



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

Tuesday, October 5, 2021

A meeting of the Administration Committee of Council was held at 8:30am, Tuesday, October 5, 2021 at Town Hall, 2056 Middle Street. All requirements of the Freedom of Information Act having been satisfied.

Present were Committee members: Council members Justin Novak (Chair) and Kaye Smith; Council member Scott Millimet was not present.

Staff: Administrator Benke, Deputy Administrator/Comptroller Blanton and Committee secretary Pamela Otto.

- I. Call to Order.** Chair Novak called the meeting to order, stated the press and public were duly notified pursuant to state law and all Committee members were present. There were no members of the public or media present.
- II. Personnel Handbook – Status of Consideration of Proposed Draft.** Committee is receiving input from Council. Once that is completed the draft will then be forwarded to Linda Edwards of Gignilliat, Savitz and Bettis, LLP, the Town's employment attorney for input. There is no further action at this time.
- III. Codification of Town Ordinances – Status of Consideration of Proposed Draft.** The Town has retained American Legal to organize the current ordinances, checking for obsolete or conflicting ordinances also. Town attorney Larry Dodds is checking some edits at this time, then the completed project will be presented to the Committee to pass on to Council. There is no further action at this time.
- IV. Discussion of Improving Participation in Public Meetings – Status of Technology Recommendations.** The main consideration for BIS, the current vendor used by the Town, is a platform that allows live streaming of Council meetings as well as in person participation from home, in a Zoom format. Mary Poole, Town Administration Specialist, was called in to update the Committee. She said that BIS is working on the technology that Council wants, as well as improving the sound quality. Chair Novak asked about Council participation in the same medium. Benke mentioned that the Town ordinance would need to be changed to allow for remote voting. Poole stated that the technology is available, the challenge now is to make it work with the

system we have. Ms. Smith asked if it would be cost prohibitive to use another vendor. Benke said it could be as it would be starting over with a whole new system. Chair Novak felt it would be best to wait and see what BIS could offer before considering other options. There is no further action at this time.

**V. Discussion of Adopting Community Outreach and Communication Technology – including mobile application to enhance citizen engagement.** Benke said that Bratton Riley was ready to attend the last Council meeting to give a presentation about his company, Citibot. However, there was no time at the last Council meeting. Mr. Riley is ready to give a remote presentation at the October Council meeting, Benke will make sure that he is still prepared to do so. There is no further action at this time.

**VI. Adjourn.** There being no new business and no public comment the meeting adjourned at approximately 8:51am.

**Motion:** Ms. Smith made a motion to adjourn; seconded by Chair Novak, this motion passed unanimously.

Respectfully submitted,



Pamela Otto