

**AMENDED AGENDA
COLLETON COUNTY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 3, 2013
6:00 P.M.
COLLETON MUSEUM, 506 E. WASHINGTON ST.**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Appearances & Public Presentations
 - a) Colleton County Engineering- Road Issues
5. Approval of Minutes
 - a) Regular Meeting July 30, 2013
 - b) Special Meeting August 14, 2013
 - c) Special Meeting August 23, 2013
6. Awards & Recognitions
 - a) Proclamation Colleton Medical Center 30 year Celebration
7. Administrator's Briefing
8. Public Hearing
 - a) Ordinance 13-O-07, Granting Easement No. 890885 to South Carolina Electric and Gas Across a Portion of Property Owned by Colleton County Located just Southeast of the Intersection of Lemacks Street and Carn Street in Colleton County, SC; Such Easement is to be Used for the Installation, Operation and Maintenance of Electrical facilities within Colleton County, SC; to Authorize Execution and Recording of the Easement Documents; and Other Matters Related Thereto.
 - b) Ordinance 13-O-09, To Provide for the Sale of Real Property Owned by Colleton County, South Carolina to Coastal Electric Cooperative, Inc.; and Other Matters Relating Thereto.
 - c) Ordinance 13-O-10, Authorizing The Acquisition Of Certain Property By Colleton County By Lease-Purchase Financing In The Amount of \$3,036,957.36; The Execution And Delivery Of Certain Instruments, Including A Lease-Purchase Agreement By Colleton County; And Other Matters Relating Thereto.

9. Old Business

- a) 2nd Reading Ordinance 13-O-08, To Amend Chapter 13, Section 13.04.010 of the Colleton County Code of Laws to Provide for the Adoption of Certain Updated Codes as Mandated by State Law.
- b) 2nd Reading Ordinance 13-O-12, to Amend Chapter 14.08–Zoning, Section 14.08-2.100 Urban Development-1 (B)(1)(oo.) Public and Private Utilities; 14.08-2.110 Urban Development-2 (B)(1)(rr.) Public and Private Utilities and Amend 14.08-11.040 Definitions.
- c) 3rd Reading Ordinance 13-O-07, Granting Easement No. 890885 to South Carolina Electric and Gas Across a Portion of Property Owned by Colleton County Located just Southeast of the Intersection of Lemacks Street and Carn Street in Colleton County, SC; Such Easement is to be Used for the Installation, Operation and Maintenance of Electrical facilities within Colleton County, SC; to Authorize Execution and Recording of the Easement Documents; and Other Matters Related Thereto.
- d) 3rd Reading Ordinance 13-O-09, To Provide for the Sale of Real Property Owned by Colleton County, South Carolina to Coastal Electric Cooperative, Inc.; and Other Matters Relating Thereto.
- e) 3rd Reading Ordinance 13-O-10, Authorizing The Acquisition Of Certain Property By Colleton County By Lease-Purchase Financing In The Amount of \$3,036,957.36; The Execution And Delivery Of Certain Instruments, Including A Lease-Purchase Agreement By Colleton County; And Other Matters Relating Thereto.

10. New Business

- a) Resolution 13-R-72, To Adopt an Emergency Action Plan for all County Buildings.
- b) Resolution 13-R-73, To Adopt the 2011 Annual Progress Report for the Lowcountry Regional Natural Hazard Mitigation Plan.
- c) Resolution 13-R-74, To Award the Contract for the Old Hendersonville School Demolition Bid.
- d) Resolution 13-R-75, To Authorize Acceptance and Budgeting of Funds for the Local Emergency Management Performance Grant Received for FY2013-2014.
- e) Resolution 13-R-76, To Authorize the Purchase of Vehicles and Equipment by the Fleet Management Department.

- f) Resolution 13-R-77, To Authorize an Appropriation from Council's Contingency (Fund 100) to Purchase Mosquito Abatement Chemicals.
- g) Resolution 13-R-78, To Authorize an Appropriation from Roads and Bridges (Fund 210) Fund Balance to Purchase Additional Road Construction Materials.
- h) Resolution 13-R-79, Creating a Capital Projects Sales Tax Commission in Regards to a Proposed One-Percent Capital Project Sales Tax.
- i) Resolution 13-R-80, To Authorize Execution of an Agreement to Provide Unified Dispatching Services for the City of Walterboro and Colleton County through the Sheriff's Office 911 Communications/Dispatch Center.
- j) Resolution 13-R-81, To Authorize the Council Clerk to Advertise for Board Vacancies.
- k) Resolution 13-R-82, To Endorse the 2013 Community Development Block Grant, Community Enrichment Application for the Pierce Road Fire Station and Funds for the 10% Local Match for the Grant.**
- l) 1st Reading Ordinance 13-O-11, To Ratify FY13 Grant And Budget Resolutions And Related Appropriations For All Funds; To Ratify Transfer And Other Resolutions Previously Authorized By Council; And Other Matters Related Thereto.

11. Items for Information and Public Record

12. Public Comments (3 minutes per person/max time 20 minutes)

13. Council Time

14. Executive Session

a) Legal - Contractual

15. Adjournment

16. Informal Meeting of the Whole

PROCLAMATION
COLLETON COUNTY COUNCIL

To All Who Find These Presents:

WHEREAS, Colleton Medical Center has been a vital element of quality healthcare in a rural county including a base LifeNet 4 medical emergency helicopter service ; and

WHEREAS, Colleton County and all its Citizens have benefited from the dedication and commitment of Colleton Medical Center; and

WHEREAS, On the 26th day of October, 2013, Colleton Medical Center will be celebrating 30 years in their current facility located on Robertson Blvd. in Walterboro, S.C.; and

WHEREAS, The citizens of Colleton County are invited to attend this celebration on the hospital grounds starting 10:00 AM- 2:00 PM with fun activities for children and Health Education and Screenings.

NOW THEREFORE BE IT RESOLVED THAT:

Colleton County Council hereby congratulates Colleton Medical Center and extends their appreciation of serve to the citizens of Colleton County.

Phillip M. Taylor, Sr., Chairman
Colleton County Council

Seal:

Attest: Ruth Mayer Clerk to Council

Sponsor(s): County Council
First Reading: July 30, 2013
Committee Referral: N/A
Committee Consideration Date: N/A
Committee Recommendation: N/A
Second Reading: August 14, 2013
Public Hearing: September 3, 2013
Third Reading: September 3, 2013
Effective Date: Immediately

I, _____,
Council Clerk, certify that
this Ordinance was advertised
for public hearing on _____.

ORDINANCE NO. 13-O-07

COUNCIL- ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[An Ordinance Granting Easement No. 890885 to South Carolina Electric and Gas Across a Portion of Property Owned by Colleton County Located just Southeast of the Intersection of Lemacks Street and Carn Street in Colleton County, SC; Such Easement is to be Used for the Installation, Operation and Maintenance of Electrical facilities within Colleton County, SC; to Authorize Execution and Recording of the Easement Documents; and Other Matters Related Thereto.]

WHEREAS:

Colleton County Council deems it to be in the best interest of the County to grant an Easement to South Carolina Electric and Gas across a portion of property owned by Colleton County located just southeast of the intersection of Lemacks Street and Carn Street in Colleton County, SC; such easements are to be used for the installation, operation and maintenance of electrical gas facilities within Colleton County, SC.

NOW THEREFORE, BE IT ORDAINED BY COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

- 1) The documents attached and included herein by reference grant Easement No. 890885 to South Carolina Electric and Gas across a portion of property owned by Colleton County located just southeast of the intersection of Lemacks Street and Carn Street in Colleton County, SC to be used for the installation, operation and maintenance of electrical gas facilities within Colleton County, SC.
- 2) The County Administrator is hereby authorized to sign said easement on behalf of the County pending final approval of the document by the County Attorney.
- 3) Said easement shall be recorded in the Office of the Register of Deeds for Colleton County.
- 4) Severability:

If any provision of this Ordinance or the application thereof to any person or circumstance is held to be invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are severable.

