

Bryan County Board of Commissioners – May 17, 2016

The regular meeting of the Bryan County Board of Commissioners was held on Tuesday, May 17, 2016 in Pembroke. The following members were present: Chairman Jimmy Burnsed, Commissioner Wade Price, Commissioner Noah Covington, and Commissioner Steve Myers. Also present: County Administrator Ben Taylor, County Clerk Donna Waters and County Attorney Lea Holliday. Commissioner Rick Gardner was not present for the meeting.

Chairman Burnsed called the meeting to order at 5:30 p.m. Invocation was given by Commissioner Covington. Everyone joined in the Pledge of Allegiance.

Probate Judge Sam Davis swore in **Dallas Daniel** as the new commissioner for the 4th District. Mr. Daniel took his seat as a Commissioner.

A discussion was held on the **agenda**. A motion was made by Steve Myers and seconded by Noah Covington to approve the agenda with one addition. Motion carried unanimously.

A discussion was held on the **minutes** of the March 14, 2016 special called meeting and April 12, 2016 regular meeting. A motion was made by Wade Price and seconded by Noah Covington to approve the minutes of the March 14, 2016 special called meeting and April 12, 2016 regular meeting as printed. Motion carried unanimously.

A discussion was held on the **consent agenda**. A motion was made by Noah Covington and seconded by Wade Price to approve the consent agenda. Motion carried unanimously.

The following items were listed on the consent agenda:

1. Approval of Tax Refunds

*Real Property Appeal Refunds - \$364.44

*Motor Vehicle Appeal Refunds - \$1,028.97

In the realm of the Senior Service Industry, May is considered to be **Older Americans Month**. Bryan County's senior support infrastructure includes two senior centers which are county run and located within our borders. A motion was made by Wade Price and seconded by Steve Myers to approve a proclamation proclaiming May 2016 to be Older Americans Month. Motion carried unanimously.

A motion was made by Noah Covington and seconded by Wade Price to adjourn the regular meeting to hold a public hearing on the abandonment of a portion of **Shumantown Road**. Greg Sims was present to speak on this issue. A motion was made by Steve Myers and seconded by Dallas Daniel to close the public hearing and go back into regular meeting. Motion carried unanimously.

John Grotheer, Finance Director, met with the board to discuss several budgets.

***Atlantic Judicial Circuit Law Clerk FY 2016-2017 Budget** - The Atlantic Judicial Circuit operates on a July – June Fiscal year. They have submitted the proposed budget for FY 2016-2017 in the amount of \$9,380.00, no change from the previous year. Bryan County's share of that budget is \$1,782.20 or \$148.52 per month. A motion was made by Steve Myers and seconded by Wade Price to approve the Atlantic Judicial Circuit Law Clerk's Budget for FY 2016-2017 in the amount of \$9,380.00, Bryan County's share of the budget is \$1,782.20 annually or \$148.52 monthly. Motion carried unanimously.

***Atlantic Judicial Circuit Superior Court Judges FY 2016-2017 Budget** – The Atlantic Judicial Circuit operates on a June-July Fiscal Year. They have submitted the proposed budget for fiscal year 2016-2017 in the amount of \$131,596, no changes from the previous year. Bryan County's share of that budget is \$25,003.24 or \$2,086.60 per month. A motion was made by Steve Myers and seconded by Wade Price to approve the Atlantic Judicial Circuit Superior Court Judges Budget for FY 2016-2017 in the amount of \$131,596, Bryan County's share of the budget is \$25,003.24 annually or \$2,083.60. Motion carried unanimously.

***Atlantic Judicial Circuit Public Defenders FY 2016-2017 Budget** – The Indigent Defense Program Director (Brandon Clark) operates on a July 1 – June 30 fiscal year. He has submitted the proposed budget for FY 2016-2017 in the amount of \$946,029 minus office space credits of \$83,858, which means \$862,171 is the actual appropriation. Bryan County's share of the 2016-2017 budget is \$180,382. Last year's budget was \$926,943, our share being \$178,369. Our proposed share increased by \$2,013 or 1.011%. The increase was attributed to the increase in the cost of health care benefits. A motion was made by Steve Myers and seconded by Noah Covington to approve the Atlantic Judicial Circuit Public Defender's budget for FY 2016-2017, Bryan County's share of the FY 2016-2017 budget is \$180,382. Motion carried unanimously.

Ben Taylor, County Administrator, met with the board with several issues.

***Shumantown Road** – Shumantown Road is located in the Northern portion of Bryan County. A portion of this road is located in what has become the yard of Clara Sims. It is reported that this portion of the road is rarely traveled by the surrounding residents and its condition would indicate that fact. Ms. Sims has requested that this portion of the road be closed. The required notices and public hearing as specified by Georgia Law have been fulfilled. It was the consent of the board to table this topic until next month in order to look into several concerns.

