



**Town of Sullivan's Island, South Carolina**  
**Town Council Meeting Minutes**  
**Tuesday, March 18, 2025, 6:00 p.m.**

The regular meeting of the Town Council was held on the above date at approximately 6:00 p.m., all requirements of the Freedom of Information Act have been satisfied.

Present were: Patrick O'Neil, Mayor  
Justin Novak, Mayor Pro-Tem  
Ned Higgins, Councilmember  
Carl Hubbard, Councilmember  
Jody Latham, Councilmember  
Scott Millimet, Councilmember  
Gary Visser, Councilmember

Staff members present were Jason Blanton, Charles Drayton, Rebecca Fanning, Greg Gress, Amanda Hawver, Town Administrator Joe Henderson, Police Chief Glenn Meadows, Anthony Stith, Anthony Stith, Jr., Bridget Welch, and Max Wurthmann.

Mayor O'Neil called the meeting to order at 6:00 p.m. and stated the press and public had been notified in accordance with State Law. There were twenty (20) members of the public present and no (0) members of the media present. Mayor Pro-Tem Novak led the Pledge of Allegiance followed by a moment of silence for prayer or reflection.

**Motion was made by Councilmember Hubbard, seconded by Councilmember Visser, to move agenda item IV B under action items up to the beginning of the agenda, passed unanimously.**

**I. Presentation:** Stormwater Master Plan: Seamon Whiteside & Associates (Aaron Akin & Ryne Phillips)

Mr. Akin presented the updates for the Stormwater Master Plan that included six additional items. He spoke briefly about each item which included adding additional drainage to the northwestern side of Osceola Avenue, including the five and ten year escalated cost estimates for the project, including a project priority and ranking analysis to prioritize projects, identifying short-term solutions for the top three ranked projects, high level recommendations for what would be inclusive and what equipment would be needed to start a stormwater department for the Town, and updated the reference for the final Resilience Plan, specifically the language in section seven. All of these updates and the slides presented at the meeting are available for public viewing on the Town website.

Mr. Akin and Mr. Phillips then took questions from Council and the public about some specific points in the plan.

## II. Format: Public Comments

- Ralph Byers, 3025 Middle Street – requested that contractors working on Town projects speak with residents about being able to have access to their property during the project.
- Barbara Spell, 1702 Atlantic Ave – asked for clarification about the timeline for applying for and receiving grants, and then starting projects funded by grants.

## III. Public Hearing: Consideration of the 5-year update to the Town of Sullivan’s Island Comprehensive Plan

Charles Drayton provided a quick review of all updates made to the five-year Comprehensive Plan, including language about ageing in place and goals and objectives for the Nature Trail Project Phases two and three. All of these updates as well as the plan in its entirety are available on the Town’s website. There were no public comments or questions from Council.

## IV. Council Action Items:

### A. Approval of Minutes:

- Approval of the February 18, 2025 Regular Council Meeting Minutes

**Motion was made by Councilmember Visser, seconded by Mayor Pro-Tem Novak to approve the February 18, 2025 Regular Council Meeting Minutes, passed 6-0 with Mayor O’Neil abstaining.**

### B. Resolution: Ms. Glenn Jeffries’ Retirement as Corporate Communications Leader from the US Army Corps of Engineers

Mayor O’Neil read the resolution for Ms. Jeffries aloud and she received a standing ovation.

**Motion was made by Councilmember Hubbard, seconded by Councilmember Higgins, to approve the Resolution honoring Glenn Jeffries, passed unanimously.**

### C. Sullivan’s Island Stormwater Master Plan: Consideration of final approval of Master Plan by Seamon Whiteside & Associates

Councilmember Latham asked for clarification about grant funding that was applied for relating to the Stormwater Master Plan. Mayor Pro-Tem Novak thanked Seamon & Whiteside for their assistance in finding funding for this plan on behalf of the Town.

