A meeting of the Neighborhood Associations was held on **November 16, 2011 at 10:03 a.m.** at City Hall in the Planning Department's first floor conference room, 1911 Boundary Street. In attendance were the Neighborhood Association Representatives and City Staff.

Presentation on DHEC Environmental Quality Control Programs

Shane Johnson briefly spoke about these programs (see attached information). Mr. Johnson said he oversees the air quality, asbestos and hazardous waste issues. He went over the three sides to DHEC which are Health, Environmental, and Sanitation. Mr. Johnson also discussed the issue of required permits. It was asked, how new light bulbs are handled if broken. Mr. Johnson said he is working on a drop off site, such as the electronic drop off sites. He said this is new to him, but he will come back with more information. It was also asked, can light bulbs be put in the regular trash. Mr. Johnson said they can if they are not broken. Libby Anderson asked how lead-based paint is regulated. Mr. Johnson said it's a hazardous waste. If its small amounts chipped from a wall, it's okay to throw them away. But if it's much larger, you need an EPA #. Capt. Robinson of the Fire Department said the County holds household hazardous waste collection events. For water-based paint only, you can use cat litter to solidify it for disposal.

NEWS FROM THE NEIGHBORHOOD ASSOCIATION REPRESSENTATIVES

Battery Shores Rep, distributed information that has been developed that could affect anyone's Home Association, specifically larger associations. Libby Anderson said she would forward this information to the larger groups.

Hundred Pines/Ribaut Road Rep, commented that the Rail Trails look good. He recommends re-painting the medians on Ribaut Road. Officer Squires said the medians have not been painted recently. Ms. Anderson said the County has the maintenance rights for the rail trail.

Jericho Woods Rep, thanked staff for implementing the minutes. Ms. Anderson introduced Julie Bachety who takes these minutes.

Northwest Quadrant Rep, said all is going well and mentioned that John Verity will be attending their upcoming monthly meeting. Ms. Anderson said Section 1 had a 2nd reading and adopting the Sector 1 Civic Master Plan will be heard on November 22. Information is available on the web at www.beaufortcivic.org and at the Beaufort County Library.

Old Commons Rep, mentioned that tomorrow is the holiday potluck dinner and their association will meeting again in January. It was also mentioned that there has been some backyard trespassers and that they are working with the City Police Department.

Pigeon Point Rep, Rod Mattingly, said he likes the minutes. He also spoke about OCI's Presentation of the Lafayette Street rezoning. He said there was a good turnout of about 40-50 people.

The Point Rep, Dewitt Helm, said things are quiet. He said there has been a lot cleaned up due to the sale of a house, specifically the corner of Craven and Carteret. He said still working on the double-yellow lines on King Street, but not much progress.

Spanish Point Rep, Joan Sedlacek, asked about the yellow arrow markers that are in the neighborhood. Isiah from Public Works said it might be from the utility company.

NEWS FROM CITY STAFF AND STRATEGIC PARTNERS

Isiah Smalls, City Public Works, talked about Waste Pro issues such as the sycamore trees that are in trouble now and the sweeping efforts are still ongoing. He went over the rules for leaves and large pick up. He reminded everyone not to put leaves in ditches or swales because the rainy season is coming up. He said all of the associations are doing a good job. Public Works will look into the large tree trunk on Allison Road when heading south.

Isiah Smalls also spoke about the Greenery issues. He said they are starting the fall plantings; the downtown Cedar "Christmas" Tree cannot be saved and will be replaced next year. Ms. Anderson asked about the recycling restrictions. Mr. Smalls said light bulbs should be handled carefully. Ms. Anderson also asked how electronics are handled. Mr. Smalls said there are designated drop sites through the county. He said to consider E-Waste. Mr. Smalls also said chemicals are handled the same on specific disposal dates and sites. It was asked how small concrete is disposed. Mr. Smalls said it can be put out with the regular trash.

