

Community Facilities & Infrastructure Committee

Regular Meeting

February 19, 2026 – 1:00 PM

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Seabrook Island Town Hall, Council Chambers
2001 Seabrook Island Road
Seabrook Island, SC 29455



MINUTES

CALL TO ORDER

Chairman Hund called the meeting to order at 1:01 pm.

ROLL CALL

Committee Members Present: Thomas Hund, Chairman; George Yocum, Jerry Gordon, George Fink, and Patrick Faulkner

Town Staff Present: Joe Cronin (Town Administrator), Robert Meyer (Maintenance Director), and Peter Wiggins (Town Clerk).

FOIA STATEMENT

The Town Clerk confirmed that the meeting was advertised in compliance with the requirements of the South Carolina Freedom of Information Act. Agendas were posted and furnished to news media and all others requesting notification.

ITEMS FOR INFORMATION AND DISCUSSION

Town Hall Update

Chairman Hund stated the first item on the agenda was an update and discussion of the needs of the Town for a new town hall. He stated it was his wish for the committee to make a formal recommendation to council related to a facilities needs assessment so that process can begin.

Mr. Cronin stated the question that should be answered is should the town bring in someone from outside to perform that assessment, or can the assessment be completed by staff. Mr. Cronin stated that not only is the current town hall obsolete for future needs, but the current building is unable to allow the Town to function day-to-day. He asked if it is worth the expenditure to have an outside consultant tell staff and the committee what they already know.

Mr. Fink stated that in his experience, it was always advisable to have a formal needs assessment completed, whether it is an expansion on the current site or a relocation. He continued by stating that if the Town is going to spend millions of dollars, it would make sense to spend tens of thousands of dollars to have a solid base from which to work.

Mr. Cronin stated what he meant was that the Town has already had a needs assessment performed on the current site.

Mr. Fink asked him if the assessment was done by an outside professional.

Mr. Cronin stated that it was not performed by an outside professional.

Mr. Fink stated it was his opinion that the Town should engage an outside professional who specializes in these types of assessments.

Mr. Gordon asked if engaging an outside professional lends more credibility to the project.

Mr. Fink stated it would.

Mr. Cronin stated the Town thought they were getting that when they agreed to be a partner in the Seabrook Island Master Plan. He stated as the plan progressed, it was his opinion that the Town was an afterthought to the plan.

Chairman Hund stated the focus was trying to gather the three government entities and assess their needs from space for staff to parking. He continued by stating that staff should get together to hash out what a new space would look like based on programmatic requirements and what staff might need in the future. He stated this would be his basis for a recommendation to council.

Mr. Cronin stated there were several different ways that the Town could engage a consultant. He stated this could be termed as a "Professional Service", under which the Town could directly engage a vendor and come to agreeable terms without needing to conduct a formal procurement process. He stated another way the Town could proceed is to release an Invitation for Bid (IFB), Request for Proposal (RFP), or Request for Qualifications (RFQ).

Chairman Hund stated his preference would be an RFQ. He stated the process could be phased, but that Phase 2 would not proceed until Phase 1 is completed.

Mr. Yocum asked if the initial needs assessment would still be performed internally by staff.

Mr. Gordon proposed that whoever is selected to perform the initial needs assessment and then move on as the consultant for Phase 2.

Mr. Cronin stated the committee should keep in mind that staff and elected officials are not the only individuals that use Town Hall. He stated he wanted to engage the community as the Town moves through these processes.

After a brief discussion related to whether the committee prefers an RFP or RFQ, Mr. Fink asked if this process is time sensitive.

Chairman Hund stated that staff's need is immediate.

Mr. Fink stated that staff's need is not going to be solved overnight by this RFP or RFQ process.

Mr. Cronin stated that Mr. Fink's question could be another topic of discussion not connected to an RFP or RFQ. He stated that staff have an immediate space need. He stated this might involve the Town leasing other space, although he stated an extensive search was done and was unsuccessful. He closed by stating that the need is so immediate that it is affecting the day-to-day operations of staff.

Mr. Yocum proposed that the RFQ and RFP process be combined to save time. He stated that if there is not an immediate need, he would prefer the processes be separated.

Mr. Faulkner stated that the committee should guide the council, and that further, the committee should create a conceptual schedule.

Mr. Fink proposed that both the RFP and RFQ processes are presented to council, and then based on the timeline of the council, they choose the process that suits them. He stated that the recommendation should state that if there is not a time element, the committee would recommend a separate RFQ and RFP process.

Mr. Cronin reminded the committee that the schedule and workload of staff rather than the meeting schedule will be a bigger determining factor on how quickly this process unfolds. He stated if the committee's wish is to move forward with a formal bidding process, they should expect 60 days to get an RFP/RFQ released.

Chairman Hund proposed simply hiring a consultant to perform a needs assessment.

Mr. Cronin stated that would be the most efficient.

Chairman Hund stated that he didn't have an issue with the committee selecting a few consultants that the Town could then engage.

Mr. Faulkner asked the town administrator if the process that was being discussed complies with the procurement ordinance.

Mr. Cronin stated that it did, and further, it would also be permissible for the Town to engage one consultant and sign a contract, as long as the cost is not more than \$50,000.

Mr. Yocum asked if there was any way that the release of the RFP/RFQ could be expedited.

Mr. Cronin recommended that the best combination of all the processes that have been discussed would be to select three to five firms that specialize in municipal government operations and engage them via a slimmed solicitation proposal. He stated that once those firms are selected, the committee could invite them to a meeting, interview them, and make recommendations.