**Motion was made by Mayor Pro-Tem Novak, seconded by Councilmember Latham, to give final approval to the Sullivan’s Island Stormwater Master Plan, passed unanimously.**

### D. Third Reading and Ratification, Ordinance 2024-09, An Ordinance to Adopt the Town of Sullivan’s Island Comprehensive Plan



**Motion was made by Councilmember Visser, seconded by Councilmember Millimet, to approve and ratify third reading, Ordinance 2024-09, An Ordinance to Adopt the Town of Sullivan’s Island Comprehensive Plan, passed unanimously.**

E. Cove Street Bridge Rehabilitation Project: Consideration of contract change order

Mr. Henderson explained this change order would add an additional tier of wall with backfill at the shoreline to protect against erosion. This project should be finished by the first week of April.

**Motion was made by Councilmember Millimet, seconded by Councilmember Latham, to approve the change order, passed unanimously.**

F. Stith Park Master Plan Stormwater Drainage Improvements, authorization for Thomas & Hutton to move forward with design and construction oversight

Thomas & Hutton was requested to investigate whether drainage improvements could be made in Stith Park without modifying any of the existing structures or layout. They confirmed it can be done, and this will allow staff more time to decide and plan other phases and projects for the Master Plan. Mr. Henderson reviewed the plan they proposed and stated they can also include converting the existing volleyball courts into a parking lot that would add ADA parking and possibly golf-cart parking the Park. Including a parking lot would also provide a laydown area for construction materials and vehicles. Mr. Henderson answered questions about the plan presented. These drainage improvements will not hinder any future changes the Town could potentially make to the park.

**Motion was made by Councilmember Higgins, seconded by Mayor Pro-Tem Novak, to engage with Thomas & Hutton to do the engineering and oversight of this project and also to seek bids so they can be presented to Council, and they can vote on them, passed unanimously.**

G. Proclamation: Sudden Unexplained Death in Childhood (SUDC)

Mayor O’Neil gave background on the Proclamation’s purpose of bringing awareness to SUDC, which can affect children ages 1-18.

**Motion was made by Councilmember Millimet, seconded by Mayor Pro-Tem Novak, to move forward with declaring March as the month for Sudden Unexplained Death in Childhood (SUDC) awareness month on Sullivan’s Island, passed unanimously.**

H. Proclamation: 2025 Arbor Day

Mayor O’Neil stated this year’s Arbor Day will be held Friday, April 25. The Town has been observing Arbor Day for the past 10 years and it is a requirement to be a Tree City USA city. Mr. Drayton stated the celebration will be held in Stith Park, with participation from Sullivan’s Island Elementary School. It will also include a talk from an Arborist, snacks, tree giveaways, and music from a local band.

**Motion was made by Councilmember Latham, seconded by Councilmember Millimet, to affirm the Proclamation declaring Friday, April 25<sup>th</sup> as the Arbor Day on Sullivan’s Island, passed unanimously.**

I. Approval of the Police Department Mutual Aid Agreement

- National Park Service
- Charleston County Aviation

Chief Meadows explained this agreement allows the Town to both receive and give assistance to the two organizations. The agreement needs a motion of approval from participating department's municipality.

**Motion was made by Councilmember Visser, seconded by Councilmember Latham, to approve the agreement with the National Park Service for the Town of Sullivan's Island, passed unanimously.**

**Motion was made by Councilmember Visser, seconded by Councilmember Millimet, to approve the agreement with the Charleston County Aviation for the Town of Sullivan's Island, passed unanimously.**

**V. Reports and Communication:**

A. Mayor's Report: The Edgar Allen Poe Library will have an open house and ribbon cutting on March 25 after extensive renovations.

- a. Thank you to first responders for fire response and help with a house fire in February.

B. March Council Correspondence:

- Manda Poletti, 1234 I'On – concerned with unleashed dogs on the Nature Trail, as well as an illegal fire that was discovered.
- Rotary Club Beach Sweep was completed on March 1, 2025 and collected 60 pounds of trash.

