



**SURFSIDE BEACH TOWN COUNCIL  
REGULAR MEETING MINUTES  
NOVEMBER 25, 2014 ♦ 6:30 P.M.  
TOWN COUNCIL CHAMBERS**

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7 **1. CALL TO ORDER.**

8  
9 Mayor Samples called the regular meeting to order at 6:30 p.m. Mayor Samples, Mayor Pro Tempore  
10 Pellegrino, and Councilmembers Childs, Johnson, Mabry, Magliette, and Stevens were in attendance. A quorum  
11 was present. Others present: Administrator Fellner; Town Clerk Herrmann; Finance Director King; Public Works  
12 Director Adair, and Recreation Supervisor Ellis.

13  
14 **2. INVOCATION AND PLEDGE OF ALLEGIANCE.**

15  
16 A. Invocation: Pastor David Pohto of First Baptist Church Surfside gave the invocation.

17  
18 B. Pledge of Allegiance: Mayor Samples lead the Pledge.

19  
20 **3. AGENDA APPROVAL**

21  
22 Mr. Stevens moved to adopt the agenda as presented. Mr. Childs seconded. All voted in favor. **MOTION**  
23 **CARRIED.**

24  
25 **4. MINUTES APPROVAL - Regular Meeting November 10, 2014.**

26  
27 Mr. Stevens moved to adopt the November 10, 2014 regular meeting minutes as presented. Mr. Childs  
28 seconded. All voted in favor. **MOTION CARRIED**

29  
30 **5. PUBLIC COMMENTS – Agenda Items Only.** (3-minutes per speaker)

31  
32 There were no public comments on agenda items.

33  
34 **6. COMMUNICATIONS**

35  
36 **A. Department Reports.**

37  
38 **i. Finance.** Director King presented the departmental report, a copy of which is attached to these minutes  
39 and made a part hereof by reference.

40  
41 Mr. Magliette asked what overhead expenses were paid to Lanier during the winter months. Ms. King  
42 explained that Lanier continues to collect ticket revenue and answers questions about town parking; generally  
43 revenue is around \$500 to \$600 in the winter months. Mr. Magliette asked how successful Lanier was at collecting  
44 outstanding tickets and how much was collected during the off season. Ms. King said Lanier collections just about  
45 every outstanding ticket, but she did not have an amount.

46  
47 Mayor Samples asked for a status report on the proposed ordinance to establish funds. Ms. King said  
48 David Phillips, auditor with Greene, Finney, and Horton, suggested changing the paragraph order to be in line with  
49 information reported in the financial statements. He suggested that the town keep the emergency fund, but should  
50 remove the stabilization fund portion. GASB (Government Accounting Standards Board) allows for one of those  
51 funds, but not both. The ordinance is being prepared and will be presented in January as reported at the recent  
52 visioning workshop. Mayor Samples asked if a draft would be provided to councilmembers in early January. Ms.  
53 King believed that time frame could be met, and asked if council still wanted a workshop on the ordinance. Mayor  
54 Samples wanted councilmembers to have the document to review prior to the workshop. Ms. King said the draft  
55 would be presented along with correlating numbers in the current Comprehensive Annual Report relative to the  
56 ordinance.

57  
58       **ii. Public Works.** Director Adair presented the departmental report, a copy of which is attached to these  
59 minutes and made a part hereof by reference. Mr. Adair said in addition to the written report, he wanted to advise  
60 Town Council that the intersection at Pine and Poplar Drives by the police station is now a 4-way stop intersection.

