

TOWN OF SEABROOK ISLAND

Town Council Work Session

March 8, 2022

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MINUTES

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

Mayor Gregg called the March 8, 2022, Town Council Work Session to order at 1:00PM. Councilwomen Finke and Fox, Councilmen Goldstein and Kortvelesy, Town Administrator Cronin, 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. Mayor John Gregg

- Renewed request for “No Wake Zone” at Captain Sams Inlet

Mayor Gregg summarized the request made by Lowcountry Marine Mammal Network for DNR to reconsider an earlier request for the establishment of a “No Wake Zone” in Captain Sams Inlet.

3. Town Council Members:

- **Jeri Finke**

Councilwoman Finke updated Council on the upcoming Short-Term Rental Ad Hoc Committee meetings.

Councilwoman Finke reminded members today was International Women’s Day to celebrate the political, cultural, and social contributions of women worldwide.

- **Patricia Fox**

Councilwoman Fox summarized the recent communications from the Town and updated members that at the upcoming Community Promotions and Engagement Committee Meeting on March 17th they will begin reviewing Community Promotion Grant applications.

- **Barry Goldstein**

Councilman Goldstein summarized the Public Works Committee Meeting on March 7th and the committee’s recommendation for the Seabrook Island Road Project.

Councilman Goldstein added a meeting with Bohicket Marina, and Town Administrator Cronin will be on March 9th to discuss a potential roundabout at Adnell Bluff Blvd and Seabrook Island Road.

Council clarified the recommendation from the committee with regards to the entrances to Bohicket Marina, MUSC, Seafields, and the Seabrook Island Property Owners Association (SIPOA) with the road elevation being increased.

Council also clarified timing of improvements with regards to drainage, signage, the pedestrian path, crosswalks, etc. with the road project, and the costs associated with it.

- **Dan Kortvelesy**

Councilman Kortvelesy reminded members of the upcoming virtual Disaster Recovery Council Committee meeting on March 10th and that the Public Safety Committee will meet on April 19th.

4. **Town Administrator Joe Cronin**

- Action Items for March 22, 2022, Meeting:
 - Ordinance 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

Town Administrator Cronin summarized Ordinance 2022-01 that will be up for second reading.

- Ordinance 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

Town Administrator Cronin summarized Ordinance 2022-02 that will be up for second reading.

- Ordinance 2022-03: An ordinance to repeal Ordinance No. 2021-12 and to adopt a temporary moratorium on the consideration of zoning map amendments (ie. "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

Town Administrator Cronin summarized Ordinance 2022-03 that will be up for second reading.

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

Town Administrator Cronin summarized Resolution 2022-01 based on the Strategic Planning Workshop to approve the priorities discussed during that workshop.

- 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)

Town Administrator Cronin summarized Resolutions 2022-02 through 24 to appoint and commission Barrier Island Services as the beach patrol officers for 2022.

- Buildings & Grounds Manager Update

Town Administrator Cronin updated Council on the Building & Grounds Manger interviews noting his expectation that an offer of employment will be made by next week.

- Business License Renewal Information

Town Administrator Cronin notified members the finalized business license renewal letters should be mailed out within the next couple of weeks which includes updated instructions. Town Administrator Cronin added there will be instructions on how to use the State Portal except for the Town's special business classes (9.1 and 9.2).

- Code Enforcement Update

Town Administrator Cronin informed members that next week Zoning Administrator Tyler Newman will begin to conduct interviews with potential part time code enforcement officers.

- DSO Adoption Timeline

Town Administrator notified Council on the upcoming schedule for the adoption of the DSO (Development Standards Ordinance) as follows:

- Town Council DSO Workshop on Tuesday March 29th at 10:00AM
- Discussion at the Town Council Work Session on Tuesday April 12th at 1:00PM
- First Reading of the DSO & Zoning Map at the Town Council Meeting on April 26th at 2:30 PM
- Public Hearing prior to second reading
- Second Reading of the DSO & Zoning Map at the Town Council Meeting on May 24th at 2:30PM.

- Employee Cell Phone Options

Town Administrator Cronin recommended to Council with the increased number of personnel, especially part time code enforcement officers, that the Town offer a cell phone allowance or reimbursement to employees for their cell phones. He added we would need to update the personnel handbook with a policy on this reimbursement.

Council discussed the challenges to get service on certain areas of Seabrook Island and that need to ensure the employee has an adequate plan to get service on Seabrook, possible the reimbursement policy for an employee to switch to a different plan, eligibility for reimbursement, and the maintenance of the phones.

- Vehicle Purchase Request

Town Administrator Cronin recommended to Council to purchase a third vehicle from the vehicle replacement fund to prepare for the increase in personnel using these vehicles.

Council discussed the type of vehicle to purchase, and the costs associated with it.

- Updates to the Town of Seabrook Island Employee Handbook

Town Administrator Cronin recommended to Council it has been a couple of years since the employee handbook was updated, and that it was time to update these policies.

Council clarified if a labor attorney would review the changes to the handbook prior to adoption.

5. Executive Session

- Discussion of Personnel Matter (Municipal Judge)

Councilwoman Finke moved to go into Executive Session; Councilman Kortvelesy seconded. All voted in favor.

Council moved into Executive Session at 1:54PM.

Councilwoman Finke moved to adjourn Executive Session; Councilman Kortvelesy seconded.

Council adjourned Executive Session at 2:13PM.

Mayor Gregg moved that the Town authorize and make provision for payment of an amount that would be required as a result of the incorrect treatment of the Municipal Judge as a contract employee so that the Judge will have the benefit of all years of service to the Town, and that payment to be made from the contingency fund; Councilwoman Finke seconded. All voted in favor.

The payment to purchase the service credit for the Municipal Judge was approved.

6. Adjourn

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

The meeting adjourned at 2:15PM.

Date: March 9, 2022

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