



**Minutes for the Awendaw Town Council Monthly Meeting
The 3rd of 12 meetings for the year 2026
March 5, 2026**

1. Call to Order: *Mayor Crolley opened the meeting at 7:30 PM.*

2. Roll Call:

*Present: Mayor Crolley, Brown, Helms, Gasper, Porcher, Prause, Timmons
Staff Present: Town Administrator Watkins, Town Clerk Steed, Town Planner O'Hara,
Water Consultant Bycroft, Town Attorney McQuillen*

3. Invocation: *Mayor Crolley invited Pastor Lewis Porcher to provide the invocation.*

4. Pledge of Allegiance: *Mayor Crolley asked everyone to recite the Pledge of Allegiance.*

5. Civility Pledge: *Mayor Crolley asked Councilman Brown to read the Civility Pledge.*

6. Approval of the March Agenda:

*Councilman Porcher moved to approve the March Agenda; Councilman Brown seconded.
Councilman Prause requested a discussion prior to the vote.*

*The council discussed when members of the council received the agenda documents.
Councilman Prause requested the following be reflected in the minutes (Time Stamp 4:34-5:21):*

"I struggle with this thing. We got an agenda, and then I think there was another agenda, and not all of the stuff that was on the agenda came with the agenda, and we got other stuff that trickled in, and when I spoke with you earlier, you've been out in New York conducting your business, you didn't even know we had seen the supplement areas. I find that extremely problematic. We can't keep doing that, and I want the record to reflect that. It has to. And we have to see changes in that regard. Because we can't run this town in that fashion. It is not working. Thank you for allowing me to have that discussion. It needs change and it needs to be reflected in the record. If we don't see change then we're going to have to do something about it."

Using the original motion, a vote was taken as follows:

*Ayes: Brown, Helms, Gasper, Porcher, Timmons, Mayor Crolley
Nays: Prause*

The March agenda was approved.

7. Approval of the Previous Meeting Minutes:

- a. **December 2024 – will add the list of the outstanding meeting minutes**
- b. **February 5, 2026 – Regular Meeting**
- c. **February 18, 2026 – Special Called Meeting**
- d. **February 26, 2026 – Special Called Meeting & Council Retreat**

8. Approval of Previous Financial Statements:

- a. **December 2025**
- b. **January 2026**

Councilwoman Helms made a motion to defer items 7 and 8 for the reasons previously indicated, as there was not enough time to review; Councilman Prause seconded.

The council discussed the motion and the timeliness of receiving the items and clarified the ordinance language regarding the meeting minutes.

Using the original motion, the council voted to defer items 7 and 8; all voted in favor. Items 7 and 8 were deferred.

9. Charleston County

a. Charleston County Sheriff's Office:

Lt. Sarah Hayes informed the council about activities in the Town of Awendaw since the last Town Council meeting during Lt. Dustin Turner's absence.

b. Awendaw McClellanville Fire Department:

Chief Shaun Gadsden provided an annual review of services provided in 2025.

The council discussed the response time, and how the town can assist the department.

10. Public Comments:

a. Edrina Hamilton 6343 Maxville Road

Ms. Hamilton commented on the submitted Community Block Development Grant (CDBG) application submitted for her mother's home, and the communications she had with the town.

b. Stuart White 6238 Maxville Road

Mr. White commented on the morale of town staff and interactions between staff and the council. Mr. White added that guidelines should be established to better serve employees and the community.

11. Report from Town Departments, Boards & Commissions

a. Municipal Park Foundation Board

- i. **Request for approval of the proposed Park Master Plan**

Councilwoman Helms made a motion of approve the proposed Park Master Plan; Councilman Timmons seconded it; all voted in favor.

The Park Master Plan was approved.

ii. Request for approval of Fast Signs Quote for the Park

Councilwoman Helms made a motion of approve the quote from Fast Signs for signage at the park; Councilman Timmons seconded it.

The council discussed the warranties and design of the proposed signage.

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

The Fast Signs quote was approved.

iii. Request to host Ribbon Cutting event on April 18th

Councilwoman Helms made a motion to approve the proposed Ribbon Cutting event on April 18; Councilwoman Gasper seconded the motion.

The council discussed the proposed date and the invitee list.

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

b. Housing

i. Update on Charleston County Monitoring of PY 2022 Community Block Development Grants (CDBG)

Town Administrator Watkins updated the council on Charleston County's monitoring of PY 2022 CDBG funds from the previous town council meeting.

The council discussed when members of the council would receive the report.