- 5) Conflict:

Provisions in other County Ordinances, Resolutions, policies, or by-laws in conflict with this Ordinance are hereby repealed.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

Approved as to Form
Sean Thornton, County Attorney

COUNCIL VOTE:
OPPOSED:

Sponsor(s): County Council
First Reading: July 30, 2013
Committee Referral: N/A
Committee Consideration Date: N/A
Committee Recommendation: N/A
Second Reading: September 3, 2013
Public Hearing: October 1, 2013
Third Reading: October 1, 2013
Effective Date: Immediately

I, _____,
Council Clerk, certify that
this Ordinance was advertised
for public hearing on _____.

ORDINANCE NO. 13-O-08

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

(To Amend Chapter 13, Section 13.04.010 of the Colleton County Code of Laws to Provide for the Adoption of Certain Updated Codes as Mandated by State Law.)

WHEREAS:

1. Chapter 13, Section 13.04.010 of the Colleton County Code of Laws provides for the adoption of certain codes by reference; and
2. Updated Editions of said Codes have been issued, and in order to keep current with requirements of said Codes, it is necessary to adopt these editions.

NOW, THEREFORE, BE IT ORDAINED BY COLLETON COUNTY COUNCIL, DULY ASSEMBLED, THAT

1. Chapter 13, Section 13.04.010, Part A (1), is hereby amended to read as follows:

13.04.10 Adoption by reference.

- A. 1. The following codes are adopted by reference as though they were copied herein fully:

International Building Code – 2012 Edition including Chapter 1;
International Energy Conservation Code – 2009 Edition;
International Fire Code - 2012 Edition
International Fuel Gas Code – 2012 Edition;
International Mechanical Code – 2012 Edition;
International Plumbing Code – 2012 Edition;
International Residential Code – 2012 Edition including Chapter 1 and
International Swimming and Spa Code - 2012 Edition
National Electrical Code – 2011 Edition;
NFPA 101 Life Safety Code – 2012 Edition;
Standard for Residential Construction in High-Wind Regions ICC 600-
2008 Edition;
Accessible and Usable Buildings and Facilities ICC A117.1-2009 Edition

2. Severability:

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

3. Conflict:

Provisions in other County Ordinances, Resolutions, policies, or by-laws in conflict with this Ordinance are hereby repealed.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

Approved as to Form
Sean Thornton, County Attorney

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
First Reading : July 30, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A
Second Reading : August 14, 2013
Public Hearing : September 3, 2013
Third Reading : September 3, 2013
Effective Date : Immediately

I, Ruth Mayer,
Council Clerk, certify that this
Ordinance was advertised for
Public Hearing on _____.

ORDINANCE NO. 13-O-09

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[To Provide for the Sale of Real Property Owned by Colleton County, South Carolina to Coastal Electric Cooperative, Inc.; and Other Matters Relating Thereto.]

WHEREAS:

1. Coastal Electric Cooperative, Inc. (the "Company") has agreed to construct and operate an electric power substation for the purpose of delivering the electric power necessary to serve the industries which locate in the Colleton County Commerce Center; and
2. Colleton County (the "County"), and the businesses which are located in, or which will locate in, the Colleton County Commerce Center will derive significant benefit from the construction and operation of the electric power substation; and
3. In exchange for the Company's commitment to construct and operate the electric power substation, the County Council of the County (the "Council") deems it to be in the best interest of the County to provide for the sale of approximately two acres of real property located in the Colleton County Commerce Center and further described in the legal description attached hereto as Exhibit A, on such terms and conditions as set forth herein.

NOW THEREFORE BE IT ORDAINED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. The County of Colleton hereby authorizes the conveyance to Coastal Electric Cooperative, Inc. the property (the "Property") more fully described in attached Exhibit A for a consideration of Five and No/100 Dollars (\$5.00) and other good and valuable consideration, and upon the other terms and conditions as set forth herein.

2. The County Administrator is hereby authorized, empowered, and directed on behalf of the County of Colleton to execute and deliver a deed for the Property pursuant thereto, and to such other documents as may be necessary or desirable in connection with the conveyance of the Property.

3. Conflict:

All provisions in other County Ordinances in conflict with this Ordinance are hereby repealed.

4. Severability:

If any provisions of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity does not affect the other provisions or applications of the Ordinance, which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

Attest:

Signed:

Clerk to Council

Phillip M. Taylor, Sr., Chairman

Approved as to Form
Sean P. Thornton, County Attorney

Council Vote:
Opposed:

EXHIBIT A

LEGAL DESCRIPTION

All that certain piece, parcel or lot of land, lying and being in Colleton County, State of South Carolina, being located on the Northern side of Global Place and East of Corporate Way and being more fully shown and designated on plat entitled, "A Boundary Survey of 2.00 Acres A Portion of TMS 097-00-00-051 Surveyed For Coastal Electric Cooperative, Inc.", by Fowler Land Surveying, LLC, dated January 10, 2013, and recorded on _____, 2013, on Plat Slide _____, at page _____, in the Office of the Register of Deeds for Colleton County, South Carolina, and having the following metes and bounds, to wit:

Commencing at the Northeast right-of way intersection of Corporate Way and Global Place, THENCE South $81^{\circ}42'16''$ East a distance of 1358.97 feet to a # 5 rebar set having State Plane Coordinates with a Northern value of 423676.15' and an East value of 2104257.77' and identified as the "POB".

THENCE North $09^{\circ}32'52''$ East a distance of 296.87 feet along the property of Colleton County to an ips for corner;

THENCE South $80^{\circ}27'08''$ East a distance of 278.66 feet along the property of Colleton County to an ips and a point on a curve;

THENCE along a curve to the left having a radius of 225.03 feet, a delta of $39^{\circ}05'33''$, an arc length of 153.54 feet, and a chord which bears South $04^{\circ}34'46''$ West having a chord distance of 150.58 feet along the property of Colleton County to an ips and a point on a line;

THENCE South $11^{\circ}40'19''$ East a distance of 81.09 feet along the property of Colleton County to an ips and a point on a curve;

THENCE along a curve to the right having a radius of 53.75 feet, a delta of $100^{\circ}26'34''$, an arc length of 94.22 feet, and a chord which bears South $39^{\circ}55'07''$ West having a chord distance of 82.61 feet along the property of Colleton County to an ips and a point on a line;

THENCE North $80^{\circ}27'08''$ West a distance of 279.28 feet along the property of Colleton County to a ips which is the POINT OF BEGINNING, and containing 87,134 square feet or 2.00 acre(s) of land, more or less.

Said parcel as described has a 50' ingress/egress easement on the southern boundary line from Global Place.

Being a portion of the same property conveyed to Colleton County, South Carolina, from Haws Management, LLC, by deed dated December 15, 2005, and recorded in the Colleton County Office of the Register of Deeds, on December 15, 2005, in Book 1144, at Page 251.

Tax Map Number: A portion of 097-00-00-051

Sponsor(s) : County Council
First Reading : July 30, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A
Second Reading : August 14, 2013
Public Hearing : September 3, 2013
Third Reading : September 3, 2013
Effective Date : Immediately

I, Ruth Mayer,
Council Clerk, certify that this
Ordinance was advertised for
Public Hearing on _____.

ORDINANCE NO. 13-O-10

COUNCIL –ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[AUTHORIZING THE ACQUISITION OF CERTAIN PROPERTY BY COLLETON COUNTY BY LEASE-PURCHASE FINANCING IN THE AMOUNT OF \$3,036,957.36; THE EXECUTION AND DELIVERY OF CERTAIN INSTRUMENTS, INCLUDING AN ACQUISITION, USE AND SECURITY AGREEMENT BY COLLETON COUNTY; AND OTHER MATTERS RELATING THERETO.]

