



TOWN OF SURFSIDE BEACH
115 US Highway 17 North, Surfside Beach, SC 29575
Web: www.surfsidebeach.org
☎ (843) 913-6111 ☎ (843) 238-5432

**TOWN COUNCIL WORKSHOP
COUNCIL CHAMBERS
THURSDAY, MAY 10, 2012 ♦ 10:00 A.M.**

A G E N D A

1. **CALL TO ORDER** – Mayor Douglas F. Samples
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA APPROVAL**
4. **PUBLIC COMMENTS**
5. **BUSINESS**
FY2012-2013 Municipal Budget
6. **PUBLIC COMMENTS**
7. **COUNCIL COMMENTS**
8. **ADJOURNMENT**



**SURFSIDE BEACH TOWN COUNCIL
BUDGET WORKSHOP MINUTES
MAY 10, 2012 ♦ 10:00 A.M.
TOWN COUNCIL CHAMBERS**

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1. **CALL TO ORDER.**

Mayor Samples called the workshop to order at 10:00 a.m. Mayor Samples, Mayor Pro Tempore Mabry, and Councilmembers Dodge, Smith and Stevens were in attendance. Councilmember Johnson was absent. A quorum was present. Staff present: Interim Administrator Fellner; Treasurer Hursey; Fire Chief Packard; Police Chief Frederick, and Public Works Director Adair. Others present: Town Clerk Herrmann.

2. **PLEDGE OF ALLEGIANCE.**

Mayor Samples led the Pledge of Allegiance.

3. **AGENDA APPROVAL.**

Mr. Smith moved to approve the agenda as presented. Ms. Dodge seconded. **All voted in favor. MOTION CARRIED.**

4. **PUBLIC COMMENTS – AGENDA ITEMS.**

Mr. Ray Kawa, 655 3rd Avenue North, congratulated the new members and asked for favorable attention to the flooding problems on the north side of town. Surveys were completed, and a plan was in place. The area around 3rd North, Cherry, Pine and Cedar have severe flooding during hard rains on high tides. Water is as much as a foot deep in his yard and across the road. His shed and back porch have been getting flooded ever since the 10-foot deep, 10-foot wide drainage ditch was piped with a 24-inch pipe. It is a serious problem and they need help.

Mr. Hanson said the budget is probably council's most important duty. It is the town's plan for the year; it is how programs and services are directed and accomplished. He asked the members to put every effort possible into the budget preparation. The budget should be balanced, and there should be some surplus in the event of a hurricane or disaster. Department directors implement the budget under council's direction, and he believes the directors should be rewarded when they are under budget. In his opinion, through innovation and good management, staff should be able to spend less than the budget plan. Based on his experience teaching college-level budgeting classes, Mr. Hanson said projected income should be determined as accurately as possible prior to preparing estimated expenditures.

5. **BUSINESS.**

Mayor Samples asked Ms. Hursey to present the funds balance data. Ms. Hursey said there was not much change since the retreat, and passed out the new GASB definitions. Mayor Samples asked for a spread sheet of the four funds – general, accommodations tax, hospitality, and capital projects. Ms. Hursey said page 60 included all governmental funds. Mayor Samples called recess at 10:14 a.m. to allow time for copying page 60, which was inadvertently omitted, and called order at 10:21 a.m.

Ms. Hursey said the general fund is the only fund with an unassigned fund balance, which was formerly designated as "unreserved." Unassigned means that funds have not been committed, restricted, or non-spendable. Non-spendable is the most restrictive and includes the pier loan; inventory, and things like gas in the big tank at public works, and prepaid insurance.

55 Mr. Smith asked if all cash and certificates of deposit were in unassigned funds. Ms. Hursey said
56 yes.

57
58 Mayor Samples said the general fund budget at the end of the last fiscal year was \$3.9 million.
59 He believed that the current fiscal year projects spending about \$450,000, which would bring the balance
60 to \$3.4 million, of which \$1.4 million is non-spendable. There is approximately \$2 million spendable in the
61 general fund balance. Ms. Hursey said the restricted fund balance at the end of last year is the street
62 improvement fund balance of \$453,000. That balance will remain about the same, because the County
63 Transportation Committee reimbursed some of the expenditures. She estimated the balance at year end
64 would be about \$441,000. Capital Replacement is also committed; it includes capital equipment and
65 vehicles. At the end of last year it was almost \$400,000. The balance will increase slightly at the end of
66 this year, because it was not all spent. The balance will go down in the proposed budget and should be
67 about \$321,000 at year end. The unassigned portion is expected to be about \$1.3 million at the end of
68 this year; next year it is estimated at about \$1.1 million based on current budget. Mayor Samples
69 summarized in the general fund the unassigned projection is that if the budget is adopted as presented,
70 the balance would be about \$1.1 million. Ms. Hursey said yes.