Town Clerk Steeds stated to the council the history behind Ms. Hamilton's public comments.

c. Planning

i. Update on Planning Commission's Recommendations for Ordinances 2026-04 through 2026-07.

Town Planner O'Hara updated the council on the absence of a Board of Zoning Appeals meeting this month and summarized the Planning Commission meetings held. Town Planner O'Hara noted that a Septic Seminar was held at Town Hall and summarized the seminar for the council.

Town Planner O'Hara summarized the proposed ordinances that have received Planning Commission recommendations and are scheduled for public hearing.

The council discussed what each ordinance number references.

d. Water

i. Recommended Five-Year Outlook for the Water System with an update from the Town Water Consultant

Town Administrator Watkins presented the recommended five-year outlook for the water system, compiled by the town's water consultant, and recommended further discussion at a later meeting.

12. Town Administrator Report

a. Unfinished Business

i. Status of the HVAC Project and Closure of Town Hall for approximately two weeks starting March 9th, 2026

Town Administrator Watkins updated the council on the HVAC project and was notified by the electrical contractor that Town Hall will need to be closed for approximately two weeks to complete that portion of the project.

The council discussed the operational shutdown of the town hall for the time needed.

Councilwoman Helms made a motion to authorize Mayor Crolley to contact the contractor to delay the closure; Councilman Prause seconded. All was in favor.

The council discussed various community partners to organize a remote town hall during the proposed shutdown, along with a proposed plan.

ii. Status update on FY 2024 Audit

Town Administrator Watkins updated the council on the status of the FY 2024 Audit.

The council discussed the delays of the audit.

b. New Business

i. Proposed ordinance to repeal and replace Chapter 34: Finance and Revenue.

Town Administrator Watkins presented the proposed ordinance to repeal and replace Chapter 34 and summarized the proposed changes. Town Administrator Watkins recommended that the proposed ordinance be reviewed by the Ways and Means Committee.

The council discussed scheduling a Ways and Means Committee meeting.

ii. Consideration of improvements to the Town Hall Parking Lot and requests for quotes.

Town Administrator Watkins proposed that the council authorize the administrator to obtain quotes to improve the town hall parking lot.

The council discussed the proposed scope of work and types of quotes received.

Councilwoman Helms made a motion to authorize the Town Administrator to obtain quotes for improvements to the Town Hall Parking Lot, including the scope and specifications of the project; Councilwoman Gasper seconded the motion.

The council discussed the proposed scope of work further.

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

iii. Approval for Demolition of the Ramp leading into Town Hall, as it needs to be Code Compliant with the electrical upgrades.

Town Administrator Watkins noted that the current ramp at Town Hall is not code-compliant and must be removed. A quote has been received to facilitate this work. The council discussed the proposed scope, whether the contractor had the proper licenses to perform the work, complications with ADA compliance, and the timing of the demolition.

Councilwoman Helms made a motion to approve the proposed quote provided by the Town Administrator, confirm that the contractor has the necessary licenses and is insured, and have the work completed in tandem with the town hall being closed; Councilman Prause seconded. All voted in favor.

13. Council Report

a. Councilman Prause – Schedule Administrative Committee Meetings:

Councilman Prause would like to schedule Administrative Committee Meetings to draft and discuss policies for Planning, Housing, and Water. Councilman Prause added to create another committee to assist with the facilitation of the proposed zoning code rewrite for additional recommendations for community involvement.

The council discussed when and where to hold these committee meetings, as well as the structure of the proposed council committee.

Councilwoman Helms made a motion to hold the Administrative Committee Meeting on Monday, March 30, at 9:00 am and to move the Budget Retreat to 9:30 AM; Councilman Porcher seconded the motion. All voted in favor.

14. Mayor's Report

Mayor Crolley discussed a potential cultural overlay district in the town to preserve the natural characteristics of the town.

Mayor Crolley noted there will be a volunteer clean-up at 9:00 AM on Saturday, March 7.

15. Ordinances

a. First Reading

- i. Ordinance 2026-09: An ordinance of the Town of Awendaw, South Carolina, to amend title XV: Land Usage, chapter 153: Zoning Code, Planned Development Division of the Code of the Town of Awendaw, South Carolina, by amending Section 153.045 through 153.050 thereto, providing revised design and zoning requirements for Planned Developments.**

Councilman Prause made a motion to deny this ordinance for first reading as proposed and to instruct the town attorney and the town planner to draft an ordinance repealing the Planned Development District and the zoning code and any references to it; Councilwoman Helms seconded the motion.