WHEREAS, Colleton County, South Carolina, a body politic and corporate and a political subdivision organized and existing under the laws of the State of South Carolina (the “County”), acting by its governing body, the County Council of Colleton County (“County Council”), is authorized to enact ordinances in relation to health and order in Colleton County or respecting any subject as appears to County Council necessary and proper for the security, general welfare, and convenience of Colleton County or for preserving health, peace, order, and good government in Colleton County; and

WHEREAS, the County is authorized to acquire and lease personal property (excluding any real property and permanent improvements thereon) (the “Property”) by means of lease-purchase financing which does not count against the limitation set forth in Article X, Section 14, paragraph 7(a) of the South Carolina Constitution and Section 11-27-110 of the Code of Law of South Carolina 1976, as amended; and

WHEREAS, County Council have determined that it is in the best interest of the County to acquire a county-wide 800 MHZ radio and dispatch system from Motorola Systems, Inc. for Colleton County Public Safety and Colleton County Fire/Rescue to be financed by means of a lease-purchase arrangement pursuant to which all lease payments are made with respect to all Property so financed and secured by a security interest in such Property so financed; and

WHEREAS, the County has obtained competitive offers from financial institutions to provide the required lease-purchase financing; and

WHEREAS, County Council intend that the specific terms of such lease-purchase financing arrangement, including the principal amount to be financed, interest rate, term, and other financing terms, and the selection of the financial institution or institutions providing the financing, will be approved by the County Administrator, based on the competitive offers

received and subject to the parameters set forth herein, without further action of County Council; and

WHEREAS, the terms of the lease-purchase financing arrangement are to be set forth in an Acquisition, Use and Security Agreement (the “Acquisition, Use and Security Agreement”), as approved by the County Administrator.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF COLLETON COUNTY, SOUTH CAROLINA,

Section 1. The lease purchase of the Property set forth in Schedule A attached hereto by the County from Motorola Systems, Inc. pursuant to the terms set forth in the Acquisition, Use and Security Agreement is hereby approved. The County Administrator is hereby authorized and directed to execute and deliver the Acquisition, Use and Security Agreement, in form and substance satisfactory to him upon the advice of counsel, his execution being conclusive evidence of his approval.

Section 2. The consummation of all transactions contemplated by the Acquisition, Use and Security Agreement are hereby approved.

Section 3. The County Administrator is hereby authorized to approve, on behalf of the County, the specific terms of financing of the Property, including the principal amount to be financed, interest rates, term, and other financing terms, and the selection of the financing institution or institutions providing the financing, based on the competitive offers received and as he deems in the best interest of Colleton County Government.

Section 4. The Chairman and all other appropriate officials and employees of the County are hereby authorized to execute, deliver, and receive any other agreements and documents as may be required by the County in order to carry out, give effect to, and consummate the transactions contemplated by the Acquisition, Use and Security Agreement.

Section 5. This Ordinance shall be construed and interpreted in accordance with the laws of the State of South Carolina.

Section 6. This Ordinance shall become effective immediately upon approval after third reading by County Council.

Section 7. The provisions of this Ordinance are hereby declared to be severable and if any section, phrase, or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, that declaration shall not affect the validity of the remainder of the sections, phrases, and provisions hereof.

Section 8. All ordinances, resolutions, and parts thereof in conflict herewith are, to the extent of the conflict, hereby repealed.

Attest:

Signed:

Clerk to Council

Phillip M. Taylor, Sr., Chairman

Approved as to Form
Sean P. Thornton, County Attorney

Council Vote:
Opposed:

Sponsor(s): County Council
First Reading: August 23, 2013
Committee Referral: N/A
Committee Consideration Date: N/A
Committee Recommendation: N/A
Second Reading: September 3, 2013
Public Hearing: October 1, 2013
Third Reading: October 1, 2013
Effective Date: Immediately

I, _____,
Council Clerk, certify that
this Ordinance was advertised
for public hearing on _____.

ORDINANCE 13-O-12

COUNCIL- ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[An Ordinance to Amend Chapter 14.08–Zoning, Section 14.08-2.100 Urban Development-1 (B)(1)(oo.) Public and Private Utilities; 14.08-2.110 Urban Development-2 (B)(1)(rr.) Public and Private Utilities and Amend 14.08-11.040 Definitions.]

WHEREAS:

1. The County has been approached by utilities within the last year that have expressed an interest in developing renewable energy sources for power generation, and more recently from Santee Cooper for solar generation; and
2. While several of the County’s rural zoning districts allow this activity, the two primary zoning districts in and around Walterboro do not; and
3. Because there are some geographic and installation advantages that result from having sites close to Walterboro, amendments to the Zoning ordinance are proposed to allow power generation facilities using solar, wind, geothermal and other renewable sources in the UD-1 and UD-2 zoning districts.

NOW, THEREFORE, BE IT ORDAINED BY COLLETON COUNTY COUNCIL, DULY ASSEMBLED THAT:

1. **Amend 14.08-2.100 Urban Development-1 (B)(1)(oo) Public and Private Utilities to read:**
Public and private utilities (excluding power generation from non-renewable energy sources).
2. **Amend 14.08-2.110 Urban Development-2 (B)(1)(rr) Public and Private Utilities to read:**
Public and private utilities (excluding power generation from non-renewable energy sources).
3. **Amend 14.08-11.040 Definitions to add:**
Non-renewable energy means energy sources derived from fossil fuels, waste products from fossil sources, or waste products from inorganic sources.

4. Severability:

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

5. Conflict:

Provisions in other County Ordinances, Resolutions, policies, or by-laws in conflict with this Ordinance are hereby repealed.

By: _____
Phillip M. Taylor, Sr., Chairman of County Council

COUNCIL VOTE:
OPPOSED:

ATTEST:

APPROVED AS TO FORM:

By: _____
Ruth Mayer, Clerk to County Council

By: _____
Sean Thornton, County Attorney

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-72

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution to Adopt an Emergency Action Plan for all County Buildings.]

WHEREAS:

1. In order to establish a guideline for employees that will help quickly identify the specific or general tactics of an incident, and instructions on how to protect themselves, and the general public during the initial response phase of an incident, an Emergency Action Plan has been developed for all County buildings; and
2. The guidelines in the Emergency Action Plan define the roles and responsibilities of each employee in the event of an emergency, disaster, or other non-routine circumstances in their department; and
3. When disaster strikes, the initial response taken by each individual is critical, and the skills utilized by each employee will minimize the impact of an incident; and
4. Staff recommends that Council approve the Emergency Action Plan for all County Buildings.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

The Emergency Action Plan for all County buildings, included herein and by reference, is hereby approved.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:



COLLETON COUNTY

**EMERGENCY ACTION
PLAN**

FOR ALL

COUNTY BUILDINGS

**COLLETON COUNTY BUILDINGS
EVACUATION PLAN**

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RM02: Emergency Response Procedure (ERP)
Effective Date: September 3, 2013
Applies To: ALL COUNTY BUILDINGS

I. PURPOSE

To establish a guideline for employees that will help quickly identify the specific or general tactics of an incident, and instructions on how to protect themselves, and the general public during the initial response phase of a incident. The guidelines implemented will define the roles and responsibilities of each employee in the event of an emergency, disaster, or other non-routine circumstances in their department. Every employee is a vital and important member of the County and should be knowledgeable of the Emergency Response Procedures for their department. Although, we may not be able to prevent a disaster, such as a catastrophic earthquake, we can be prepared. When disaster strikes, the initial response taken by each individual is critical, and the skills utilized by each employee will minimize the impact of an incident.