71
72 Ms. Hursey said assigned funds include parking and land improvement. Formal action was never
73 taken by council to designate these funds. Mayor Samples said the history was that council's intention
74 was to use funds to continue to support additional land purchases for parking or otherwise. Those funds
75 were used for a land purchase. Ms. Hursey said the projected balance is about the same, because there
76 is a high revenue stream from parking meters and tickets. The proposed budget includes purchasing new
77 pay stations costing about \$125,000.

78
79 Mayor Samples said the all governmental funds include balances from accommodations tax,
80 hospitality, capital projects, and local accommodations tax, and the total at year end of last year was
81 \$873,000, and asked what the projection was for the end of June. Ms. Hursey estimated
82 accommodations tax at \$97,000; the proposed is \$70,000. The July 4th fireworks sponsorship revenue
83 stream of \$27,000 was deleted as it was never realized. Hospitality is estimated at \$200,000; the current
84 balance is \$866,000, but \$200,000 is assigned; \$650,000 is committed, because those funds must be
85 spent in a certain way. The hospitality fund projected balance at the end of FY2013 is \$815,000. Capital
86 projects current balance is about \$250,000; it is expected to decrease slightly by year end. Next year the
87 balance will decrease about \$168,000 for major projects, which decrease it to a balance of about
88 \$86,000. Estimated hospitality, parking meters revenue is \$795,000. Hospitality receipts are estimated
89 at \$795,000 including hospitality collections, parking meters and parking tickets. Expenditures are
90 estimated at \$780,000, including a \$442,000 transfer to the general fund; the fund is expected to net a
91 positive \$15,000. Accommodations tax projected revenue is \$450,000; expenditures of \$477,000. Local
92 accommodations tax has a residual balance; capital projects is the other big part. Mayor Samples said
93 for clarification that beginning with the June 30, 2011 audit, in all other governmental funds, at the end of
94 June 2011, the town had \$873,000 in fund balance. The projection is that there will be around or over
95 \$1.1 million in fund balance combined. Ms. Hursey said that was correct. Mayor Samples reiterated that
96 the general fund balance would be about \$1.3 million unassigned funds at the end of this fiscal year,
97 which is like a cushion. The estimate is \$1.1 million unassigned for the end of next year.

98
99 Mayor Samples asked for details on the proprietary funds, particularly funds available to spend to
100 provide the service. There is no sanitation program anywhere in the world as good as the town's, and he
101 wanted to maintain that quality standard. Ms. Hursey said the sanitation fund ending cash balance on
102 June 30, 2011 was \$661,952; estimated balance on June 30, 2012 is \$642,473, and estimated ending
103 balance on June 30, 2013 is \$266,450. The pier cash balance at the end of June 30, 2011 was
104 \$148,000. The pier fund owes the general fund \$1.3 million, which is a liability. The current balance is
105 \$225,000. The pier income streams are rents, fishing licenses, admission fees, and any parking meter
106 revenue for the meters at the pier. Ms. Mabry asked if the \$1.3 million owed by the pier is included in the
107 amounts reported as cash on hand. Mayor Samples said no it is not, based on the stated explanations.
108 Ms. Hursey said there is a payment plan. Mayor Samples said a two-year moratorium was established on
109 repayment from the pier. Ms. Hursey said this year is the second year. Mayor Samples asked if the
110 proposed budget include a payment. Ms. Hursey said it did.

