
	



Photo Number - E05		Remarks
		Variety of light fixtures that are installed. The fixtures fluorescent or incandescent lamps, which are not energy efficient.
		


Photo Number - E06		Remarks
		Combination exit sign with emergency egress lights. One is installed at each of the two exits to the open stack area.




Photo Number – E07	Remarks
	<p>The exterior light at the front and rear entrances were illuminated. Per the drawings these lights are being controlled by the photocell. It is assumed the photocell has failed and the light fixture is energized 24/7.</p>
	
	



Photo Number – E08	Remarks
	 <p>Building mounted wall packs are being used to light the front of the building and parking lot.</p>




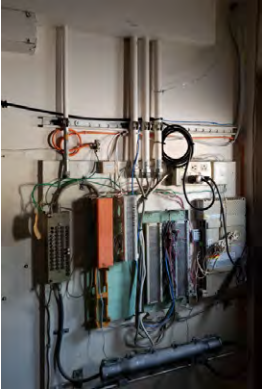


Photo Number – E09		Remarks	
			Incoming service entrance for communication system.

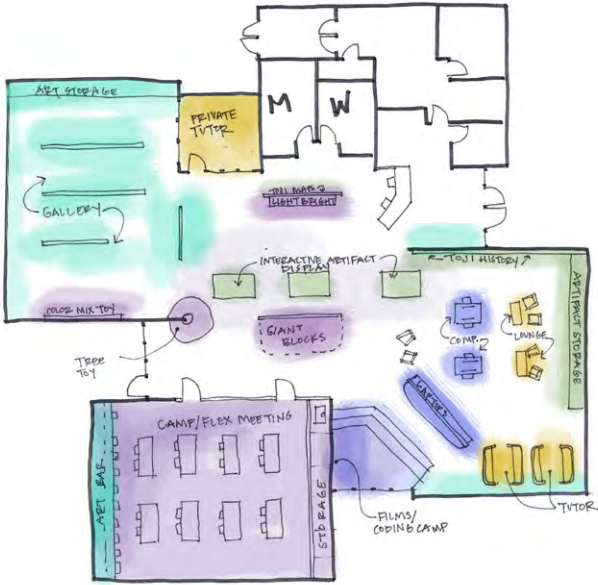
Photo Number – E10	Remarks
	Smoke alarm located outside of Receiving 08.



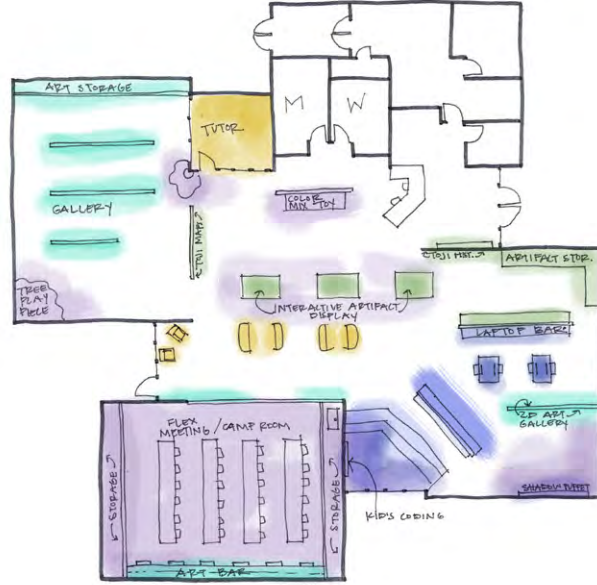
**RENOVATION & ANALYSIS**

# INTERVENTION OPTIONS & ANALYSIS

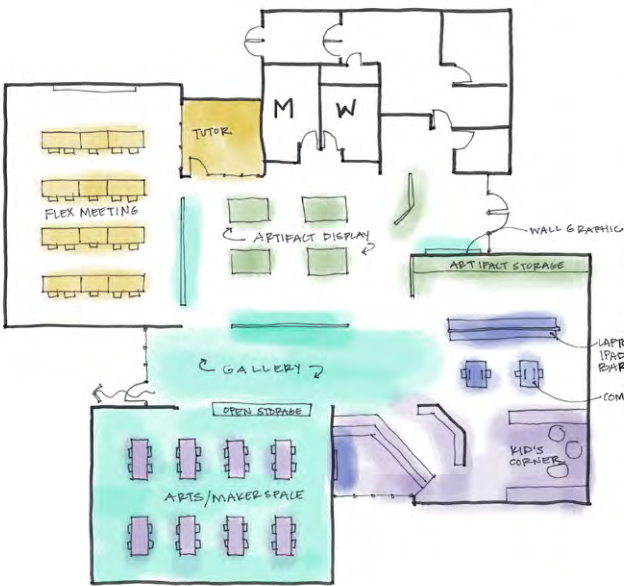
- ARTS
- ARTIFACTS
- TECHNOLOGY
- CHILDREN'S
- TUTOR



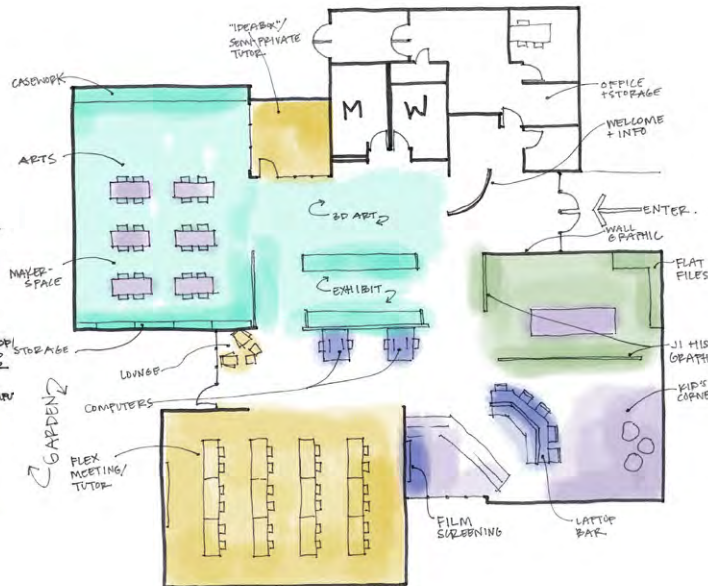
**Scheme 1**  
Integrates related children's activities in art, archives, & technology.



**Scheme 2**  
Children's activities along the perimeter, dedicated gallery and meeting room.



**Scheme 3**  
Separated program zones, separate artifact and art display.



**Scheme 4**  
Separated program zones, exhibit and art display in the center.



## Architectural Summary

A limited renovation may include updating finishes and furniture within the building to better suit the new needs of users. It is assumed that the carpet does not run under the book shelves or reception desk, so the carpet may need to be replaced. The ceiling grid and tile may be replaced. The floor plan may remain as-is with the exception of a few partition walls and closing off one room for a private meeting space.

To let more light into the space, the clerestory windows may be exposed by removing boards and ceiling grid that is concealing them.

## Exterior & Roof

Stucco may be repaired as needed and repainted. The roof may need to be assessed for leaks and cleaned. Roof drains and overflows may need to be cleaned out so that they work appropriately. Fascia boards need to be replaced and the standing seam roof may need to be repainted.

## Garden

The rear and side yards may be enclosed with fencing or a planted buffer for security and privacy. Bradford Pear trees may be removed and replaced with canopy trees. There may be a pollinator garden and an outdoor sculpture garden. This space may be used by the Children's Museum programming, as well as the Arts Council programming, and adult educational classes on birding and gardening.

## Entry

Approaching the building, there may be alterations to the storefront entry to add graphics that welcome visitors to the "Arts and Cultural Center." Directly inside, there may be a reception desk / touch down kiosk for staff. This area may also be used to display James Island graphics and maps.

## Gallery

Gallery space may be required for both 2D art and 3D art. The Arts Council would like to have semi-permanent exhibits as well as temporary shows for student art, camps, and guest artists. Some pieces may need to be enclosed in a case or mounted higher for security. The gallery should be flexible and movable.



## History

The glass office may be dedicated to secured space for historical artifacts. There may be shelves, flat files, and cases for artifacts and photograph displays. Historic photographs, maps, and books that don't require secured spaces may be displayed in the entrance of the building and in the gallery area as well.

## Multi-Purpose Room

An enclosed room may be required for children's programming and camps, as well as art classes and private meetings. The room may require lockable built-in storage along at least two walls. A sink may be required in this room, and the floor may need to be LVT or a similar cleanable surface. This room may require a projector or TV screen and additional outlets.

## Central Space

The center of the building should be flexible and reconfigurable. The space may be used for a temporary stage or for gallery exhibits. Children's play pieces may be placed throughout the building. (ie., a color mixing wheel in the gallery space, an interactive display casework in the middle of the building, and a topography table near the history area.) Within the open area there may be clusters of furniture that create tutoring areas, a technology hub, and gallery / artifact display. The Arts Council requests track lighting for art exhibits and performances.

## Back of House

The back of house area may be used for table and chair storage. These back rooms may be repainted and casework repaired as needed. The kitchenette and restrooms may remain as-is.