61  
62       Mr. Magliette asked for a status report on the PARD (South Carolina Parks and Recreation Department)  
63 grant for the two exercise stations for the passive park. Mr. Adair said the stations were being manufactured; they  
64 were ordered about a month ago, so it may be about another month before delivery. They will be installed upon  
65 arrival. Mr. Magliette asked for a status on the recently funded weir study. Mr. Adair said the water level at  
66 Dogwood Lake needs to be lowered. The level was raised in 2007 based on weir work done on 7<sup>th</sup> Avenue North.  
67 The engineer identified the elevations of all the culverts in the system between Dogwood and Myrtle when the  
68 surveys were done. The end result is the lake should be permanently lowered 10-inches to 1-foot. The electronic  
69 system that was being considered will not work because the lake is too shallow. An old-fashioned board system that  
70 is manually manipulated is being designed that will be used to control the level. He hopes to find a suitable  
71 contractor that could complete the project within a month or so. Mr. Magliette asked if once that project was  
72 complete, if the weir levels would remain at the engineer's recommendation. Mr. Adair said that was correct; staff  
73 would still be able to reduce the level more in the event of an oncoming storm.

74  
75       Mayor Samples asked if there would be post-installation evaluation. Mr. Adair said absolutely; the systems  
76 must all work together to avoid stagnant water and to ensure proper flow to the ocean.

77  
78       **iii. Special Events and Recreation.** Supervisor Ellis presented the departmental report, a copy of which  
79 is attached to these minutes and made a part hereof by reference. Ms. Ellis said that Blake Lanford with the  
80 Waccamaw Market Cooperative would be at the January 27, 2015 meeting to give the farmers market report for  
81 2014. She thanked the grounds crew for collecting South Strand Helping Hands donations from the area schools. A  
82 total of 14,800 items were collected from Burgess Elementary (2,600 items), Lakewood Elementary (3,700 items)  
83 St. James Middle (2,500 items), and Seaside Elementary (6,000 items).

84  
85       **C. Administrator's Report.** Ms. Fellner reported:

86  
87       Budgeting Scheduled for Fiscal Year 2015-2016. Proposed workshop dates are April 22 and April 23,  
88 Wednesday and Thursday. Thursday would probably only be a half day. First reading of the budget ordinance  
89 could be tentatively planned for May 12, 2015. The public hearing and second reading on May 26<sup>th</sup>. Mayor  
90 Samples and Mr. Magliette said those days were satisfactory. Ms. Fellner asked councilmembers to check their  
91 schedules and let her know if the dates were acceptable.

92  
93       Staff Evaluations. Staff evaluations are being completed; all of them should be turned in by mid-December.

94  
95       Ocean Boulevard Landscaping. Mr. Childs and Ms. Fellner toured Ocean Boulevard with Dr. Padua from  
96 Clemson University. They discussed the overall scope of the project using a phased approach and some stormwater  
97 related initiatives. Dr. Padua will compile a small scope of services and proposed costs with regard to site visits, etc.  
98 Dr. Padua was asked about the town hall complex. She thinks the School of Architectural Design at Clemson would  
99 be interested in working on a town hall complex design. She mentioned the possibility of sponsoring a design  
100 competition to garner ideas and has promised to get Ms. Fellner in touch with the appropriate department head. Dr.  
101 Padua said the cost was customarily 1- to 2-percent of the overall project cost. The 1-percent rate is generally for  
102 larger projects that cost upwards of \$5 million.

103  
104       May Events Task Force Meeting. Ms. Fellner and Chief Keziah will attend the meeting on Monday,  
105 December 1<sup>st</sup>. Town Council will be apprised of the discussion.

106  
107       Myrtle Beach Area Chamber of Commerce (Chamber). A new list of all town businesses was delivered to  
108 the Chamber last week for the new Chamber-maintained tourist website. As soon as the businesses are updated and  
109 links were added for the local businesses, it would be linked on the town website. As of 3:00 p.m. this afternoon,  
110 that had not been done. Ms. Fellner said the site is checked every afternoon for updates.

112 Keep Surfside Beach Beautiful Committee. A big “thank you” was given to the Keep Surfside Beach  
113 Beautiful Committee for its proactive work in identifying diseased Sago palms in the Yaupon parking lot. The early  
114 detection will probably help the town to save a number of the plants, and help the town to better plan for future  
115 plantings and plant purchases.

