



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

Wednesday, May 13, 2026

Committee met at 10:00 a.m., Wednesday, May 13, 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) and Justin Novak

Staff: Town Administrator Joe Henderson and Staff Members Jason Blanton, Scotty Sanders, and Pam Otto.

A. Call to Order

- B. Chair Schroeder called the meeting to order at 10:00 a.m., stating the press and public were duly notified pursuant to state law, and two (2) Committee members were present, Jody Latham was not able to attend.

Media: None present

Public: Two (2) present

C. New Business (Discussion and action items)

1. Sexual Harassment policy – Review of updates from legal counsel and consider approval of this revision at the Committee level and move to pass this along to Town Council for approval.

It was confirmed the Town attorney has approved of all edits to the policy.

Motion was made by Justin Novak, seconded by Laura Schroeder, to refer the Town of Sullivan's Island discrimination and harassment policy summary that's been presented from the Administration Committee to Council for their review and potential adoption, passed unanimously.

The minutes for this meeting will be approved at the Council meeting next week and then be posted publicly for discussion at the June Council Workshop.

2. Organization Review – Review of the Public Works & Stormwater Department.

Town Administrator Joe Henderson reviewed the reasons and steps that have been taken with the goal of adding a Stormwater division to the Maintenance Department with a slide show. Mr. Henderson stated they have a phased approach to the department eventually taking on the maintenance and repairs for the new stormwater infrastructure that is currently under construction. He cited the damage and flooding caused by Tropical Storm Joaquin in 2015 as the motivation for the Town to start taking a more pro-active approach to stormwater management. They began looking for grant funding, ways to work with the South Carolina Department of Transportation (SCDOT), and created a stormwater master plan. Recommendations for the development of a Town Stormwater Department can be found in the 2025 Stormwater Master Plan § 6.1. Though the stormwater infrastructure is under the jurisdiction of SCDOT, they do not do regular or sufficient maintenance. He provided photo examples of Joaquin's damage and then reviewed the daily tasks the stormwater department will be doing. There is currently a drainage and construction map available on the website with more information about the ongoing stormwater projects on the Island. He also reviewed the current daily tasks of public works employees and explained a bit more as to why the department has requested a backhoe in the past three years. He took questions from the Committee and the public.

Public Comment:

- Cheryl Clark, Town resident – is happy to see the stormwater projects progress and thanked Town employees for their hard work, both past and present.
3. Public Engagement Policy: Use of TOSI Talks for advertising of Town business and soliciting input on employing the “town hall” format to improve public engagement.

Chair Schroeder discussed her interest in hosting town-halls and would like for them to be listening sessions for Council. The sessions would need to meet all FOIA requirements and Mr. Henderson stated they have been in contact with Isle of Palms town staff, who hosted a town-hall recently. Desirée Fragoso, our municipal association representative, recommended having a citizen workshop session or workshop at an off-site location with citizens at multiple tables and Council members and Town staff circulating, rather than having Council at the dais in Town Hall and citizens speaking at the podium. Each table could put together a topic discussion list, which could go on public record as part of the minutes. Chair Schroeder suggested having few tables so one can listen to every conversation, but likes the idea of moving it away from the dais. Mr. Henderson and Chair Schroeder agreed if they are going to keep it at the dais in Town Hall, using a third-party moderator would be best practice. The Committee discussed it further, with Mr. Novak supporting a less formal approach but still needs to have topics published to satisfy FOIA. Mr. Henderson also suggested hosting a meeting similar to the charrette that was held when developing the Comprehensive Plan. Mr. Henderson and Chair Schroeder will discuss further and solidify a plan to bring forward.

Public Comment

- Cheryl Clark, Town resident – asked why the Committee meetings are not live-streamed and why she can't watch it on her phone.

Mr. Henderson stated staff will look into the possibility of live-streaming all meetings. Chair Schroeder mentioned some people ask why they can't access live stream or watch recorded meetings on their phone. Comptroller Jason Blanton mentioned that it may be an issue with the browser they are using and suggested trying a different platform when streaming, such as Google Chrome or Edge, rather than Safari.

- D. Old Business (Staff update available)
- E. Pending Items (Discussion / Action not required)

There was a discussion about reviewing the ordinances to correct some defects which arose in 2013 when Committee names were changed. Chair Schroeder and Administrator Henderson will review those defects and determine whether necessary ordinance changes would come back to the Administration Committee or straight to Council to amend.

- F. Public Comment
- G. Adjourn

Motion was made by Justin Novak, seconded by Laura Schroeder, to adjourn the meeting at 11:17 a.m., passed unanimously.

Respectfully Submitted,



Pamela Otto

Approved at the May 19, 2026 Regular Council meeting.