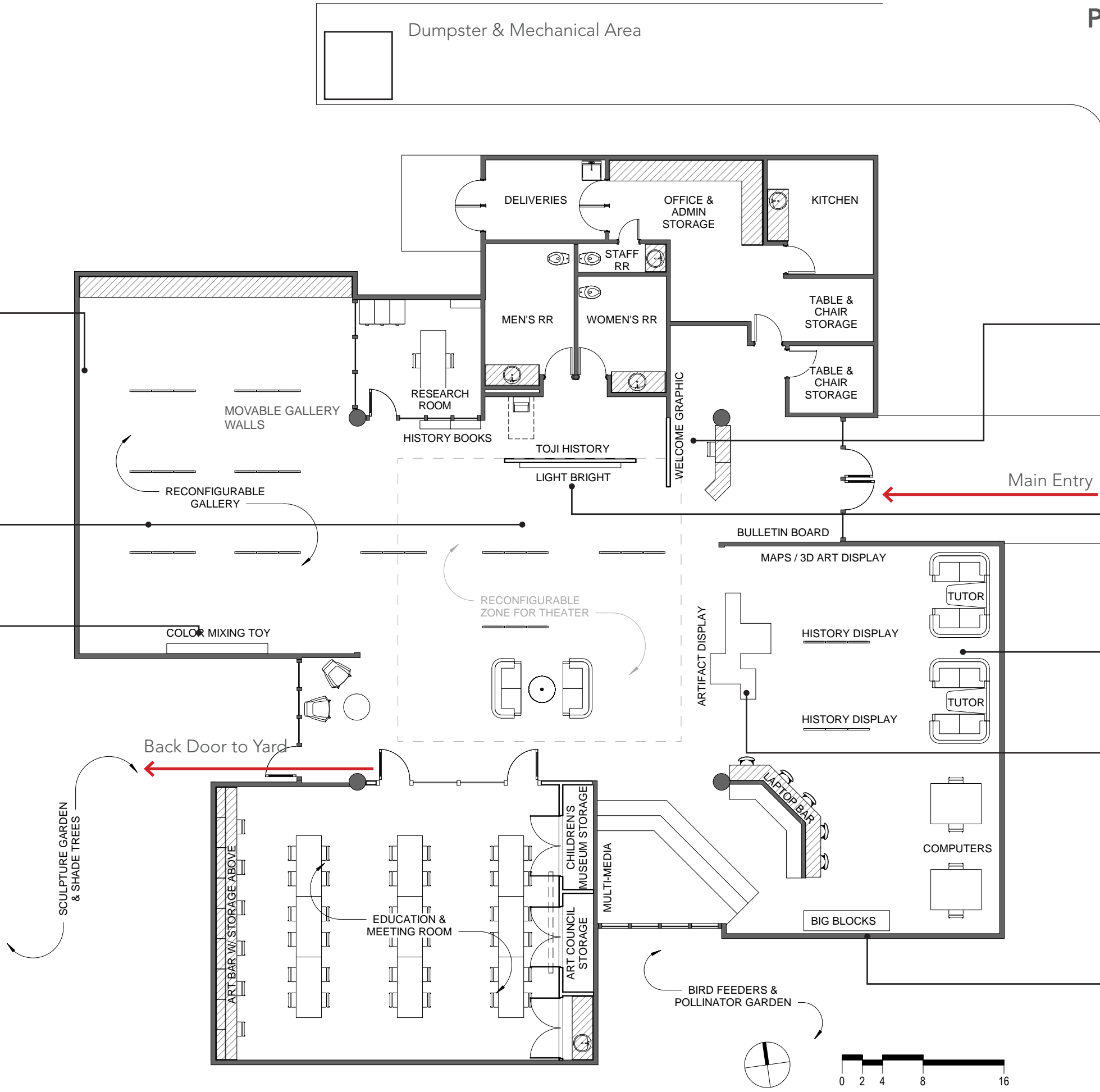
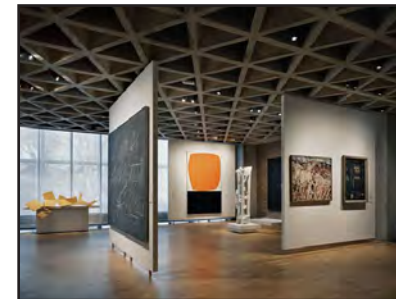
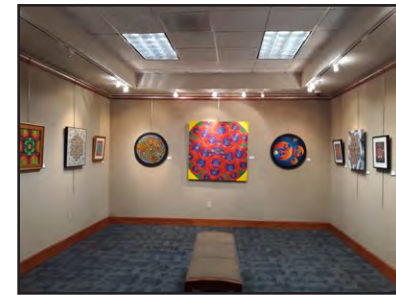
Space Program

Lobby	300 SF
Flexible Space for Theater	790 SF
Reconfigurable Gallery	1030 SF
Education & Meeting Room	1000 SF
Art Display	480 SF
Multi-media / Computers	850 SF
History Commission	220 SF
Back of House Support Space & RR	800 SF
Lounge Space	200 SF