C. Administrator's Report

- a. The Historic Design Guidelines will be advertised and presented at the April 15, 2025 regular Council meeting, with an open house prior. The guidelines are available online for public review on the Town's website.
- b. A report on the Dune Restoration project will be presented at the next Regular Town Council meeting.
- c. Update on the Nature Trail – the trail is complete. Council will be polled to decide on an opening date.
- d. The SCIIP grant has received its final permits from the SC DOT and we have moved to finalize contract documents and the project will be put out to bid. A meeting will be held to decide on the contractor.
- e. Personnel anniversaries:
  1. Matt Jensen, 1 year – Administration – Fleet Maintenance
  2. Chuck Hill, 2 years – Police – Beach Service Officer
  3. Collin Livingston, 2 years – Police – Beach Service Officer
  4. Matt Williamson, 5 years – Water & Sewer
  5. Drew Levay, 23 years – Fire



- f. Special Events:
  - 1. A Special Event permit has been applied for by the Island Club
  - 2. A sorority from the College of Charleston is holding an event on the beach on March 23, 2025 from 5-7:30 p.m. at Station 21.
- D. Attorney's Report: Town Attorney Anthony Stith, Jr. - nothing to report
- E. Boards and Commissions Report:
  - a. Planning Commission – There will be a presentation from the consultants working on the Resilience and Sea Level Rising Plan on April 9, 2025 at 4:00 p.m.
  - b. Board of Zoning Appeals – Nothing to Report
  - c. Design Review Board – Nothing to Report
  - d. Tree Commission –Arbor Day is April 25, 2025

Mr. Drayton shared the work that came out of the Town's Historic Survey, which includes an interactive map on the Town's website, as well as more information and resources about individual properties as well as the historic districts.

He also discussed the possibility of having an interactive art installation done by Kelsey Montague as part of the SC250 celebrations at Battery Thompson. It would cost the Town \$15,000 and can possibly be funded by SC250 grants that need to be applied for. Jason Blanton will also look into the possibility of it being funded by money from the hospitality tax funds. It can be decided on at the April 15, 2025 Council meeting.

## **VI. Committee Reports – Discussion Items:**

- A. Finance Committee – Chair Millimet reviewed the last meeting where they had an in-depth look at the Capital Budget. The Operating Budget will be presented at Council Workshop on April 7, 2025. The Water & Sewer Operating Budgets will be presented for First Reading at the April 15, 2025 Regular Council Meeting. Jason Blanton reviewed the monthly financial report, including updates on property taxes as well as some large-scale Town projects. He then took questions from Council.
- B. Public Facilities Committee – Nothing to Report
- C. Land Use & Natural Resources Committee – The next LUNR meeting will be on March 26, 2025. Chair Visser also spoke about his involvement with the Community Development Advisory Board for the county, which involves the nine communities in the county and the grant projects they have and can potentially participate in.
- D. Administration Committee – Chair Latham encouraged citizens to sign up for the newsletter.
- E. Water & Sewer Committee – Chair Novak stated there are no project updates. The next Water & Sewer Committee meeting is to be determined.
- F. Public Safety Committee – Chief Meadows stated two coyotes have been captured in the last month and there have been no incident calls. He also thanked the Fire and Maintenance Departments and the County Sheriffs for a successful and safe St. Patrick's Day celebration. Council also commended the departments on their involvement with keeping everything running smoothly. The next Public Safety meeting will be on Thursday, March 27, 2025 at 3:00 p.m.
- G. Recreation Committee – The next Recreation meeting date is to be determined.

## VII. Executive Session

**Motion was made by Councilmember Millimet, seconded by Councilmember Visser, to go into Executive Session at 7:16 p.m., passed unanimously.**

1. **Legal** – Attorney Anthony A. Stith, Jr., Marshall Boulevard Extension

**VIII.** Upon Returning to Open Session, Council may take action on items discussed during Executive Session.

**Motion was made by Councilmember Latham, seconded by Mayor Pro-Tem Novak, to come out of Executive Session at 8:03 p.m., passed unanimously.**

## IX. Adjournment

**Motion was made by Councilmember Latham, seconded by Mayor Pro-Tem Novak, to adjourn the meeting at 8:04 p.m., passed unanimously.**

Respectfully submitted,



Bridget Welch