II. POLICY

The procedure has been designed to guide employers on how to prepare themselves as well as their employees for emergency situations. The general guidelines explain the duties to be performed by each individual, and to give the specific and immediate response in the event of an earthquake, fire, winter storm, or any other non-routine circumstance. Each employee is responsible for becoming familiar with the policies and procedures of their department to ensure the safety of both themselves and the public.

III. Emergency Preparedness Coordinator – Colleton County

Emergency coordination for Colleton County is provided by the Emergency Preparedness Coordinator on a 24-hour per day, 7-days per week basis. The on-duty Emergency Preparedness Coordinator may be contacted at any of the following telephone numbers:

Suzanne Gant	-	Emergency Preparedness Coordinator
(843) 549-5632		Office
(843) 893-7570		Cell
Sirena Memminger	-	Administrative Assistant
(843) 549-5632		Office
(843) 909-3853		Cell
Phyllis G. Green	-	Risk Manager
(843) 549-0180		Office
(843) 908-1080		Cell

The individuals listed above are responsible for coordinating all emergency response measures and are familiar with:

- A. Physical layout of each building or facility;
- B. Operations and activities at each building or facility;
- C. Location of vital records within each building or facility; and
- D. Location and characteristics of hazardous substances present at each building or facility.

IV. SCOPE

This policy applies to all personnel in: ALL COUNTY BUILDINGS.

V. GENERAL RESPONSIBILITIES

The County of Colleton Emergency Response Procedure is a practical guide that defines your role and responsibilities as a County employee in the event of an emergency, disaster, or other non-routine circumstance in the department.

VI. PREPARATION

All personnel must know what types of emergencies may occur within their department and building, and what course of action they must take. Employers must make sure all employees understand the Emergency Response Procedure for their particular department, including potential emergencies, location and sounding of the alarms, available routes of evacuation, assembly points, and emergency personnel notification. Employees must know their role and responsibilities and should be trained on how to prevent harmful situations, in some instances, how to operate a **fire extinguisher**, and how to use the items found in the first aid kit, which should be present and stocked in each department. Each employee should be aware of all exit routes prior to an emergency. Each building has exit routes located near each entry door, the stairways, the offices, and by each of the elevators. Make sure that all exits are clear and easily accessible. Practice evacuation drills should be administered at least once a year, or as often as necessary to permit employees to become familiar with the emergency procedures, so that if an actual emergency should occur, employees will respond properly.

VII. EVACUATION PROCEDURES

The following is basic information for all evacuations.

1. The alert will be given by the sound of the **BUILDING TELEPHONE PAGING SYSTEM.**
2. Upon hearing the alert, **ALL** occupants must evacuate the building. Supervisors must make sure that their employees and public occupants exit the office safely and in an orderly fashion. **DO NOT RUN** and **REMAIN CALM.** (Evacuation Floor Plans are posted in all departments, near each entry, stairway and elevator.
3. Elevator use is prohibited during the evacuation process. People with physical disabilities who are unable to use the stairs will proceed to the nearest stairwell and await the assistance of Building Safety Personnel. Any person(s) physically unable to leave the building will not be left unattended. The Building Safety Personnel will remain with the disabled person until relieved by a First Responder.
4. **ONLY if time permits**, before leaving your work area, turn off any equipment that should not be left unattended, such as a coffeepot, etc.
5. **Only if time permits**, secure all sensitive information and lock all safes.
6. Close the office door, but **DO NOT LOCK** the door.
7. The First Responder will conduct a visual sweep throughout the building.
8. Proceed to the nearest exit cautiously, but quickly.
9. Upon exiting the building, move to the **Designated Safe Area. Do not leave the Designated Safe Area until you have been accounted for by your Supervisor/Building Safety Personnel.**
10. Notify your Supervisor/Building Safety Personnel or the First Responders on scene of any situation that may need immediate attention.
11. Do not attempt to re-enter the building until Emergency Personnel has given the "**All Clear**" signal.

VIII. ACCOUNTABILITY

While assembled in the Designated Safe Areas (DSA), Supervisors are to account for each member of their staff, and report to the **Evacuation Warden for the County Buildings**. The Evacuation Warden will advise Building Safety Team personnel as to the procedures to follow in the event that accountability is not complete, and questions regarding the clearance of the building, until the First Responders arrive on the scene and Incident command is established.

Each Department is responsible for any disabled individuals within their department. The Supervisor/Building Safety Personnel are required to make sure that the individual receives assistance from a deputy in exiting the building.

IX. EMERGENCY EVACUATION WARDEN

In the event of an emergency all Colleton County employees must respond to and obey all orders by the local response personnel.

The Evacuation Warden shall perform the following responsibilities:

1. Collect a **Count Report** from all Departments evacuated from the building. The Building Safety Teams will provide the **Count Report**.
2. Act as the **information point person** for occupants and provide information to the Local Response Personnel (LRP).
3. Monitor the Designated Safe Areas (DSA) throughout the emergency event, until the **ALL-CLEAR** is given by the Local Response Personnel (LRP).

X. BUILDING SAFETY TEAM PERSONNEL

In the event of an emergency, all Colleton County employees must respond to and obey all Orders by the local response personnel (LRP)

1. Count all occupants evacuated from their Departments, and make a count report to the Evacuation Warden.
2. Act as the information point person for evacuated occupants and provide information to the Evacuation Warden.
3. Remain at the Designated Safe Area (DSA) throughout the emergency event until **ALL-CLEAR** is given by a Local Response Personnel (LRP).

XI. SPECIFIC EMERGENCY PROCEDURAL GUIDELINES

A. SEVERE THUNDERSTORM RESPONSE GUIDE

NOTE: Every thunderstorm is dangerous and can produce lightening, heavy rains, local flooding, hail, strong winds and sometimes tornadoes (see guide).

BEFORE THE STORM

- Listen for TV or radio alert broadcasts and advisories.
- Be aware of the signs of approaching storms.
- Know the location of shelters in the building

DURING THE STORM

- Stay away from windows and exterior doors.
- If the storm is close, avoid using telephones, except in emergencies, and shut down computers.
- If outside, move to a stable building or get into the car, and stay away from trees, fences and poles
- While outside, if you feel your skin tingle or your hair stand on end, you are about to be struck by lightning. Immediately squat low to the ground on the balls of your feet and place your head between your knees with your hands on your head.

B. TORNADO RESPONSE GUIDE

BEFORE THE TORNADO, BE PREPARED

- Listen for radio, TV or (insert station) radio alert broadcasts and advisories.
- Know the location of shelters or safe havens in your building.
- Have drills at least once a year and brief new employees

DURING THE TORNADO, STAY CALM

- If indoors, move to the pre-designated shelter in your building.
- Bend down, and cover your head with a hard sturdy object, if available.
- Stay away from windows and exterior doors.
- Close doors leading into the hallway.
- Close fire doors at the entry of each hallway, if present.
- If you are outdoors or in a vehicle – lie flat in a nearby ditch or depression.

AFTER THE TORNADO, BE OBSERVANT

- Cautiously evaluate the condition of the building and evacuate, if necessary.
- Assess occupants for injuries and provide basic care.

Tornado Location Assembly Points

J.P. HARRELSON COUNTY BUILDING

Department/Floor	Assembly Location
1 ST FLOOR	INFORMATION TECHNOLOGY HALLWAY
2 ND FLOOR	AUDITOR HALLWAY
3 RD FLOOR	PLANNING & DEVELOPMENT HALLWAY

C. EARTHQUAKES RESPONSE GUIDE

BEFORE AN EARTHQUAKE, BE PREPARED

- Know the location and use of emergency equipment (fire extinguisher, flashlight, first aid kit).
- Avoid tall file cabinets and bookshelves.
- Secure tall or heavy office furniture (located near the doorway) with brackets.
- Know actions to take and evacuation routes (please refer to emergency exits/escape routes).