116  
117 Responses to Public Comments made at the November 10, 2014 Town Council Meeting.

118  
119 **Concern:** A citizens stated in a storm with flooding that dumpsters cause more damage than enclosures  
120 and that insect screening causes no damage. Consequently, the individual asked for reconsideration in the CRS  
121 (Community Rating Service) ordinance to allow enclosures and insect screening under houses.

122 **Response:** Insect screening does have the potential for stopping the free passage of water flow. If  
123 screening blocks drainage ditches, water may be diverted to structures or to areas that may not have otherwise  
124 flooded. In regard to enclosures, those having a maximum size of 290-square feet are permitted below a structure  
125 within the AE Flood Zones. The Coastal A Zone with the LMWA (Limited Moderate Wave Action Line) and the  
126 VE Zones are subject to inundation by the 1-percent annual chance flood event, with additional hazards due to storm  
127 induced velocity wave action. These zones do not allow for enclosures with the exception of stairways and  
128 elevators. Enclosures below the BFE (Base Flood Elevation) in the Coastal A Zone and the VE Zones have  
129 potential to cause structural damage not only to the attached structure, but also to surrounding structures. Break-  
130 away walls may become projectiles and have the potential to cause extensive damage. Neither the town’s CRS  
131 coordinator nor the CRS committee recommend screening or enclosures below the BFE be reconsidered at this time.

132  
133 **Concern:** A number of citizens voiced their opinions about where the traffic light should be placed on the  
134 north end of town. One asked that those who would be affected by the decision be notified before any decision was  
135 made.

136 **Response:** Town Council has kept all options open. As reported at the last meeting, the infrastructure  
137 committee met with Grand Strand Area Transportation Study (GSATS) and South Carolina Department of  
138 Transportation (SCDOT) representatives to discuss moving the budgeted Highway 17 improvements, including the  
139 traffic lights, forward. SCDOT indicated that it would move forward with a request for proposals (RFP) and the  
140 hiring of a design firm. The process will take a minimum of six months, more likely a year, after which time the  
141 infrastructure committee will again meet with the contractor, GSATS and SCDOT personnel for an initial input  
142 meeting. Town Council has clearly stated that public input will be part of the process prior to the finalization of any  
143 plans on which it votes.

144  
145 **Concern:** Two citizens were concerned with what they perceived as a lack of speed enforcement on 11<sup>th</sup>  
146 Avenue North.

147 **Response:** The police department has opened a quality of life (QOL) file. Enforcement was stepped up on  
148 11<sup>th</sup> Avenue North and the department also deployed the speed trailer. Chief Keziah requested a speed data box  
149 from Myrtle Beach, which will document a true speed survey and traffic count. The survey data will be analyzed to  
150 determine what measures are needed, if any, to resolve the situation.

151  
152 **Concern:** A citizen was disturbed that many horse droppings were not cleaned off the beach.

153 **Response:** As stated at the last meeting, the American Heart Association had promised to clean the beach.  
154 When it was determined that cleaning would not be done, public works crews were reassigned to clean the beach.

155  
156 Ms. Fellner said additional remarks were made, but none of them required answers or follow-up.

157  
158 **7. BUSINESS**

159  
160 **A. First Reading - Ordinance #14-0791 to amend Chapter 14, Flood Damage Prevention, Article III,**  
161 **Stormwater Management, Director Adair.**

162  
163 Director Adair presented the decision paper and proposed ordinance, copies of which are on file. He  
164 explained that the town was required to participate in the Environmental Protection Agency’s (EPA) National  
165 Pollution Discharge Elimination System (NPDES) program that was administered by South Carolina Department of  
166 Health and Environmental Control (SCDHEC), because the town is an urbanized area with a population over 1,000  
167 people per square mile. The town is designated an MS4 and is responsible for its discharge into the ocean. The

168 second phase of the NPDES permitting is underway. The first phase began in 2006 and expired in 2011, but was  
169 extended to January 2014. The current permit requires that within the first 12 months of the permit that the town  
170 address certain items to amend the codified stormwater management plan to create legal authority to manage  
171 stormwater in accordance with EPA's directives, to replace outdated references, and design manuals, etc. The  
172 adoption deadline to comply with the permit is December 31, 2014.

