

WAYS & MEANS COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
January 26, 2016; 2:00 PM

MINUTES

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

II. **Pledge of Allegiance**

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

IV. **Roll Call:**

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

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

Mr. Labriola requested the agenda be amended to move items in *Executive Session* to its normal place further in the meeting following *Committee Member Comments*. With no objections noted the agenda was amended.

Mr. Rhoad stated for FOIA specificity, the intent of the Executive Session was to discuss disposition of real property; Municipal Center property.

V. **Approval of Minutes:**

A. Ways & Means Committee Meeting of November 24, 2015

Mayor Lipuma motioned to approve the minutes of the November 24, 2015 Ways and Means Committee Meeting. The motion was seconded by Mr. Weaver and the minutes were unanimously approved.

VI. **Citizens' Presentations or Comments:**

None

VII. **Old Business:**

None

VIII. **New Business:**

A. Charitable Contributions

Mr. Labriola reported that the Town had received a total of twenty application requests totaling \$355,230.00. He stated a listing was prepared of all the applicants which includes applicant awards for the three prior years. He noted there were a number of new applicants.

Mr. Labriola explained that each application would be discussed individually, and recommendation for a funding amount will be made. Following a final determination of each application funding amount, a motion for recommendation to Town Council would then be made by the Committee. All recommendations will be submitted for approval at the February 9th Town Council meeting.

Charitable Contributions Applicants

Kiawah Women's Foundation

Requested: \$7,000.00
Recommended: \$7,000.00

Mr. Weaver recused himself from voting on the request from Kiawah Women's Foundation. (see attached recusal statement).

Mayor Lipuma made a recommendation for a funding amount of \$7,000 to the Kiawah Women's Foundation. Following discussion the members agreed to an amount of \$7,000.

Sweetgrass Garden Co-op. Inc.

Requested: \$2,500.00
Recommended: \$1,000.00

Mrs. Johnson made a recommendation for a funding amount of \$1,000 to Sweetgrass Garden Co-op, Inc. Following discussion the members agreed to an amount of \$1,5 00.

Backpack Buddies Seabrook Island

Requested: \$1,500.00
Recommended: \$1,500.00

Mr. Labriola made a recommendation for a funding amount of \$1,000 to Backpack Buddies Seabrook Island. Following discussion the members agreed to an amount of \$1,000.

Lowcountry Food Bank

Requested: \$10,635.00
Recommended: \$5,000.00

Mrs. Johnson made a recommendation for a funding amount of \$5,000 to the Lowcountry Food Bank. Following discussion the members agreed to an amount of \$5,000.

Barrier Islands Free Medical Clinic, Inc.

Requested: \$25,000.00
Recommended: \$20,000.00

Mayor Lipuma made a recommendation for a funding amount of \$25,000 to the Barrier Island Free Medical Clinic. Following discussion and the members agreed to an amount of \$25,000. The funding amount was later revised to \$20,000.

Teacher's Supply Closet

Requested: \$10,000.00
Recommended: \$10,000.00

Mayor Lipuma made a recommendation for a funding amount of \$10,000 to the Teacher's Supply Closet. Following discussion the members unanimously agreed to an amount of \$10,000.

Charleston Symphony Orchestra

Requested: \$35,000.00
Recommended: \$30,000.00

Mrs. Johnson made a recommendation for a funding amount of \$30,000 to the Charleston Symphony Orchestra. Following discussion the members unanimously agreed to an amount of \$30,000.

Full Faith Ministries

Requested: \$25,000.00
Recommended: \$7,500.00

Mrs. Johnson made a recommendation for a funding amount of \$5,000 to Full Faith Ministries. Mayor Lipuma recommended \$7,500. Following discussion the members unanimously agreed to an amount of \$7,500.

Our Lady of Mercy Outreach

Requested: \$25,000.00
Recommended: \$20,000.00

Mr. Labriola recused himself from voting on the request from Our Lady of Mercy as he is on the Board of Directors for the organization. (see attached recusal statement).

Mrs. Johnson made a recommendation for a funding amount of \$20,000 to Our Lady of Mercy Outreach. Following discussion the members unanimously agreed to an amount of \$20,000.

