



**SURFSIDE BEACH TOWN COUNCIL REGULAR MEETING Civic Center, 115 US Highway
17 North, Surfside Beach, SC 29575 www.surfsidebeach.org - ☎ (843) 913-6111
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**TOWN COUNCIL MEETING MINUTES
TUESDAY, AUGUST 24, 2021, • 6:30 PM.**

- 1. CALL TO ORDER** - Mayor Hellyer called the meeting to order at 6:30 pm. Mayor Hellyer, Councilmembers Drake, Holder, Keating, Pellegrino, and Mayor Pro Tempore Scoles were in attendance. Others present, Town Administrator Shanahan, Town Attorney Crosby, and Town Clerk Sheri Medina. Absent was Councilmember Dietrich.
- 2. INVOCATION AND PLEDGE OF ALLEGIANCE**
 - a. Invocation** - Franklin Ward of Timberlake Baptist Church gave the invocation.
 - b. Pledge of Allegiance** - Mayor Hellyer led in the Pledge of Allegiance.
- 3. PUBLIC HEARING - None**
- 4. MOTIONS RELATING TO AGENDA - None**
- 5. MINUTES APPROVAL** - Councilmember Drake made a motion to approve the minutes for August 10, 2021, Regular Meeting, and July 29, 2021 Workshop Meeting as presented. Councilmember Scoles second. All voted in favor. **Motion carried.**
- 6. PUBLIC COMMENTS**
 - a. Zach Baker**, Pawleys Island, I am the owner of Neil & Pam's on Ocean Blvd. First of all, I would like to thank everybody in this room. I owe you a huge debt of gratitude. Thank you for helping me get my deck built a couple of years ago, and thank you all for your continued support. Today, I am here to speak about the ordinance pertaining to the parking on Ocean Boulevard with the golf cart parking. Obviously, the E District is busier than ever and we have no pier parking lot, so parking is an issue down there. I believe that eliminating parking spots is not going to make things easier. I talked to Councilwoman Keating about this; you can put two golf carts or one mid-size SUV per space. If there are four parking spaces, those four golf carts represent 20 seats to me, which represents revenue for me and revenue to the Town. I understand safety concerns about the slanted parking and people walking out into Ocean Blvd around golf carts. So, I propose to mitigate any safety concerns, at least for a trial period, that we stripe that area, and I will gladly pay to stripe in front of my business, down to Surfside Drive. I want to try parallel parking, for the time being, going with traffic flow. I think that if we did that, you would find that it would be immensely helpful. Thank you for your time.
 - b. Beth Kohlmann**, 10th Avenue north. I want to speak today about parking as well. I believe it was brought up because of 7th Avenue North and Ocean Boulevard that there was people parking there in a vacant lot. That will remedy itself when they start to build there. Changing your Ordinance now, at the end of the season, doesn't make sense. You have to remember, the Town owns some streets and the State owns others. I think many people don't realize that if you want to put flowers around your mailbox, you have to get an encroachment permit. So you're going to say no perpendicular parking; how will the enforcement officers know who has a permit? The other thing that came to mind was Benjamin's Bakery; that streetscape was done wonderfully; it looks beautiful. But, on the side of King of Carts, which the State owns, everybody's perpendicular, so you get 12 or 15 spots in there now. It's not a line of sight issue. But, if you change it to parallel only, then you're going to lose half of those spaces. There are a lot of other places in Town with the issue. So why make a law? Then you're going to tell people, well, apply for an easement. It doesn't make sense that everybody was under the agreement that fewer Ordinances were better. And now, here we go again, putting out another ordinance.
 - c. Rod Schilling**, 220 Yaupon Drive. I agree wholeheartedly with Zach relating to his thought about parking. I, too, appreciate that we're concerned about the safety and everything about the parking. I liked the fact that Zach brought out the solution to help out. Again, we know that it will be a pretty large gathering area down at the E-district. There's going to be more traffic on foot than ever before. So, what do we do is that young people will want to congregate; they are going to have events. What about striping Ocean Boulevard from 50 yards north of the four-way stop and 50 yards south

of Neal & Pam's to where it is all crossing? Knock the speed limit down to 10 miles an hour so people are forced to slow down. Take their time for the safety of everybody. I think that maybe more discussion would be wise. We worry about our safety and staff members, that if we can think on those lines and maybe come up with new solutions, I think that that might be a way to go.