173  
174 Mayor Samples asked if the stormwater committee had a recommendation on the ordinance. Mr. Adair  
175 said the stormwater committee reviewed and recommended the ordinance for adoption by Town Council. The  
176 ordinance was also presented to the CRS committee for information.

177  
178 Ms. Mabry moved to adopt first reading of Ordinance #14-0791 to amend Chapter 14, Flood Damage  
179 Prevention, Article III, Stormwater Management. Mr. Stevens seconded.

180  
181 Mr. Pellegrino supported the ordinance, but was concerned that code enforcement resources were very  
182 limited. He asked how enforcement would be handled. Mr. Adair said code enforcement staff helps identify  
183 problems when they are on private property. He and his staff look for problem areas on public property. When they  
184 saw illicit discharge, it was investigated. Another method was to watch water quality monitoring levels, which were  
185 a red flag when they spiked.

186  
187 All voted in favor. **MOTION CARRIED.**

188  
189 **B. Accommodations Tax Advisory Committee Recommendation, Administrator Fellner.**

190  
191 Ms. Herrmann read the resolution, which is attached hereto and made a part hereof by reference. Ms.  
192 Fellner said the committee has scheduled a meeting for January 28<sup>th</sup>, 2015. She explained that the recommendation  
193 to roll remaining funds into beach renourishment is a good idea, but the timing should have been as of June 1,  
194 because then all revenue for the year would have been received. The way the recommendation was approved was  
195 that once the year was closed and the audit was completed, then the money transferred. A situation exists now that  
196 the town received a check for \$356,919 on October 15, 2014, but that was to fund budgeted items. Consequently, the  
197 fund may be in a negative \$29,000 position, if everything that was budgeted was spent. That amount did not include  
198 the beach truck and historical signage. The beach truck was deferred last year, but it is not safe to operate. The truck  
199 needs to be ordered now to be ready for service at the beginning of the summer season. The recommendation was to  
200 hold off making the funds transfer until after the upcoming meeting.

201  
202 Ms. Mabry said the committee did not know whether it would be allowed to fund the historical signs. It  
203 seemed to her that the request was to give the reserves of \$113,114 back to the committee so it could see what else it  
204 wanted to spend, then whatever was left would be transferred to beach renourishment. She asked if that was correct.  
205 Ms. Fellner said she would not state it that way, because if every dollar that was budgeted was expended, the fund  
206 would be a negative \$29,000. It was likely that amount or more would be received in the last check from the state,  
207 but no one knew.

208  
209 Mayor Samples said a check was received in October, and asked how many checks were normally delivered.  
210 Ms. Fellner said four in a year. Checks are delivered for the current fiscal year beginning in October, then January,  
211 April, and sometimes in July. Mayor Samples asked if the \$113,114 was based on the audit. Ms. Fellner said correct.  
212 Mayor Samples asked if it was correct that the fund balance was \$471,000 less expenditures since July 1<sup>st</sup>. Ms.  
213 Fellner said yes. Mayor Samples asked if an estimate could be made for the January check. Ms. Fellner said the  
214 January check was usually small. In 2014 it was \$54,942; the April check was \$27,063. Mayor Samples noted that  
215 the finance report included that this was a good season as related to the accommodations tax fund.