DURING AN EARTHQUAKE, REMAIN CALM

- If indoors, find cover under a desk, a sturdy table or brace yourself under a doorway.
- Stay clear of windows and exterior doors.
- Stay in place until all shaking has stopped.
- If outdoors, get into the open, away from power lines, light poles, tall trees and antenna towers.
- If in a car, stop, but remain inside the vehicle (do not stop on or under a bridge, or under the tall objects listed above).

AFTER A MAJOR EARTHQUAKE, STAY VIGILANT

- Do not enter a partially collapsed or damaged building.
- Avoid exposed electrical wires, inside and outside.
- Building manager should shut off utilities (gas, power, and water) to building
- Only use a cell phone for emergencies (injuries, fire, and trapped people).
- Account for personnel in assembly area and assist injured, disabled or lightly trapped individuals as you may feel capable
- Be prepared for AFTERSHOCKS.
- Cooperate with and assist emergency officials
- **Assemble in rear parking lot of the County Administration Building.**

D. FIRE RESPONSE GUIDE

IF YOU DISCOVER A FIRE

- Activate the nearest fire alarm.

- Call 911 from a safe location and have the fire department respond.
- Notify your supervisor and other occupants.

FIGHT THE FIRE ONLY IF

You have the proper extinguisher in good working order and *have been trained on how to use it.*

- The fire department has been notified on the fire.
- The fire is small and confined to the area of origin.
- You have a way out and can fight the fire with your back to the exit.

If you are not sure of your ability or the capacity of the extinguisher to contain the fire, leave the area and go to the assembly point.

IF YOU HEAR A FIRE ALARM

- Assist any special needs individuals who require assistance to evacuate.
- Evacuate the area and close doors (do not lock) as you leave.
- Never use an elevator during a fire.
- Leave the building and move away from exits and out of the way of emergency operations.
- Assemble in the Designated Safe Area (**Harrelson Building rear parking area**).
- Report to your supervisor so he/she can determine that all personnel have evacuated the area.
- Remain outside until the competent authority (**City of Waltherboro Public Safety or County Official**) states that it is safe to re-enter.
- Learn at least two escape routes and emergency exits from your area (please refer to your building guide/floor plan).

E. BIOHAZARDOUS EXPOSURE GUIDE

IF YOU SUSPECT THAT YOU MAY HAVE BEEN EXPOSED

- Remain calm.
- Move away from the suspected object, but remain in the same room, if possible
- If you must leave the room, try to stay as close as possible to the entry way and shut the door.
- Have anyone else in the room move to the furthest point in the room away from the object.
- Shut off any air handling equipment, if possible.
- Follow the instructions of the emergency workers when they arrive.
- Have a co-worker notify security or call security.
- Do not do anything to further disturb the object.
- Await medical attention.

F. THREAT / BOMB / SUSPICIOUS PACKAGE GUIDE

IF YOU RECEIVE A BOMB THREAT

- Try to remain calm. Do not give the caller the satisfaction of knowing they have alarmed you.
- Try to concentrate on as much detail of the phone call as possible:
 1. Caller's voice: male or female
 2. Voice quality: calm or excited
 3. Accents and/or speech impediments
 4. Background noises
- Keep the caller talking and obtain as much information as possible:
 1. The specific target location
 2. The time or method of device activation
- Write down any and all information supplied by the caller.
- As soon as the caller hangs up, report the incident to your supervisor, who in turn will immediately contact 911.
- **NOTE:** Do *not* use the same phone that the threat was received on until investigation is complete.

IF YOU COME IN CONTACT WITH SUSPICIOUS PACKAGE

- Do not shake or empty the contents of any suspicious envelope or package.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading of any foreign substance.
- Report the incident to your supervisor or building manager.
- If your supervisor is not immediately available, notify the Sheriff's Office immediately.
- The Sheriff's Office personnel will conduct a thorough investigation and possible evacuation. Employees should follow the directions of your supervisor, law enforcement officers, and/or fire department personnel.

IF YOU NEED TO EVACUATE DUE TO A SUSPICIOUS PACKAGE

Take your **personal** items such as purse, briefcase, lunchbox, etc. with you as you exit to reduce unexplainable items.

G. SUSPICIOUS VISITOR RESPONSE GUIDE

IF A SUSPICIOUS UNAUTHORIZED VISITOR ENTERS YOUR WORKPLACE

- Be alert to the actions and activities of a suspicious visitor at all times. Be aware of the location of the visitor, and objects in their possession, and any identifying characteristic.
- Notify Security immediately, or call 911 and report the incident.
- Walk away from suspicious visitor if you feel threatened, and alert the Courthouse Security with the standard issued panic button.
- If the suspicious visitor is deemed an intruder, the Courthouse Security personnel will handle the individual according to the enforcement guidelines.

APPENDIX A

EMERGENCY BUILDING SAFETY TEAM

	BUILDING		PRIMARY & ALTERNATE MEMBERS	CONTACT NUMBERS
1	Memorial Library 600 Hampton Street	1 2	CARL COFFIN TIMOTHY JAMES "TJ" GRANT	843-898-1206 336-848-9839
2	Edisto Beach Government Complex 71 Station Court, Edisto Beach, SC 29438	1	SUSAN ROBERTS	843-217-1885 843-217-0308
3	Jesse Padgett Building – 41 Klein St. A – Magistrates – 2 nd Floor B – CID 1 st Floor	1 2 3	PAMELA WHITE CECELIA BRYANT STEVE BAZZLE	843-908-0076 843-599-5880 843-908-9407
4	Sheriff's Office – 112 Miller St. A – Colleton Center	1 2	PAUL HAASE CLINT CROUSE	843-908-2342 843-
5	Courthouse – 101 Hampton St. 1 st and 2 nd Floor	1 2	PATRICIA GRANT VICKY SYFRETT	843-893-6317 843-562-7404
6	Solid Waste – 3288 Green Pond Hwy	1 2	JOHNNY BARTLEY SYLVIA SINGLETON	843-908-0027 843-908-1330
7	Animal Control – 33 Poor Farm Road	1 2	TIM LYNES KIM VARNADOE or WANDA GROOMS	843-909-4438 843-893-0694 843-597-7903W
8	Detention Center – 22 Klein St. +INMATES (average 80+)	1 2	OFFICER ON DUTY IN CONTROL ROOM	843-549-5742
9	Harrelson Building – 31 Klein St. A. First Floor (a) Register of Deeds (b) Technology Department B. Second Floor (a) Human Resources (b) Risk Management (c) Auditor (d) Treasurer C. Third Floor (a) Assessor (b) Delinquent Tax (c) Planning & Development	1 2 1 2 1 2 3	HEATHER LANDRY DOUG BRINSON DEADGREA SADLER LAMONICA WILLIAMS THEODORE R REED THOMAS HILL PHILIP SLAYTER	843-908-6275 843-909-2492 843-549-5221 843-549-5221 843-908-1075 843-893-8468 843-549-1709
10	Economic Development Legislative Delegation Chamber of Commerce 403 E. Washington Street	1 2	HEYWARD HORTON NANCY DAVIS	843-599-9091 843-549-0186
11	Benson Street #1 – 115 Benson St A. Pardon & Parole B. Voter Registration	1 2	ERIC CAMPBELL ANGELA UPCHURCH	843-908-0132 864-449-9894

