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 PB
iii. Discussing the planning, building and zoning department organization
iv. Duties of the Mayor

Surfside Beach Town Council

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

Attest:

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

Social Security #: ___________ (Last 4)
Department: PB&Z
Title: PB&Z Director

Grade: ___________ Status: XXX Exempt: [ ] Non Exempt: [ ]

Type of Change(s):
[ ] Full-Time Department: ____________________________
[ ] Part-Time Job Title: ____________________________
[ ] Temporary/Seasonal Promotion: ____________________
[ ] Other

RATE OF PAY: $68,207.63

Current/New Hire: [ ] Hourly Annual: XXX

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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