Total 5,670 SF

PROPOSED FLOOR PLAN

Dumpster & Mechanical Area





# APPENDIX

A - PRECEDENT IMAGE PRESENTATION

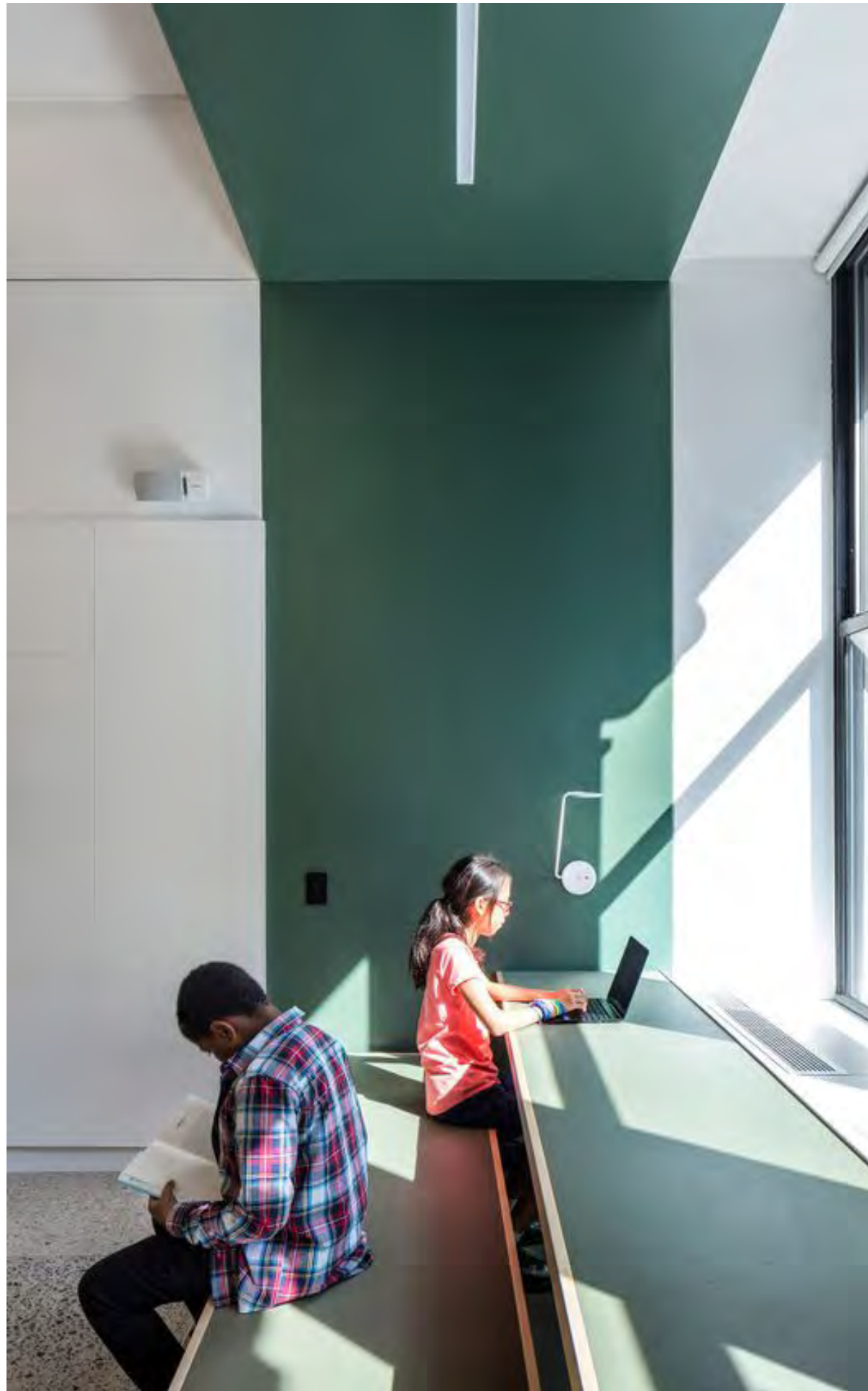


**ENTRY**  
WELCOMING GRAPHICS, DESK, AND  
DISPLAYS



# LOUNGE

ACTIVE AND PASSIVE



# TUTORING

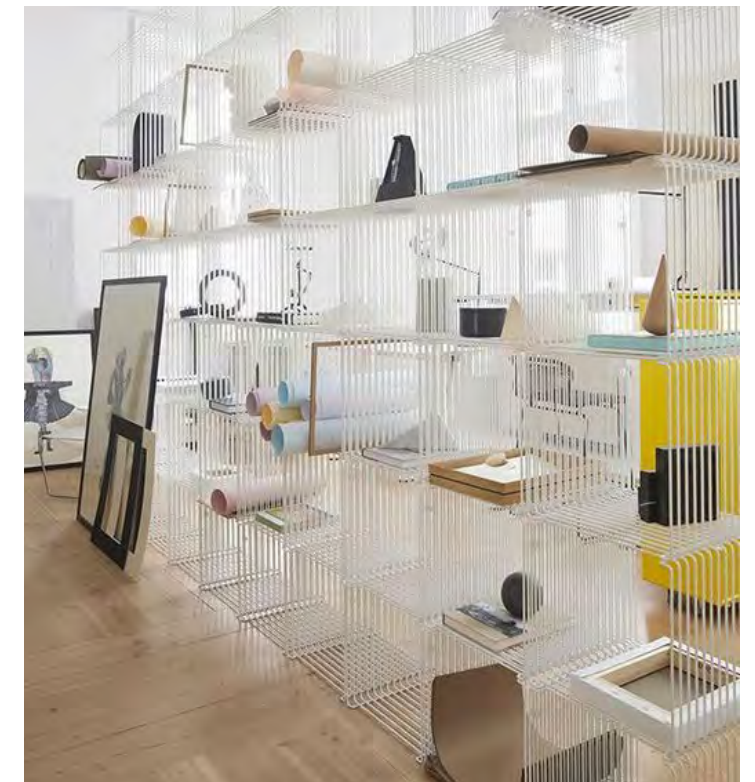
SMALL AND LARGE GROUP STUDY



**TUTORING**  
SMALL AND LARGE GROUP STUDY



**GALLERY**  
PERMANENT AND TEMPORARY  
SHOWS, MIXTURE OF 2-D AND 3-D ART



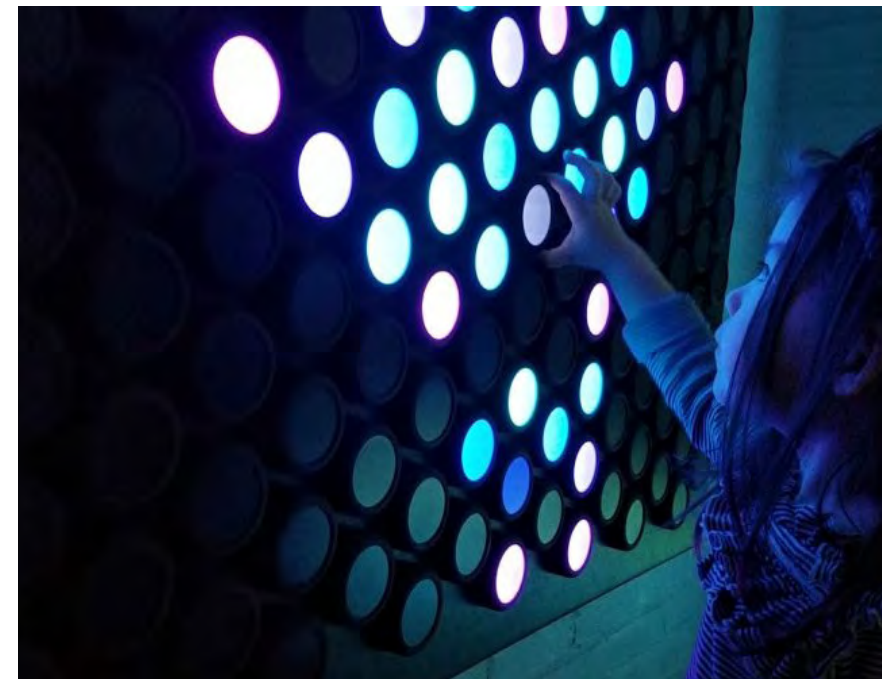
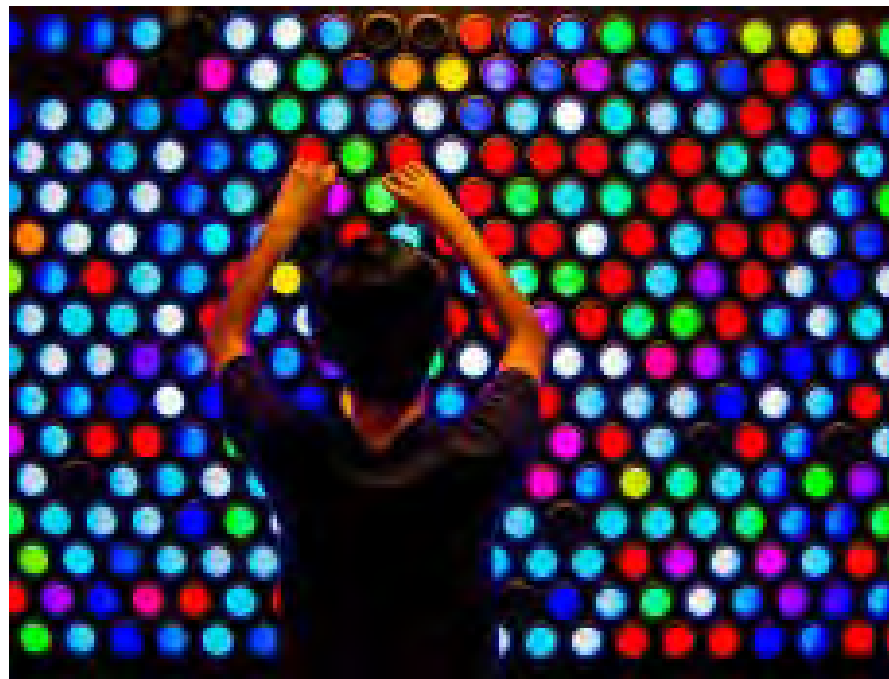
# ART/MAKERSPACE

