



**Town of Hilton Head Island  
Finance & Administrative Committee  
Tuesday, July 19, 2022, 10:00 a.m.  
MEETING MINUTES**

**Present from the Committee:** Tom Lennox, *Chairman*; Alex Brown, Bill Harkins, Glenn Stanford, *Members*

**Present from Town Staff:** Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; John Troyer, *Director of Finance*; Marcy Benson, *Senior Grants Administrator*; Krista Wiedmeyer, *Town Clerk*

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**1. Call to Order**

The Chairman called the meeting to order at 10:00 a.m.

**2. FOIA Compliance**

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

**3. Roll Call** as noted above.

**4. Approval of Minutes**

**a. Regular Meeting – May 17, 2022**

Mr. Harkins moved to approve. Mr. Stanford seconded. Motion carried 4-0.

**5. Appearance by Citizens**

**Skip Hoagland** addressed the Committee on matters related to the Town's finances and partnership with the Hilton Head Island-Bluffton Chamber of Commerce.

**6. New Business**

**a. Discussion of the Beaufort County School District Impact Fees**

Mr. Gruber informed the Committee that no action was required for this matter. He explained that the Beaufort County Council had repealed this item and it was no longer being considered.

**b. Discussion of the Beaufort County Impact Fees**

Mr. Gruber addressed the Committee, noting that the recommendation before the Committee is to authorize the Town Manager to enter into an Intergovernmental Agreement with Beaufort County for the continued collection of the Library and

Transportation Impact Fees. He went on to explain that this authorization would be provided with the understanding that Beaufort County will levy and assess the applicable impact fees and that the Town would agree that it would not issue any applicable development permits that may be required unless it has first been provided with a receipt, demonstrating appropriate payment to Beaufort County of these fees. Mr. Gruber went on to say that in lieu of continuing discussions with Beaufort County pertaining to the collection of the Parks and Recreation Impact Fees, that the Committee recommend to Town Council that it focus its efforts on the transfer of certain parcels from Beaufort County to the Town. Mr. Gruber said, if this is successfully accomplished, it would eliminate the need for an Intergovernmental Agreement with Beaufort County for the collection of the Parks and Recreation Impact Fees. Upon the completion of his presentation to the Committee, Mr. Gruber answered questions posed to him. With no further discussion, the Committee took the following action:

Mr. Stanford moved to recommend to Town Council that it authorize the Town Manager to enter into an Intergovernmental Agreement with Beaufort County for the continued collection of the Library and Transportation Impact Fees. Mr. Harkins seconded. The motion carried by a vote of 4-0.

Mr. Stanford moved to recommend to Town Council that in lieu of continuing discussions about the collection of the Parks and Recreation Impact Fees with Beaufort County, the Town focus its efforts on the transfer of certain parcels from the County to the Town. Mr. Harkins seconded. The motion carried by a vote of 4-0.

- c. Consideration of a Resolution Approving the Five-Year Consolidated (2020-2024) Substantial Amendment as Required by the U.S. Department of Housing and Urban Development (HUD) for Participation in the Community Development Block Grant (CDBG) Entitlement Program

Ms. Benson addressed the Committee, noting the recommendation before them was a resolution approving a substantial amendment to the Town's 2020-2024 five-year consolidated plan as required by the U.S. Department of Housing and Urban Development for participation in the Community Development Block Grant Entitlement Program. She said the plan is being amended to add the reallocation of CDBG-CV funds in the amount of \$102,899 for program year 2020. Ms. Benson said the amendment brings the cumulative amount for all CDBG-CV funding rounds for the Town to \$634,987. She said in accordance with the Fiscal Year 2020 CDBG first and third rounds of funding, the reallocation funds will be allocated to public services activities and administrative services carried out by the Community Foundation of the Lowcountry. Upon the conclusion of her presentation, Ms. Benson answered questions posed to her from the Committee. With no further discussion, Mr. Stanford moved to recommend that Town Council approve the resolution approving the substantial amendment to the Town's 2020-2024 five-year consolidated plan as required by the U.S. Department of Housing and Urban Development for participation in the Community Development Block Grant Entitlement Program. Mr. Harkins seconded. The motion carried by a vote of 4-0.

**d. Town of Hilton Head Island Financial Update**

Mr. Troyer delivered the financial update to the Committee, noting that he has been reporting to the Committee monthly since the COVID pandemic. He said the purpose of the report is to establish trends both favorable and unfavorable as early as possible and make recommendations to react appropriately and to also identify any significant variances. Mr. Troyer reported that the actions taken by Town Council continue to benefit the Town and continue to help with resiliency. He reported that May was not a big collections month, but that there were higher collections in May 2022 than in the last three years. Mr. Troyer said that things are well on track to meet and exceed the budget for 2020. He reviewed what to expect for June, noting that June is a big collections month. Mr. Troyer continued his report and answered questions posed to him from the Committee.

**7. Adjournment**

The meeting adjourned at 10:42 a.m.

**Submitted by:** Krista M. Wiedmeyer  
Town Clerk

**Approved:** [Date]

The recording of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov).