



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

Thursday, February 3, 2022

Committee met at 8:30 a.m., Thursday, February 3, 2022, at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:

Committee members: Justin Novak (Chair) and Kaye Smith.

Staff: Zoning Administrator Joe Henderson, Comptroller Jason Blanton, and Committee staff member Pam Otto.

Public: Three (3) members.

1. **Call to Order.** Chair Novak 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: Three (3) members present

2. **Approval of Minutes from November 23, 2021 Administration meeting.**

**Motion:** Chair Novak made a motion to approve the draft minutes from October 5, 2021 meeting, seconded by Ms. Smith, this motion passed unanimously.

Chair Novak summarized key points from the November 23<sup>rd</sup> Administration meeting, including public comment, a communication app, and advertising meetings. He also gave a brief summary of FOIA regulations and how they affect what can and cannot be done during meetings.

3. **Public Comment**

- Wayne Guckenberger, 2105 Pettigrew Street.

Would like Council to look into models for best practices from all over the US, not just Charleston and South Carolina. Chair Novak mentioned they are looking in other areas, but it makes the most sense to look at SC municipalities as they are under the same FOIA and State laws as the Town.

- Kim Brown, 2108 Pettigrew Street.

Would like for the public commenters to follow and respect rules, as well as have a way to enforce them in the minutes. Chair Novak agreed and mentioned while Council does have a considerable number of opportunities for public comment, there is always room for growth and improvements.

- Cheryl Clark, 2119 Pettigrew Street.

Would like consistency with the comment/question policies in meetings, as well as meeting announcements. Chair Novak and Ms. Smith discussed the different options and ideas for when to have a question-and-answer session, if any, during meetings.

4. **Discussion of Improving Participation in Public Meetings**

There was discussion between Mr. Henderson and the Committee, as well as the public about different options for public comments during meetings. How emails and letters get into public record was also discussed. Chair Novak clarified that any letters entered into public record are distributed and read by Council, as well as available in the agenda packet that can be accessed by the public online. They are also mentioned during the Administrator's Report in the Town Council meeting.

5. **Discussion of Adopting Community Outreach and Communication Technology Including a Mobile Application to Enhance Citizen Engagement**

The Citibot App has been discussed multiple times in the past and is in the process of being implemented as a way for residents to engage with the Town, as well as for the Town to push out information as needed. This is a very cost-effective option and there was no need for competitive bidding. Chair Novak will ask for an update on its status during the next Council meeting, as well as its exact capabilities. He encouraged residents to also use email and call the Town with any specific questions.

6. **Discussion of Adopting Martin Luther King, Jr. Day as an Official Town Holiday**

Chair Novak expressed his support for recommending the Town adopt the day as an official holiday. Mr. Blanton clarified that the Town does not currently recognize this day, as well as a few other federal holidays. Chair Novak stated it would affect Town services for the days, but it is a day worth remembering, and would also have some practical implications for Town staff. He also expressed his appreciation for the hard work and willingness to assist from Town staff.

**Motion:** A motion was made to recommend to Council to adopt Martin Luther King, Jr Day as an official Town Holiday by Chair Novak, seconded by Kaye Smith, passed unanimously.

Committee member Scott Millimet was absent during the meeting, but he had expressed his support to Chair Novak.

7. **Adjourn.** There being no further public discussion or new business, the meeting adjourned at approximately 9:22 a.m.

**Motion:** A motion was made to adjourn by Ms. Smith; seconded by Mr. Novak, motion passed unanimously.

Respectfully Submitted,

Pamela Otto