STORAGE, WORK SPACE, & DISPLAY

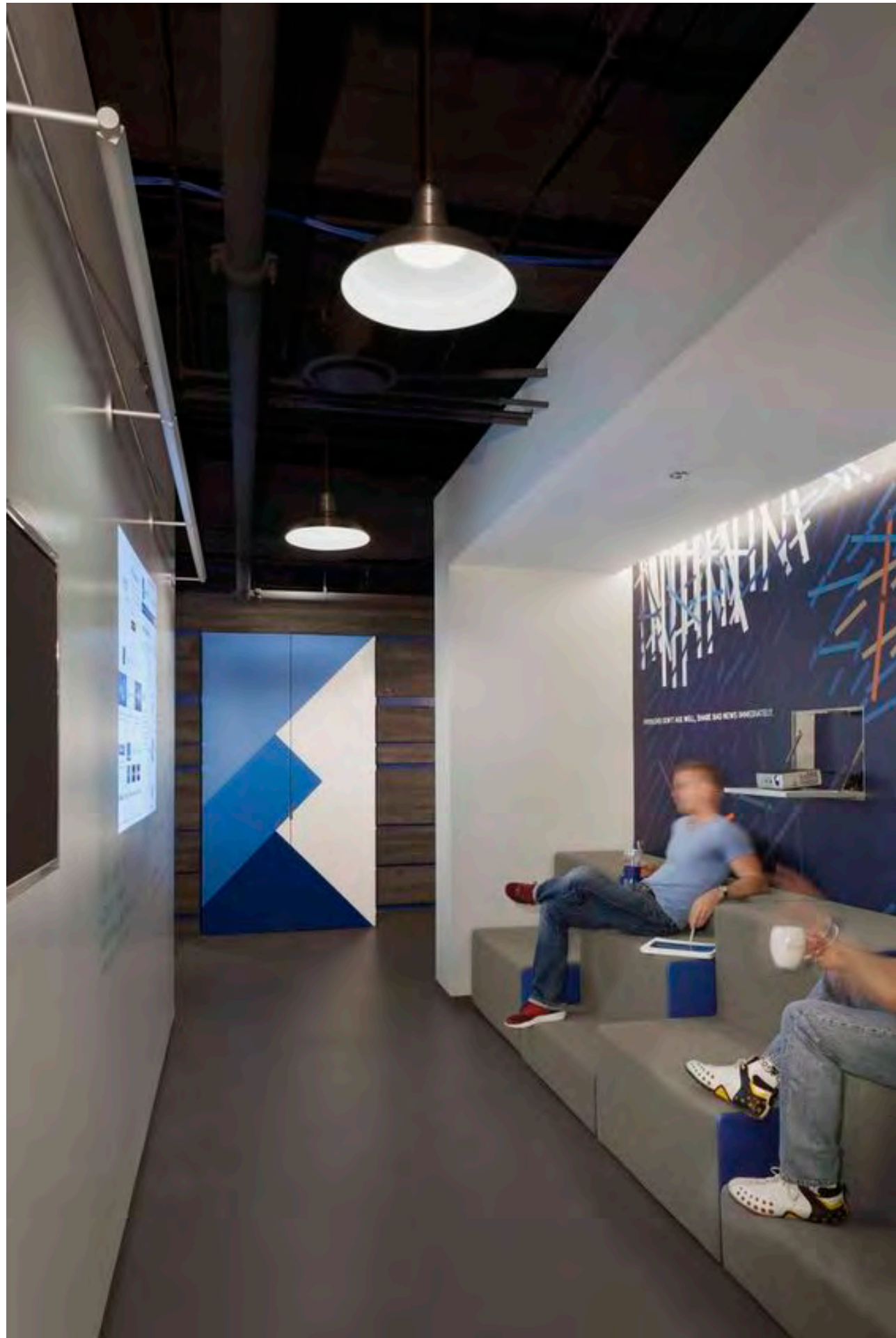




**ARCHIVES**  
STORAGE AND DISPLAY



**CHILDREN'S PLAY**  
PLAY PIECES RELATED TO ART, TECHNOLOGY, AND  
ARCHIVES



**MULTI-MEDIA**  
FOR ALL DISCIPLINES - MOVIE SCREENINGS,  
CODING EXHIBITS, LECTURES, POETRY READINGS,  
ETC.



**APPENDIX**  
B - SITE VISIT NOTES

**Date**

November 6, 2019

Camp Road Library Existing Building Observations

Exterior

- Loading “dock” step needs additional step for access.
- Cleanout on the North of the building is damaged.
- Outdoor unit fins are bent and need re-combing.
- Outdoor unit curb has erosion around exposing the underside of slab.
- Dumpster access drive is damaged by heavy vehicles and equipment.
- Roof drains and overflow drains are at grade and are eroding the soil around them.
- Bradford Pears brush against the walls and roof and need to be pruned or removed.
- Hose bibs exist at the outside of the building in at least 2 locations.
- EIFS is damaged in several locations.
- Entry window tempered glass pane is shattered.
- Windows appear to be in good shape (ie. Caulk is good, sill pans are installed, glazing is good and neoprene seals appear to be intact.)

Interior

- Damaged door leaf at the office room.
- Ceiling tiles and grid have some damage and tiles are “heavy” in some locations.
- Ceiling grid, lights, etc are not seismically installed.
- Plenum space at the three “rooms” is limited.
- Restroom exhaust fans may be replaced.
- Restroom WC seats are stained.
- Restrooms – 1 WC women, 1 WC men, 1 WC staff.
- Misc. Plumbing – 1 kitchen sink, 1 mop sink, 1 water heater, 1 fridge
- The breakroom has a gyp board ceiling.
- The restrooms and office ceiling grid is approximately 6” below a gyp board ceiling. The gyp board ceiling above is damaged where previous walls were located.
- Some damage to casework and counters in the staff area.
- Exit lights in the staff area are not illuminated.
- Restrooms have a floor drain.
- The center ceiling are is assumed to be free of mechanical ducts, etc. This was not accessible and could not verify any items above including exterior windows.

## Roof

- Fans not functional.
- Lead flashing over vent pipe.
- Roof membrane has blistering in several locations as well as alligatoring throughout.
- Roof has soft spots especially at the mechanical roof area.
- Ponding is present throughout the roof area.
- Debris build up around the clerestory area and at all roof drains and overflow drains.
- Clerestory windows are boarded up and painted.
- Roof patching is present in several locations.
- The fascia board at the high roof is rotted but the soffit appears okay.
- Metal roof paint is damaged and rusted in some locations
- The open ended gutter at the high roof along the roof hatch line is rusted.
- Gravel stops exist in some locations along the perimeter.





October 18, 2019

Ms. Ashley R. Kellahan, Town Administrator  
Town of James Island  
1238-B Camp Road  
James Island, SC 29412

RE: **Town of James Island – Old Camp Road Library – Community Facility Engineering Study**

Dear Ashley:

Per our discussions, please find herein a proposal for engineering services to review the existing conditions of the Old Camp Road Library and to prepare conceptual design studies for site improvements at both the Library Facility and the shared parking lot. The proposed scope includes the following components:

- Structural Assessment** **(NOT NEEDED AT THIS TIME)** **\$8,000 hourly not-to-exceed**
- Structural review/assessment of existing building and structural input regarding feasibility and structural implications of potential renovation scenarios
  - Evaluate IEBC (existing building code) requirements related to planned renovation scenarios to evaluate potential upgrade requirements to assist with scope decision-making
  - Because significant structural work is not anticipated, this service is proposed on an hourly basis to only bill time spent, within a not-to-exceed total
  - Proposed consultant: 4SE, Inc.

**(ALREADY APPROVED AND COMPLETED)**

- Mechanical, Plumbing, Electrical, and Fire Protection Study** **\$8,000 lump-sum fee**
- Field investigation to verify and understand existing MEP/FP systems to evaluate and analyze functionality and compliance with applicable codes. This will not include destructive investigation, hazardous materials investigation, or start-up/operations.
  - Proposed consultant: RMF Engineering

- Civil Engineering and Landscape Architecture** **\$14,750 lump-sum fee**
- Schematic Design for parking/vehicular layouts and existing grading/drainage analysis, for the shopping center, corner parcel, and previous library site (total 4.29 acres).
  - Up to two layout options for review
  - Permitting/plan review/applications not included in this phase of work.
  - Proposed consultants: Cypress Engineering and Outdoor Spatial Design

Reimbursable expenses will be billed as incurred with administrative markup, not to exceed \$500. Please don't hesitate to let me know any questions and we look forward to continuing our work together!

Sincerely,  
LIOLLIO ARCHITECTURE

Jennifer Charzewski, AIA, LEED AP - Principal

A RESOLUTION OPPOSING A CENTRALIZED DISTRICT 3 BUS LOT ON JAMES ISLAND  
AND A CENTRALIZED DISTRICT 3 BUS LOT ON THE CAMPUS OF THE  
JAMES ISLAND CHARTER HIGH SCHOOL

WHEREAS, safe and efficient student transportation is a priority for our schools, families and students; and

WHEREAS, our James Island District 3 public schools provide bus transportation for students traveling to and from school, on field trips and to athletic games and events; and

WHEREAS, James Islanders value safe and efficient bus transportation for students in all of our James Island District 3 public schools; and

WHEREAS, Charleston County voters approved and passed a special one-percent “Education Capital Improvements Sales and Use Tax Act Referendum” in 2014 to extend the CCSD capital improvements projects program through 2022 to fund some 35 different school construction and renovation projects including specifically the “expansion and renovation of James Island Charter High School – new Gymnasium and Career Technical Programming Facilities”; and

WHEREAS, the JICHS CTE (Career Technology Education) building and competitive gymnasium are currently part of the CCSD Phase IV 2017-2022 Capital Building Program, with a previously approved \$21 million dollar projected budget; and

WHEREAS, a centralized James Island District 3 Bus Lot was never a specified or listed project included in the 2014 education sales tax referendum or was listed or included in the specified referendum project defined as the “expansion and renovation of the James Island Charter High School” that voters cast ballots on and relied upon; and

WHEREAS, in the spring of 2019 unbeknownst to James Island residents, a centralized District 3 Bus Lot and a new athletic practice field or secondary competition athletic field was added to the plan for the expansion and renovation of the James Island Charter High School (JICHS) escalating the cost to taxpayers to upwards of \$27 million dollars; and

WHEREAS, the proposed centralized District 3 Bus Lot would hold up to 36 school buses and will immediately house 23 school buses at the JICHS once constructed in 2020; and

WHEREAS, the JICHS school and campus consists of some 37+ acres addressed at 1000 Fort Johnson Road on James Island in the City of Charleston and is zoned SR-1 or Single Family Residential within “School Overlay S Zone”; and

WHEREAS, the City of Charleston’s School Overlay “S” Zoning has the intent to “provide for appropriate sites for the establishment or expansion of school uses within residential zoning districts...and places a high value on the preservation of the character of its residential neighborhoods (and) Potential negative impacts affecting residential neighborhoods shall be minimized to the greatest extent possible” (Sec. 54-225 – School S Overlay Zone); and

WHEREAS, the proposed centralized District 3 Bus Lot does not qualify for a special exception to be granted by the City of Charleston’s BZA-Z in the JICHS’s school overlay zoning as the use involves up to 36 school buses being housed on a large parking lot, entering, exiting and moving about the school campus and surrounding area frequently during the day which would result in Excessive Traffic generated on nearby residential streets and a use incompatible with the surrounding residential neighborhood based upon potential traffic and noise impacts, the location of the lot, the circulation and movement of some two dozen-plus school buses in the same block and vicinity as residential homes, thus not meeting the conditions required for the granting of a special exception within the School Overlay “S” Zoning by the City’s BZA-Z (Sec. 54-225 – School S Overlay Zone (b) 2. (d) and (e); and

WHEREAS, the proposed site plan for the centralized District 3 Bus Lot includes a surface parking lot that is some 115,085 sq. ft. (2.64 acres) including some 36 parking spaces for large school buses to be constructed of impervious material that is not recommended for installation in low-lying areas which may be susceptible to flooding and the installation of such a massive area of impervious surfacing could exacerbate present flooding conditions in an area including or near wetlands.