Donnie Beer, said there will 2 hours of free parking and an additional hour is $1.00. The free parking will start after Thanksgiving and through the New Year. She reminded everyone to make sure they read the labels.

Dawn Boren, Codes Enforcement Officer, said regarding the Twin Lake area, she has called the realtor regarding unoccupied houses. She also said there have been improvements with the vacant and abandoned buildings. She said to call her if there are any leaf issues with neighbors.

Capt. John Robinson, Fire Department, said the busy season is now. He said the 1st week of December is burn week. He discussed the use of smoke detectors and said they are available free of charge at the Fire Department or they can be installed by the Fire Department at a residence. He said he speaks to many schools and individuals about "prevention". He encouraged the associations to invite him to their other meetings to speak about prevention. He said there is now a video on the County channel and on YouTube on prevention by the City Fire Department. Capt. Robinson said he is pushing being "pro-active". Ms. Andersons asked what the lengths of the videos are. Capt. Robinson said 30 sections to a half minute and some videos are now in movie theatres and hotels. It was asked, what the burn schedule is. Capt. Robinson said there are four burn weeks in a year, 2 in the spring and 2 in the fall.

City Planning Department, Libby Anderson, reminded everyone that the 2nd reading for the Sector 1 Master Plan on Tuesday. She also said there is a rezoning request for 1403 Lafayette Street and will be heard at the Metro Metropolitan Planning Commission on November 21 and heard by Council on December 13. Office Squires with the City Police Department said there needs to be more parking of Basil Green Park because citizens are constantly complaining. Ms. Anderson said she saw no evidence that significant parking was occurring on the Lafayette Street lot. She said the rezoning is a bigger part of a plan. She said she would look into this again. Donnie Beer said some don't like how the pictures look. But this is "conceptual" and not necessarily what it will look like. Ms. Anderson said the city has total control of what can be built and how it will function because the city has ownership. She also said multi-family does not mean apartment complexes.

Chief Clancy, City Police Department, handed out brochures regarding the latest robbery and break-ins (see attached). He said since the holidays are coming, crime may increase. He encouraged everyone to call the Police Department anytime they see something suspicious. But he said to call when it happens, not the next day. He also mentioned the Toys for Tots Drive which will be at the Police Department. Ms. Anderson asked what the deadline is for Toys for Tots. Chief Clancy gifts can be distributed as late as December 29. Ms. Anderson suggested bringing gifts to the next Neighborhood Association meeting on December 21 and then she will take them to the Police Department. Chief Clancy said if the gifts don't get used this year, they will be definitely used for something else and won't go to waste.

Officer Squires, City Police Department, said last month's events went well. He said coming up is the CRT Units and extra patrol. He said when positive information is given out and passed around is a tremendously helpful. It was asked, do we call 911 or the non-emergency # when there is suspicious activity. Ms. Anderson said she has found the non-emergency # is an immediate response. Capt. Squires said the non-emergency # goes to the same dispatch as 911 calls, but it does not clog up the 911 line. He said the phone number for non-emergencies is 843-524-2777. Ms. Christina Wilson said she heard about the recent incidents on the news and was glad it was resolved because she comes home alone often. Chief Clancy reiterated to everyone to make sure they check their surroundings. Officer Squires said there are officers that can escort you home. Mr. Smalls said Public Works controls lighting and he can contact SCE&G for you to help with lighting. Ms. Anderson said feel free to contact her and she can then contact the right person.

Ms. Anderson reminded everyone of the next meeting on December 21 and to bring a toy for the Toy for Tot Fundraiser.

The meeting was adjourned at 11:10 a.m.

D H E C

PROMOTE PROTECT PROSPER

www.scdhec.gov

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SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

Robbery prevention begins with reducing opportunities!

Be proactive —

- Install a height indicator strip on the door frame.
- Place a workable camera at eye level inside the business, aimed at the front door.

