

TOWN OF SEABROOK ISLAND

Town Council Meeting

March 22, 2022 – 2:30 PM

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MINUTES

1. Call to Order – Roll Call – Freedom of Information – Pledge of Allegiance

Mayor Gregg (attended virtually via Zoom) called the March 22, 2022, Town Council Regular Meeting to order at 2:30PM. Councilwomen Finke and Fox (attended virtually via Zoom), Councilmen Goldstein and Kortvelesy, Town Administrator Cronin, Zoning Administrator Newman, and Town Clerk Watkins participated in the meeting. The Town Clerk confirmed that notice of the meeting was properly posted, and the requirements of the Freedom of Information Act had been met.

2. **Minutes:** Town Council Meeting February 22, 2022
Town Council Strategic Planning Workshop March 1, 2022
Town Council Work Session March 8, 2022

Councilwoman Finke moved to approve the previous meeting minutes of February 22, 2022; Councilman Kortvelesy seconded. All voted in favor.

The previous meeting minutes of February 22, 2022 were approved.

Councilwoman Finke moved to approve the previous meeting minutes of March 1, 2022; Councilman Kortvelesy seconded. All voted in favor.

The previous meeting minutes of March 1, 2022 were approved.

Councilwoman Finke moved to approve the previous meeting minutes of March 8, 2022; Councilman Kortvelesy seconded. All voted in favor.

The previous meeting minutes of March 8, 2022 were approved.

3. **Financials:** For the Month of February 2022

Mayor Gregg summarized the financials for February as follows:

- Total fund balance for the period ending February 28, 2022 was \$6,863,408 an amount about \$1,200,504 more than the balance as of February 28, 2021 and about \$1,781,594 more than for the same period of 2020.
- Unrestricted revenue for February totaled \$25,119, and unrestricted revenue for the year totaled \$58,943, that amount representing about 4% of the 2022 annual budget

and being about \$74,302 less than for the same period in 2021 (consistent with revised due date for license renewals).

- Expenditures for February totaled \$77,861, and expenditures for the year totaled \$162,232, that amount about 11.5% of the 2022 annual budget.
- Expenditures for the year were about \$42,995 more compared to the same period of 2021.
- Excess of expenditures over unrestricted revenues was \$52,743 for February and excess of expenditures over revenues was \$103,290 for the year compared to an excess of revenue over expenditures of about \$14,008 as of February 28, 2021, reflecting the reduction in revenues in the period this year as compared to the same period of 2021.

4. Public Hearing Items:

- **Ord. 2022-01:** An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; so as to update and modify the general administrative policies and procedures of the town
- **Ord. 2022-02:** An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 18, Offenses and Miscellaneous Provisions; Article I, In General; so as to amend the provisions related to the use of uniform ordinance summonses; to amend the provisions related to the designation, powers and limitations of town code enforcement officers; to prohibit the giving of false information and false reports to town code enforcement officers; to prohibit the assaulting or resisting of town code enforcement officers, law enforcement officers and other officials while in the discharge of official duties; and other matters related thereto
- **Ord. 2022-03:** An ordinance to repeal Ordinance No. 2021-12 and to adopt a temporary moratorium on the consideration of zoning map amendments (i.e. “rezonings”), annexation requests and certain subdivision approvals for a period expiring upon the adoption of a new Development Standards Ordinance (DSO) and Zoning Map or June 30, 2022, which ever shall occur first

One public comment was submitted via email by Catherine A. Patterson (4064 Bridle Trail Dr) in favor of Ordinance 2022-03. No other comments were made.

With no further comments made, Mayor Gregg closed the public hearing at 2:42PM.

5. Citizens/Guests Presentations, Comments:

Town Clerk Watkins listed the individuals who submitted public comments prior to the meeting.

A copy of the comments is available with these minutes and upon request.

6. Reports of Standing Committees, Commissions, Boards:

- **Community Promotions & Engagement Committee**

Councilwoman Fox summarized the communications made by the Town in Tidelines, and the Seabrooker, and the radio test conducted.

Councilwoman Fox summarized the Community Promotions and Engagement Committee on March 17th and the approved Community Promotions Grants. The next Community Promotions and Engagement Committee meeting will be on April 21st at 1:00PM.

- **Environment & Wildlife Committee**

Councilwoman Finke summarized the Environment and Wildlife Committee meeting of March 10th, and the next committee meeting will be held on April 14th at 1:00PM.

