



**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA  
ADMINISTRATION COMMITTEE OF COUNCIL**

Wednesday, January 7, 2026

Committee met at 10:00 a.m., Wednesday, January 7, 2026 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:  
Committee members: Laura Schroeder (Chair), Jody Latham, and Justin Novak  
Staff: Town Administrator Joe Henderson and Staff Members Jason Blanton and Pam Otto.

**A. Call to Order**

B. Chair Schroeder called the meeting to order, stating the press and public were duly notified pursuant to state law, and all Committee members were present.

Media: None present

Public: Six (6) present

**C. New Business (Discussion and action items)**

1. Discussion of Sexual Harassment Statement

Chair Schroeder would like to have Sexual Harassment policy posted on the website to have a good understanding of the policy. She would like the Committee to review it to see if any changes or updates should be made. Jody Latham praised Justin Novak for his work on finalizing the handbook during his time on the Administration Committee. Mr. Novak pointed out some of the sections regarding workplace conduct that could be reviewed and possibly summarized in one concise statement. There was discussion about the annual training and review of policies required for staff members.

**Public Comment:**

- Cheryl Clark, 2119 Pettigrew St – asked if the policies apply to Boards and Commissions and elected officials of the Town.

There was discussion of the legality of requiring elected and appointed positions to sign a policy, beyond the statutory requirements of the state. Town Administrator Joe Henderson stated the

Boards do require initial and annual training but is not sure that it includes a policy on harassment.

It was agreed that the Committee members would review the current Discrimination/Harassment policy and come to the next meeting with their suggested edits to strengthen the language, the people it covers and how to ensure that the policy is reviewed annually along with training.

## 2. Organizational Chart

Mr. Henderson stated a chart was organized for the FY2026 Capital Budget and covered how to find it in the Administrators Letter of Transmittal. He also reviewed the chart and took questions from the Committee. Chair Schroeder suggested adding clarity, a brief summary of job duties, and goals and objectives. The past year the Town restarted annual employee evaluations that cover past performance and future expectations.

## 3. Discussion of Improving Participation in Public Meetings

Mr. Novak discussed public comment, suggesting seeing what other nearby municipalities allow for public comment and also making sure a public comment is on every meeting agenda. He also suggested putting together a document explaining how the different meetings work and how citizens are able to give input. Ms. Latham supports a two-minute speaking time, as the Committee had suggested in the past, and stated there can be issues with FOIA requirements when back and forth dialogue is allowed on topics not listed on the meeting agenda. Chair Schroeder agreed all the options presented should be discussed further. Ms. Latham suggested making sure residents know all Town information is available on the website. Chair Schroeder would like better documentation/confirmation that correspondence to Town Council is being responded to by someone.

Mr. Henderson is to gather information on the speaking time allowed by surrounding municipalities at Council meetings, in order to properly inform the Committee and enable them to determine whether more time should be allowed for residents to speak at Council meetings.

### **Public Comment:**

- Kaye Smith, 1019 Middle St - discussed Cititbot, which was implemented while she was on the Administration Committee. Requested staff remind residents how to sign up for alerts.

Staff will look into why Cititbot alerts are not being received and how to engage more citizens.

- Kimberly Brown, 2118 Pettigrew St – said she sent a letter complaining about of Refuel changing the color of the fuel pumps and did not get a response.
- Melanie Burkhold, 1616 Atlantic Ave – feels public comment time should be increased to three minutes. She would like the Town attorney to check on the

legality of having town halls without violating FOIA laws. Also wants neighbors to be informed about potential projects being done in their area.

Mr. Novak suggested having public hearings about specific topics to comply with FOIA. Mr. Henderson stated doing charettes and open houses is a possibility about issues.

- Cheryl Clark, 2119 Pettigrew St – supports the ideas discussed, wants to be alerted about traffic issues, and doesn't want to the website to be the only area for information.

The Committee would like to further explore the possibility of holding question and answer sessions with the public. Chair Schroeder would also like to see more transparency around how correspondence is responded to and how questions are answered. She requested staff put together a report of public comment times of other municipalities to help decide if public comment time should be increased, as well as when and how other public comments are made.

Chair Schroeder requested staff look into how Citibot is currently being used and if it can be improved. She also requested they explore ways to respond to and publicize Council correspondence. The committee also requested town staff speak with the Town attorney to find options for having more town halls and/or public hearings, charettes, etc. Chair Schroeder would also like to speak with Police Chief Glenn Meadows about possibly alerting residents about minor traffic issues and other issues affecting roadways.

#### **D. Old Business (Staff update available)**

##### **1. Community Engagement and Belonging Statement**

The statement presented from the Town Youth Council was presented and approved by Council in 2023 and has been on the website since January 2024. Mr. Novak stated the Youth Council has resumed meetings and met with Mr. Henderson and Mr. Novak prior to the January Council Workshop.

#### **E. Pending Items (Discussion / Action not required)**

#### **F. Public Comment**

- G. **Adjourn.** There being no further public discussion or new business, the meeting adjourned at approximately 11:25 a.m.

**Motion was made by Justin Novak, seconded by Laura Schroeder, to adjourn the meeting at 11:25 a.m., passed unanimously.**

Respectfully Submitted,

  
Pamela Otto