Interior opportunities —

- Greet all customers as they enter.
  - √ Make eye contact.
  - √ Ask open ended questions.
  - √ Make transactions personal.
- Be aware of who is inside the business.
  - √ Watch for suspicious persons or activities.
- Keep the business clean and uncluttered.
  - √ Interior and exterior should be well lit.
  - √ Do not block view throughout the store or outside into the parking lot with display items, posters or signs.
- Enforce Store Policies
  - √ Clearly posted rules eliminate confusion.

CONTACT NUMBERS

EMERGENCY 911

Non-Emergency (24 Hrs.) 524-2777

Administration 322-7900

FAX 322-7905

Exterior opportunities —

- Increase visibility
  - √ Lights.
  - √ Trimmed Landscape.
  - √ Eye-viewers.
  - √ Keep windows clear of posters or signs.
- Control access.
  - √ Keep rear doors locked.
  - √ Keep doors locked when the business is closed.
  - √ Keep the dumpster areas locked.
- Recognize suspicious activity.
  - √ Watch for people loitering, before or after business hours.
  - √ Look for unoccupied vehicles.
  - √ Watch for people wearing clothing out of season.
  - √ Watch out for any "odd" behavior.
- TRUST YOUR INSTINCTS.

Vulnerabilities —

- ▶Taking out the trash.
- ▶Night Deposits.
- ▶Going home.

- Have specific rules for employees.
- Vary routines.
- Safety in numbers.

During a Robbery —

- ▲*Cooperate*
- ▲*Try to remain calm*
- ▲*Do not resist*
- ▲*Do not talk or ask questions*
- ▲*Do Not stare*
- ▲*Expect to be threatened*
- ▲*Keep hands in plain sight*
- ▲*Activate alarm only if able to do so safely*

After a Robbery —

- ▲*DO NOT give chase or follow suspect(s)*
- ▲*Activate silent alarm*
- ▲*Call 911 and say "I've just been robbed"*
- ▲*Stay on the line to answer all questions*
- ▲*Lock the front door and put up a "closed due to emergency" sign*
- ▲*Do not allow anyone to leave until the police arrive*
- ▲*Move the person who was robbed to a quiet place*
- ▲*DO NOT touch anything! Try to preserve the crime scene*
- ▲*Do not discuss observations with anyone*
- ▲*Distribute "Suspect Description Forms" to be completed individually*
- ▲*Give the forms to the police upon arrival*

Protecting Your Business From Burglaries

One of the most effective ways to reduce the chance of a business being burglarized is through the "Layers of Protection" approach, using more than one prevention method. Some of the "layers" of prevention are:

Alarms

Alarm the business with audible, monitored systems. Make sure the interior of the business uses a motion detector for the alarm. Be sure to have the alarm company educate all employees on the proper use, arming and disarming of the alarm system. This is especially important for employees that open and close the business. The added education will help reduce false alarms.

Video Surveillance

When choosing a video surveillance system for a business, be sure to pick a high quality digital system. If possible, it is best to have the monitoring and recording equipment located off site. Many times, burglars will seek out this equipment and steal it as well, leaving no evidence to identify them. Post notices that you do not have the monitoring system on site. Choose a system that allows plenty of cameras, both inside and outside of the business, if possible. Check the equipment often to make sure that there is plenty of memory left. If using a VHS tape, replace it often with a new tape.

Light

Lighting and good visibility are the best protection against becoming a victim of burglary. Well lit, open spaces and uncluttered windows provide no place for a burglar to hide. For exterior areas, use a dusk to dawn timer to make sure lights are on all night. A softly lit interior will make it easier for officers driving by to check for any unwanted, after-hours guests too! Leaving the cash register open, empty, and visible from outside removes the promise of "fast cash". Valuables, including laptops, cell phones, etc., should not be left in plain site. Strategically locate displays to hide the most valuable items.