Moreover, the construction of the centralized bus lot includes the addition of a detention pond on the JICHHS school campus which is undesirable; and

WHEREAS, the noise, pollution, and additional traffic generated by up to 36 school buses being housed at the JICHHS in a large surface parking lot sandwiched between two established residential neighborhoods , Harbor Woods and Seaside Lane, will negatively impact the character and quiet enjoyment of residential homes already coping with school traffic, moderate noise and lighting presently generated by the regular school schedule and school activities, school events and night-time school sports events, strain present drainage systems in the Harbor Woods neighborhood and Seaside Lane areas, introduce increased diesel fuel fumes to the area; and

WHEREAS, a 36-bus centralized District 3 Bus Lot will lower of the values of homes near and adjacent to the location of this bus lot; and

WHEREAS, the Town of James Island council opposes a centralized District 3 Bus Lot to be housed at the JICHHS and proposes the housing of the 25-36 District 3 school buses at three or more District 3 school campuses, and requests that the CCSD obtain a waiver for the centralized lot for District 3 from the SC State Department of Education as housing the buses at three school locations on James Island will not unduly impair vehicle maintenance service or increase the cost of providing transportation services to students, will improve school and student safety at the JICHHS by housing not more than 13 buses on the JICHHS campus---23 buses on the JICHHS campus will result in an opening and closing of the school gates some 80+ times a day, resulting in compromised school security, and will not negatively impact the delivery of services to students as District 3 buses will not be housed off of James Island; and further will reduce costs by eliminating the need for a \$5 million centralized District 3 bus lot to be constructed using taxpayer funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF JAMES ISLAND, SOUTH CAROLINA THAT:

Section 1: We oppose a centralized District 3 Bus Lot to be housed at any location or school on James Island, including the JICHHS.

Section 2: We recommend that the CCSD obtain a waiver for a centralized bus lot in District 3 and house the necessary school buses at three to four District 3 school locations thereby not putting the pressure of a centralized bus lot on any one residential neighborhood on James Island.

Section 3: This Resolution incorporates all the above recitations and urges the plan for a “new Gymnasium and Career Technical Programming Facilities” for the JICHHS as specified in the 2014 CCSD Education Capital Improvements Sales and Use Tax Act Referendum to move forward.

Section 4: This Resolution to become effective upon its adoption and approval.

Enacted this the 19th day of December, 2019.

ATTEST

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Bill Woolsey  
Mayor

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Frances Simmons  
Town Clerk

**AUTHORIZING THE EXERCISE OF EMINENT DOMAIN TO ACQUIRE TITLE TO OR INTEREST IN REAL PROPERTY FOR THE PURPOSE OF THE GREENHILL COMMUNITY 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 a 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 properties 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 of the parcels identified below, in whole or in part, as the needs of the Project so require: TMS#s 428-07-00-162 (Tract 15), 428-07-00-016 (Tract 14), 428-07-00-008 (Tract 19), 28-07-00-026 (Tract 29), 428-07-00-149 (Tract 30), 428-08-00-008 (Tract 32), and 428-08-00-007 (Tract 33).

Adopted this \_\_\_\_\_ day of December 2019

ATTEST

\_\_\_\_\_  
Bill Woolsey, Mayor

\_\_\_\_\_  
Frances Simmons, Town Clerk

TOWN OF JAMES ISLAND

AN ORDINANCE TO AMEND ORDINANCE #2012-07 TO MODIFY THE ELECTION OF MAYOR PRO-TEMPORE

IN COUNCIL DULY ASSEMBLE,

WHEREAS, Section 5-7-30, South Carolina Code of Laws, 1976, as amended, authorizes all municipalities to enact regulations, resolutions and ordinances; and

WHEREAS, Section 5-7-260, South Carolina Code of Laws, 1976, as amended, requires that certain acts of the municipal council be done by ordinance; and

WHEREAS, from time-to-time, Council must amend ordinances to be consistent with State Law;

NOW, THEREFORE BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF JAMES ISLAND, SOUTH CAROLINA AMEND THE CODE OF ORDINANCES TO:

Strike Section 30.17, Subsection (B) ~~Mayor Pro Tempore.~~ ~~At the first meeting of each calendar year, the Council shall elect a Mayor Pro Tempore from its membership. In the event of the Mayor's absence from any Council meeting, the Mayor Pro Tempore shall act as the Presiding Officer. Whenever the Mayor is unable, on account of absence, illness or other cause, to perform the functions of the office, the Mayor Pro Tempore shall perform the duties for the Mayor.~~

Replace Section 30.17, Subsection (B) to read: **Mayor Pro Tempore. At the first council meeting following the election of town officials, whenever a general municipal town election may occur, Town Council shall elect one of their body as Mayor Pro Tempore to serve as such for one year. Election of Mayor Pro Tempore will be held thereafter at a meeting of Town Council annually or as soon as practicable after one has served as Mayor Pro Tempore for a one-year period, or at each November meeting of Council. Mayor Pro Tempore shall act as Mayor during the absence or disability of the Mayor; and if a vacancy occurs shall act as Mayor until a successor is duly elected and qualified.**

First Reading: 11/21/2019  
Second Reading: 12/19/2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**\*deletions have strikethroughs and additions are underlined and in bold**

TOWN OF JAMES ISLAND

AN ORDINANCE TO AMEND ORDINANCE #2014-06 TO CHANGE THE TIME OF TAKING OFFICE

IN COUNCIL DULY ASSEMBLE,

WHEREAS, Section 30.42 of the Town Code of Ordinances states newly elected officers shall take office on the Monday following an uncontested election; and

WHEREAS, the Town has moved its election to the first Tuesday of November and the first Monday after the Town election will always be a Town Holiday – Veterans Day; and

WHEREAS, it is desirable to allow adequate time following an election for results to be certified;

NOW, THEREFORE BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF JAMES ISLAND, SOUTH CAROLINA AMEND THE CODE OF ORDINANCES ACCORDINGLY:

Section 30.42 TIME OF TAKING OFFICE

Incumbents shall remain in office until newly elected officers are qualified to take office. Newly elected officers shall be qualified to take office on the ~~Monday~~ **Tuesday** following an uncontested election. After the date any protest is finally determined, successors will take office the following ~~Monday~~ **Tuesday**.

First Reading: 11/21/2019  
Second Reading: 12/19/2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**\*deletions have strikethroughs and additions are underlined and in bold**

TOWN OF JAMES ISLAND

AN ORDINANCE TO AMEND ORDINANCE #2012-07 TO AMEND THE ORDER OF BUSINESS; AGENDA.

IN COUNCIL DULY ASSEMBLE,

WHEREAS, Section 30.19 of the Town Code of Ordinances provides for an order of business for all regular meetings of Council; and

WHEREAS, it is desirable for staff and/or elected officials to give reminders of upcoming events, meeting dates, etc.;

NOW, THEREFORE BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF JAMES ISLAND, SOUTH CAROLINA AMEND THE CODE OF ORDINANCES ACCORDINGLY:

Section 30.19 Order of Business; Agenda

(A) *Order of business.* The order of business for all regular meetings of the Council shall be as follows; provided, however, that when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by two-thirds vote.

- (1) Opening exercises (includes call to order, prayer, pledge of allegiance);
- (2) Presentations by outside agencies;
- (3) Public hearings;
- (4) Public comment;
- (5) Consent agenda (includes approval of minutes and adoption of routine resolutions);
- (6) Special orders of business;
- (7) Information reports and announcements (items that require no Council action);
- (8) Reports of town boards, commissions, and committees;
- (9) Request for approval by Council;
- (10) Resolutions;
- (11) Ordinances receiving first reading;
- (12) Ordinances receiving second reading;

(13) New business; and

(14) Executive Session.

**(15) Announcements / Closing Comments**

First Reading: 11/21/2019

Second Reading: 12/19/2019

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Mayor

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Town Clerk

**\*deletions have strikethroughs and additions are underlined and in bold**

AN ORDINANCE TO AMEND ORDINANCE # 2017-06: ESTABLISHING PURCHASING PROCEDURES FOR THE TOWN OF JAMES ISLAND, SOUTH CAROLINA

BE IT ORDAINED, by the Mayor and Council members of the Town of James Island, SC that the following purchasing procedures are hereby amended in **RED**:

The Town recognizes its responsibility to extend equal opportunity in purchasing decisions and encompasses all qualified individuals and companies in protected groups regardless of race, color, creed, religion, association, national origin, sex, age, or disability. The Town makes all purchasing decisions in full compliance with the laws and regulations of both the United States and the state. The Town makes qualifying purchasing decisions in a genuine, open, and competitive selection process, which complies with equal opportunity regulations. Qualifying purchasing decisions made by the Town shall be fair and neutral, provide opportunities to all persons or businesses applying, and strive to prevent and eliminate discriminatory behavior and practices by encouraging and utilizing nondiscriminatory practices in all aspects of its decision-making.

**32.02 PURCHASING AGENT DESIGNATED; SPECIFIED DUTIES.**

(A) There shall be an employee of the Town designated by the Mayor as the purchasing agent.