The council discussed with the Planning Manager and the Town Attorney the legality of not having a Planned Development Zoning District and its relationship with the Comprehensive Plan.

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

- ii. Ordinance 2026-10: An Ordinance of the Town Of Awendaw, South Carolina, to amend Title XV: Land Usage, Chapter 153: Zoning Code, General Provisions of the Code of the Town of Awendaw, South Carolina, by Amending Section 153.009 Definitions, adopting a new Section 153.051 Vested Rights, along with new Sections 152.052 through 153.060 thereto, providing for Vested Rights Ordinance and Procedure.**

Planning Manager O'Hara summarized Ordinance 2026-10 for the council and the new recommended vested period for the town.

Councilwoman Helms made a motion to approve Ordinance 2026-10; Councilman Brown seconded.

The council discussed the procedure for ordinances for first reading and the legality of the proposed shortened vested period.

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

16. Miscellaneous Items

- a. Resolution 2026-01: A Resolution adopting the Goals and Priorities of the Town of Awendaw Town Council as a Strategic Plan for Fiscal Year 2026-2027.**

Town Administrator Watkins summarized Resolution 2026-01 for the council.

Councilman Prause made a motion to defer Resolution 2026-01; Councilwoman Gasper seconded.

The council discussed the formatting of the resolution, the timing of receipt of the supporting documentation, and its relationship to the upcoming budget retreat.

Councilwoman Helms made a motion to amend the previous motion to defer Resolution 2026-01 to the Administrative Committee Meeting on March 30 at 9 AM; Councilman Prause seconded the motion. A vote was taken on the amendment, and all voted in favor.

A vote was taken on the amended motion, all voted in favor.

b. Approval of Berkeley Electric Cooperative CoBank Community Matching Grant for the Town Hall Park.

Councilwoman Helms made a motion of approve the Berkeley Electric Cooperative CoBank Community Matching Grant for Town Hall Park; it was seconded by Councilman Brown.

Discussions were held with members of the council members and the Town Administrator to clarify the use of the grant, how the funds are obtained, and other examples of this type of grant.

Using the original motion, a vote was taken as follows:

*Ayes: Brown, Helms, Gasper, Porcher, Timmons, Mayor Crolley
Nays: Prause*

The council approved the acceptance of the CoBank Community Marching Grant for the Town Hall Park.

c. Consideration of TST Intersection Improvement Projects through Charleston County. (Transportation Sales Tax).

Town Administrator Watkins updated the council on the proposed TST project in the Town of Awendaw and on discussions with Charleston County Public Works regarding it.

The council discussed other proposed projects, potential projects to consider, and scheduling a meeting with Charleston County Public Works to further discuss how TST funds can be used.

Councilwoman Gasper made a motion to schedule a meeting with Eric Adams, Director of Charleston County Public Works, to further discuss the use of TST funds; Councilwoman Helms seconded the motion. Councilwoman Gasper withdrew the motion.

Councilman Porcher made a motion of consider the TST Improvement Projects through Charleston County; it was seconded by Councilwoman Helms. All voted in favor.

d. Consideration of potential paving projects through Charleston County's annual paving allocations.

Councilman Porcher made a motion of consider the paving Improvement Projects through Charleston County; it was seconded by Councilwoman Helms. All voted in favor.

17. Executive Session for the stated purpose of personnel matters (S.C. Code Section 30-4-70(a1)) concerning Town Administrator's contract ad goals and SC Code Section 30-4-70(a)(2) to receive legal advice protected by the attorney-client privilege concerning pending investigation, update on litigation, proposed annexation on Broomstraw Hill, and cell tower in the Town Park. Upon returning to open session, the Council may take action on matters discussed in Executive Session.

Councilwoman Helms made a motion to go into Executive Session at 11:00 PM – for the stated purpose of personnel matters (S.C. Code Section 30-4-70(a1)) concerning Town Administrator's contract ad goals and SC Code Section 30-4-70(a)(2) to receive legal advice protected by the attorney-client privilege concerning pending investigation, update on litigation, proposed annexation on Broomstraw Hill, and cell tower in the Town Park. Councilman Porcher seconded it, and all were in favor.

Councilwoman Helms made a motion to come out of the Executive Session at 11:14 PM, which was seconded by Councilman Grace. No votes or action taken in executive session. All voted in favor.

18. Adjournment: *Councilman Porcher made a motion for adjournment, and Councilwoman Helms seconded it. The Meeting was adjourned at 11:14 P.M.*