216  
217 Mr. Pellegrino asked if the anticipated checks could be used instead of deferring the transfer to beach  
218 renourishment. Ms. King explained that accommodations tax fund pays for cleaning and raking the beach, cleaning  
219 the tourist bathrooms, and beach patrol. Those services total about \$149,000. The amounts were transferred to the  
220 general fund quarterly; funds were not transferred when the service was provided. Only one-fourth of the amount has  
221 been transferred for this year. The remainder of that amount, the July fireworks show, the funds to the Chamber,  
222 funds to beach renourishment (\$19,750), water for the beach bathrooms, small balances for grants, advertising, and  
223 special events have all yet to be transferred. The largest expense is the police department. The problem is that staff

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224 did not know how much revenue would be received. The recent check is the largest, because it represented revenue  
225 from June, July and August. Ms. King said the \$113,114 would be transferred to beach renourishment, but she  
226 suggested that Town Council wait until after January so that staff knows how much the January check amount is.  
227

228 Mr. Pellegrino did not agree; he thought this was a recipe to avoid transferring the money to beach  
229 renourishment. Ms. King explained that Town Council actually budgeted more in expenditures than was expected to  
230 be received for this fiscal year. She was concerned with situations that might come up during the next few months,  
231 i.e. the May events; the beach truck. She was trying to anticipate needs instead of asking for additional funds because  
232 it was already placed in beach renourishment. In prior years, the transfers were not made until six months or a year  
233 after the audit closed so the final balance could be determined. Then excess funds were transferred.  
234

235 Mayor Samples said a transfer was not made last year. It was late February last year when council  
236 considered the fund balance from the previous year. Ms. King said that was correct; the \$113,114 was an  
237 accumulation. Mayor Samples asked why this was being done now, as there were several unresolved expenditures,  
238 including grant funding requests from the community which were being accepted until December 31<sup>st</sup>. Ms. King said  
239 Town Council moved at the budget meeting that the excess funds at the end of 2013-2014 audit was to be transferred  
240 to beach renourishment.  
241

242 Mr. Pellegrino reiterated his disagreement with the delay. The beach truck was the only "concrete item,"  
243 which he supported purchasing, because it was a need.  
244

245 Mayor Samples asked what amount was reported to the accommodations tax committee that would be in  
246 beach renourishment. Ms. King said currently there is \$168,818 in beach renourishment. There were three options:  
247

248 Option 1: Recommend that the fund balance from 2013-2014 be held in accommodations tax  
249 fund. Use these funds to purchase beach truck and have funds available to fund May 2015 needs.  
250 Also may have current year beach renourishment available. Review funds available for beach  
251 renourishment later in Fiscal Year 2015 (June 2015.) Estimated balance at June 30, 2015 equals  
252 \$418,918.  
253

254 Option 2: Recommend that the fund balance from 2013-2014 be held in accommodations tax  
255 fund. Use these funds to purchase beach truck and have some funds available to fund May 2015  
256 needs. Estimated Balance at June 30, 2015 equals \$497,918.  
257

258 Option 3: Transfer prior year fund balance as approved. Not fund the current year beach  
259 renourishment \$79,000. May need an additional \$49,000, if funding from other sources is not  
260 found. Estimated balance at June 30, 2015 equals \$532,032. The \$79,000 amount should cover  
261 the expected expenditures.  
262

263 Mayor Samples said Town Council did not know what the fund balance would be at the end of the fiscal  
264 year when the budget was adopted. Since then, the audit was completed. The good news was there is an additional  
265 \$113,114 more than was planned and that was why the options were offered to the committee. Ms. King said there  
266 is definitely \$113,114; that was really all that could be said. Mayor Samples said the committee properly chose to  
267 defer a decision on the options until they had time to digest the information. He said beach renourishment was the  
268 committee's only concern.  
269

270 Mr. Pellegrino said even with \$500,000 by July, the town was still behind in saving for beach  
271 renourishment. In two years, the town would need \$1 million. A detailed discussion ensued with possible scenarios  
272 and how easy it would be to spend the reserves on unnecessary items.  
273

274 Ms. Mabry moved to rescind transferring the \$113,114 into beach renourishment until after January, but  
275 that \$79,000 be transferred into beach renourishment now. Mr. Childs seconded.  
276