12	Old Jail – 239 N. Jefferies A. Administration B. Probate Judge C. Clerk to Council D. County Council Chambers E. Finance		ASHLEY AMUNDSON TANYA O’QUINN	843-599-0911 843-599-2017 (Husband Tim cell)
13	Coroner’s Office – 609 Black Street A. Literacy Counsel B. Geology C. CTC	1 2	GEORGIA PATZ JUNE DYCHES	843-635-1960 843-549-7067
14	Mabel T. Willis Complex – 113 Mable T Willis A. Roads & Bridges B. Fire & Rescue C. Fleet Management	1 2 3	HELEN BOWERS BARRY McROY JOHNNY STIEGLITZ	843-898-2679 843-908-3855 843-908-3004
15	Colleton County Recreation Center – 280 Recreation Lane	1 2	CHRIS MYERS CHRIS NELSON	843-560-0548 843-908-1115
16	Colleton County School District- 213 Jefferies Blvd A. Facilities Management B. P.A.R.E.N.T. C. School District Offices	1 2	RON SHOUBE DEBRA DERE BERRY	843-908-1767 843-909-4654
17	Bernard Warshaw Complex – 219 S. Lemacks A. First Floor: (a) Emergency Preparedness (b) Veterans Affairs (c) SLED (d) Health Department Offices (e) Clemson Ext. Offices B. Second Floor (a) 911 Dispatch (b) Clemson Ext. Offices (c) RSVP (d) Guardian Ad Litem	1 2 1 2	SIRENA MEMMINGER SUZANNE GANT Janet Dillard-Smith ALTA MAE MARVIN	843-908-3853 843-893-7570 843-908-1080 843-893-7526
18	Museum / Farmers Market 506 E Washington Street	1 2	GARY BRIGHTWELL JILL CHADWICK	843-908-1481 843-908-5008
19	Alcohol & Drug 1439 Thunderbolt Dr	1 2	RON RICKENBAKER CHERYL HOWARD	843-908-0295 843-908-1359
20	Colleton Career Skills Center 1085 Thunderbolt Dr	1 2	RHONDA JOHNS RON SHOUBE	843-605-3889 843-908-1767

APPENDIX B

DESIGNATED SAFE AREAS – (DSA)

	BUILDING		DESIGNATED SAFE AREAS - DSA
1	Memorial Library 16 600 Hampton Street	1	Miller Street – Primary
		2	Sheriff's Office- Carn St. Side
2	Edisto Beach Government Complex 5 71 Station Court, Edisto Beach, SC 29438	1	Corner of Station Court & Hwy 174
		2	Allstate Office
3	Jesse Padgett Building – 41 Klein St. A – Magistrates – 2 nd Floor B – CID 1 st Floor 21	1	County Parking Lot – Primary
		2	Ireland Creek Drive – Secondary
4	Sheriff Office – 112 Miller St. A – Colleton Center 54	1	1 st Baptist Church – Primary
		2	City Parking Lot - Secondary
5	Courthouse – 101 Hampton St. 1 st and 2 nd Floor 25+	1	City Parking Lot – Primary
		2	1 st Baptist Church – Secondary
6	Solid Waste – 3288 Green Pond Hwy 20	1	Communication Tower – Across the Street-Primary
		2	Corner of Cooks Hill & Green Pond Hwy-Secondary
7	Animal Control – 33 Poor Farm Road 8+	1	Brights Court & Poor Farm Road -Primary
		2	Sandpit - Secondary
8	Detention Center – 22 Klein St. 30 +INMATES (average 80+)	1	Dowling Street - Primary
		2	Sheriff Office - Secondary
9	Harrelson County Building – 31 Klein St. B. First Floor (a) Register of Deeds (2) Technology Department B. Second Floor (a) Human Resources (b) Risk Management (c) Auditor (d) Treasurer 38+ C. Third Floor (d) Assessor (e) Delinquent Tax (f) Planning & Development	1	County Parking Lot – Primary
		2	Ireland Creek Drive - Secondary
10	Benson Street #1 – 115 Benson St A. Pardon & Parole B. Voter Registration 3+ PARDON	1	Ireland Creek Drive – Primary
		2	Dowling Avenue - Secondary
11	Old Jail – 239 N. Jefferies A. Administration B. Probate Judge 16 C. Clerk to Council D. County Council Chambers	1	Ireland Creek Drive - Primary
		2	Dowling Street - Secondary

	E. Finance		
12	Coroner's Office – 609 Black Street D. Literacy Counsel E. Geology 9 F. CTC	1 2	Stadium – Primary
13	Mabel T. Willis Complex – 113 Mable T Willis D. Roads & Bridges E. Fire & Rescue 31 F. Fleet Management	1 2	District 1 Fire Station - 229 Mabel T Willis SC Hwy Patrol- 100 Mabel T Willis
14	Coleton County Recreation Center – 280 Recreation Lane 9	1 2	New Pavilion - Primary Tennis Courts - Secondary
15	Colleton County School District- 213 Jefferies Blvd 12+ SCHOOL DISTRICT A. Facilities Management B. School District Offices-	1 2	Dowling Avenue – Primary Ireland Creek Drive – Secondary EMERGENCY NOTIFICATION ONLY
16	Bernard Warshaw Complex – 219 S. Lemacks C. First Floor: (a) Emergency Preparedness (b) Veterans Affairs (c) SLED (d) Health Department Offices (e) Clemson Ext. Offices D. Second Floor (a) 911 Dispatch (b) Clemson Ext. Offices (c) RSVP (d) Guardian Ad Litem 36+ HEALTH DEPT & SLED	1 2	Stadium – Primary
17	Museum / Farmers Market 506 E Washington Street 5	1 2	Pinckney Park- Primary 1 st Baptist Church - Secondary

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-73

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[To Adopt the 2013 Annual Progress Report for the Lowcountry Regional Natural Hazard Mitigation Plan.]

WHEREAS:

1. Colleton County approved and adopted the Lowcountry Regional Natural Hazard Mitigation Plan in July 2010; and
2. The Insurance Services Organization (ISO), which provides flood insurance ratings for the County, requires as part of a Hazard Mitigation Program, that Counties monitor progress and improvements made and report to ISO on an annual basis; and
3. The County's flood insurance rating is currently a 7; and
4. Staff recommends adoption of the 2013 Annual Progress Report in order to continue this successful program.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. The 2013 Annual Progress Report (attached and included herein by reference) for the Lowcountry Regional Natural Hazard Mitigation Plan is hereby approved.
2. The Planning and Development Department is directed to submit said Report and make it available for public viewing in accordance with ISO requirements.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-74 Amended

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution to Award the Contract for the Old Hendersonville School Demolition Bid.]

WHEREAS:

1. The County advertised a Request for Bids, CC-04 for Demolition of the Old Hendersonville School; and
2. Eleven bids were received;
3. IPW Construction Group, LLC meets all of the requirements of the bid and is the lowest bidder; and
4. Staff has reviewed the bids, and recommends the contract be awarded to IPW Construction Group, LLC; and
5. Funding for this project is available in Capital Outlay of Fund 100.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. County Council hereby awards the contract in accordance with Bid CC-04 to IPW Construction, LLC in the amount of **\$30,170** for the demolition of the Old Hendersonville School to be funded from Capital Outlay in Fund 100.
2. The County Administrator is hereby authorized to execute a contract on behalf of the County pending approval of same by the County Attorney.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-75

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution To Authorize Acceptance and Budgeting of Funds for the Local Emergency Management Performance Grant Received for FY2013-2014.]

WHEREAS:

1. The County Budget Ordinance requires a Resolution to record all non-budgeted revenues and non-budgeted grant revenues; and
2. The Emergency Preparedness Agency is considered the Office of Primary Responsibility (OPR) related to the receipt of non-budgeted income for FY14 for grant number 13EMPG01.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. County Council hereby authorizes the designation of appropriate general ledger accounts to record revenue and expenditures in the following fund for the grant and unbudgeted revenue for FY14 as listed:
 - a. Fund 120- Special Revenue Fund; \$57,655; #13EMPG01 for the Local Emergency Management Performance Grant.
2. The above listed OPR (Office of Primary Responsibility) is responsible for preparing any external reports related to said funds, complying with grant terms and conditions, coordinating reimbursement requests with the Finance Department in addition to being the responsible parties for providing copies of external reports to the Finance Office, grant auditors, and to external auditors at the end of FY14 as requested for this grant/non-budgeted revenue received.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-76

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution to Authorize the Purchase of Vehicles and Equipment by the Fleet Management Department.]