(B) The purchasing agent shall be responsible for:

(1) The purchase of supplies, materials, equipment, and contractual services required by any office, department, or agency of the Town government;

(2) Providing for the storage and distribution of supplies, materials, and equipment purchased by the Town and maintaining a perpetual inventory of appropriate items;

(3) Establishing specifications, where deemed necessary and practical, for such supplies, materials, equipment, and services. Such specifications shall be as definite and clear as possible and shall encourage competition wherever practical;

(4) Developing and maintaining an up-to-date list of qualified suppliers, vendors, and service providers, including those who have requested that their names be placed on a bidders list. The purchasing agent shall have the authority to remove the names of vendors who have defaulted on their quotations, attempted to defraud or mislead the Town, or who have failed to meet established requirements, including, but not limited to, established quotations or delivery dates; and

(5) Obtaining the most competitive prices on all purchases, contracts, and services.

**32.03 PURCHASING LIMITATIONS AND AUTHORIZATIONS.**

(A) To maximize the purchasing value of public funds, all procurements should be competitive where practicable and serve the best interest of the Town.

(B) Upon verification of adequate funds, all supplies, equipment, and contractual services, except as otherwise provided herein, shall be purchased by the following methods:

(1) *For purchases \$0–\$2,499* Requires no formal procurement, but the purchaser will ensure that the lowest cost is sought when possible. Purchases up to \$ 2,499 must be approved by the Mayor, or his or her designee, provided adequate budgeted funds are available for the purchase;

(2) *For purchases \$2,500 –\$9,999.* Requires that a minimum of three written competitive quotes be obtained with the award given to the lowest qualified bidder. A written quote or informal bid can consist of a fax, email, mailings, or any similar means. Purchases up to \$9,999 must be approved by the Mayor, or his or her designee provided adequate budgeted funds are available for the purchase;

(3) *For purchases \$10,000–\$24,999.* Same requirements as in division (B)(2) above, except purchases up to \$24,999 must be approved by the Mayor and Council, provided adequate budgeted funds are available for the purchase, and

(4) *For purchases \$25,000 and over.* Requires that purchases be made through competitive sealed bids and advertised through local press publications, the Town’s website, and/or the South Carolina Business Opportunities (SCBO) publication or other similar publications. Purchases over \$25,000 must be approved by the Mayor and Town Council.

(C) Nothing in this section shall prohibit a higher level, more stringent procurement method being used if it is determined by the purchaser that the Town’s best interest would be better served.

(D) Formal contracts shall be executed by the Mayor.

#### **32.04 PROCUREMENT LEVELS, ~~LIMITATIONS, AUTHORIZATIONS~~ AND PROCESS.**

(A) *Small procurements (\$0–\$2,499 ~~(4,999)~~).*

(1) Small purchases must be approved by the Mayor or his or her designee or a request may be submitted to the purchasing agent for procurement.

(2) Competition is encouraged and recommended to ensure fair and reasonable pricing. Each purchasing authority shall use professional discretion and good judgment in an effort to maximize the purchasing value of public funds.

(3) Small procurements of less than \$2,500 ~~(5,000)~~ ~~Requires no formal procurement, but the purchaser will ensure that the lowest cost is sought when possible. Small procurements must be approved by the Purchasing Agent and~~ shall be accomplished by purchase orders in accordance with Town procedures and forwarded to the Finance Officer, who shall from time to time audit small procurements to validate that small purchases have been executed in accordance with this chapter and entered into the Town’s purchasing system.

(B) *Competitive quotes (\$2,500 ~~(5,000)~~ –\$9,999).*

(1) Competitive quotes may be obtained by the purchasing agent or his or her designee, ~~provided adequate budgeted funds are available for the purchase.~~

(2) Offers shall be requested and obtained from at least ~~three (two)~~ sources whenever possible for purchases costing \$2,500 ~~(5,000)~~ or more but less than \$10,000.



(3) All suppliers solicited shall be afforded a complete description and requirements of the goods and services being sought, including any special conditions of the expected procurement.

(4) All suppliers solicited shall be afforded time considered reasonable by the purchaser to provide written quotes. Written responses shall be accepted by fax, email, mailings, or other similar means.

(5) All responses received shall be evaluated for price, quality, acceptability as specified, availability of goods or services, past performance, transportation, or any other special cost or factors, which may apply, including any special conditions or exceptions which the vendor may have stipulated.

(6) In all cases, any discussions with vendors after responses have been received shall be limited to clarification purposes. No discussion or disclosure is permissible with any vendors in regard to offers received from others.

(7) Negotiation is generally not applicable to competitive quotes although negotiations may be conducted; however, should any negotiations result in the change of the vendor's ranking, then like negotiations shall be afforded other vendors that have submitted a quote.

(8) Award shall be made to the most responsive, responsible vendor whose response has been evaluated and determined to meet the requirements and to be in the best interest of the Town. The Town shall reserve the right to award to the most responsive, responsible vendor by units or projects, whichever is in the best interest of the Town.

(9) All such information received shall be considered confidential and shall not be disclosed to any vendor prior to an award decision. If all offers exceed the acceptable limits and it is determined that the goods or services shall be reprocessed, then all offers shall be rejected and no cost or pricing information shall be disclosed to any vendor for any reason.

(10) Procurements \$2,500 ~~(5,000)~~ or more but less than \$10,000 shall be accomplished by purchase orders in accordance with departmental procedures with supporting quote documents and source justification and/or written rationale as to why the procurement may be considered under other procurement methods as provided elsewhere within this chapter, or more specifically, considered as a sole source procurement, sensitive procurement, emergency procurement, procurement through the state or one of its agencies, the county, or procurement through an existing Town contract. Supporting documentation should include written quotes submitted by vendors and contain a clear, concise statement as to the services and/or goods offered for the Town's consideration. At a minimum, comparative pricing should be obtained from ~~three (two)~~ sources whenever possible which provide like or similar goods and/or services. Purchase orders \$2,500 ~~(5,000)~~ or more but less than \$10,000 must be approved by the Mayor or his or her designee.

(C) *Competitive quotes* (\$10,000–\$24,999). All requirements outlined in above division (B) apply to this purchasing level except that purchase orders require approval by the Mayor and Town Council ~~and a minimum of three written quotes is required.~~

(D) *Competitive sealed bids* (\$25,000 and over).

(1) Purchases and/or contracts valued at \$25,000 or greater shall be awarded by competitive, sealed bidding, except as may be provided elsewhere in this chapter.

(2) Full specifications and proposed vendors shall be provided to the purchasing agent to solicit competitive sealed bids.

(3) An invitation for bids shall be advertised through local press publications, the Town's website, and/or the South Carolina Business Opportunities (SCBO) publication or other similar publications, not less than ten days prior to the date set forth therein for the opening of bids.

(4) If necessary, all prospective bidders will be invited to a pre-bid meeting with the purchasing agent to discuss the bid.

(5) All bids received prior to the opening shall be kept secure and unopened. All bids, hand delivered, shall be initialed, indicating date and time received. Any bids not properly identified and opened in error by the Town shall be resealed immediately and initialed by the recipient.

(6) Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and such other relevant information as may be specified in the invitation, together with the name of each bidder, shall be tabulated. The tabulation shall be open to public inspection at that time.

(7) It shall be the responsibility of all bidders to provide adequate means whereby their bids, whether mailed or hand carried, shall be received by the Town no later than the day and time as stated in the invitation. Late bids will not be accepted.

(8) Bids shall be accepted unconditionally without alteration or correction, except as may be otherwise authorized in this chapter. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in the bid evaluation that is not set forth in the invitation for bids.

(9) The Town shall evaluate the bids solely using the information as supplied by the bidder. However, it is sometimes determined that, for clarification and more professional evaluation, additional information is desirable and often necessary. Therefore, the Town reserves the right to hold discussions, review the specifications as believed offered, and request clarification or any additional technical information, which may provide a fair and impartial evaluation by the Town. All discussions shall be limited to the bidder's products, goods, or services, and no discussion shall be permitted regarding bids by others.

(10) Corrections or withdrawal of inadvertently erroneous bids before bid opening, withdrawal of inadvertently erroneous bids after award, or cancellation of awards or contracts based on such bid mistakes may be permitted by the Town where appropriate.

(11) Any bidder may, by requesting in writing, withdraw his or her bid for any reason prior to the scheduled bid opening.

(12) After bid opening, no changes in bid prices or other provisions or bids prejudicial to the interest of the Town or fair competition shall be permitted.

(13) Properly worded and directed changes or corrections, which do not disclose the total amount may be made by any bidder if submitted to the Town in writing and received prior to bid opening. These changes or corrections may be hand carried, mailed, emailed, or sent via fax transmission as follows.

(a) To increase or decrease a previously submitted lump sum amount, the bidder shall instruct the Town in the amount that his or her bid is to be increased or decreased by.

(b) In case of a bid which contains multiple items, the bidder shall instruct the Town in the amount that he or she desires a given item to be increased or reduced, thereby requesting that his or her total bid be increased or decreased in an equal amount. Changes shall only reflect the amount of adjustment. Changes received which indicate or divulge openly the total amount bid shall not be accepted.

(14) The bid shall be awarded with reasonable promptness by notice to the most responsible bidder whose bid meets the requirements and specifications and any other award criteria set forth in the invitation for bids, and in the best interest of the Town. The Town reserves the right to reject any or all submittals.

(15) The Mayor may authorize the purchasing agent, in situations where the Town's best interest precludes re-solicitation of work, goods, or services of a reduced scope, to negotiate an adjustment in the bid price, including change in the requirements, with the low, responsive, and responsible bidder.