277 Mr. Magliette said his understanding was that after the May 2015 events and monies were received for  
278 accommodations revenue, that whatever the balance was at that time would be transferred into beach renourishment.  
279 Mayor Samples said that was the agreement. Mr. Magliette said the amount might be more or less, depending on

280 activities over which Town Council has no control: the May 2015 events, and the amount of the next check. The  
281 commitment from Town Council was to fund beach renourishment, but there were variables over which there was  
282 no control, which was explained by the administrator and finance director. Mr. Magliette said the town should be  
283 proactive anticipating the funding needs. However, when the process was completed, the good faith estimates were  
284 at least \$113,114 available for beach renourishment. Ms. King said that was correct. Mr. Magliette saw no problem  
285 deferring the transfer, because there appears to be sufficient funds and planning was being done for unknown  
286 variables. Beach renourishment was the most important priority that the town had. He thought the council should  
287 take the administrator's and finance director's recommendation.  
288

289 Mr. Johnson asked if this motion omitted historical signage. Mayor Samples said no; staff is seeking  
290 clarification from the Tourism Expenditure Review Committee (TERC) to determine whether the expenditure meets  
291 the requirements for use of funds. A presentation will be planned by Mr. Burroughs for Town Council. Mayor  
292 Samples was not certain Mr. Magliette's concerns were satisfied, but Town Council made a commitment to ensure  
293 there is adequate money for beach renourishment. Mr. Magliette said he understood.  
294

295 Mayor Samples, and Councilmembers Mabry and Childs voted in favor. Mayor Pro Tempore Pellegrino  
296 and Councilmembers Johnson, Magliette and Stevens voted against. **MOTION FAILED.**  
297

298 Mr. Johnson moved to approve the resolution as presented by the accommodations tax committee to fund  
299 historical signage and to defer transferring \$113,114 into beach renourishment until after the next meeting. Mr.  
300 Magliette seconded. Mayor Samples, and Councilmembers Childs, Johnson, Mabry, Magliette and Stevens voted in  
301 favor. Mayor Pro Tempore Pellegrino voted against. **MOTION CARRIED.**  
302

303 **8. TOWN COUNCIL DISCUSSION** – Any matters of concern or information to be discussed.  
304

305 There were no items to be discussed.  
306

307 **9. PUBLIC COMMENTS – General Comments.** (5-minutes per speaker)  
308

309 There were no public comments.  
310

311 **10. TOWN COUNCIL COMMENTS**  
312

313 Mr. Johnson thanked everyone for the prayers and concern for his wife who was recently injured. She was  
314 on a path to restoration and recovery. He thanked everyone for attending the meeting and hoped everyone had a  
315 blessed and wonderful Thanksgiving.  
316

317 Mr. Pellegrino thanked everyone for attending. As always, he appreciated their involvement. He hoped  
318 that everyone would have a great Thanksgiving. He said please remember during Thanksgiving how blessed we are.  
319 God has put us in a situation where we can enjoy it with our families and friends. There were many people around  
320 the world, unfortunately, who do not get to enjoy it, i.e. soldiers stationed abroad, and people in terrible situations  
321 here and in other countries. Please thank God, as well, for all the blessings we do have. Have a great Thanksgiving  
322 and go [Clemson University] Tigers!  
323

324 Mr. Magliette wished everyone a happy Thanksgiving and safe holiday. He said South Strand Helping  
325 Hand provided 285 frozen turkeys and two bags of groceries with everything to make a Thanksgiving meal to  
326 people in the community. This meant that about 1,200 people would have the joy of a Thanksgiving meal, thanks to  
327 the public's generosity donating cash and canned goods. This was one of the reasons he believes Surfside Beach is a  
328 wonderful town filled with loving and caring people. It is the power of individuals. Let your light shine and do  
329 good works. Surfside United Methodist Church at 800 13<sup>th</sup> Avenue North is hosting a free Thanksgiving Dinner on  
330 Thanksgiving Day from 12 noon to 3:00 p.m. for anyone in the community that is alone or would like to join them.  
331 The Surfside Library is hosting Bingo for Seniors on November 26<sup>th</sup> at 10:00 a.m. It is a good opportunity to meet  
332 some new friends. Prizes will be "some really good books!"  
333

