

TOWN OF SEABROOK ISLAND

Town Council Meeting
December 19, 2023



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

MINUTES

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

Mayor Gregg called the December 19, 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 – November 28, 2023

Councilwoman Finke moved to approve the previous meeting minutes of November 28th; Councilman Kortvelesy seconded. All voted in favor.

The previous meeting minutes of November 28th were approved.

- Town Council Work Session Meeting Minutes – December 12, 2023 JF, DK all in favor

3. Presentations:

None.

4. Public Hearing Items:

- 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
- 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"
- 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

Mayor Gregg opened the public hearing at 2:32PM for Ordinances 2023-16, 2023-17 and 2023-18.

No 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.*

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 for December.

- Environment and Wildlife Committee

Councilwoman Finke thanked members of the Environment and Wildlife Committee and summarized the work for 2022-2023.

- Public Safety Committee

Councilman Kortvelesy summarized the Public Safety Committee meeting of December 19th.

- Public Works Committee

None.

• **Special Committees**

None.

• **Ad Hoc Committees**

Councilwoman Finke updated the council on the short-term rental ad hoc committee, and thanked everyone who assisted with the proposed short-term rental ordinance and nuisance ordinance.

• **Board of Zoning Appeals**

None.

- **Planning Commission**

None.

- **State Accommodations Tax Advisory Committee**

None.

- **Utility Commission**

Commissioner Smith-Jones noted the upcoming Seabrook Island Utility Commission will meet on December 20th.

Commissioner Ferland thanked Commissioner Smith-Jones for all her years of service to the Utility Commission.

Commissioner Ferland summarized the e financials and operations for the month of November and the year to date.

7. Reports Town Officers:

- **Mayor**

- Expression of Appreciation to Council and Staff

Mayor Gregg expressed appreciation to members of council and staff.

- Confirmation that updates of Seabrook Island Property Owners Association (SIPOA) Long Range Planning Committee (LRPC) December Meeting was provided at the December Work Session

Mayor Gregg noted the next LRPC meeting will be held on January 9th.

- Update, if any, for Charleston Regional Hazard Mitigation Plan

Mayor Gregg noted there was no update on the Charleston Regional Hazard Mitigation Plan.

- Informal meetings with SIPOA, Marina, Club

Mayor Gregg noted there were no informal discussions between SIPOA, the Club, and Marina due to scheduling conflicts.

- Update on winter storm event on December 17th

Mayor Gregg updated the council on the damage on the island caused by the winter storm event of December 17th.

- **Town Administrator**

- Vehicle Purchase Update

Town Administrator Cronin updated the council on the status of the vehicle purchase.

- Employee Recognition

Town Administrator Cronin recognized Lynda Stearns, License and Permit Specialist, for her 25 years of service to the Town of Seabrook Island and will be retiring on January 2nd.

Town Administrator Cronin noted Nichole Nettles

- Updates

Town Administrator Cronin volunteer applications & RFP town attorney

- **Assistant Town Administrator**

- Report of Financials for the Month of November 2023

Assistant Town Administrator Watkins noted the financial report for November will be done during the January Town Council meeting.

- Gateway Signage Update

Assistant Town Administrator Watkins updated the council on the status of the gateway signage.

Discussions were had with members of council.

- **Town Attorney**

None.

- **Zoning Administrator**

- Code Enforcement Summary

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

Discussions were had with members of council.

- **Communications & Events Manager**

Communications & Events Manager Ochoa updated members of council on having a potential public safety fair.

Town Administrator Cronin summarized the holiday event on December 7th and thanked Communications & Events Manager Ochoa for organizing the event.

8. Ordinances for Second Reading:

- 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

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

Ord. 2023-16 passed second reading and was adopted.

- 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"

Councilwoman Finke moved to approve Ord. 2023-17; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2023-17 passed second reading and was adopted.

- 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

Councilwoman Finke moved to approve Ord. 2023-18; Councilman Kortvelesy seconded. This motion was dropped.

Town Administrator Cronin summarized the second reading version of Ord. 2023-18 to reflect the extension of the gateway signage grant.

Councilwoman Finke moved to approve the second reading version of Ord. 2023-18; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2023-18 passed second reading with the second reading version and was adopted.

9. Ordinances for First Reading:

- Ordinance 2023-19: An ordinance amending the zoning map of the Town of Seabrook Island so as to change the zoning designation for Charleston County Tax Map Number 147-06-00-070, containing approximately 0.225 +/- acres located at 2723 Old Oak Walk, from the Moderate Lot Single-Family (R-SF2) District to the Conservation (CP) District.

Councilwoman Finke moved to approve Ord. 2023-19; Councilman Kortvelesy seconded. All voted in favor.

Ord. 2023-19 passed first reading.

10. Other Action Items

- Resolution 2023-33: A resolution authorizing the temporary discharge of firearms by the Seabrook Island Property Owners Association (SIPOA) within the Town of Seabrook Island for the purpose of thinning the deer herd

Councilwoman Finke moved to approve Resolution 2023-33; Councilman Kortvelesy seconded. All voted in favor.

Resolution 2023-33 was approved.

- Request to approve a first amendment to the on-call debris monitoring services contract between the Town of Seabrook Island and Tetra Tech, Inc.

Town Administrator Cronin summarized the update to the on-call debris monitoring services contract between the Town of Seabrook Island and Tetra Tech, Inc.

Discussions were had with members of council.

Councilwoman Finke moved to approve a first amendment to the on-call debris monitoring services contract between the Town of Seabrook Island and Tetra Tech, Inc.; Councilman Kortvelesy seconded. All voted in favor.

The first amendment to the on-call debris monitoring services contract between the Town of Seabrook Island and Tetra Tech, Inc. was approved.

- 2024 Meeting Calendar

Town Administrator Cronin summarized the proposed 2024 Meeting Calendar.

Councilwoman Finke moved to approve the 2024 Meeting Calendar; Councilman Kortvelesy seconded. All voted in favor.

The 2024 Meeting Calendar was approved.

- 2024 Holiday Calendar

Town Administrator Cronin summarized the proposed 2024 Holiday Calendar.

Discussions were had with members of council.

Councilwoman Finke moved to approve the 2024 Holiday Calendar; Councilman Kortvelesy seconded. All voted in favor.

The 2024 Holiday Calendar was approved.

11. Items for Information or Discussion:

None.

12. Citizen Comments:

None.

13. Executive Session

- **Discussion of Personnel Matters (S.C. Code Sec. 30-4-70(a)(1))**

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

Town Council entered executive session at 3:33PM.

Councilwoman Finke moved to come out of Executive Session; Councilman Kortvelesy seconded. All voted in favor.

Town Council came out of executive session at 3:55PM.

Councilwoman Finke moved to approve the approval of a year-end bonuses per the schedule provided in Executive Session; Councilman Kortvelesy seconded. All voted in favor.

The year-end bonuses were approved.

14. Council Comments

Councilwoman Finke thanked Mayor Gregg for all his years of service to the Town of Seabrook Island.

Councilman Kortvelesy thanked Mayor Gregg and Councilwoman Finke for all their years of service to the Town of Seabrook Island.

Mayor Gregg thanked Councilwoman Finke for all her years of service to the Town of Seabrook Island.

15. Adjournment

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

The meeting adjourned at 4:00PM.

Date: December 19, 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>