- **Public Safety Committee**

Councilman Kortvelesy summarized the Disaster Recovery Council meeting of March 10th and noted the Disaster Awareness Day will be held on June 16th at Town of Kiawah Island Town Hall.

Councilman Kortvelesy noted there was no Public Safety Committee meeting in March and the next meeting will be held on April 19th at 10:00AM.

- **Public Works Committee**

Councilman Goldstein summarized the Public Works Committee meeting of March 7th and noted the committee will have an updated report with their recommendations for Seabrook Island Road.

Council discussed involving SIPOA, Bohicket Marina Investors, Seafields, and MUSC Health facility who will be impacted by the changes to Seabrook Island Road.

- **Planning Commission**

None.

- **Board of Zoning Appeals**

None.

7. Reports of Ad Hoc Committees:

- **Short-Term Rental Ad Hoc Committee**

Councilwoman Finke updated Council Members on the meetings the committee has had with various stakeholders. Councilwomen Finke and Fox added that a written report with the committee's findings is anticipated for the April Town Council Regular Meeting.

Council discussed comments received regarding the short-term rental petition submitted last fall from Preserve Seabrook Island.

8. Reports of Town Officers:

- **Mayor** – John Gregg

- Update concerning change by Club for pool access for rental guests

Mayor Gregg summarized that recent informal discussions with representatives of the Seabrook Island Club indicated an expected change in procedures for permitting access to Club pools by rental guests.

- Update concerning remote site for gate pass issuance by SIPOA

Mayor Gregg summarized recent informal discussions with representatives of the Seabrook Island Property Owners Association who expressed the expectation that arrangements would be made to use the location at the intersection of Andell Bluff Blvd. and Seabrook Island Road as a site for remote issuance of gate passes (as was done in 2021).

- **Town Administrator**

- Buildings & Grounds Manager Update

Town Administrator Cronin noted that an offer was made to a candidate who has accepted, Robert Meyer, who will begin on April 15th.

- Code Enforcement Update

Town Administrator Cronin with Zoning Administrator Newman updated Council that three offers were made and were accepted for the Part-Time Code Enforcement Officers who will begin April.

Council discussed the candidates' backgrounds, where they are located, and the duties of the part time code enforcement officers.

- Short-Term Rental Permit Update

Town Administrator Cronin updated Council on the total number of short-term rental permits that were active in 2021, which were 515. Town Administrator Cronin added the number decreased from the last update as approximately 58 rentals were canceled due to transfer of ownership.

- Licensing and Permitting Software Update

Town Administrator Cronin updated Council on the demonstrations for the Permitting and Licensing software for the Town per the updated Strategic Priorities and will be viewing about two to three more Permitting and Licensing software offerings prior to determining a recommended selection.

Council discussed the software offerings being demonstrated and whether they are being used by other municipalities in South Carolina.

- Potential Shuttle Bus provided by the Seabrook Island Club

Town Administrator Cronin summarized conversations with the Seabrook Island Club for a potential shuttle service that would go around the island to bring residents to the beach, lake house, club, etc. and if the Town would be interested in contributing funds for the shuttle.

Council clarified if this could be a project to be paid for by State Accommodations Tax Funds, and what the parameters would be if it were to be funded from there.

Council discussed the costs of the shuttle service and how long the Club would provide the service.

- DSO Workshop: March 29, 2022 @ 10:00 am

Town Administrator Cronin reminded Council of the upcoming Development Standards Ordinance (DSO) Workshop on March 29th at 10:00AM.

- Shred Day: April 15, 2022 @ 10:00 am to 1:00 pm

Town Administrator Cronin noted the next shredding event for residents of Seabrook Island will be on Friday April 15th, 2022, from 10:00AM to 1:00PM at Town Hall.

- **Zoning Administrator**

None.

- **Town Council Members**

None.

- **Utility Commission**

Commissioner Smith-Jones summarized the Utility Commission meeting of March 16th, 2022, the February financials, and the water usage and distribution for February. Commissioner Smith-Jones noted for council some potential uses for ARPA funding through the utility commission.

Commissioner Smith-Jones further invited members of Council to tour the facility to see how the Utility Commission functions on a day-to-day basis.

9. Petitions Received, Referred or Disposed of:

None.

10. Ordinances for Second Reading:

- **Ord. 2022-01:** An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; so as to update and modify the general administrative policies and procedures of the town

Councilwoman Finke moved to approved Ord. 2022-01; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2022-01 passed seconded reading and was adopted.