***LMIG 2016 Bid Award** – LMIG funds are supplied by the Georgia Department of Transportation for paving projects annually. Bryan County's annual allocation is around \$312,640. Applications are due by January of each year and a 30% match is required from the local government, which equates to \$93,800. LMIG has been used primarily for resurfacing projects in the past. Over the past few months, County Engineering and Roads Department have been developing a multi-year resurfacing schedule. The upcoming year's recommended LMIG road resurfacing list consists of four roads. The first was Charles Shuman Road with a length of one mile. The second was Oak Hill with a length of 1/3 mile. The third was Warnell Drive being nearly ½ mile. The final recommended road was Williamson Drive being slightly over 1/3 mile. Bids were solicited and the low bidder was Preferred Materials, Inc. in the amount of \$467,125. Staff is recommending the award of this contract to Preferred Materials, Inc. The County's matching requirement and any additional funds over the original estimated amount as compared to the bid amount, if needed, will come from the road project line item in SPLOST. The contractor has performed road work projects in the recent past with Bryan County and does so in an adequate manner to meet Bryan County's standards of performance. A motion was made by Noah Covington and seconded by Wade Price to award the bid to Preferred Materials, Inc. in the amount of \$467,125. Motion carried unanimously. Commissioner Covington stated he would like for the county to pave the shoulders beyond the white stripes if there is any way possible of these projects and future projects.

***Reappointment of Wendy Sims as Summer Lunch Administrator** – Bryan County Summer Food Service Program (SFSP) is a federally funded initiative that provides healthy meals at no cost for

children in eligible areas during the summer months. This program has been in Bryan County for over 20 years. There are 16 sites throughout Bryan County, with 14 sites on the North End and 2 sites on the South End. In 2014, we fed approximately 120 children in South Bryan and 680 children in North Bryan. Due to federal requirements, an administrator of the program must be officially appointed by the Board to continue receiving federal funds. Ms. Sims has long served with this responsibility. A motion was made by Steve Myers and seconded by Noah Covington to reappoint Wendy Sims, Bryan County Family Connection Executive Director, to administer the Bryan county Summer Food Service Program for Fiscal Year 2016-2017. Motion carried unanimously.

***Purchasing Policy** – In the past, Bryan County has had a loose confederation of operational policies adopted either by resolution or by reflection in the minutes. These policies are located in various places making them difficult to locate which causes problems in operations and accountability. Our ultimate goal is to create a comprehensive policy manual for the county with a number of various policies located centrally. This month, the purchasing policy will be considered. The attached policy will update various administrative policies with adoption dates ranging from the 1990s until recently. This policy will establish clear procedures for department heads and the finance department in the acquisition of needed items. A motion was made by Steve Myers and seconded by Noah Covington to approve the attached resolution and policy. Motion carried unanimously.

***Sick Leave Pool Policy** – Bryan County currently has a leave donation policy and this resolution proposes to amend that policy. This revised policy seeks to change the current policy which allows from direct person-to-person upon committee approval to a donation pool type system. Currently an employee must openly solicit for the donation of hours if they feel they qualify for the use of the policy. This can lead to animosity towards the committee by the donor of the time in the event that the employee does not qualify for inclusion into this policy. It can also lead to the unintended consequence of perceived discrimination when an employee does indeed qualify for inclusion into the policy. A pooled system help to avoid situations as mentioned. The current policy also allows an employee to receive up to 60 days of donated leave each year. This number is excessive in an employment environment where short and long term disability has become the norm. This new policy caps that total number at 30 days each year. It also increases the employee's stakes in the matter by requiring a donation to the pool from each eligible employee wishing to participate in the program. It is also important to remember that these donations fuel the pool in which the available days are disbursed by the committee. The proposed policy also reinforces our emphasis on personal responsibility by providing incentive for a reduced donation requirement if the employee has invested in short-term or long-term disability. A motion was made by Steve Myers and seconded by Noah Covington to approve the resolution amending the personnel policy and employee manual governing all county employees, more specifically, the amendment of Section 5-810 Personal Leave Donation. Motion carried unanimously.

A motion was made by Noah Covington and seconded by Wade Price to close the regular meeting to go into executive session to discussion litigation. Motion carried unanimously. The board went into executive session at 6:24 p.m. The board went back into regular session at 7:17 p.m.

A motion was made by Noah Covington and seconded by Wade Price to adjourn. Motion carried unanimously. The meeting adjourned at 7:18 p.m.