

TOWN OF SEABROOK ISLAND

Town Council – Work Session
November 14, 2023

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MINUTES

Call to Order – Roll Call – Freedom of Information

Mayor Gregg called the November 14, 2023, Town Council Work Session to order at 1:00PM. Councilwoman Finke, Councilmen Goldstein and Kortvelesy, Town Administrator Joe Cronin, Zoning Administrator Tyler Newman, Communications & Events Manager Robin Ochoa, and Assistant Town Administrator Katharine Watkins participated in the meeting. The Assistant Town Administrator confirmed that notice of the meeting was posted, and the requirements of the Freedom of Information Act had been met.

Mayor John Gregg

- Resignation of Councilman Goldstein

Mayor Gregg noted that Councilman Goldstein will resign from Town Council following the November 14th Work Session.

- Update (if any) of Charleston Regional Hazard Mitigation Plan

Mayor Gregg updated council members on the status of the Charleston Hazard Mitigation Plan.

- Update for Community Promotions and Engagement Committee (no meeting – Communications Plan draft review)

Mayor Gregg noted the last meeting of the CPEC was in October and will have returned comments on the Communications Plan draft review.

- Update from Seabrook Island Property Owners Association (SIPOA) Long Range Planning Committee Meeting of November 14th

Mayor Gregg summarized the SIPOA Long Range Planning Committee meeting of November 14th.

Discussions were had with members of council.

Town Council Members:

- **Jeri Finke**

Councilwoman Finke noted the upcoming EWC meeting for November 16th has been postponed to a future date.

- **Barry Goldstein**

None.

- **Dan Kortvelesy**

Councilman Kortvelesy summarized a meeting had with Charleston County Sheriff's Office and SIPOA.

Town Administrator Joe Cronin

- Action Items for November 28, 2023, Meeting:

- Pending Ordinances

- Ord. 2023-12: An ordinance amending the Business License Ordinance of the Town of Seabrook Island to update the class schedule as required by Act 176 of 2020 (*Second reading and public hearing*)

Town Administrator Cronin summarized Ord. 2023-12 for members of council as it is up for a public hearing and second hearing and proposed changes for second reading to change the codified business license language rather than the ordinance as proposed by the Municipal Association of South Carolina.

- Ord. 2023-13: An ordinance adopting a second amendment to the annual operating budget for the fiscal year beginning January 1, 2023, and ending December 31, 2023 (*Second reading and public hearing*)

Town Administrator Cronin summarized Ord. 2023-13 for members of council as it is up for second reading and public hearing.

- Ordinance 2023-14: An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina, so as to establish regulations pertaining to prohibited noise; property maintenance; trash, litter and debris; illegal dumping; and the parking of vehicles and equipment; to repeal Sections 14-21 through 14-24 relating to public nuisances; to repeal Section 22-21 relating to illegal dumping; and other matters related thereto (*First reading and public hearing*)

Town Administrator Cronin summarized Ord. 2023-14 and Ord. 2023-15 for members of council as they are up for first reading and public hearing.

Discussions were had with members of council.

- Ordinance 2023-15: An ordinance amending the Development Standards Ordinance for the Town of Seabrook Island, South Carolina; Article 2, General Provisions; Section 2.1, General Compliance; so as to repeal subsection (e) pertaining to the placement and storage of trash, litter and junk on premises within the town; Article 9, Conditional Use Requirements; Section 9.4, Specific Use Requirements; so as to amend the conditional use provisions of subsection

(O) pertaining to short-term rental units; and Appendix E, Fee Schedule; so as to update the schedule of fees to reflect changes relating to permitting requirements and procedures for short-term rental units within the town (*First reading and public hearing*)

- Ordinance 2023-16: An ordinance amending the Zoning Map of the Town of Seabrook Island so as to change to zoning designation for Charleston County Tax Map Number 147-06-00-015, containing approximately 0.51 +/- acres located at 2856 Cap'n Sams Road, from the Moderate Lot Single-Family Residential (R-SF2) District to the Conservation (CP) District (*First reading*)

Town Administrator Cronin summarized Ord. 2023-16 for members of council as it is up for first reading.