(16) In the event that negotiations are unsuccessful in reaching a price or scope of work or services which would be agreeable, the Town, at its discretion, may terminate all negotiations with the lowest bidder, and enter new negotiations with the next lowest bidder, and likewise the third and sequential bidder should negotiations not be productive with the second lowest offerer.

(17) Should subsequent negotiations be conducted, all negotiations shall be conducted in like manner as with the first bidder. No changes or reductions in scope of work or services shall be permitted during negotiations with sequential bidders that was not permitted or offered with the negotiations with previous responsive bidders.

(18) In conducting negotiations, there must be no disclosure of any information derived from bids submitted by competing bidders.

(19) Procurements costing more than \$25,000 shall be accomplished by purchase orders in accordance with departmental procedures with supporting bid award documents and source justification and/or written rationale as to why the procurement may be considered under other procurement methods as provided elsewhere within this chapter, or more specifically, considered as a sole source procurement, sensitive procurement, emergency procurement, procurement through the state or one of its agencies, the county, or procurement through an existing Town contract. Supporting bid award documents should include bid tabulation and a concise statement as to the reasons for the bid award recommendation. Purchase orders more than \$25,000 must be approved by the Mayor and Town Council.

~~—(E) Nothing in this section shall prohibit a higher level, more stringent procurement method being used if it is determined by the purchaser that the Town's best interest would be better served.~~

~~—(F) Written contracts shall be executed by the Mayor.~~

~~—(G) The Purchasing Agent may also authorize any budgeted expenditure approved in the current fiscal year's budget, where the price does not exceed the budget estimate by more than ten (10%) percent, if the total expenditure does not exceed \$25,000.00. The Purchasing Agent shall~~

~~submit a report of the expenditure to the Town Council, which shall be entered in the minutes of Council.~~

### **32.05 AWARD TO OTHER THAN LOW BIDDER.**

(A) When the award is not given to the lowest responsive bidder, a full and complete list of the reasons therefor shall be filed with the purchase order. Local vendor preference shall be given to those vendors who maintain a principal place of business (owned or rented) within the Town, as registered in official documents filed with the Secretary of State, the Internal Revenue Service, or State Tax Commission, and hold a valid Town business license.

(B) In evaluating the price of eligible local vendor bids, the bids shall be evaluated as though the prices proposed by local bidders were either 5%, 2%, or 1% lower than actually proposed in accordance with the following schedule:

(1) If the local bidder submits a bid costing less than \$2,500, the business or individual shall be evaluated on a 5% reduction basis;

(2) If the local bidder submits a bid cost \$25,000 or less, the business or individual shall be evaluated on a 2% reduction basis; and

(3) For bids \$25,000 or more, the evaluation shall be based on a 1% reduction basis, but will not exceed a total reduction of more than \$2,000.

(C) Nothing herein shall be construed as increasing or decreasing the actual price of a bid and the resulting contract; this section is intended only to be used for the purposes of comparing and evaluating bids and proposals for products and services. Nothing within this section shall be construed to create any private rights claims, or cause of action on behalf of any person, including but not limited to bidders.

(D) The requirements of this section may be waived by the Mayor upon a formal finding that the best interest of the Town would not be served by adhering to the provisions of this section.

(E) This section shall not apply in emergency or sensitive procurement situations.

(F) The Town reserves the right to specify brand names based on its experience, current inventory, and other qualifications specified by the user department.

### **32.06 BID SECURITY DEPOSITS, BONDS, AND MATERIALS TESTING.**

(A) Bid security deposits and/or bonds, including but not limited to performance, payment, labor, material, and/or warranty may be required as described in the invitation to bid as determined by the Town.

(B) The Purchasing Agent shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries, which are reasonably necessary to determine their quality and conformance with the specifications. In the performance of such tests, the Purchasing Agent shall have the authority to make use of laboratory facilities of any agency of the Town or any outside laboratory.

### **32.07 PROTEST PROCEDURES.**

(A) Any bidder who is aggrieved in connection with the solicitation or award of a bid shall protest to the purchasing agent within five days from the time of award of the goods or services being grieved. Such protest must be in writing, and must set forth all specific grounds for the protest in detail and explain the factual and legal basis for each issue raised. No additional issues may be raised or will be considered thereafter.

(B) The purchasing agent shall conduct all inquiries deemed necessary, and a hearing may be held at the discretion of the purchasing agent. The purchasing agent shall issue a decision in writing within ten days. The bid award or contract shall not be stayed pending any such protest.

(C) Any protestant aggrieved by the decision of the purchasing agent may appeal to Town Council within five days of the purchasing agent's decision. No new issues may be raised on such appeal. The Mayor shall issue the decision of the Town Council within 15 days of their hearing. The decision shall state the reason for the action taken. A decision rendered under this section shall be final and conclusive unless fraudulent.

(D) The appeal decision of the Mayor and the Town Council is the final administrative review and the decision of the Town, and such decision can be appealed to the circuit courts of the state.

(Ord. 2012-16, passed 11-15-2012)

### **32.08 COMPETITIVE BIDDING REQUIREMENT; EXCEPTIONS.**

Competitive quotes or bidding is required on all purchases exceeding \$2,500 ~~(5,000)~~ with the following exceptions.

(A) *Emergency procurement.* Notwithstanding any other provision of this procedure, the Mayor, or his or her designee, may make an emergency procurement when there exists a threat to public health, welfare or safety under emergency conditions or where normal daily operations are affected. The purchasing limits, as provided for in the informal purchase procedures in division (C) and (D) of this section, will be suspended during the emergency situation to prevent an interruption or delay in emergency response. The maximum amount of the emergency purchase will be limited to \$150,000 for such emergency purpose. Purchases above this amount will require approval by a quorum of Town Council.

(B) *Procurement without competitive bidding.* The state and its agencies, including South Carolina counties and municipalities, write numerous indefinite-delivery-type contracts yearly with manufacturers, service providers, and contractors for regional and/or nationwide items, construction projects, or services. In all cases, Town procurement of equipment, goods, or services may be made from suppliers, which have ~~current~~ contracts in place through the state or one of its agencies, including South Carolina counties or municipalities, without seeking competitive bids or proposals. Also, the Mayor, or his or her designee, may procure from the private or public sector supplies, services, or construction items whenever such procurement may be obtained at or below the price established by the state purchasing division for an identical item.

(C) *Sole source procurement.* The purchase has been classified as sole source procurement and documentation, approved by the Mayor, or his or her designee, filed with any quote received by the vendor. As much competition amongst providers shall be sought when possible. A purchase may be classified as sole source for one of the following reasons:

- (1) There is only one vendor that can provide a specific product or service;

(2) A brand or make has been established for conformity, to standardize equipment, improve maintenance, or other similar reasons; or

(3) A specific brand has been established based on reviews, testing, availability, ability to work with other owned products, or other similar reasons.

(D) *Sensitive procurement.* When it is determined that unlimited solicitation may jeopardize sensitive operations, a limited solicitation shall be authorized, with such competition as practicable under the circumstances. Unless otherwise authorized by the Mayor, sensitive procurement shall be limited to legal services, financial services to include financial advisors and rate consultants, or administrative services. In all such cases, the Mayor must approve prior to ordering.

(E) *Professional services (Architect/Engineering Services).* It is the policy of the Town to publicly announce all requirements for architect-engineer and to negotiate such contracts based on demonstrated competence and qualifications at fair and reasonable prices. In the procurement of architect-engineer, the Mayor or his or her designee shall request firms to submit a statement of qualifications and performance data.

(1) The Mayor or his or her designee shall conduct discussions with no less than three firms, except when fewer respond. The firm deemed most qualified to provide the required services will be selected.

(2) The selection shall be made in order of preference, based on criteria established and published by the purchasing agent. The Mayor or his or her designee shall negotiate with the highest qualified firm for architect-engineer at a compensation which is considered to be fair and reasonable to the Town. In making this decision, the Mayor or his or her designee shall take into account the established value, the scope, the complexity, and the professional nature of the services to be rendered.

(3) If the Mayor or his or her designee is unable to negotiate a satisfactory contract with the firm considered most qualified, negotiations with that firm shall be formally terminated. The Mayor or his or her designee shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Mayor or his or her designee shall then undertake negotiations with the third most qualified firm. If the Mayor or his or her designee is unable to negotiate a contract with any of the selected firms, the Mayor or his or her designee may select additional firms in order of their competence and qualifications, and the Mayor or his or her designee shall continue negotiations in accordance with this section until an agreement is reached.

~~(F) *Professional Services.* The competitive procurement requirements of this section shall not apply to the procurement of professional services where the person employed is customarily employed on a fee basis rather than by competitive bidding such as legal, medical, consulting, real estate, appraiser, auditor or accounting services. The Mayor, or his or her designee, may secure professional services by direct negotiation and selection, taking into account the type of services required, the proximity (location) of the professional providing the services, the capability of the professional to produce the required service within a reasonable time, past performance, and the ability to meet budget requirements. Nothing herein shall be deemed to prohibit the Town from using competitive procurement procedures for professional services if the Mayor or his designee determines it is in the best interests of the Town.~~

~~(G) An expenditure may be made without competitive procurement when an item is required for trial use or testing. The Mayor, or his or her designee, shall set forth such determination and the basis therefor in a written statement submitted to Town Council and entered in the minutes of Council.~~

(H) The following types of expenditures are exempt from the competitive procurement requirements of this section:

- (1) utilities including gas, electric, water, and sewer;
- (2) information technology;
- (3) maintenance and repairs to vehicles, machinery or equipment necessary in providing an essential Town service;
- (4) maintenance or service contracts which are made with the manufacturer or authorized service agent;
- (5) replacement parts of existing equipment supplied by the original equipment manufacturer or authorized dealer;
- (6) routine, recurring purchases (e.g., office supplies);
- (7) works of art and holiday decorations for public display;
- (8) competitive bidding including, but not limited to, reverse auctions.