Engaging Creative Minds

Requested: \$39,000.00
Recommended: \$10,000.00

Mrs. Johnson made a recommendation for a funding amount of \$20,000 to Engaging Creative Minds. Mayor Lipuma recommended \$10,000. Following discussion the members unanimously agreed to an amount of \$10,000.

Sea Island Habitat for Humanity

Requested: \$15,000.00
Recommended: \$12,000.00

Mr. Weaver made a recommendation for a funding amount of \$12,000 to Sea Island Habitat for Humanity. Following discussion the members unanimously agreed to an amount of \$12,000.

Bridges for End-of-Life

Requested: \$ 2,055.00
Recommended: \$ 00.00

Committee members passed on funding the application.

American Red Cross

Requested: \$10,000.00
Recommended: \$ 00.00

Committee members passed on funding the application.

Sea Islands Hunger Awareness Foundation

Requested: \$10,000.00
Recommended: \$1,000.00

Mr. Wilson made a recommendation for a funding amount of \$1,000 to Sea Island Hunger Awareness Foundation. Following discussion the members unanimously agreed to an amount of \$1,000.

Reading Partners

Requested: \$15,000.00
Recommended: \$ 00.00

Committee members passed on funding the application.

South Carolina Aquarium

Requested: \$20,000.00
Recommended: \$5,000.00

Mr. Wilson made a recommendation for a funding amount of \$5,000 to the South Carolina Aquarium. Following discussion the members unanimously agreed to an amount of \$5,000.

Catesby Commemorative Trust, Inc.

Requested: \$10,000.00
Recommended: \$2,500.00

Mayor Lipuma made a recommendation for a funding amount of \$2,500 to the Catesby Commemorative Trust. Following discussion the members agreed to an amount of \$2,500.

Respite Care Charleston

Requested: \$2,540.00
Recommended: \$2,500.00

Mayor Lipuma made a recommendation for a funding amount of \$1,500 to the Respite Care Charleston. Mrs. Johnson recommended \$2,000. Following discussion the members agreed to an amount of \$2,000. The funding amount was later revised to \$2,500.

Gibbes Museum of Art

Requested: \$25,000.00
Recommended: \$20,000.00

Mrs. Johnson made a recommendation for a funding amount of \$20,000 to the Gibbes Museum of Art. Following discussion the members unanimously agreed to the amount of \$20,000.

Kiawah Conservancy

Requested: \$65,000.00
Recommended: \$45,000.00

Mrs. Johnson made a recommendation for a funding amount of \$40,000 to the Kiawah Conservancy. Following discussion the members unanimously agreed to the amount of \$45,000.

Members discussed the recommended funding amounts and agreed to decrease the funding of the Barrier Island Free Medical Clinic to \$20,000 and to increase funding to Respite Care Charleston to \$2,500.

Mr. Wilson motioned to recommend to Town Council the approval of the funding amounts as listed for a total amount of \$200,000.00. The motion was seconded by Mayor Lipuma and the motion was unanimously approved.

2016 Charitable Contributions Applications		
Applicants	Request	Funding Recommendations
Kiawah Women's Foundation	\$ 7,000.00	\$ 7,000.00
Sweetgrass Garden Co-op. Inc.	\$ 2,500.00	\$ 1,000.00
Backpack Buddies Seabrook Island	\$ 1,500.00	\$ 1,500.00
Lowcountry Food Bank	\$ 10,635.00	\$ 5,000.00
Barrier Islands Free Medical Clinic, Inc.	\$ 25,000.00	\$ 20,000.00
Teacher's Supply Closet	\$ 10,000.00	\$ 10,000.00
Charleston Symphony Orchestra	\$ 35,000.00	\$ 30,000.00
Full Faith Ministries	\$ 25,000.00	\$ 7,500.00
Our Lady of Mercy Community Outreach Services, Inc.	\$ 25,000.00	\$ 20,000.00
Engaging Creative Minds	\$ 39,000.00	\$ 10,000.00
Sea Island Habitat for Humanity	\$ 15,000.00	\$ 12,000.00
Sea Islands Hunger Awareness Foundation	\$ 10,000.00	\$ 1,000.00
South Carolina Aquarium	\$ 20,000.00	\$ 5,000.00
Catesby Commemorative Trust, Inc.	\$ 10,000.00	\$ 2,500.00
Respite Care Charleston	\$ 2,450.00	\$ 2,500.00
Gibbes Museum of Art	\$ 25,000.00	\$ 20,000.00
Kiawah Island Conservancy	\$ 65,000.00	\$ 45,000.00
TOTAL		\$ 200,000.00

