



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

Wednesday, July 22, 2026

Committee met at 10:00 a.m., Wednesday, July 22, 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: Charles Drayton, Jason Blanton, Rebecca Fanning, Glenn Meadows, 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 all Committee members were present.

Media: None present

Public: Two (2) present

C. New Business (Discussion and action items)

1. Review of the Police Department (Chief Glenn Meadows).

Police Chief Glenn Meadows presented the current state of the Police Department, giving information about operations, staff, training, etc. He discussed his hiring plan for the next few years and took questions from the Committee.

Public Comment:

- Karen Byko, resident – is appreciative of the Police Department and supports them getting more staff.

2. Review of Ordinance Corrections

Chair Schroeder reviewed a table of corrections, mostly having to do with updating language to match the current names of Council Committees. They would like final input from Town Administrator Joe Henderson before finalizing. There are also a few items that need to have legal review.

3. Improving community engagement – reimplementing town hall meetings. Discuss next steps

Chair Schroeder discussed why she feels open town hall discussions are needed and asked for suggestions on how to implement them and how they can be run efficiently. Justin Novak expressed support for them and stated there needs to be an agenda to adhere to FOIA rules. He suggested limiting the time allotted for questions and having a short presentation about specific topics.

Public Comment:

- Melanie Burkhold, resident – supports having town halls
- Karen Byko, resident – supports having town halls and agrees they should be structured. She also noted the need to figure out how to get more resident participation.

There was further discussion about how best to structure the discussion and keep the meeting respectful and productive. It was noted that having a plan and topic that is heavily advertised may be the best way. Jody Latham stated she would like to keep Town staff in mind when scheduling meetings.

4. Discussion of Administration Committee meeting dates and times

Chair Schroeder suggested moving Town Council Executive Session to 5:00, before the regular Council meetings, rather than having it at the end. She also suggested reviewing past meetings to find ways to make them shorter. Jody Latham stated she would not be able to be there at 5:00 due to her job and feels there are likely many others in the same position. She agrees with looking at ways to streamline them as many meetings have recently gotten much longer than in the past. Justin Novak would like to look at the structure of the meeting to see if there are ways it can be more efficient and feels this would give the public more opportunities for engagement. Starting at 5:30 and doing it as a Special Meeting was also suggested. They would like the Town attorney to take a look and give options.

Public Comment:

- Karen Byko, resident – agreed that the meetings should have structure and maybe a set time limit, suggested looking at how the County Council runs their meetings as a good example.

Chair Schroeder suggested setting a monthly date and time for meetings and the rest of the Committee agreed. They landed on every second Wednesday at 9:15 a.m., which will be the morning after the regular Council meeting. Staff will review and confirm.

D. Pending Items (Discussion / Action not required)

E. Public Comment

F. Adjourn

Motion was made by Justin Novak, seconded by Laura Schroeder, to adjourn the meeting at 11:28 a.m., passed unanimously.

Respectfully Submitted,

A handwritten signature in black ink that reads "Pamela A. Otto". The signature is written in a cursive, flowing style.

Pamela Otto

Approved at the August 12, 2026 Administration Committee meeting