7. COMMUNICATIONS

a. CERTIFICATE OF APPRECIATION – Mr. Charlie Barrineau, field manager for the Municipal Association of South Carolina, stated that Surfside is the recipient of the Municipal Achievement Award on behalf of the MASC. Mayor Hellyer presented Mayor Childs with a certificate of appreciation for his work with the 3rd Ave Promenade Project that resulted in this award. Mayor Childs stated I would like to thank everyone for this award. There were many issues with Surfside Drive. I want to thank Senator Cleary and Russell Fry for all the financial help they provided. Lee from Benjamins Bakery was a lot of help also.

b. PROCLAMATION – CONSTITUTION WEEK, read by Mayor Hellyer.

c. SURFSIDE BEACH COMMUNITY GARDEN COMMITTEE– Laura Melchiorre stated, I want to thank you for making this possible. The garden has had a fantastic response. There are not enough gardens for all people applying. The gardeners have put together some vegetables in bags for you. The slogan for the garden is " we're growing more than plants." That is what this program is about. In today's increasingly hurried and urbanized environment, community gardens are places where people can share their love of nature and health care for a small part of Mother Earth. What we've seen is that people have made new relationships and alliances with people they might not have ever met before. We are building and strengthening communities for positive social interaction, some people sharing information. There are educational opportunities that relate to a gardening environment. We talk and share recipes, of course. Public Works set us up with the building of the initial raised gardens. Also, we have a bulletin board, which enables people to keep track of what's going on in Town. Right now, the committee is going to be limited to five members. We're going to meet every 4th Monday here in the Civic Center at 4:00 pm. The public is welcome. We have a private Facebook group for just the gardeners and their helpers, and then we have a public Facebook page.

d. FINANCE REPORT – Director King gave the finance report.

e. PLANNING BUILDING & ZONING REPORT – Ms. Carol Coleman gave the PB&Z monthly report. Councilmember Keating asked the status of the tree ordinance. Ms. Coleman stated that the Planning Commission would be having a meeting in September to vote on a recommendation for Council.

8. BUSINESS

a. SECOND READING ORDINANCE 21-0936- CHAPTER 9 – Captain Miller Councilmember Keating made a motion to accept for second reading, Ordinance 21-0936, with a couple of minor changes based on recently received feedback. Article 9-7(7), Eliminate article 9-7(8), and Retain Paragraph 9-16.8, as it was initially included. Councilmember Drake second.

Councilmember Pellegrino stated to be clear, for the audience, this is to remove 9-7(8), which says, upon any public, right away, with a vehicle parked in any manner, other than parallel with the roadway and facing the proper flow of traffic.

Councilmember Keating stated I think upcoming events will self-correct each area of concern without changing the ordinance. The property at 7th North and Ocean Boulevard - they are going to start building on that lot and should deter any further parking there. The concerns on Ocean Blvd between Surfside Dr and 1st Ave South - as Zach mentioned, I did speak with him, and I thought since he was willing to paint parallel parking spaces there instead of allowing the diagonal, that will leave a little bit of a pedestrian walkway. We can do a trial period to see the affects. If that situation doesn't improve, Public Works is planning to install a sidewalk that would eliminate any parking on the west side of Ocean Blvd. The biggest concern was that golf carts or perpendicular parking take up the total space right away, forcing pedestrians to walk out into the street creating a safety concern. I spoke to the Chief; we had considered limiting the parallel parking facing traffic in all Town right away to the E district. But at this point, if we eliminate the changes in

9.7(6), eliminate paragraph 9.7(7), and we eliminate the changes to 9-16(8), we're kind of where we are and the two situations will self-correct themselves.

All voted in favor. Motion carried.

b. SECOND READING ORDINANCE 21-0937 – ADOPTION OF FLOOD DAMAGE PREVENTION. Carol Colman stated we've been looking at these for over five years in Horry County and all the municipalities in the area. It does result in some changes. Some of the coastal communities are seeing some improvement in their property interests. And some of the things related to the county are probably negatively affected. I contacted DNR, and we were advised to send in the existing flood prevention plan. It was edited or read and reviewed by someone at DNR, and they sent that markup copy, which just reflected in your packet. So, there are some additions and there are some deletions. This makes you eligible to adopt the FIRMs, and by adopting the second reading of the Ordinance, you are adopting the new maps. They will be adopted, in fact, in December regardless, but for you to apply for the National Flood Insurance Program, you want to make sure your ordinances are in place so that the people that need them will have access.