111 Mayor Samples called recess at 10:56 a.m. and called order at 11:07 a.m.

112
113 Council reviewed each section of the budget in detail; pertinent questions and motions are:

114
115 **Administrative/Legislative**

116
117 -*Employee Health Insurance.* Health insurance increased 9-percent this year, an additional 10-
118 percent is budgeted for next year as another increase in anticipated

119 -*Election Expense.* Add \$7,000 for election expense for the special election August 7th, and a
120 possible runoff election. **COUNCIL CONCURRED.**

121 -*Retirement.* Retirement will increase July 1 to 10.53-percent, and a mid-year increase is also
122 expected

123 -*Merit Raises.* Ms. Mabry moved to eliminate the merit program for FY2012-2013 and in FY2012-
124 2013 only grant every full time employee that has worked at least one full year or completes a year of
125 service during FY2012-2013 a one-time \$1,000 increase in salary and each part time-full time employee a
126 \$500 increase, which will be permanently added to the employees salary. Mr. Smith seconded. All voted
127 in favor. **MOTION CARRIED.**

128 - *Salaries, Regular.* Ms. Mabry moved to eliminate the deputy director position. Ms. Dodge
129 seconded. Mayor Samples, Mayor Pro Tem Mabry, and Councilmembers Dodge and Stevens voted in
130 favor. Councilmember Smith voted against. **MOTION CARRIED.**

131 -*Professional Services.* Town attorney \$4,000/month retainer; contract cancellation with 90-days
132 notice; also labor attorney fees. Mayor Samples asked staff to deliver a copy of the attorney's contract to
133 council.

134 -*Contract Services.* Municipal Code Corporation codification and on-line service; subscription
135 software; ADP time and attendance software; Antivirus (40 licenses), and email retention. Mayor
136 Samples asked for a detailed breakdown to be delivered to council.

137 -*Uniforms.* Ms. Mabry moved to delete \$1,000 for uniforms. Ms. Dodge seconded. Mayor
138 Samples, Mayor Pro Tem Mabry, and Councilmembers Dodge and Stevens voted in favor.
139 Councilmember Smith voted against. **MOTION CARRIED.**

140 -*Travel and Training.* Includes town council, administrator, and town clerk.

141 -*Awards and Gifts.* \$5,000 mostly for Christmas men's sweatshirts and women's sweaters or the
142 gift chosen by the administrator for next year. Amount also includes plaques for employee awards;
143 sympathy cards, and citizen recognitions. Mr. Smith believed funds should be allocated in the
144 responsible department's budget, and suggested Ms. Fellner bring a recommendation to council.

145
146 **Finance**

147 -*Professional Services.* Annual audit

148 -*Subscription Software.* General ledger, accounts payable, and business license software

149 -*Awards and Gifts.* Every department has this allocation for the Thanksgiving gift cards that
150 replace the traditional Thanksgiving turkey gift

151 -*Employee Health Insurance.* The amount seems high and should be checked.

152
153 **Police**

154 -*Salaries, Regular.* All positions are filled.

155 -*Capital Purchases.* \$54,000 for next year: 1 new police interceptor, and 2 unmarked non-
156 responsive cars

157 -*Salaries, Overtime.* Departmental policy is to give comp time when possible; work schedule
158 adjustments are made so annual pay is not affected.

159 -*Tort Insurance.* Rates increased based on the experience modifier using a 3-year average

160 -*IT Hardware <\$5k.* Small multi-port switch; one-time purchase time and attendance hand punch;
161 24-port switch configuration \$1,200; 5 UCCs @ \$60/each; two new personal computers, one for dispatch
162 and one spare budgeted, because all of the personal computers are critical; memory for Squad 3 and
163 training \$150; 5 miscellaneous memory upgrades totaling \$375.

164
165 Mayor Samples noted for the record that Mr. Smith left the meeting at 12:13 p.m. to attend a
166 previous appointment. A quorum is still present.

167 Mayor Samples asked for information on the ADP timekeeping system. Ms. Fellner said the cost
168 is about \$100 per employee. Ms. Hursey said cost is about \$9,200 per year. There was a one-time fee
169 of \$3,000 for four hand punches; about \$5,000 for equipment. Ms. Fellner said the system should be fully
170 implemented by June 1st. Ms. Mabry asked how much time would be saved for staff. Ms. Fellner said it
171 should be a significant savings in finance alone. The program should also help with accuracy. Ms. Mabry
172 said the town should see benefits insofar as time management, and asked if the same level of staff would
173 be necessary. Ms. Hursey said that employee is supposed to perform other tasks that were currently not
174 being done timely, which is no reflection on the staff member. Mayor Samples said these were
175 management issues that he was sure would be addressed. Staff is ultimately responsible for
176 implementation and performance of the systems. He encouraged staff to make the system work and
177 bring a report to council in the future.
178