WHEREAS:

1. Colleton County Fleet Management has deemed it necessary to purchase one 2013 Chevrolet 2500 HD pick-up truck for Fire-Rescue, one 2014 Ford Escape to be used as a pool vehicle and seven Rudco trash compactors and ten Rudco 20 yard roll offs for the Solid Waste department, as approved in the FY14 Capital Budget; and
2. Love Chevrolet holds the State Contract for Chevrolet 2500 HD pick-up trucks; and
3. Walterboro Motor Sales has agreed to meet the State contract pricing on the Ford Escape in accordance with the Colleton County Procurement Code §3.08.225; and
4. Council designated Rudco South, LLC as the sole source vendor for solid waste compactors and containers in 2012 for five years.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. The purchase of the following equipment in accordance with County specifications is hereby authorized:
 - a. Fire-Rescue: one Chevrolet 2500 HD pick-up truck in the amount of \$33,220.99 from Love Chevrolet.
 - b. Pool Vehicle: one Ford Escape in the amount of \$23,984 from Walterboro Motor Sales
 - c. Solid Waste: seven Rudco trash compactors in the amount of \$150,402 (\$21,486.62 each) and ten 20 yard roll off containers in the amount of \$35,031.80 (\$3,503.18 each).
2. The County Administrator is hereby authorized to execute on behalf of the County any paperwork necessary to complete these purchases.
3. Funding for these purchases shall be taken from the FY14 Capital Budget.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-77

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution to Authorize an Appropriation from Council's Contingency (Fund 100) to Purchase Mosquito Abatement Chemicals.]

WHEREAS:

1. The Animal Control department has experienced a higher than average need for mosquito abatement this year; and
2. There are not adequate funds for purchase mosquito abatement chemicals for the remainder of the budget year; and
3. Staff recommends that Council approve an appropriation from Council's Contingency (Fund 100) to purchase additional mosquito abatement chemicals.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

An appropriation from Contingency in the amount of \$19,626 into Mosquito Control Chemicals and Supplies is hereby approved.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-78

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution to Authorize an Appropriation from Roads and Bridges (Fund 210) Fund Balance to Purchase Additional Road Construction Materials.]

WHEREAS:

1. Due to higher than average rainfall, the Roads and Bridges Department has expended most of its crush and run and cold mix budget for FY14; and
2. Staff recommends that Council approve a Fund Balance appropriation from Roads and Bridges (Fund 210) to purchase additional road construction materials for the remainder of the budget year.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

A fund balance appropriation in the amount of \$50,000 from Roads and Bridges Fund 210 is hereby approved.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-79

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution Creating a Capital Projects Sales Tax Commission in Regards to a Proposed One-Percent Capital Project Sales Tax.]

WHEREAS:

1. Colleton County Council wishes to provide voters with the opportunity to vote on the funding of capital projects through a Capital Project Sales Tax for a period of eight years pursuant to §§ 4-10-300 et seq., of the South Carolina Code of Laws, 1976, as amended; and
2. Colleton County Council is authorized by the Capital Project Sales Tax Act to create by resolution a commission, composed of six members, to investigate and propose capital projects of the type specified in §4-10-330 of the South Carolina Code of Laws, 1776, as amended, and to formulate a referendum ballot question to be approved by County Council and presented to the voters of Colleton County at the general election to be held in November 2014.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. There is hereby created, pursuant to §4-10-320 of the Capital Project Sales Tax act, a commission (the "Commission") to exercise all powers granted to commissions under the Capital Project Sales Tax Act.
2. The County Council shall, by September 30, 2013, appoint three members to the commission.
3. The municipalities in the County must appoint three additional members of the Commission, who must be residents of the incorporated municipalities within the County, and who are selected in accordance with §4-10-320 of the Capital Project Sales Tax Act, according to the following mechanism:
 - a. The total population of all incorporated municipalities within the county, as determined by the most recent United States census, must be divided by three, the result being an apportionate average.
 - b. The respective population of each municipality in the county must be divided by the apportionate average to determine an appointive index.
 - c. Each municipality in the county appoints a number of members to the commission equal to the whole number indicated by their appointive index. However, no single

municipality may appoint more than two members to the commission; unless there is only one municipality in the county, and in such case the municipality is entitled to three appointments to the commission.

- d. When less than three members are selected to the commission in accordance with the prescribed appointive index method, the remaining member or members must be selected in a joint meeting of the commission appointees of the municipalities in the county. The member or members must be chosen from among the residents of the municipalities in the county that before this time have not provided a representative for the commission.
- e. In the event no municipality is entitled to appoint a member to the commission pursuant to the formula in subitem (c) of this subsection, the municipality with the highest appointive index must be deemed to have an appointive index of one.

Based upon the foregoing methodology, the City of Waltherboro is entitled to appoint two members to the Commission. Those two members of the Commission are authorized to select the sixth and final member of the Commission. The final member of the Commission must be a resident of a municipality located in the County other than the City of Waltherboro.

A certified copy of this Resolution shall be delivered to the City of Waltherboro upon adoption. By adopting this resolution, the Council requests that the City of Waltherboro appoints two members of the Commission, and that they notify the Council of such appointments.

- 4. The Commission created pursuant to the Capital Project Sales Tax act shall consider proposals for funding capital projects within the County area. The Commission shall then formulate the referendum question that is to be submitted to County Council for approval to appear on the ballot, in accordance with §4-10-330(D) of the Capital Project Sales Tax Act.
- 5. The Commission shall consider funding only the following types of projects:
 - a. highways, roads, streets, bridges, and public parking garages and related facilities;
 - b. courthouses, administration buildings, civic centers, hospitals, emergency medical facilities, police stations, fire stations, jails, correctional facilities, detention facilities, libraries, coliseums, educational facilities under the direction of an area commission for technical education, or any combination of these projects;
 - c. cultural, recreational, or historic facilities, or any combination of these facilities;
 - d. water, sewer, or water and sewer projects;
 - e. flood control projects and storm water management facilities;
 - f. beach access and beach renourishment;
 - g. dredging, dewatering, and constructing spoil sites, disposing of spoil materials, and other matters directly related to the act of dredging;

- h. jointly operated projects of the county, a municipality, special purpose district, and school district, or any combination of those entities, for the projects delineated in subitems (a) through (g) of this item
 - i. any combination of the projects described in subitems (a) through (h) of this item;
- 6. The Commission shall propose the date of termination of the tax. The maximum time, in two-year increments not to exceed eight years from the date of imposition.
- 7. The Commission shall solicit proposals for proposed capital projects from the Council and from each of the municipalities and special purpose districts within the County, and from community groups, businesses, utilities and private citizens, and the like and is authorized and encouraged to advertise and hold public hearings to discuss such projects.
- 8. In order to provide guidance to the Commission, the Council has attached as Exhibit A to this resolution a suggested timetable for the work of the Commission. County administrative personnel will assist in arranging the necessary advertising, in providing legal and clerical assistance, and in making available space in County buildings for public hearings and Commission meetings.
- 9. The Commission is requested to accept for funding only those capital projects which reliable estimates of cost have been provided. Such estimates should include all costs to be funded from the Capital Project Sales Tax, including, but not limited to, architectural and engineering fees, construction management fees, cost of any real property necessary for the capital project, legal fees, and should include a contingency for cost overruns and inflation. Similarly, the Commission is requested to accept for funding only those capital projects that the construction of which is reasonably expected to commence within nine months after funds are made available therefor.
- 10. The Commission shall make its recommendations, including the form of the ballot question to be approved by County Council and presented to the voters in accordance with § 4-10-330(D) of the Capital Project Sales Tax Act, to Council no later than May 12, 2014.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Suggested Schedule of Events

