

# Town Council Special Called Meeting

January 12, 2026 @ 2:30 PM

[Watch Live on YouTube](#)

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



## AGENDA

### CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL & FOIA STATEMENT

#### APPROVAL OF MINUTES

**December 16, 2025**

Town Council Regular Meeting

#### OTHER ACTION ITEMS

**Appointments to Boards, Commissions, and Committees**

Appointments to Boards, Commissions, and Committees

- Discretionary Grants Committee (4 Vacancies)
- Environment & Wildlife Committee (4 Vacancies)
- Public Safety Committee (4 Vacancies)
- Community Facilities & Infrastructure (4 Vacancies)
- Board of Zoning Appeals (3 Vacancies)
- Planning Commission (3 Vacancies)

**DSO Amendments**

Request to direct staff to prepare certain amendments to the Development Standards Ordinance (DSO)

**Res. 2026-01**

A resolution requesting the inclusion of the Seabrook Island Road Improvement Project in the planned Charleston County Transportation Sales Tax Referendum

### COUNCIL COMMENTS

### ADJOURNMENT

# Town Council Regular Meeting

December 16, 2025 @ 2:30 PM

[View Meeting on YouTube](#)

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



## MINUTES

### CALL TO ORDER

Mayor Kleinman called the meeting to order at 2:32 pm.

### ROLL CALL

**Councilmembers Present:** Bruce Kleinman; Mayor, Councilmembers Raymond Hamilton, Dan Kortvelesy, Darryl May, and Gordon Weis.

**Town Staff Present:** Joe Cronin (Town Administrator), Amber Howard (Finance Director), Tyler Newman (Zoning Administrator), Abby Grooms (Community Affairs 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.

### APPROVAL OF MINUTES

**November 18, 2025**

Councilman Kortvelesy motioned to approve the minutes of November 18, 2025, seconded by Councilman Hamilton.

**Councilman Kortvelesy's motion was APPROVED unanimously.**

### PUBLIC HEARING ITEMS

**Ordinance 2025-09, An ordinance amending the town code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; Article IV, Committees; Section 2-401, Advisory Committees, so as to amend the town's advisory committees**

Mayor Kleinman opened the public hearing on Ordinance 2025-09.

Upon hearing from the Town Clerk there were no persons wishing to be heard on the ordinance, Mayor Kleinman declared the public hearing closed.

**Ordinance 2025-10, An ordinance to adopt a budget**

Mayor Kleinman opened a public hearing on Ordinance 2025-010.

**for the Town of Seabrook Island, South Carolina, for the fiscal year beginning January 1, 2026, and ending December 31, 2026**

Upon hearing from the Town Clerk there were no persons wishing to be heard on the ordinance, Mayor Kleinman declared the public hearing closed.

CITIZEN COMMENTS

There were no Citizen Comments.

REPORTS OF TOWN BOARDS, COMMISSIONS, AND COMMITTEES

**Community Promotions and Engagement Committee**

No report.

**Environment and Wildlife Committee**

No report.

**Public Safety Committee**

Councilman Kortvelesy stated the Public Safety Committee discussed the implications of reduced FEMA funding for local governments recovering from natural or manmade disasters.

Councilman Kortvelesy thanked the members of the 2024-2025 Public Safety Committee.

**Seabrook Island Utility Commission (SIUC)**

Commissioner Ferland gave an update on the finances of the utility commission for the month ending November 30, 2025.

Commissioner Ferland stated the only major work ongoing is the rehab of Pump Station #1, located on Royal Pine. He went on to say the work should be completed in the next two weeks.

Councilman May asked if Pump Station #1 is still operating while repair work is being performed.

Commissioner Ferland stated the pump station is bypassed while the work is ongoing.

Councilman May asked if there was a service agreement between SIUC and Kiawah River Estates to service the new Indigo condominiums.

Commissioner Ferland stated there is an agreement between the commission and Kiawah River Estates to service the new condominiums.

Mayor Kleinman asked if the refurbishment of Pump Station #1 was budgeted.

Commissioner Ferland stated the work was planned for and budgeted.

**STAFF REPORTS**

**Town Administrator**

Mr. Cronin provided an update on the holiday schedule for Town Hall.

**Finance Director**

Ms. Howard provided an update on the town's finances for the month ending November 30, 2025.

Councilman Hamilton asked if the town was accounting for vacation leave that staff has been accruing at the end of every year they are employed with the town.

Mr. Cronin stated the town does track leave balances. He also stated that going forward, the audited financial statements will account for those liabilities in the event an employee leaves the town in good standing.