Mayor Hellyer stated that our Ordinance is more strict to ensure we maintain our CRS rating. Ms. Coleman stated I could check and see if anything would cause any difference to the CRS.

Councilmember Keating stated I think since we are in the process, we need a summary for our residents and property owners, how much impact does this change in the maps and in the Model Ordinance on the individual properties. How many properties are involved? What does that impact mean? I think since we have until mid-December, in my opinion, we should do a little bit more homework and communication on this before we do a second reading. Ms. Coleman stated some people are waiting for permits on lots coming out because they want to build reflective of the new language rather than existing paths.

Councilmember Keating made a motion to defer the second reading Ordinance number, 21-0937, until the next Council meeting or until information is available to better explain the impacts of the new maps to share with the residents and business owners. Councilmember Drake second. Councilmembers Keating, Drake, Pellegrino, and Mayor Hellyer voted in favor. Councilmember Scoles and Holder voted against. **Motion carried.**

c. FIRST READING –ORDINANCE 21-0938 CHAPTER 4 – Director King Mr. Charlie Barrineau stated just a quick recap. This is the Municipal Association's model ordinance. The State has made it the same style and passed it in the State Legislature last September. It requires you to update your Business License Ordinance. So we've been working with you to revise your ordinance. One change was to move your license effective dates to May 1 through April 30. We're also working with you to rebalance your rates. Tonight is the first reading of the Model Ordinance that was drafted in with our general counsel, and outside attorneys that the Municipal Association engaged; they were heavily involved in the business. Once you adopt this, we'd get your updated rates into the portal system. Hopefully, you're familiar with that. That is the system that allows for a business to easily make one payment if they choose to obtain licenses in each of those jurisdictions. It's going to apply to the entire State.

Councilmember Keating stated its difficult to discern what exactly is changed. There seem to be some quite extensive changes that are not readily obvious to us based on just accepting the model ordinance. Also, this Ordinance only addresses one Article in Chapter four, where there are update to the other 7 articles? We need to have a bit more understanding of what the overall impact of this change will have on our businesses that come and get business licenses. We deferred all of chapter 4 modifications to a later time, pending this change. So, before bringing this forward, I think we need to be looking at the entirety of Chapter 4 and those prior recommended modifications, and the clean up the language, etc. This is what we've done with all the other chapters that have been reconsidered. I think there are a couple of outstanding actions that we need to have better information on. That is; an understanding of what are the practical matters for Surfside Beach that are changing; if there is any latitude that Surfside can be more restrictive in certain areas should they so choose, etc. Charlie, as we talked about earlier, we know there are semantics in the model Ordinance that we would need to revise, so that it is consistent with the balance of our chapter, such as calling it an article instead of an ordinance. I don't believe this is ready for the first reading. I would recommend deferral, so additional information needed can be prepared.

Charlie Barrineau stated we recommend that you have this done by the year.

Councilmember Pellegrino stated this is the first reading, and we can get more information before the second reading. Let us move forward.

Councilmember Keating stated I know what we're being asked to adopt. Still, without doing a line-by-line comparison, what is it that's in our current Ordinance that is going to be eliminated? What's being added? Who will be treated differently? Who's not? I think we owe it to our businesses to explain it to them. Again, we've gone around this block before and did not clearly understand what we're voting on. I don't feel we clearly understand what is changing to our local businesses to obtain a business license.

Councilmember Scoles stated I do not see a problem with having the first reading. I liked what I saw. We can do the first reading, and in the meantime, we can do our research.