179 Mayor Samples said we are in austere times. There are needs that are currently unmet, i.e.
180 beach renourishment funds, or emergencies. It is important for staff and the citizens to know that the
181 town will meet the citizens' expectations; that there is an efficient, effective organization in place that puts
182 the public first. Ms. Mabry supported using technology, but wanted to insure the town benefited from the
183 programs.
184

185 Mayor Samples called lunch recess at 12:30 p.m. and reconvened at 1:21 p.m.
186

187 **Police, continued.**

188 -*Printing & Advertising.* Printing tickets, advertising open job positions; only forms are printed

189 -*Promotions & Special Events.* Family festival and other town events give-away items

190 -*Subscription Software.* Staff to provide detail list
191

192 **Fire**

193 -*Salaries, Special.* 23-25 Volunteers who are paid on a per call basis

194 -*Overtime.* Increase would be used in one storm event

195 -*IT Hardware <\$5K.* Time clock; new computer, two tablets at \$1,200 each, small multi-port
196 switch at \$50, two battery backups, one personal computer, radio reprogram at \$500, memory upgrades
197 for two of the older computers at \$150. Ms. Mabry moved to defer \$2,400 for the tablets until more
198 information is available. Mr. Stevens seconded. All voted in favor. **MOTION CARRIED.**
199

200 Mayor Samples noted that the total budgeted for IT hardware was \$33,269.
201

202 Ms. Dodge asked how much employee health insurance cost the town and the employees. Ms.
203 Hursey explained a single employee pays 7-percent; employee/child pays 14-percent; employee/spouse
204 pays 21-percent, and employee/family pays 28-percent. The deductible is \$1,500, but the town
205 reimburses the employee and family members for deductibles paid over \$350. Mayor Samples said that
206 policy was adopted when the town went to a higher deductible to reduce insurance cost, which was a
207 significant factor in the increased personnel cost. Staff is to evaluate health plan and make a
208 recommendation to town council at the end of the current policy term.
209

210 **Court**

211 -*Capital Other Equipment.* Ms. Mabry moved to eliminate Capital Other Equipment in the amount
212 of \$14,000 and Chief Frederick continue to investigate contracting with Horry County to perform bond
213 hearings at the J. Rueben Long Detention Center. Ms. Dodge seconded. All voted in favor. **MOTION**
214 **CARRIED.**

215 -*IT Hardware <\$5K.* Small switch and battery backup, \$95
216

217 **Building & Zoning**

218 -*Professional Services.* 95-percent is for plan reviews, revenue offsets the costs; the Waccamaw
219 Council of Governments contract is only for four months of the next fiscal year, this contract includes
220 zoning maps and comprehensive plan preparation with staff's assistance. Earthworks Engineers does
221 mostly stormwater plan reviews. Mayor Samples asked for a list by address of all changes to the zoning
222 maps when they are completed.

223 -*Contractual Services*. Mapping machine and plotter leases
224 -*Printing & Advertising*. Permitting and inspection forms, legally mandated public hearing
225 advertisements. Mayor Samples asked that the costs for each category be separated for town council.
226

227 Mayor Samples asked staff to reduce each expenditure as much as possible based on needs and
228 history; town council will always fund needs. Ms. Mabry suggested that miscellaneous categories have
229 notes to describe intended use.
230

231 **Public Works - Streets**

232 -*Miscellaneous Expense*. Random drug testing; CDL drug testing
233 -*Utilities*. This department pays all electric for the whole town: street lights, etc.
234 -*Beach Services-A-Tax Reimburse*. Annual entry to reimburse department for employee time for
235 work on the beach; use equipment on the beach; dig swashes
236 -*Gasoline/Motor Fuels*. Estimated at \$3.75 for gas, and \$4.25 for diesel, which is a 12-month
237 average
238 -*Capital – Heavy Equipment*. Dump truck at \$125,000; tractor at \$25,000. Ms. Dodge moved to
239 delete \$125,000 for the dump truck and have Mr. Adair report back to council. Mr. Stevens seconded. All
240 voted in favor. **MOTION CARRIED.** Mayor Samples asked staff for an updated capital equipment
241 replacement schedule and said council must have a complete list of capital equipment and its condition in
242 order to have an effective capital equipment replacement plan. Mr. Adair said a copy would be delivered
243 to council. Ms. Mabry asked for the record how much was available for capital expenditures. Mayor
244 Samples said that 3-mils was dedicated to capital replacement.

