

TOWN OF SEABROOK ISLAND

Town Council Meeting
November 28, 2023



[Watch Live Stream \(YouTube\)](#)

MINUTES

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

Mayor Gregg called the November 28, 2023, Town Council Regular Meeting to order at 2:30PM. Councilwoman Finke (virtual), Councilman Kortvelesy, Town Administrator Joe Cronin, Zoning Administrator Newman, Communications & Events Manager Robin Ochoa, and Assistant Town Administrator Katharine Watkins participated in the meeting. The Assistant Town Administrator confirmed the requirements of the SC Freedom of Information Act have been satisfied.

2. Approval of Minutes:

- Town Council Regular Meeting Minutes – October 24, 2023
- Town Council Work Session Meeting Minutes – November 14, 2023

Councilwoman Finke moved to approve the previous meeting minutes of October 24th; Councilman Kortvelesy seconded. All voted in favor.

The previous meeting minutes of October 24th were approved.

Councilwoman Finke moved to approve the previous meeting minutes of November 14th; Councilman Kortvelesy seconded. All voted in favor.

The previous meeting minutes of November 14th were approved.

3. Presentations: *There are no presentations.*

4. Public Hearing Items:

- 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
- 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
- ~~Ord. 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 [CANCELLED]~~

- ~~Ord. 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 [CANCELLED]~~

Mayor Gregg opened the public hearing at 2:33PM for Ord. 2023-12 and Ord. 2023-13.

No public comments were made.

Mayor Gregg closed the public hearing at 2:35PM.

5. **Citizens Comments:**

Assistant Town Administrator Watkins summarized the comments received prior to the Council Meeting. *Note: All comments received prior to the meeting are available for viewing and are subject to S.C. FOIA laws.*

Michael Morris, the Seabrooker, thanked the Mayor and Council for the stipend given to the Seabrooker through the budget.

6. **Reports of Town Boards, Commissions, and Committees:**

- **Advisory Committees**

- Community Promotions and Engagement Committee

Mayor Gregg noted there was no Community Promotions and Engagement Committee meeting in November, and updated council on the progress of the Town's Communications Plan.

- Environment and Wildlife Committee

None.

- Public Safety Committee

Councilman Kortvelesy reminded all the upcoming Disaster Recovery Council meeting on December 5th at 10:00am.

- Public Works Committee

Town Administrator Cronin updated members of council on the status of the Town Hall Garage and Annex.

- **Special Committees**

None.

- **Ad Hoc Committees**

None.

- **Board of Zoning Appeals**

None.

- **Planning Commission**

None.

- **State Accommodations Tax Advisory Committee**

None.

- **Utility Commission**

Commissioner Ferland summarized the meeting of November 15th and the financials and operations for the month of October and the year to date.

Commissioner Ferland updated members of Council on upcoming proposed Utility Commission projects for 2024.

Discussions were had with members of council.

7. Reports Town Officers:

- **Mayor**

- Update concerning the Charleston County Regional Hazard Mitigation Plan

None.

- Comment regarding agenda revisions (Public Hearings)

Mayor Gregg commented on the removal of Ord. 2023-14 and Ord. 2023-15 for public hearing and first reading.

- **Town Administrator**

- Town Attorney Request for Qualifications (RFQ)

Town Administrator Cronin updated members of Council on the town attorney request for qualifications (RFQ).

- Reminder of volunteer opportunities for town boards, commissions and committees [[LINK: www.surveymonkey.com/r/QLL6ZZ5](https://www.surveymonkey.com/r/QLL6ZZ5)]

Mayor Gregg summarized the volunteer opportunities for the town boards, commissions, and committees.

- **Assistant Town Administrator**

- Report of Financials for the Month of October 2023

Assistant Town Administrator Watkins summarized the October Financials as follows:

- Total fund balance ending on October 31, 2023, was \$9,518,623 an amount about \$1,381,314 more than the balance as October 31, 2022.
- Revenues for October totaled \$194,335 representing about 112.5% of the 2023 annual budget and being about \$46,546 more than for the same period in 2022.
- Expenditures for October totaled \$134,811 which is about 71.3% of the 2023 annual budget.
- Expenditures for the year to date are approximately \$47,066 more compared to the same period of 2022.
- Excess revenues over expenditures were \$59,524 for October compared to an excess revenues over expenditures of \$60,044 in 2022, representing a decrease in revenue from the same period in 2022.