Councilmember Pellegrino made a motion to pass the first reading of Ordinance 21-0938. Councilmember Scoles second. Councilmembers Scoles, Holder, and Pellegrino voted in favor. Councilmembers Keating, Drake, and Mayor Hellyer voted against. **Motion failed.**

Councilmember Keating stated if we have the additional information by the next meeting, one of us may bring it back up for reconsideration in passing the first reading.

d. DECISION PAPER – 15TH JUDICIAL CIRCUIT TRAFFIC ENFORCEMENT MUTUAL AID AGREEMENT- 9/30/2021- Councilmember Keating made a motion to accept the 15th Judicial Circuit traffic Mutual Aide Agreement. Councilmember Scoles second. All voted in favor. **Motion carried.**

e. DECISION PAPER – 15TH JUDICIAL CIRCUIT TRAFFIC ENFORCEMENT MUTUAL AID AGREEMENT Councilmember Keating made a motion to accept the 15th Judicial Circuit traffic Mutual Aide Agreement. Councilmember Drake second. All voted in favor. **Motion carried.**

f. DECISION PAPER – MEMORANDUM OF UNDERSTANDING WITH MYRTLE BEACH FOR DETENTION SERVICES – Councilmember Pellegrino made a motion to accept the Memorandum of Understanding with Myrtle Beach for detention Services. Councilmember Scoles second. All voted in favor. **Motion carried.**

g. KEEP SURFSIDE BEACH BEAUTIFUL – IT'S A WONDERFUL LIFE Tabitha Mull, Chairman for Keep Surfside Beach Beautiful, stated that tonight, we're specifically asking to work with the Town to plan and implement It's a Wonderful Life holiday theme for the December events and to allow beer and wine vendors at these events. We will also provide food. The goal of the Town's events is to bring people to our Town, therefore creating a shoulder season and generate revenue for our local businesses. This will be our fourth year; I believe that this event and all the years past week, I received nothing that extreme positivity and all of that feedback from our residences and our businesses and the continued growth in those events year every year. There will be a tree lighting ceremony. We want to partner with the Town and propose expanding this night with Santa, Christmas characters, food, live music. We will have two trolleys; that will take you around Town to all of our beautiful homes lit up. Next, part of that is the Magic of Christmas movie Night Under the Stars for the whole family to enjoy. That again also has the vendors and activities at that event as well. We are asking all the businesses and the residents of our beautiful beach town to put up lights, light it up, and just to make sure we got all our Christmas decorations by December 4 because December 4 is the tree lighting. I want to keep everyone in mind that it's really about us coming together as a community, creating a great environment, great morale for our town members and all those who come and visit us. We've already secured and got commitments from 6 of the food and beverage vendors. Every single person that we've been talking to is so over the top, excited for the event, so we're excited.

Councilmember Keating stated that while I'm in favor of what you're proposing, we need to look at the overall budget for the year's events, not just for this one. We need to allocate funds for everything. We want to get started with the music in the park on Sundays. We do that for a year, for about \$5000. Also, we've also got several different people and organizations organizing events in several different ways allowed events in Town. We've got to get a handle on one way that applies to everybody and does that result in additional revenue for the events budget. We've got to be consistent and understanding who has what rights and which licenses aren't relevant. There are just too many variables out there for events.

Councilmember Drake made a motion to approve the events for Keep Surfside Beach Beautiful. Councilmember Keating second. Councilmembers Keating, Pellegrino, Drake and Mayor Hellyer voted in favor. Councilmembers Scoles and Holder voted against. **Motion carried**

Councilmember Soles stated the reason she voted no is not that she is against the events but that there is so much going on, and we need to know the costs before approving.

h. PLANNING, BUILDING AND ZONING PRESENTATION – Mr. Shanahan Mr. Shanahan explained the mission statement and goals of the Building, Planning & Zoning Department (PB&Z). The proposal is for an additional staff member that will provide a higher level of service to the public. He spoke about changing the name to Building & Codes Department and adding one salary for a building inspector. There will be cross-training. The Town would continue to utilize the COG for planning services. The PB&Z Director position is vacant but is a funded position. He also explained the duties of each position in the department. Mr. Shanahan stated the department has initially been a five-person department. There has also been a lot of turnover in employees in that department, which has resulted in many complaints. A fully-staffed department would ensure a high level of service to our residents, reduce wait times, and allow cross-training.

Councilmember Keating stated if I'm understanding this correctly, you're proposing that we have a director that is also a CBO, a Floodplain administrator, certified stormwater plan reviewer as well as the administrative manager. The department would have a second CBO, an additional code enforcement official, and the permitting clerk/technical.