- **Ord. 2022-02:** An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 18, Offenses and Miscellaneous Provisions; Article I, In General; so as to amend the provisions related to the use of uniform ordinance summonses; to amend the provisions related to the designation, powers and limitations of town code enforcement officers; to prohibit the giving of false information and false reports to town code enforcement officers; to prohibit the assaulting or resisting of town code enforcement officers, law enforcement officers and other officials while in the discharge of official duties; and other matters related thereto

Councilwoman Fox moved to approve Ord. 2022-02; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2022-02 passed second reading and was adopted.

- **Ord. 2022-03:** An ordinance to repeal Ordinance No. 2021-12 and to adopt a temporary moratorium on the consideration of zoning map amendments (i.e. “rezonings”), annexation requests and certain subdivision approvals for a period expiring upon the adoption of a new Development Standards Ordinance (DSO) and Zoning Map or June 30, 2022, whichever shall occur first

Town Administrator Cronin summarized the edits made to Ord. 2022-03 up for second reading to allow for time between adoption and implementation of the new Design Standards Ordinance (DSO).

Councilwoman Finke moved to approve Ord. 2022-03 as presented in the second reading version; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2022-03 passed second reading and was adopted.

11. Miscellaneous Business:

- **Resolution 2022-01:** A resolution to adopt the Town of Seabrook Island’s Strategic Priorities for 2022-23

Council informed residents the updated Strategic Priorities would be posted on the Town’s website: www.townofseabrookisland.org

Councilwoman Finke moved to approve Resolution 2022-01; Councilman Kortvelesy seconded. All voted in favor.

Resolution 2022-01 was approved.

- Resolution 2022-02 through -24: Resolutions to appoint and commission multiple code enforcement officers for the proper security and general welfare for the Town of Seabrook Island (Beach Patrol)

Councilwoman Finke moved to approve Resolutions 2022-02 through 24; Councilman Kortvelesy seconded. All voted in favor.

Resolutions 2022-02 through 24 were approved.

- Resolution 2022-25: A resolution to appoint and commission George Bevins as a Code Enforcement Officer for the proper security and general welfare for the Town of Seabrook Island

Councilwoman Finke moved to approve Resolution 2022-25; Councilman Kortvelesy seconded. All voted in favor.

Resolution 2022-25 was approved.

- Resolution 2022-26: A resolution to appoint and commission Michael Tiesing as a Code Enforcement Officer for the proper security and general welfare for the Town of Seabrook Island

Councilwoman Finke moved to approve Resolution 2022-26; Councilman Kortvelesy seconded. All voted in favor.

Resolution 2022-26 was approved.

- Resolution 2022-27: A resolution to appoint and commission Michael Williams as a Code Enforcement Officer for the proper security and general welfare for the Town of Seabrook Island

Councilwoman Finke moved to approve Resolution 2022-27; Councilman Kortvelesy seconded. All voted in favor.

Resolution 2022-27 was approved.

- Dolphin Education Program Agreement: Request to approve an agreement with the Lowcountry Marine Mammal Network for services related to the 2022 Seabrook Island Dolphin Education Program

Town Administrator Cronin summarized the Dolphin Education Program Agreement with Lowcountry Marine Mammal Network.

Councilwoman Finke moved to approve the Dolphin Education Program Agreement; Councilman Kortvelesy seconded. All voted in favor.

The Dolphin Education Program Agreement was approved.

- Vehicle Purchase: Request to authorize the purchase of a new pick-up truck

Town Administrator Cronin informed Council the need to purchase another vehicle for the Town and how much funding from the vehicle reserve fund would be needed to purchase it.

Council clarified the preference of obtaining a new vehicle or used, and if more funds would be needed.

Councilwoman Finke moved to approve a vehicle purchase of up to \$50,000 to be applied to the dedicated vehicle replacement fund; Councilman Kortvelesy seconded. All voted in favor.

The vehicle purchase request was approved.

- Employee Cell Phone Policy: Request to adopt an Employee Cell Phone Policy

Town Administrator Cronin summarized the proposed Employee Cell Phone Policy and why the policy is based on a reimbursement rather than purchasing Town cell phones.

Councilwoman Finke moved to approve the Employee Cell Phone Policy; Councilman Kortvelesy seconded. All voted in favor.

The Employee Cell Phone Policy was approved and adopted.

12. Public Comments:

None.

13. Adjourn

Councilwoman Finke moved to adjourn the meeting; Councilman Kortvelesy seconded. All voted in favor.

The meeting adjourned at 4:33PM.

Date: April 1, 2022

Prepared by: *Katharine E. Watkins*
Town Clerk/Treasurer