Councilman May asked a clarifying question related to how much vacation leave an employee can accrue.

Mr. Cronin stated an employee can carry no more than six weeks of unused vacation leave.

Councilman May asked if there was a plan for the Conservation Fund.

Mr. Cronin stated that there were no projects in the immediate pipeline. Mr. Cronin said these funds could be used to purchase conservation easements for the preservation of greenspaces, beautification or town parks, and tree planting.

**Zoning Administrator**

Mr. Newman gave an update on zoning and code enforcement activities since the November meeting.

Councilman May asked if the town had seen a slowdown in new construction.

Mr. Newman stated that he had not seen a noticeable downturn in the issuance of new construction permits, as the number of permits issued from month-to-month will vary.

**Communication & Events Manager**

Ms. Grooms stated the town will host a Swearing-In Ceremony for the newly elected mayor, councilmembers, and utility commissioner on January 6<sup>th</sup>, at 12:00 pm.

**ORDINANCES FOR SECOND READING**

**Ordinance 2025-09, An Ordinance amending the town code for the Town of Seabrook Island; Chapter 2, Administration; Article IV,**

Councilman Hamilton motioned to approve Ordinance 2025-09 at Second Reading, seconded by Councilman Kortvelesy.

Councilman Hamilton's motion was APPROVED unanimously.

**Committees; Section 2-401,  
Advisory Committees, so as  
to amend the town's  
advisory committees**

**Ordinance 2025-10, An  
Ordinance to adopt a  
budget for the Town of  
Seabrook Island, South  
Carolina,  
for the fiscal year beginning  
January 1, 2026, and ending  
December 31, 2026**

Councilman May motioned to approve Ordinance 2025-10 at Second Reading, seconded by Councilman Kortvelesy.

Mr. Cronin reminded the council of the amendments made to the FY 2026 budget at first reading, mainly the removal of the Public Safety Director position. Mr. Cronin then provided a brief update on his changes to the FY 2026 budget.

Mayor Kleinman stated the ordinance requiring the fund balance to be no more than 100% of the general fund budget is an arbitrary number. He further stated this is a good problem to have and thought that Mr. Cronin's proposal is the best way of handling this issue.

Councilman Hamilton stated he agreed 100% with Mr. Cronin's proposed changes to the Second Reading version of the budget.

Councilman May stated that it was his belief that council, in 2026, should review the fund balance policy found in the ordinance.

Councilman Hamilton motioned to amend the FY 2026 budget at second reading, per the changes made by Mr. Cronin, seconded by Councilman Kortvelesy.

**Councilman Hamilton's motion was APPROVED unanimously.**

**Councilman May's original motion, as amended, was APPROVED unanimously.**

**ORDINANCES FOR FIRST READING**

**Ordinance 2025-11, An  
ordinance amending the  
Town Code for the Town of  
Seabrook Island, South  
Carolina; Chapter 2,  
Administration; Article VI,  
Financial Administration;  
Division 1, Generally;  
Section 2-608, Fund Balance  
Policy; so as to amend the  
town's Fund Balance Policy**

Mr. Cronin stated this ordinance was a recommendation from the town's attorney. Mr. Cronin further stated passing this ordinance will give town council the authority to suspend the fund balance policy for a specified period of time.

Councilman Hamilton motioned to approve Ordinance 2025-11 at First Reading, seconded by Councilman Kortvelesy.

**Councilman Hamilton's motion was APPROVED unanimously.**

## **OTHER ACTION ITEMS**

### **Res. 2025-32, A resolution amending the Town of Seabrook Island Employee Handbook**

Mr. Cronin stated there was a need for minor revisions to the Seabrook Island Employee Handbook. He stated some changes were due to staff performing new and/or different roles within town hall. He further stated there were minor changes to the town's smoking and tobacco use policy, the removal of references to evening code enforcement officers, an amendment changing the manner in which employees who are working less than 37.5 hours per week accrue vacation leave, and a change in the town's bereavement leave policy.

Councilman Hamilton stated he wished the word "instead" could be struck from the Anti-Harassment Policy, found on page five of the Employee Handbook.

Councilman Hamilton asked who is investigating harassment complaints made by staff.

Mr. Cronin stated the handbook was written to maintain some flexibility based on against whom the allegation is made.

Councilman Hamilton stated that there should be training made available to whomever will be investigating harassment complaints.

Councilman Hamilton, with respect to staff accepting gifts, stated that there is too much ambiguity if the Town is the sole decider of when the gifts and gratuities policy has been violated.