Use Layers of Protection

Locks

Lights

Alarms

Video Surveillance

Key Control

Safes

Gates

Fences

Landscaping

Access Control

Security Patrol

Security Doors

Window Locks

Inventory Records

Employee Education

CONTACT NUMBERS

EMERGENCY 911

Non-Emergency (24 Hrs.) 524-2777

Administration 322-7900

FAX 322-7905

MAILING ADDRESS

1911 Boundary Street

Beaufort, SC 29902

BURGLARY PREVENTION FOR BUSINESSES

COMMON BUSINESS BURGLARY

AND

SMASH & GRAB BURGLARY

Common Business Burglary Methods

Many burglars are very experienced at what they do for a living. Sad but true, you probably have burglars visit your business more often than you know. They are shopping now to steal later. In addition, they are looking at the inside for the best means of getting in after the front door is locked. Some of the ways they gain access to businesses are:

Waiting for Closing Time!

~ Exterior Doors—Prying open door locks.

Prevention Tip: Install metal guards around the deadbolt locks to protect against prying type instruments, such as crowbars, from forcing open the locks.

~ Adjoining Walls—Breaking into an adjoining business that may not have an alarm and create a hole in the wall to crawl through to the business next door.

Prevention Tip: Reinforce common walls. Reinforcing materials such as steel reinforced concrete would provide the greatest protection. Make it much more difficult and time consuming to gain entry by simply installing cabinets with reinforced backing or heavy metal shelving units affixed to the wall. Put heavy items on the bottom shelves that will make them difficult to slide away from the wall and harder to tip over.

~ Roof Access-- Using fire escape ladders, downspouts, and other means to gain access to the roof, then going into the building through vents or holes they create.

Prevention Tip: Secure ladders and other roof access means when not in use. Downspouts should be a part of the building, not attached to it.

~ Removing Windows-- Removing glass panes from the window, or entire windows from the wall, door or track.

Prevention Tip: Install security laminate on the glass and an adhesive sealant around inside and outside edges up to the frame of the window casings and trim. Secure sliding windows and doors with locks and a screw inside the track to prevent lifting and removing the window.

Smash & Grab Burglary

Another type of burglary is known as the "Smash & Grab" burglary. Burglars are smashing a window to grab valuables and/or gain quick access to office buildings. They are often using the most available tool... the landscaping!

Target #1: Businesses with office equipment, such as computers, printers, closed cash registers, etc. located near doors and windows that are visible from the outside.

Target #2: Medical and Dental offices that may have computer equipment as well as prescription drug samples on the premises.

Prescription Drugs are in high demand.

Target #3: Small businesses located in smaller professional centers and strip malls. Many of these types of businesses keep small amounts of cash or other valuables on the premises.

Target #4: Retail businesses that are not open 24/7 and usually have small amounts of cash kept in cash registers located near the entrance or exit.

Prevention Tips: Revise landscaping to remove the "tools", anything that can be used as a projectile through a window. Install security laminate film of at least 14 ml thickness to reinforce all exterior door and window glass in the business. With a tensile strength of approximately 28,000 psi and breakage at 350 psi, these products can protect against entry by glass breakage. Leave cash registers open and empty with the cash drawer propped up in the tray at closing time.

A Few More Tips:

~ Keep a record of all keys and who has each one. Make sure keys have "Do Not Duplicate" on them. Keep extra keys locked up.

~ If you will be closed for a period of time or the alarm is not working call the police and ask for an extra patrol on the business.

~ Make sure the address is clearly visible on the front of the building from the street and back of the building if there is an alley or back parking lot.

~ Skylights, vents, air ducts, and crawl spaces should be secured and included in the alarm system.

~ Keep a current inventory list of all office equipment with the make, model and serial number of each item. Engrave an identification number on items that do not have a serial number. (Note: Do Not use a Social Security number!) Keep list in a safe and secure location. Keep an additional copy of the list off site.

~ Anchor safes securely to the floor

~ If a business appears to have been burglarized, DO NOT enter the building or allow anyone to touch anything. A burglar could still be on scene. Stay a safe distance away, preferably in a locked vehicle where the door can still be seen and call Police. DO NOT disturb any evidence!