B. Budget Schedule

Ms. Tillerson presented the Fiscal Year 2016 Budget Schedule revised following discussion at the Town Council Retreat. The scheduled dates were reviewed by members to make sure all the revision has been captured.

IX. Chairman's Report:

None

X. Treasurer's Report:

A. Update of the Current Budget to Date

Mrs. Szubert stated work is being finalized on payroll filings and distribution of W2s. She presented to members a report that compares figures of the budget to actuals for the first six months of the current fiscal year. She indicated figures shown were not finalized due to ongoing work to correct issues with coding and allocation.

Mrs. Szubert reported the report was good overall but called attention to an item which has exceeded the budgeted amount. She stated in the administrative department, professional consultants, included legal fees to the Town's Labor Attorney involved with the repayment agreements. Members discussed the legal services incurred in the docks lawsuits may have

been included along with the work on the agreements. Mr. Labriola recommended Mr. Rhoad review invoices received for any legal services and Mr. Wilson review invoices received for the temporary accountant. He requested for the April 26th Committee meeting Mrs. Szubert prepare a third quarter review for discussion of variance and materiality to make a determination if a budget amendment is required. He asked the materiality by aggregate rather than line item specific. Mr. Weaver asked the report also include a column to show the balance of the budgeted amount and a notation of any projected expenses.

XI. Correspondence:
None

XII. Citizen Comments:

Dennis McGill – 100 Pleasant Valley Drive

Mr. McGill commented on the financial audit report from Greene, Finney and Horton. He asked for clarification on references made to the “management team” and if the term “accountant” referred to the treasurer or administrator.

Mr. Wilson clarified the accountant referred to the treasurer or temporary accountant.

Mr. McGill noted RFPs for landscaping and website redesign were published but no proposals had been brought before the Committee to date.

Ms. Tillerson stated the proposal for both RFP will be reviewed at the February meeting.

Mr. McGill questioned if the ADP contract signed last year would have to be resubmitted to the Committee for review.

Mr. Wilson clarified the current contract with ADP had been approved by the Ways and Means Committee and Council.

Mr. McGill questioned if the contract with SAFEbuilt discussed at the Council Retreat was to be presented to the Committee for renewal.

Mayor Lipuma clarified the Town was considering bringing Building Services in-house and challenged the SAFEbuilt contract fee formula.

Mr. McGill noted in the financial audit report an indication of excessive overtime being paid out and suggested a review of prior years.

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick spoke on her experience working for attorneys and pointed out the wisdom in the engagement of labor attorneys and the cost savings in time and money in the event of a frivolous law suit.

XIII. Committee Member's Comments:

None

*Mr. Labriola made a motion to made three additions to the Executive Session item - A. To discuss the disposition of real property and to receive legal advice on the same;
B. to discuss the insurance claim involving the monetary loss,
C. to discuss the FBI, SLED, US Attorney investigation status report
D. update of the McGill vs Town of Kiawah lawsuit
The motion was seconded by Mayor Lipuma and unanimously passed.*

Mr. Labriola made a motion to go into Executive Session. Mayor Lipuma seconded the motion and it was unanimously passed.

XIV. Executive Session:

A. To discuss the disposition of real property and to receive legal advice on the same.


Mr. Weaver made a motion to move from Executive Session back to Regular Session. The Motion was seconded by Mayor Lipuma and was unanimously passed.

Upon returning from Executive Session, Mr. Labriola stated that no votes were taken, and no decisions were made or actions taken that would bind the town to a particular course of action.

XV. Adjournment:


Mayor Lipuma made a motion to adjourn the meeting at 5:32 pm. The motion was seconded by Mr. Labriola and unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Mayor Pro Tempore

3.2.2016
Date