The town's attorney stated this language was modeled after South Carolina's Ethics Act. He cautioned the council from making this portion of the handbook too detailed.

Councilman Hamilton, with respect to the town's social media policy, asked why the town would allow staff to access social media sites during working hours.

Mr. Cronin stated that some staff must access social media as part of their daily duties. Mr. Cronin said this verbiage came from a labor attorney, and if it is the wish of council to alter the language, the town would need to consult a labor attorney.

Councilman Hamilton, with respect to the town's Bereavement Policy, asked if it is needed to state, more than once, in the policy that an employee may request additional leave beyond the days already given by the policy.

Mr. Cronin stated the first mention of additional leave is additional bereavement leave given at his discretion. He stated the second mention of additional leave is annual or sick/personal leave given in

addition to bereavement leave given by the policy and given at the discretion of the administrator.

Councilman Kortvelesy motioned to approve Resolution 2025-32, seconded by Councilman Weis.

Councilman May asked how Councilman Hamilton's question affected the motion currently on the floor.

Mr. Cronin stated that Councilman Hamilton's questions along with other issues that have been discussed with the Human Resources Manager as well as the mayor, are not time sensitive. He stated the primary time sensitive amendment to the employee handbook was the leave accrual policy.

**Councilman Kortvelesy's motion was APPROVED unanimously.**

## **2026 Meeting Calendar**

Councilman Weis motioned to approve the Town of Seabrook Island 2026 Meeting Calendar, seconded by Councilman May.

Councilman May stated he had no problem with the calendar provided meetings can still be cancelled or postponed as needed.

Mayor Kleinman stated that he was absolutely correct.

**Councilman Weis' motion was APPROVED unanimously.**

## **CITIZEN COMMENTS**

There were no Citizen Comments.

## **EXECUTIVE SESSION**

Mayor Kleinman stated there was a need for an Executive Session to discuss negotiations incident to proposed contractual arrangements.

Councilman Kortvelesy motioned to adjourn into Executive Session, seconded by Councilman Weis.

**Councilman Kortvelesy's motion was APPROVED unanimously.**

*Town Council entered into Executive Session at 3:52 pm.*

Councilman Kortvelesy motioned to adjourn the Executive Session, seconded by Councilman Hamilton.

**Councilman Kortvelesy's motion was APPROVED unanimously.**

*Town Council reopened the public meeting at 4:26 pm.*

Mayor Kleinman motioned to enter into the agreement discussed in Executive Session, seconded by Councilman Kortvelesy.

Mayor Kleinman's motion was APPROVED unanimously.

**COUNCIL COMMENTS**

**Mayor Kleinman**

Mayor Kleinman thanked town council for their work over the last two years. He stated that council had a productive two years.

Mayor Kleinman thanked all of the committee volunteers. He stated they could be doing other things but instead chose to donate their time to the town.

Mayor Kleiman welcomed newly elected council members Tom Hund, Pat Faulkner, and future committee members.

**ADJOURNMENT**

There being no further discussion, Mayor Kleinman declared the meeting adjourned at 4:29 pm.

Peter D. Wiggins II, MPA  
Town Clerk

**TOWN OF SEABROOK ISLAND, SOUTH CAROLINA**

**RESOLUTION NO. 2026-01**

**ADOPTED \_\_\_\_\_**

**A RESOLUTION REQUESTING THE INCLUSION OF THE SEABROOK ISLAND ROAD IMPROVEMENT PROJECT IN THE PLANNED CHARLESTON COUNTY TRANSPORTATION SALES TAX REFERENDUM**

**WHEREAS**, on December 10, 2025, the Town of Seabrook Island (“Town”) received a written request from Charleston County (“County”) to provide a list of the Town’s transportation and infrastructure priorities for a Transportation Sales Tax (“TST”) referendum currently under consideration by the County for 2026; and

**WHEREAS**, Seabrook Island Road is the ONLY means of vehicular access to and from Seabrook Island; and

**WHEREAS**, low-lying segments of Seabrook Island Road lie below the County’s minimum flood elevation and are subject to tidal flooding during periods of high tide and storm events; and

**WHEREAS**, recurring inundation of Seabrook Island Road poses a significant threat to public health and safety; and

**WHEREAS**, as the only means of access on and off the island, Seabrook Island Road is relied upon by public safety agencies—including Charleston County Emergency Medical Services (EMS), the Charleston County Sheriff’s Office, and the St. Johns Fire District—to provide timely and effective emergency response; and