\$175,000 amended by approved motion 6-11-12

245
246 Mayor Samples asked if any repaving projects were scheduled. Mr. Adair said CTC (County
247 Transportation Committee) approved ~~\$475,000~~ and SCDOT (South Carolina Department of
248 Transportation); \$106,000 has been spent, which was reimbursed. That leaves about \$70,000
249 designated for parts of four streets on the south end: Willow, Pinewood, Juniper, and, if possible, Mr.
250 Adair wanted to add Spruce Drive between 13th and 16th Avenues North, which should cost \$20,000 or
251 less.
252

Clerk

253 **Public Works - Fleet Maintenance**

254 -*Miscellaneous*. Random drug testing.
255

256 **Public Works - Grounds**

257 -*Capital – Motor Vehicle*. Ms. Dodge moved to defer purchasing the \$20,000 pickup truck until
258 the FY2013-2014 budget year. Mr. Stevens seconded. All voted in favor. **MOTION CARRIED.**
259 -*Tree City*. The free designation requires a budgeted amount of \$2/capita for trees. Mr. Adair
260 explained the criteria is having a tree protection ordinance; budgeting funds for trees, which is done
261 anyway, and an Arbor Day Proclamation annually, which is the first Friday in December in South Carolina.
262

263 **Recreation**

264 -*Salaries, Special*. Ms. Dodge moved to eliminate \$12,000 for the part time position. Ms. Mabry
265 seconded. All voted in favor. **MOTION CARRIED.**

266 -*Athletics*. All costs associated with all recreation leagues: kids all-ages baseball/softball; adult
267 softball; soccer; 7 & 8 year old kid-pitch; 5 & 6 year old coach-pitch; 4 year old t-ball. Mayor Samples said
268 for the record that he believed adult leagues should be self-supporting.

269 -*Promotion & Special Events*. Mayor Samples said \$174,720 is budgeted for special events
270 across all funds, and the town should be proud, and it should be promoted in the business community.
271 Mayor Samples asked for a breakdown and asked if council would concur to deferring this discussion to
272 another meeting in which Ms. Ellis could attend to discuss recreation operation expenditures. **Council**
273 **CONCURRED.**
274

275 Ms. Dodge said for the record that she thinks Ms. Ellis and Ms. Stalnaker do a wonderful job, and
276 she did not want to take any action that would damage the department.
277

278 Mayor Samples asked if recreation and facilities were free-standing departments. Ms. Fellner
279 said yes; both departments report to administration, just as public works, building, police, and fire do.

280
281 **Facilities**

282 -*Tort Insurance*. Rates have gone up; every department has a portion of the total bill based on the
283 salary for the department

284 -*Repairs and Maintenance*. Cleaning supplies, materials for repairs, i.e. ceiling tiles; small tools,
285 and termite contract less than \$1,000 annually for every building the town owns (town hall is \$385)

286 -*IT Repairs and Maintenance*. Pay station repairs, maintenance, and supplies including a
287 personal computer to run the software; one small switch; hand punch \$312.50 (1/4 of one-time purchase),
288 because employees clock in at the Huckabee Complex.

289
290 Ms. Fellner said the facilities full-time and 3/4-time positions were vital to the town, and urged
291 council to fund both positions. The buildings are old and there is always work to be done, in addition to
292 daily routines. Lenny has worked very hard to keep up, but the workload requires this level of staffing.
293 Mr. Adair said if it appears things are running smoothly in facilities, it is only because he has assigned
294 street department employees to help with projects that require more than one person; therefore, projects
295 like ditch weed-eating and street striping have been delayed.

296
297 **Non-Departmental**

298 -*IT Hardware <5K*. Servers and networks. The town could use a 48-port Gigabyte switch with
299 two cyber uplinks, which would provide layer 3 routing at a cost of \$4,000 that would make things faster
300 and more stable, but it could be deferred possibly two years. The 48-port Gigabyte switch has been hit
301 by lightning; many of the ports are not functional, and will eventually have to be replaced. The network
302 contractor is so good, since 2002 our network has been down for a total of twelve (12) minutes. Server
303 cabinets are needed to house the equipment as a safety measure; servers are standing on wooden
304 supports. An FCN Wing Trace to trace all the wires back to the switch is needed, but this should not be
305 purchased until the new Gigabyte switch is purchased. Ms. Fellner said \$6,000 could be deleted.
306 Remote back-up storage is \$1,800 a year is necessary to back up data to the other side of the waterway
307 in a secure facility in the event of storms. She reiterated that the cabinet stack is necessary at a cost of
308 \$3,000. Mr. Stevens moved to reduce the IT Hardware amount to \$4,800. Ms. Dodge seconded. All
309 voted in favor. **MOTION CARRIED.**