- Ordinance 2023-17: An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; Article I, In General; Section 2-102, Personnel Policies and Procedures Adopted; so as to adopt an updated version of the "Town of Seabrook Island Employee Handbook" (*First reading*)

Town Administrator Cronin and Assistant Town Administrator Watkins summarized Ord. 2023-17 for members of council as it is up for first reading.

Discussions were had with members of council.

- Ordinance 2023-18: An ordinance to adopt a budget for the Town of Seabrook Island, South Carolina for the fiscal year beginning January 1, 2024, and ending December 31, 2024 (*First reading*)

Town Administrator Cronin summarized Ord. 2023-18 for members of council as it is up for first reading.

- Other Action Items

- Resolution 2023-32: A resolution to appoint and commission Beth Rinehimer as a Code Enforcement Officer for the proper security and general welfare for the Town of Seabrook Island

Town Administrator Cronin summarized Res. 2023-32 for members of council.

- Appointment of Interim Clerk of Court

Town Administrator Cronin noted that if Ms. Rinehimer is appointed as a Code Enforcement Officer, she will no longer be able to serve as Clerk of Court. Town Administrator Cronin recommended that Assistant Town Administrator Watkins to be the interim Clerk of Court.

- Items for information / Discussion

- Upcoming Vacancies on Town Boards, Commissions and Committees

- Planning Commission
 - 3 vacancies due to term expiration
 - Appointment for new 2-year terms (Jan. 1, 2024 – Dec. 31, 2025)
- Board of Zoning Appeals
 - 1 vacancy due to resignation
 - Appointment for remainder of unexpired term (ending Dec. 31, 2025)
- Accommodations Tax Advisory Committee
 - 2 vacancies due to resignation
 - Appointment for remainder of unexpired terms (ending Dec. 31, 2024)
- Community Promotion and Engagement Committee
 - 4 vacancies due to term expiration
 - Appointment for new 2-year terms (Jan. 1, 2024 – Dec. 31, 2025)
- Environment and Wildlife Committee
 - 4 vacancies due to term expiration
 - Appointment for new 2-year terms (Jan. 1, 2024 – Dec. 31, 2025)
- Public Safety Committee
 - 4 vacancies due to term expiration
 - Appointment for new 2-year terms (Jan. 1, 2024 – Dec. 31, 2025)
- Public Works Committee
 - 4 vacancies due to term expiration
 - Appointment for new 2-year terms (Jan. 1, 2024 – Dec. 31, 2025)

Town Administrator Cronin noted the upcoming vacancies at the end of 2023 and asked to advertise for appointment in January 2024.

Discussions were had with members of council.

○ Upcoming Appointments

- Town Attorney
 - Appointment for new 2-year term (Jan. 1, 2024 – Dec. 31, 2025)

Town Administrator Cronin noted the Town Attorney will be up for a new term concurrent with the new council.

- Clerk of Court
 - Appointment of Permanent Clerk of Court

Town Administrator Cronin noted the vacancy for the Administrative Assistant/Clerk of Court for the new year.

○ Project Updates

- Update regarding the installation of electric vehicle charging stations

Town Administrator Cronin updated members of council on the status of the installation of electric vehicle charging stations with Berkeley Electric Co-op.

- Update regarding vehicle purchase

Town Administrator Cronin updated members of council on the new vehicle purchase.

Assistant Town Administrator Katharine Watkins

- Gateway and Wayfinder Signage Update with ESP Associates

Assistant Town Administrator Watkins summarized the proposed gateway and wayfinder signage with Kaitlin Vaughn (ESP Associates), and Town Administrator Joe Cronin.

Discussions were had with members of council.

Adjourn

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

The meeting adjourned at 2:42 pm.

Date: November 14, 2023

Prepared by: *Katharine E. Watkins*
Asst. Town Administrator

Note: These minutes are not verbatim minutes. To listen to the meeting, please use the following link:
<https://www.youtube.com/@townofseabrookisland5287/streams>