



TOWN OF SURFSIDE BEACH
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Surfside Beach, SC 29575
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TOWN COUNCIL WORKSHOP MINUTES January 19, 10:00 am.

1. **CALL TO ORDER** Mayor Hellyer called the meeting to order at 10:00 am. Mayor Hellyer, Councilmembers Drake, Holder, Pellegrino, and Keating were in attendance. Others present Town Administrator Shanahan, Town Attorney Crosby, and Town Clerk Sheri Medina. Mayor Pro Tempore Scoles attended by phone. Absent, Councilmember Dietrich.
2. **BUSINESS Chapter 2 Administration of the Town Code of Ordinances.**

There were many sections discussed to conclude that they only needed language to be updated for clarity.

Listed below are the sections that have changed:

 1. **Section 2-20 – Compensation and Benefits of Town Council** - modify paragraph (b) to clarify reimbursement for "out of town" retreats and official business. The travel per diem should be in accordance with the government standards (gsa.gov) applicable to the host city. Since this is considered "taxable income," the reimbursement should include the amount of the additional tax liability the recipient will incur.
 2. **Section 2.22- Time entering and leaving office** - Since we have reinstated two meetings a month - the newly elected council should take office at the first regular council meeting after the election results are confirmed.
 3. **Section 2.37 - Minutes** - include working sessions.
 4. **Section 2.51(b) – Quorum and rules of order** - This stipulates that the Town Administrator acts as the parliamentarian for the meetings. After a short discussion, the language will state a parliamentarian will be appointed.
 5. **Section 2.54- Public comments** -1. Include special meetings to have the public in attendance. 2. If attendance is limited, the Town Clerk may read public comments. Maintain restriction from a resident reading another resident's comment.
 6. **Section 2.61 – Appointment of Committees** (d) we need to take some special measures before extending a term of a committee member - such as ensure they are a member in good standing and maybe limit the times of extension. (f) only statutory committee members cannot hold other offices or positions. (j) clarify that the Town department heads are the point of contact for the committees; in the absence of a department head, they respond to the Town administrator. (m) minimum number for a quorum (some committees rarely meet or have full participation by sitting members) (n) update the provision addressing family members of councilmembers serving on different committees.
 7. **Section 2.91 – Enforcement of Ordinances** - modification of some language
 8. **Section 2.111 – Appointment of Town Administrator** - consider town residency or minimum response time as a requirement of the Town Administrator
 9. **Section 2.112 –Term and Bond** - a term of employment defined in the employment contract. The bond is no longer required – delete.
 10. **Section 2.114-Removal of the Town Administrator from office** – modify this provision to reference the employment contract for the terms of removal, including or payment of severance
 11. **Section 2.131- Appointment** - consider a maximum distance of residence or minimum response time for the Town Clerk (or at least have remote access)
 12. **Section 2.166 – Style; enacting clause; procedure** - Clarification that the department head, or responsible Town employee will verbally present any Ordinance Amendment.
 13. **Section 2.202 –Public Access to procurement information** - reinforce public information for procurement

65 **14. Section 2.208 –Bidding, quotations, purchase order, and purchase requisition requirements** Consider
66 revising the values to allow the department head to approve procurements up to \$5000. It was thought this had
67 already been approved.

68
69 **15. Section 2.209 Bidding Procedures - (a)(2)** - Allow concurrence with the responsible department head in the
70 award of bids.

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72 **3. PUBLIC COMMENT**

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74 1. Mr. Kreklau, 211 S Hollywood, stated Councilmembers should be allowed to vote from home not only because of
75 COVID, but there could be other health issues in the future that would require them to stay home.

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77 **4. Sections to be discussed at the January 26, 2021 meeting:**

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79 **1. Section 2.42 – Voting requirements** - Do we have an ordinance that allows a majority vote to suspend a rule
80 of order? Let's maintain that the vote is by members present. (b) you would "recuse" yourself from voting, not refrain
81 from voting. (c) Allow a roll call or show of hands (now that we will be live streaming) (f) Allow telephone voting only
82 during the State of emergency when an in-person session is not possible.

83
84 **2. Section 2.61 –Appointments of Committees** - (iv) Highlight MAY discuss appointments in an executive
85 session. (d) We need to take some special measures before extending a term of a committee member - such as
86 ensure they are a member in good standing and maybe limit the times of extension. (f) specify "majority" vote, and
87 only statutory committee members cannot hold other office or position. (j) clarify that the Town department heads are
88 the point of contact for the committees; in the absence of a department head, they respond to the Town
89 administrator. (m) minimum number for a quorum (some committees rarely meet or have full participation by sitting
90 members) (n) address family members of councilmembers serving on different committees.

91
92 **3. Section 2.208** - consider revising the values to allow the department head to approve procurements up to
93 \$5000. \$2000 is a bit low, especially for work done by Public Works.

94
95 **4. Section 2.209** - (1)(2) Requirement for local newspaper should stay so that we give local contractors an
96 opportunity to bid.

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98 **5. Section 2.5.23** - If we are stipulating state and federal laws as governing sale and consumption of alcohol - why
99 stipulate a specific penalty? Shouldn't the state or federal penalty apply?

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101 **5. PUBLIC COMMENT**

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103 1. Mr. Kreklau, 211 S Hollywood, Section 2-166, Roberts rules states two reading, but I think if an Ordinance is
104 substantially changed after the first reading, it should have to come back for a first reading.

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106 2. Lynn Manchester, N Ocean Blvd, stated, I appreciate all your hard work, and Thank you for taking care of our
107 Town.

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109 **6. ADJOURNMENT**

110
111 Councilmember Keating made a motion to adjourn at 12:30, Councilmember Drake second. All voted in favor. **Motion**
112 **Carried.**

113
114 **Surfside Beach Town Council**

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116 _____
117 Robert Hellyer, Mayor

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119 _____
120 David L. Pellegrino

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119 _____
120 Bruce H. Dietrich, Town Council

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123 Cindy Keating, Town Council

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123 Michael Drake, Town Council

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125 _____
126 Debbie Scoles, Mayor Pro Tempore

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126 Paul Holder, Town Council

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129 Attest: _____

130 Sheri L Medina
131 Town Clerk

132 Clerk's Note: This document constitutes summary minutes of the meeting that was digitally recorded, and is not intended to be
133 a complete transcript. Appointments to hear recordings may be made with the town clerk; a free copy of the audio will be given
134 to you, provided you bring a new, unopened flash drive. In accordance with FOIA §30-4-80(A) and (E), meeting notice and the
135 agenda were distributed to local media and interested parties via the Town's email subscription list. The agenda was posted on
136 the entry door at Town Council Chambers. Meeting notice was also posted on the town website at www.surfsidebeach.org
137 and the Town's LED marquee.
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