Colleton County Capital Project Sales Tax Commission

September 3, 2013	County Council adopts Resolution to create Capital Project Sales Tax Commission
NLT September 30, 2013	County Council appoints three members to the Commission
NLT October 4, 2013	Deadline for appointment of Commission members by City of Walterboro ¹ , and remaining commission member
October 15, 2013	Commission meets, establishes meeting calendar and standards for project submission
NLT October 31, 2013	Commission releases calendar and standards
March 15, 2014	Proposals due in final form
March 15-April 30, 2014	Commission meets and discusses projects to be included on ballot and allowable costs
NLT May 12, 2014	Commission adopts and submits to County Council the form of referendum question to appear on the ballot for approval by County Council

¹ In accordance with §4-10-320, S.C. Code of Laws, 1976, the City of Walterboro may appoint two members to the Commission. Those two members, both of whom must reside in the City of Walterboro, are entitled to appoint a third municipal member; the third member must be a resident of Cottageville, Edisto Beach, Smoaks, Lodge or Williams. If the City of Walterboro fails to appoint its members within 30 days of the adoption of the Capital Project Sales Tax Resolution, those members will be appointed by Colleton County Council.

Sponsor(s) : County Council
Adopted : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-80

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution to Authorize Execution of an Agreement to Provide Unified Dispatching Services for the City of Walterboro and Colleton County through the Sheriff's Office 911 Communications/Dispatch Center.]

WHEREAS:

1. It is in the best interests of the citizens of Colleton County, South Carolina, that a Countywide Unified 911 Communications/Dispatch Center be created to manage and control E-911 dispatch systems and operations; and
2. The City of Walterboro, County Council and the Colleton County Sheriff deem it to be in the best interest of the County to combine E-911 Communications/Dispatch Operations in accordance with the Agreement that is attached and included herein and by reference.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. The Agreement to Provide Unified Dispatching Services for the City of Walterboro and Colleton County through the Sheriff's Office 911 Communications/Dispatch Center (copy attached and included herein by reference) is hereby approved.
2. The Chairman of County Council is authorized to execute this agreement on behalf of the County pending approval of the document by the County Attorney.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

R.A. Strickland, Sheriff

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted: : September 3, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-81

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

(To Authorize the Council Clerk to Advertise for Board Vacancies.)

WHEREAS:

1. Colleton County Accommodations Tax Advisory Board has seven vacancies (4 from lodging & hospitality, 1 from Cultural Arts, 2 at-large); and
2. Keep Colleton Beautiful has six vacancies; and
3. Colleton County Commission of Alcohol & Drug Abuse has two vacancies; and
4. Edisto River Canoe & Kayak Trail Committee has two vacancies (1 at-large, 1 from Colleton County Development Board); and
5. The County Council is the appointing authority for Boards.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

- 1) The Council Clerk is hereby directed to advertise for the vacancies.

ATTEST:

Ruth Mayer, Council Clerk

SIGNED:

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:
OPPOSED:

Sponsor(s) : County Council
Adopted : September 3 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 13-R-82

[A Resolution To Endorse the 2013 Community Development Block Grant, Community Enrichment Application for the Peirce Road Fire Station and Funds for the 10% Local Match for the Grant.]

WHEREAS:

1. The need to address quality of life issues for the Colleton County, and addressing the concerns and issues of LMI residents is a priority for the County, and the Peirce Road Fire Substation Project has been identified as a priority community need for Colleton County, and
2. Colleton County wishes to address this need by making application to the South Carolina Department of Commerce, Grants Administration for Community Enrichment Funds; and
3. The completion of this project would benefit 2052 residents in the Colleton County, of which at least 51.2% qualify as having low-to-moderate incomes.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. County Council hereby endorses the Peirce Road Fire Substation Project because it will greatly improve the quality of life for the residents of the Colleton County.
2. The County Administrator shall be and is authorized to prepare and submit a Community Development Block Grant (CDBG) Community Enrichment Application for the Peirce Road Fire Substation Project and to commit to funds in the amount of 10% of the total grant request to assist with the matching requirements of the Community Development Program.

ATTEST:

SIGNED:

Ruth Mayer, Council Clerk

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE: Unanimous
OPPOSED:

Sponsor(s) : County Council
First Reading : September 3, 2012
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A
Second Reading : October 1, 2013
Public Hearing : November 5, 2013
Third Reading : November 5, 2013
Effective Date : Immediately

I, _____,
Council Clerk, certify that this
Ordinance was advertised
for Public Hearing on 1-8-13

ORDINANCE NO. 13-O-11

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[To Ratify FY13 Grant And Budget Resolutions And Related Appropriations For All Funds; To Ratify Transfer And Other Resolutions Previously Authorized By Council; And Other Matters Related Thereto.]

WHEREAS:

1. Colleton County Budget Ordinance requires supplemental appropriations for unanticipated revenues received after the adoption of the budget; and
2. The County regularly adopts a final budget amendment ordinance to account for budget resolutions and interfund transfers authorized by Council during the fiscal year, as well as grants and any other supplemental appropriation actions in accordance with the 1976 South Carolina Code of Laws, as amended, and the County's budget ordinance.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. The Colleton County Council hereby:
 - a. Ratifies all previously approved FY13 Budget Resolutions and authorizes and directs the County Administrator to amend the FY13 budgetary appropriations as so resolved;
 - b. Ratifies all previously approved FY13 Resolutions related to amendments to the County Record of Roads (ROR), if any;
 - c. Ratifies all Resolutions, voice motions, and other actions approved by County Council for Fiscal Year ending 6/30/13 including those awarding contracts, directing specific fiscal actions such as authorizing, increasing or reducing fund transfers, operational transfers, reclassifications, fund balance designations, and fund balance appropriations.
 - d. Approves the budgeting of funds, if any, received by the CCRFC from Covenant Billing during the Fiscal year ending 6/30/13, within Fund 156 to meet the needs of the County.
 - e. Approves the transfer of the amount of the FILOT for the SCE&G, Canadys Steam Plant, in excess of the annual debt service from the SSRB Canadys Debt Service Fund 133 to the SSRB Economic Development and Capital Improvement Fund 149 to comply with the Bond Indenture Agreement.

- f. Approves any increase in Budget Revenues related to Medical Services for FY13 based on actual collections and the appropriation of said funds within Fund 156 to meet the needs of the County.
- g. Approves the write-off of all Colleton County Fire and Rescue Medical Services billings which cannot be collected due to the statute of limitations during the fiscal year ending 6/30/13 audit as identified by CCRFC and approved by the Colleton County Administrator.
- h. Approves the write-off of all Colleton County Solid Waste Billings which cannot be collected due to the statute of limitations during the fiscal year ending 6/30/13 audit as identified and approved by the Colleton County Administrator.
- i. Approves end-of-year adjustments as necessary to the Operational Transfers of various funds in order to decrease particular fund appropriation and correspondingly increase other fund appropriation in accordance with the operational needs and expenditures of the various Funds in FY13 and to balance the required revenue to expenditures in said Funds.

2. Conflict:

All provisions in other County Ordinances or Resolutions in conflict with this Ordinance are hereby repealed

3. Severability:

- 4. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

ATTEST:

Ruth Mayer, Clerk to Council

SIGNED:

Phillip M. Taylor, Sr., Chairman

COUNCIL VOTE:

OPPOSED:

Approved as to Form
Sean P. Thornton, County Attorney