Mr. Fink stated it sounded like from what he was hearing, their recommendation would be to select three to five firms and release an RFP to those firms and engage them through a selection process.

Mr. Cronin stated the committee would want the Town to select a short list of consultants to receive an abbreviated version of an RFP that would ask the consultants for their qualifications.

Mr. Faulkner asked who the reviewing body would be.

Mr. Cronin told the committee they would review the proposals and make recommendations to council, but council or the mayor would be awarding the contract.

Mr. Yocum motioned that staff, and the committee engage three to five firms for the purpose of selecting a consultant for a facilities needs assessment, seconded by Mr. Gordon.

Mr. Yocum recommended to the committee that they get a head start on creating a streamlined RFP in anticipation of the council approving the recommendation at the February 24th meeting.

Chairman Hund asked if there was a budget that is related to the current motion.

Mr. Cronin stated there is an appropriation of \$100,000 for professional services related to capital projects.

Mr. Yocum's motion was APPROVED unanimously.

Seabrook Island Road Project

Mr. Cronin stated the Seabrook Island Road project is currently in the permitting stage. He stated the reviewing body at the moment is the US Army Corps of Engineers. He stated he expects conditions to be attached to the permit by the US Army Corps of Engineers requiring the Town to retain an archaeologist in the event artifacts are uncovered during construction. Additionally, he stated that the consultant's US Army Corps Wetlands Permit is expiring in March of 2027. He stated he did not expect the project to be bid by March of 2027. He continued by stating that the consultant recommended waiting for the new set of Wetlands Permits to be released so the Town can get the benefit of the full, 5-year permit.

Mr. Fink asked if re-reviewing of the road design will be part of this process.

Mr. Cronin stated he did not know if any substantial review of the road design had taken place by the Army Corps.

Mr. Fink recommended the Town find out what review has taken place. He stated this could be a potential delay to the entire project.

Mr. Yocum left the meeting at 1:58 pm.

Chairman Hund asked a question related to funding the road project.

Mr. Cronin stated the town submitted a request to Charleston County to have the road funded through the proposed sales tax referendum. He stated none of the coastal communities' projects were included for funding under the proposed plan. Mr. Cronin added that Abby Grooms, the Town's Communications Director, is communicating with residents and stressing the importance of voicing their support for the road project.

Mr. Cronin shared the post-construction damage assessment of the Seabrook Island Road right-of-way from the traffic circle to the entrance of Bohicket Marina. The assessment was a required inspection of the right-of-way following completion of the Seafields facility. He stated there was fatigue cracking on the inbound and outbound lane along the entire length of the survey but was not a result of Seafields construction. He continued, there is excessive asphalt joint separation between the old and new lanes that will worsen over time, and is a result of the Seafields facility. He stated the report also noted that construction of the Seafields facility contributed to the elimination of a swale that existed between the pathway and Seabrook Island Road. He closed by stating this report would be forwarded to the leadership at the Seafields facility.

Mr. Fink commented that the water flow off the site is completely different now that construction is complete. He asked if water coming from Seafields is being adequately captured.

Mr. Meyer stated that runoff is significantly less than it was before construction began. He continued by stating that drainage installed as part of the construction is adequately capturing runoff. He closed by stating that the road project will mitigate the problems cited in the post-construction assessment, but stated the problems cited in the report need immediate attention.

Mr. Fink asked for the total cost of the road project.

Mr. Cronin stated the most recent cost estimate was approximately \$5,000,000. He stated the Town has set aside approximately \$3,000,000 of funding for the road.

Mr. Fink, assuming no money was forthcoming from Charleston County, asked what the funding plan was for the road.

Mr. Cronin stated that a bid package would not be released until the Town had enough dedicated funds to cover the engineer's estimate. He stated that the Town could pursue another cost estimate. He stated that after another estimate was carried out, he could return to council for a decision on how the remainder of the cost would be covered.

Mr. Fink asked if the Town had any indication from the US Army Corps of Engineers when the permit may be forthcoming. He stated the Corps cannot just sit on a permit, and further, the Corps should be giving the Town some indication of a timeline.

Mr. Faulkner stated there should be a master schedule. He stated that in his experience in dealing with the Corps, they have project managers so the Corps can keep these approvals on schedule.

Mr. Cronin reminded the committee that the SCDES permit was originally planned to take 6-9 months, he stated, in reality, that permit took 20 months to be approved.

Mr. Fink stated that in the case where the Corps misses their timeline for approvals, there is staff at the Corps you can speak with to ensure the project stays on schedule.

Chairman Hund reminded the committee of the discussion they had at the January meeting regarding visiting and touring potential project sites. He stated if they wanted to do this together, that would take some extra coordination with Mr. Wiggins.

COMMITTEE COMMENTS

George Fink

Mr. Fink asked about the cones present on the inbound lanes of Seabrook Island Road.

Mr. Meyer stated those cones are there for public safety. He stated he sees numerous cars use the road as a turn around. He stated motorists mistakenly get in the exit lane to go to Kiawah and end up on Seabrook Island Road. He stated the cones are there to protect the Town's irrigation infrastructure. He stated if the irrigation control valves are hit, the Town could potentially lose over 100,000 gallons of water. He stated the cones further up Seabrook Island Road are there to prevent motorists from stopping in the turn lane.

Mr. Fink asked if all these issues will be solved once work begins on the road.

Mr. Meyer stated these issues are addressed in the project plans.

Mr. Fink stated people see those cones coming into Seabrook and it will be nice when the road is completed.

ADJOURNMENT

There being no further business before the committee, Chairman Hund declared the meeting adjourned at 2:32 pm.

Peter D. Wiggins II, MPA
Town Clerk