Mr. Shanahan stated having a second CBO will ensure no downtime in case of sickness or vacations. Right now, the goal is to create an organization that will meet the needs of the Town.

Councilmember Pellegrino stated, Mister Shanahan, I think it sounds like you do your homework. I read this over the weekend when I was highly impressed because it's like you went back to solve a problem that happened over the last few years. In five years, with the structure we had in zoning, we still have the same. We still have many of the same problems. This is a very good plan, and I think you hit the gaps, and I thank you. You have the right people. So, this is an excellent plan. Now, on the other hand, as I said before, simply because there's a gap and I know they are overwhelmed, we need to absorb that position somewhere else.

Councilmember Scoles stated she feels this position is needed and also a second CBO so that we will not be in a position to be without one.

Councilmember Keating stated, I would recommend that we go forward with hiring the director, then that person can figure out what the staffing needs may need to be for the work load.

Councilmember Scoles made a motion to allow the Town Administrator to create a planning and zoning department position. Councilmember Holder second. Councilmembers Scoles, Holder, Pellegrino, Drake and Mayor Hellyer voted in favor. Councilmember Keating voted against. **Motion carried.**

9. PUBLIC COMMENTS

a. Tabitha Mull, Chairperson for KSBB, I want to let everybody know that the golf cart parade starts at 1:00 pm and the lineup is at 12:30 on North Dogwood and 16th Ave on September 5th. We have a beach sweep on September 18th at 3rd Ave N beach access from 9 am to 11 am. Then our Celebrate Surfside Beach town approved but not sponsored event will be on September 25 from 11 am to 3 pm.

b. Judy Henion, 11th Ave North, I just wanted to make everyone aware that the Horry County Republican Women will be doing a very special event on Constitution Day. There will be some very special people speaking about the constitution, and we would like to invite everyone to know about it. I certainly look forward to having you there. I'll make sure that you get the information.

c. Beth Kohlmann, 10th Ave North. It's just my interpretation of the CRS as it pertains to flood damage reduction. I was of the understanding that we had a permit/flood coordinator in Town. So, there is no reason for our CRS program to be stalled. We have to re-submit every year. There have been no meetings to discuss this, which I am disappointed

about. We do have a CRS committee. As public officials, you should receive a report to show you the changes. I had to request it years ago. This way, you can see what changes versus just taking what is being presented to you.

e. Bill Kinken, North Dogwood, I ask you not to build that building across the street for \$500,000. I don't want to see us spending our reserves. I'm asking that you have an RFQ to restore the existing buildings. Multiple people can do this, but make sure they're certified restoration companies. If we rehab this building, we can use it for a few years, and then we have the money later on to think about building a building across the street. We don't use this building every day. Save yourself a lot of money right now. The pier money keeps going up. I hate to see us use our reserves.

10. TOWN COUNCIL DISCUSSION AND/OR COMMENTS

a. Councilmember Soles stated I want to thank the community garden for the vegetables. I will thoroughly enjoy them. I appreciate KSBB; please don't be offended that I ask questions. I have to. I will tactfully say that I don't ever want to listen to our town employees being attacked. They work hard. I heard some of the statements made at the last Council meeting that I could not attend. I think we will lose some of our good employees, and I don't want to see that happen. We all have to work together, and we may not always agree. Everyone has their thoughts and ideas. I am hoping with this upcoming election we will not see any of that. Everyone should run on their merits. Not bashing other people. Let's hear what you can bring to this Town. That is the person I am going to vote for. I appreciate everything everyone does for this Town. The numbers are climbing again, so protect yourself and stay safe.

b. Councilmember Holder stated I want to thank everyone for coming out tonight, and Thank you for all the comments. I liked the community garden presentation. Thank you for the work going on there. Also, I want to thank KSBB, and you have my support. I have to make sure we do not go over budget. Also, we have to be careful of the comments made at meetings to the running people. We need some good people, working and being part of this community. If you have any questions, I would be happy to help. I appreciate your support. Have a great night.

