



SURFSIDE BEACH SPECIAL TOWN COUNCIL MEETING
COUNCIL CHAMBERS, 115 US HIGHWAY 17 North
SURFSIDE BEACH, SC 29575
MONDAY, JANUARY 29, 2018 ♦ 6:00 P.M.
www.surfsidebeach.org - ☎ (843) 913-6111 📠 (843) 238-5432

TOWN COUNCIL
SPECIAL MEETING AGENDA

- 1. CALL TO ORDER – Mayor Robert F. Childs**
- 2. PUBLIC COMMENTS – AGENDA ITEMS**
- 3. BUSINESS**
 - i. Appointing an Acting Administrator until Interim Administrator Appointed
 - ii. Authorizing someone to sign the Payroll/Status Change Notice for PBZ Director
 - iii. Discussing the Planning, Building and Zoning Department Organization
 - iv. Duties of the Mayor
- 4. ADJOURNMENT**

Note:

Town Code Section 2-39(c) *Special meetings.* The order of proceedings of the town council for special meetings shall be: (1) Call to order; (2) Public comments—Agenda items; (3) Business, (4) Adjournment.

*This agenda is published pursuant to the Freedom of Information Act Section 30-4-80(A) and (E).
The public is invited to attend all meetings and events.*

The undersigned Town Councilmembers desire to have a called Special Meeting on Monday, January 29th, 2018 at 6:00 p.m. for the purpose of

- i. Appointing an acting administrator
- ii. Authorizing someone to sign the Payroll/Status Change Notice *for PB2 die*
- iii. Discussing the planning, building and zoning department organization
- iv. Duties of the Mayor

Surfside Beach Town Council

Yes No

Robert F. Childs, III, Mayor

Ron Ott, Mayor Pro Tempore

Timothy T. Courtney, Town Council

Mark L. Johnson, Town Council

David L. Pellegrino, Town Council

Julie M. Samples, Town Council

Randle M. Stevens, Town Council

Attest:

Debra Herrmann
Debra E. Herrmann, CMC, Town Clerk

PAYROLL / STATUS CHANGE NOTICE

EFFECTIVE DATE OF CHANGE: 1/23/2018

TO: Payroll Office

FROM: Town Council Motion

Employee Adair, Sabrina Morris

Last First Middle

Social Security # (Last 4)

Department PB&Z

Title PB&Z Director

Grade Status Exempt Non Exempt

Type of Change(s):

- Full-Time Department
Part-Time Permanent Job Title
Temporary/Seasonal Promotion
Other

RATE OF PAY \$68,207.63 NEW RATE OF PAY

Current/New Hire Hourly Annual

Reason For Change(s):

- New Hire Intro Period Complete
Transfer Reevaluation of Current Job
Intro Period Complete Resignation
Rehire Retirement
Dismissal Layoff
Other

Leave of Absence

- Military Personal Other
Family Medical Leave (Specify)

Comments Reinstatement

Submitted By: Date

Change Approved By Town Council Date 1/23/2018

Mike Battle

From: Mike Battle
Sent: Thursday, January 25, 2018 11:26 AM
To: 'Debra Herrmann'
Subject: RE: Council Authority to hire and fire

QUESTION: HOW SHOULD THE TOWN OF SURFSIDE BEACH PROCEED WITH REHIRING THE FORMER PLANNING DIRECTOR WHEN THERE IS NO TOWN ADMINISTRATOR TO SIGN THE NECESSARY ADMINISTRATIVE DOCUMENTS?

My recommendation is for the finance director to prepare the necessary administrative documents. I recommend using the same terms for the planning director that existed before she was terminated. After the paperwork is prepared, the mayor should call a special meeting and Town Council should enact a resolution authorizing someone to sign the necessary papers that have been presented. A town council resolution should avoid challenges to the lawfulness of the administrative documents authorized by town council.

I further recommend that Town Council appoint an acting administrator to report to them and sign such documents that may be necessary to keep the town running until MASC provides an interim administrator. Otherwise the town should specify the authority of each department head in connection with entering contracts or signing documents. If town council does not want to appoint an acting administrator or spell out the authority department heads, I recommend town council either approve or ratify each contract that is entered on behalf of the town. In other words, I believe town council is now the acting administrator for the town until they delegate that authority to some other person.

Let me know if you have any questions. Thanks for sending the most recent ordinance. It helps to clarify the situation.

Mike Battle

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<p>MICHAEL W. BATTLE BATTLE LAW FIRM, LLC P.O. BOX 530 1200 MAIN STREET CONWAY, SOUTH CAROLINA 29528 (843)248-4321 mbattle@battlelawsc.com</p>
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From: Debra Herrmann [mailto:dherrmann@surfsidebeach.org]
Sent: Thursday, January 25, 2018 11:00 AM
To: Mike Battle
Subject: Council Authority to hire and fire

Debra

Debra E. Herrmann, CMC, Town Clerk
Town of Surfside Beach – “The Family Beach”
115 US Highway 17 North, Surfside Beach, SC 29575

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