310 -*IT Repairs & Maintenance*. Contract with SC Coast Networks that includes the entire service
311 and network

312 -*Contractual Services*. Maintenance contract for the copiers and postage machine

313 -*Promotions & Special Events*. Town's 50th Anniversary celebration, Ms. Hursey suggested using
314 hospitality funds, and recommended that it be separate because it is a one-time expenditure. Mayor
315 Samples preferred budgeting \$5,000 in hospitality funds. Ms. Mabry moved to delete \$15,000 and add
316 \$5,000 in hospitality for the 50th Anniversary Celebration. Mr. Stevens seconded. All voted in favor.

317 **MOTION CARRIED.**

318 -*Utilities*. Includes the whole town hall complex, except separate water meter at fire department

319 -*Capital – Buildings*. Carpeting in town hall. Mr. Stevens moved to delete \$6,500 for carpeting.
320 Ms. Dodge seconded. Mr. Stevens voted in favor. Mayor Samples, Mayor Pro Tem Mabry, and
321 Councilmember Dodge voted against. **MOTION FAILED.**

322 -*Capital – Equipment*. Annually budget to replace one unit. Mr. Stevens moved to delete \$8,000.
323 Ms. Mabry seconded. All voted in favor. **MOTION CARRIED.**

324
325 Ms. Mabry moved to allocate \$1 million for emergency funds. Ms. Dodge seconded. Ms. Hursey
326 explained that under the new GASB rules that funds cannot be allocated to an emergency fund. Ms.
327 Mabry asked what the allocation would be called. Ms. Hursey said the funds would have to be restricted
328 through ordinance, and asked if council would allow her to contact the auditors and other governmental
329 accountants and advise council at a later date. Mayor Samples asked Ms. Fellner to bring this as an
330 action before council as town council intends on identifying emergency reserves for the town's protection
331 that cannot be used without formal action by future councils. Ms. Mabry explained her intention is to be
332 able to fund services regardless of the event type for at least six months. Ms. Mabry withdrew the motion

333 to allow staff to research and bring a recommendation to council at a later date; Ms. Dodge withdrew the
334 second.

335
336 Mayor Samples asked what type insurance the town had on the pier. Ms. Hursey said general
337 liability and building; 100-percent coverage for any accident. There is no wind and peril insurance.
338

339 **Accommodations Tax – Sanitation/Public Works**

340 -Capital – Land/Land Imp. Pier parking lot restrooms upgrade to ADA (Americans with
341 Disabilities) standards
342

343 Mayor Samples said one additional workshop was needed to complete the budget review, and
344 asked the clerk to schedule another workshop as soon as a quorum could attend to address recreation,
345 non-governmental funds, and remainder of the budget.
346

347 **6. ADJOURNMENT.**

348
349 Ms. Mabry moved to adjourn the workshop at 4:00 p.m. Mr. Stevens seconded. All voted in
350 favor. **MOTION CARRIED.**
351

352 Respectfully submitted, / /

353
354
355 _____
356 Debra E. Herrmann, CMC, Town Clerk

357 Approved: June 11, 2012

358
359
360 _____
361 Douglas F. Samples, Mayor

362
363 _____
364 Mary Beth Mabry, Mayor Pro Tempore

365 _____
366 Ann Dodge, Town Council

367
368 _____
369 Mark L. Johnson, Town Council

370 _____
371 Roderick E. Smith, Town Council

372
373 _____
374 Randle M. Stevens, Town Council

_____ Vacant Seat

Clerk's Note: This document constitutes minutes of the meeting, which was audio taped. This meeting was transcribed by Town Clerk Herrmann. In accordance with FOIA, meeting notice and the agenda were distributed to local media and interested parties. A complete list is on file in the clerk's office. The agenda was posted on bulletin boards outside Council Chambers and in the Town Hall reception area. Meeting notice was also posted on the Town marquee. When (**) is used a section of the transcription is inaudible.