### **32.09 LEASES.**

(A) *Lease defined.* A **LEASE** is a contract for the use of equipment or other supplies, or real property under which title does not pass to the Town unless there is a purchase option where title may pass to the Town at some future time. A lease period shall be restricted to a maximum of 20 years.

(B) *Entering a lease.* A lease may be entered into provided if:

- (1) It is in the best interest of the Town;
- (2) All conditions for renewal and costs of termination are set forth in the lease;
- (3) The lease is not used to circumvent normal procurement procedures; and
- (4) The lease contains appropriate non-appropriation language.

(C) *Lease with purchase option.* A purchase option in a lease may be exercised only if the lease containing the purchase option was awarded under competitive sealed bidding or competitive sealed proposal, or the leased supply or facility is the only supply or facility that can meet the Town's requirements as determined in writing by the purchasing agent.

(D) *Option provisions.* When a contract is to contain an option for renewal, extension, or purchase, notice of such provision shall be included in the solicitation. Exercise of the option is always at the Town's discretion only and not subject to agreement or acceptance by the contractor.

### **32.10 SURPLUS STOCK.**

(A) The Mayor or his or her designee shall have authority to transfer stock or surplus supplies to other offices, departments, or agencies of the Town.

(B) If the Mayor or his or her designee deems it appropriate, surplus stock and supplies can be given to charity or to another public entity; provided, however, that prior approval is given by the Town Administrator for items with an estimated value up to \$1,000; by the Mayor for items with an estimated value up to \$10,000; and by Council for items with an estimated value over \$10,000, but less than \$25,000.

(C) If deemed appropriate and approved by the Mayor and Town Council, surplus stock and supplies may be auctioned off to the highest bidder at an auction that has been noticed in a paper of general circulation. Written bids will be accepted on all surplus stock and supplies that have been listed in the auction bulletin. The auction bulletin shall describe each item and its fair market value. Employees, Council members, and their immediate families are not eligible to bid on auction items.

(D) Surplus stock and supplies with an estimated value exceeding \$25,000 shall be sold by formal written contract to the highest responsible bidder, after due notice inviting proposals.

### **32.11 PURCHASES FROM PETTY CASH.**

A purchase of less than \$100 may be made from petty cash if approved by the Mayor or Town Administrator.

### **32.12 GIFTS AND REBATES.**

The purchasing agent and every officer and employee of the Town are expressly prohibited from accepting, directly or indirectly, from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of the Town.

### **32.13 FINANCIAL INTEREST OF TOWN OFFICIALS AND EMPLOYEES.**

No member of the Town Council or any officer or employee of the Town shall have a financial interest in any contract or in the sale to the Town or to a contractor supplying the Town of any land or rights or interests in any land, material, supplies, or services; except when a majority of the Town Council determines such exception is in the best interest of the Town, provided that no Council member whose interest is involved shall vote on the question. Any violation of this section shall constitute malfeasance in office and any officer or employee of the Town found guilty thereof shall thereby forfeit his or her office or position. A violation of this section by a person or corporation contracting with the Town shall render the contract voidable by the Mayor.

### **32.14 COOPERATIVE AND INTERGOVERNMENTAL PURCHASING**

The Mayor or his designee shall have the authority to join with other governmental units in cooperative purchasing plans and to enter into purchase contracts with other governmental units without the formality of publication and receiving competitive bids as otherwise required in this chapter when the best interest of the Town would be served thereby. The Mayor or his designee also is given authority to make purchases of supplies and equipment through the property division



of the State Budget and Control Board, without the formality of publication and receiving competitive bids as otherwise required in this chapter.

32.15 OWNERSHP AND DEPOSITION OF PROPERTY

As prescribed in Section 5-7-40 of the State of South Carolina Code of Laws, the Town of James Island may:

- (A) own and possess property within and without the corporate limits, real, personal or mixed, without limitation, through passing a Resolution adopted at a public meeting; and
- (B) sell, alien, convey, lease or otherwise dispose of personal property and in the case of a sale, alienation, conveyance, lease or other disposition of real or mixed property, through passing an Ordinance adopted at a public meeting.

EFFECTIVE DATE: This Ordinance shall become effective upon its enactment by the Town Council for the Town of James Island.

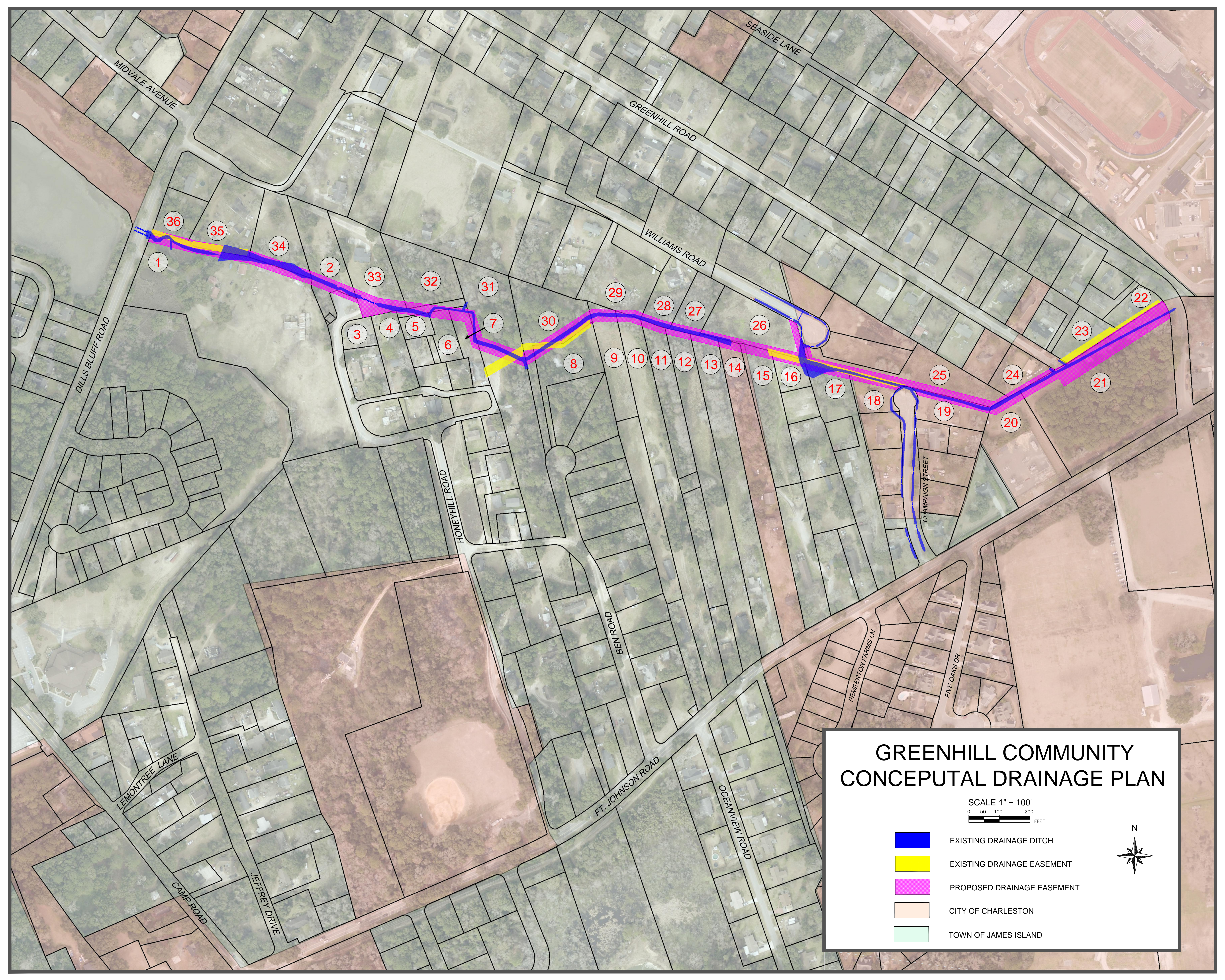
First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Bill Woolsey  
Mayor


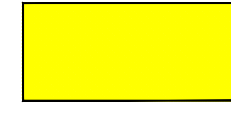



ATTEST

\_\_\_\_\_  
Frances Simmons  
Town Clerk



### GREENHILL COMMUNITY CONCEPTUAL DRAINAGE PLAN

SCALE 1" = 100'  
0 50 100 200 FEET

-  EXISTING DRAINAGE DITCH
-  EXISTING DRAINAGE EASEMENT
-  PROPOSED DRAINAGE EASEMENT
-  CITY OF CHARLESTON
-  TOWN OF JAMES ISLAND