**WHEREAS**, during a nor’easter in December 2023, personnel from the St. Johns Fire District were called upon to rescue occupants from multiple flooded vehicles on Seabrook Island Road, and the roadway was rendered impassable until floodwaters receded; and

**WHEREAS**, Seabrook Island Road accommodates approximately 7,700 vehicle trips per day (per the South Carolina Department of Transportation), directly serves approximately 2,100 full-time residents and 2,600 dwelling units, supports more than 2,400 resident and non-resident businesses (including contractors, subcontractors, and employees), and provides access for thousands of non-resident property owners, guests, and tourists, particularly during the peak summer months; and

**WHEREAS**, Seabrook Island Road serves properties within three jurisdictions: the Town of Seabrook Island, the Town of Kiawah Island, and unincorporated Charleston County; and

**WHEREAS**, Seabrook Island Road is critical to the economic health and prosperity of Seabrook Island and surrounding areas and provides access to numerous businesses and institutions, including Bohicket Marina & Market, Seabrook Island Club facilities, St. Christopher Camp and Conference Center, more than 600 short-term rental properties, Freshfields Village, the Seafields senior living community, and the MUSC Health Sea Islands Medical Pavilion; and

**WHEREAS**, the frequency and severity of minor, moderate, and major coastal flooding events are expected to increase as sea levels continue to rise relative to land, and elevating low-lying portions of Seabrook Island Road will enhance the community’s resilience to the impacts of sea level rise; and

**WHEREAS**, the Town has retained an engineering consultant to design and permit improvements to Seabrook Island Road (“Seabrook Island Road Improvement Project”); and

**WHEREAS**, the Seabrook Island Road Improvement Project is intended to raise low-lying portions of the roadway to an elevation of approximately 6.75 feet (NAVD 88), beginning at the intersection of Betsy Kerrison Parkway and Village Green Lane (also known as the Sea Islands Roundabout) and extending approximately 5,150 linear feet southwest to Landfall Way, and will also include the installation of roadside drainage swales and related infrastructure to reduce flooding and ponding upon travel lanes and within the road right-of-way; and

**WHEREAS**, on December 17, 2025, the South Carolina Department of Environmental Services, Bureau of Coastal Management (“SCDES-BCM”), issued a Critical Area Permit and Coastal Zone Consistency Certification for the Seabrook Island Road Improvement Project; and

**WHEREAS**, additional permits from SCDES-BCM and the U.S. Army Corps of Engineers (“USACE”) are anticipated to be issued later in 2026; and

**WHEREAS**, unlike many current and prior TST-funded projects that have experienced extended delays due to lengthy design, engineering, and permitting requirements, the Seabrook Island Road Improvement Project is expected to be SHOVEL-READY at the time of the referendum, thereby allowing for expedited construction once funding is secured; and

**WHEREAS**, according to the engineer’s Preliminary Opinion of Probable Construction Cost dated February 8, 2024, the estimated cost of the Seabrook Island Road Improvement Project was \$3,360,000.00, though this cost has likely increased due to inflation and other factors; and

**WHEREAS**, in both 2024 and 2025, the Town submitted funding requests under the County’s TST Annual Allocation Program, but the project cost was determined by County staff to exceed available funding levels; and

**WHEREAS**, although the TST program has generated approximately \$3.4 billion for transportation projects throughout Charleston County since 2004, the Town has NEVER received TST funding for any road or infrastructure project within its municipal limits, despite significant sales tax contributions from residents and visitors of the Town; and

**WHEREAS**, during its strategic planning processes in 2019, 2022, 2024, and 2025, the Mayor and Council consistently identified the Seabrook Island Road Improvement Project as the Town’s HIGHEST PRIORITY;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Seabrook Island, South Carolina, that the Town respectfully requests inclusion of the Seabrook Island Road

Improvement Project in the Charleston County Transportation Sales Tax referendum currently under consideration for 2026; and

**BE IT FURTHER RESOLVED** that, in addition to any funding approved through the 2026 TST program, the Mayor and Council remain committed to identifying and pursuing additional funding sources to ensure completion of the Seabrook Island Road Improvement Project.

**SIGNED AND SEALED** this \_\_\_\_ day of \_\_\_\_\_, 2026, having been duly adopted by the Town Council for the Town of Seabrook Island on the 12th day of January, 2026.

Signed: \_\_\_\_\_  
Bruce Kleinman, Mayor

Witness: \_\_\_\_\_  
Peter D. Wiggins II, Town Clerk