Discussions were had with members of council.

Town Administrator Cronin summarized the year-to-date revenues and expenditures.

- **Town Attorney**

None.

- **Zoning Administrator**

- Code Enforcement Summary

Zoning Administrator Newman summarized the code enforcement summary since the previous Town Council meeting.

- **Communications & Events Manager**

- Town of Seabrook Island Holiday Extravaganza: December 7th (5:00 to 8:00 PM)

Communications & Events Manager Ochoa reminded all of the Holiday Extravaganza on December 7th from 5:00 to 8:00PM.

- Toys for Tots Campaign: Accepting donations at Town Hall until December 7th

Communications & Events Manager Ochoa reminded all the Town is currently collecting Toys for Tots at Town Hall. The Town will continue to collect donations until December 7th.

8. Ordinances for Second Reading:

- 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

Town Administrator Cronin summarized Ord. 2023-12 and requested the council approve the version for second reading which amends chapter 8 of the Town Code rather than the previous ordinance that has been codified.

Councilwoman Finke moved to approve the updated second reading version of Ord. 2023-12; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2023-12 second reading version was approved and was adopted.

- 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

Town Administrator Cronin summarized Ord. 2023-13 for members of council.

Councilwoman Finke moved to approve Ord. 2023-13; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2023-13 passed second reading and was adopted.

9. Ordinances for First Reading:

- ~~Ord. 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 [REMOVED]~~
- ~~Ord. 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 (c) 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 [REMOVED]~~

- 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

Zoning Administrator Newman summarized Ord. 2023-16 for members of council.

Councilwoman Finke moved to approve Ord. 2023-16; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2023-13 passed 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"

Assistant Town Administrator Watkins summarized Ord. 2023-17 for members of council.

Councilwoman Finke moved to approved Ord. 2023-17; Councilman Kortvelesy seconded.

Mayor Gregg noted there are some scrivener errors to be updated prior to second reading.

Using the original motion, a vote was taken; all voted in favor.

Ord. 2023-17 passed first reading.

- 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

Town Administrator Cronin summarized Ord. 2023-18 for members of council and proposed amendments to the fiscal year 2024 budget.

Councilwoman Finke moved to approve Ord. 2023-18; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2023-18 passed first reading.

10. 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 Resolution 2023-32 for members of council.

Councilwoman Finke moved to approve Resolution-2023-32; Councilman Kortvelesy seconded. All voted in favor.

Resolution 2023-32 was approved.

- Appointment of Interim Clerk of Court for the Town of Seabrook Island

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

Councilwoman Finke moved to appoint Katharine Watkins as the interim Clerk of Court; Councilman Kortvelesy seconded. All voted in favor.

Katharine Watkins was appointed as the interim Clerk of Court.

- Approval of gateway and wayfinder signage design for Seabrook Island Road (MASC Grant)

Assistant Town Administrator Watkins summarized the gateway and wayfinder signage design for Seabrook Island Road (MASC Grant).

Discussions were had with members of council.

Councilwoman Finke moved to approve the preferred design from the survey; Councilman Kortvelesy seconded. All voted in favor.

The preferred design was approved.

- Approval of installation of four Level-2 Universal EV Chargers at Seabrook Island Town Hall (Berkeley Electric Coop Grant)

Town Administrator Cronin summarized the installation of four Level-2 Universal EV Chargers at Seabrook Island Town Hall (Berkeley Electric Coop Grant).

Discussions were had with members of council and discussions with members of the audience.

Councilwoman Finke moved to approve the installation of four Level-2 Universal EV Chargers at Seabrook Island Town Hall; Councilman Kortvelesy seconded. All voted in favor.

The installation of four Level-2 Universal EV Chargers at Seabrook Island Town Hall was approved.

11. Items for Information or Discussion:

None.

12. Citizen Comments:

Carmine DeGennaro, no address given, commented on spam calls received and phishing attempts and if the town can do anything about this issue.

13. Council Comments

None.

14. Adjournment

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

The meeting adjourned at 3:59 PM.

Date: November 28, 2023

Prepared by: *Katharine E. Watkins*
Assistant 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>