334 Ms. Mabry wished everyone a happy Thanksgiving. After hearing the news yesterday about the terrible  
335 situation in Ferguson, she was so thankful for where we live and the blessings we have. Please keep everyone in

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336 your prayers that would not have the kind of wonderful holiday we expected to have, and who were not fortunate  
337 enough to live in this beautiful community. This was a rarity; this was not an everyday thing. She was so thankful  
338 for our town, our community, our friends, neighbors, and family. We are so blessed. Thank you for being there for  
339 us every day. She appreciated everyone more than they would ever know.

340  
341 Mr. Stevens thanked everyone for attending the meeting. He wished them a happy Thanksgiving. He  
342 couldn't let Mr. Pellegrino support his team without saying go [South Carolina] Gamecocks! He wished everyone a  
343 peaceful, happy Thanksgiving, and may all their relatives visit and everyone be happy.

344  
345 Mr. Childs thanked everyone for attending and wished everyone a very happy Thanksgiving.

346  
347 Mayor Samples wished everyone a blessed Thanksgiving.

348  
349 **11. EXECUTIVE SESSION** Pursuant to Freedom of Information Act (FOIA) 30-4-70, et seq.

350  
351 **A. Pursuant to FOIA §30-4-70(a)(1) to discuss employment, appointment, compensation,**  
352 **promotion, demotion, discipline, or release of an employee.**

353 **B. Pursuant to FOIA §30-4-70(a)(2) to discuss proposed contractual arrangements, proposed sale or**  
354 **purchase of property.**

355  
356 Mr. Johnson moved to enter executive session at 7:40 p.m. Mr. Stevens seconded. All voted in favor.  
357 **MOTION CARRIED.** Mr. Stevens moved to reconvene regular session at 8:44 p.m. Mr. Pellegrino seconded. All  
358 voted in favor. **MOTION CARRIED.**

359  
360 Mayor Samples said that no action was taken during executive session.

361  
362 Ms. Mabry moved to direct the town administrator to bring an amended ordinance to reflect the change in  
363 the reporting structure and the duties of the town clerk. Mr. Stevens seconded. All voted in favor. **MOTION**  
364 **CARRIED.**

365  
366 **12. ADJOURNMENT.**

367  
368 Mr. Stevens moved to adjourn the meeting at 8:46 p.m. Ms. Mabry seconded. All voted in favor.  
369 **MOTION CARRIED.**

370 Prepared and submitted by,

371  
372  
373 Approved: December 9, 2014

\_\_\_\_\_  
Debra E. Herrmann, CMC, Town Clerk

\_\_\_\_\_  
Douglas F. Samples, Mayor

374  
375  
376  
377  
378  
379 \_\_\_\_\_  
David L. Pellegrino, Mayor Pro Tempore

\_\_\_\_\_  
Robert F. Childs, Town Council

380  
381  
382 \_\_\_\_\_  
Mark L. Johnson, Town Council

\_\_\_\_\_  
Mary Beth Mabry, Town Council

383  
384  
385 \_\_\_\_\_  
Ralph J. Magliette, Town Council

\_\_\_\_\_  
Randle M. Stevens, Town Council

386  
387 Clerk's Note: This document constitutes summary minutes of the meeting that was digitally recorded. Contact the town clerk for  
388 appointments to hear recordings; to obtain a copy, bring a flash drive. In accordance with FOIA, meeting notice and the agenda  
389 were distributed to local media and 630 subscribers on the town's Email Updates list. The agenda was posted on the town  
390 website, the entry door at Town Council Chambers, and in the Town Hall reception area. Meeting notice was also posted on the  
391 Town marquee.