c. Councilmember Keating We had a full agenda tonight. We are trying to get to where everybody understands the direction and what's changing and why. That's one of the things we talk about multiple times. We've discussed updating the chapters of our codes and some of the other challenges faced. So, I think understanding the impacts of some of the state-mandated things that affect our town is the right things to do. I understand that we don't have a lot of choice in what we're accepting, we can do our homework and communicate with our residents, business and stakeholders the impact and those changes. So, I appreciate all the people involved in getting us to be transparent, and everybody can understand why we're making the changes we're making. I also appreciate everybody's comments and the feedback on some of the things that are being proposed. Sitting up here, you can't think of everything all the time. I know we're very flexible in some of the things here. That doesn't mean we're always going to agree on everything. I don't always agree up here either. But that's OK. That's what it's about. As long as we can share feedback, we can share the information, we can share those thoughts and opinions. That's what it's about. So, I want again, thank everybody for reaching out with some of the comments that I received, some of the private messages I received. If you have any questions, instead of taking it to Facebook, please reach out to one of your council members or your town administrator and get an answer to your question. If something is not clear to you, or it's not making sense to you – maybe we can clarify it. As far as I know, everybody sitting up here in this room will be more than happy to answer your question. With that, I want to thank everybody for coming out tonight. I appreciate the vegetables very much. So have a great day, and we will see you in a couple of weeks.

d. Councilmember Pellegrino stated we've never, in 8 years, have I seen a plan like this for the building department. We have always had problems. We have good staff, but they're overwhelmed. This is the first time I've seen a plan. We also looked at other organizations and appreciate that. I know some people have already signed up for the election, I appreciate that. I have worked with 4 different councils. Some are better than others, and some are worse than others.

e. Councilmember Drake stated, thank you for coming. And thank you for all the resident participation. It's very important that people get involved in the process. We have a lot of committees. They're staffed by residents, volunteers who are doing a lot of good things. We solved one problem with Chapter 9, and we created another, so I appreciate your feedback. You guys stay involved; we miss things. Thank you very much for this plan for the building codes department. I would like to thank Laura from the Community Garden and KSBB for their presentations. KSBB is always looking to put a smile on someone's face. I am very proud of them. The garden committee, some places grow all year round. It doesn't just appear in the grocery store. We are very fortunate here in America that we do not ever run out of food. We throw away more than some countries have.

g. Mayor Hellyer stated we had a huge agenda. It's good to see all the things going on in Town. I'm glad we agreed on someone for the building department. We need to be able to provide the services for our residents to keep them safe. Mr. Shanahan has a lot of balls in the air trying to juggle what's going on. Thank you for coming by.

11. EXECUTIVE SESSION pursuant to the Freedom of information Act §30-4-70(a)(2), Discussion of negotiations incident to proposed contractual arrangements. Act §30-4-70(a)(1), Discussion of employment, appointment, compensation, promotion, discipline, or release of an employee.

Councilmember Scoles made a motion to enter into the executive session at 8:49 pm. Councilmember Holder second. All voted in favor. **Motion carried.**

Councilmember Keating made a motion to resume the public session at 9:34 pm. Councilmember Holder second. All voted in favor. **Motion carried.**

12. Council may take action related to matters discussed in Executive Session

Councilmember Drake made a motion for the Town Administrator to extend an offer and continue with the background check for the recommended Fire Chief. Councilmember Keating second. All voted in favor. **Motion carried.**

Mayor Hellyer made a motion to reconsider the vote for Chapter 9, Ordinance 21- 0936. Councilmember Drake second. All voted in favor. **Motion carried.**

Mayor Hellyer made a motion for amend the second reading of Ordinance 21-0936, including previously discussed modifications, to stipulate that the changes to the parking fees shall be effective in the next parking season of March 2022. Councilmember Drake second. All voted in favor. **Motion carried.**

Councilmember Keating made a motion to authorize the Town Administrator to approve the change order #22 to be paid to Consensus and to authorize the Town Administrator to engage in our previously utilized outside solicitor for continued counsel on the pier project. Councilmember Drake second. All voted in favor. **Motion carried.**

13. ADJOURNMENT

Councilmember Keating made a motion to adjourn at 9:39 pm. Councilmember Drake second. All voted in favor. **Motion carried.**

Surfside Beach Town Council

Robert Hellyer, Mayor

David L. Pellegrino

Bruce H. Dietrich, Town Council

Cindy Keating, Town Council

Michael Drake, Town Council

Debbie Scoles, Mayor Pro Tempore

Paul Holder, Town Council

Attest: _____

Sheri L Medina, Town Clerk

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