

Bryan County Board of Commissioners – April 8, 2014

The regular meeting of the Bryan County Board of Commissioners was held on Tuesday, April 8, 2014 in Richmond Hill. The following members were present: Chairman Jimmy Burnsed, Commissioner Carter Infinger, Commissioner Noah Covington, Commissioner Steve Myers, Commissioner Wade Price, and Commissioner Jimmy Henderson. Also present: County Administrator Ray Pittman, County Clerk Donna Waters, Deputy County Clerk Charlene Butler, and County Attorneys John Harvey and Mark Hendrix.

Chairman Burnsed called the meeting to order at 5:30 p.m. Invocation was given by Commissioner Henderson. Boy Scout Troop 400 led everyone in the Pledge of Allegiance. Visitors were recognized.

A discussion was held on the **agenda**. A motion was made by Jimmy Henderson and seconded by Carter Infinger to approve the agenda with two additions. Motion carried unanimously.

A discussion was held on the **minutes** of the March 11, 2014 regular meeting. A motion was made by Steve Myers and seconded by Wade Price to approve the minutes of the March 11, 2014 regular meeting as printed. Motion carried unanimously.

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

The following items were listed on the consent agenda:

1. Approval of New Occupational Tax Certificates

- *Gene Fabre – Platinum Signatures Homes, LLC
- *R C Allen – Allen’s Painting & Pressure Washing
- *Rendell S. Grier – Quality Maintenance Services
- *Sharon Lynn – A and C Lawn Care and Landscaping
- *Virenkumar Patel – Zip-N-Food #5
- *Rameshchandra Patel – E-Z Liquors

2. Approval of New Alcoholic Beverage Licenses

- *Rameshchandra Patel – E-Z Liquors
- *Virenkumar Patel – Zip-N-Food #5

3. Approval of Tax Refunds Due to Appeals in March, 2014

<u>Name</u>	<u>Year</u>	<u>Map & Parcel</u>	<u>Amount</u>
Charles Stafford	2013	068-014	\$42.72
Fancy Hall Investments, LLC	2013	065-043	\$9.69
Fred & Clarissa Canady	2013	057-080	\$65.31
Elaine S. Mitchell	2012	065-041	\$33.79
Fred & Clarissa Canady	2013	057-084	\$121.10

Fred & Clarissa Canady	2013	057-083	\$204.36
Five Brothers, LLC	2012	047-010	\$2,767.87
Five Brothers, LLC	2013	047-010	\$995.07
Chandler B. Echols, Jr.	2013	0532-243	\$5.89
Cheryl K. Chip	2013	0544-028	\$1,270.99
Nancy L. Frye	2013	054H-010-104	\$103.54
TOTAL			\$5,620.33

TAVT (Motor Vehicle) Appeals

Timothy S. Colmer	\$158.63
Chester C. Sheffield, III	\$190.68
Bobby Joe Howard Sikes	\$172.12
Katie O'Brien	\$69.18
Patsy M. Garner	\$158.63
Brett O. Berry	\$110.82
TOTAL	\$860.06

Brett Turner met with the board to discuss the **sign ordinance** and possibly having a text amendment to the ordinance regarding directional signage. The board will look into this further.

A citizen spoke in regards to the problems with **drainage and sewage** in the **Buckhead Subdivision**. She was told the county can meet with the Homeowners Association to discuss these issues.

Pratt Lockwood, Recreation Director, met with the board to give an update on activities in his department. Mr. Lockwood introduced two new employees in the Recreation Department.

***Concession Stand** – The Recreation Department intends to construct a concession stand at Henderson Park. The building will be an engineered split face masonry unit building with pre-engineered metal truss roof. The building is to be engineered and constructed under a design-build contract to qualified contractors. This project will be funded with SPLOST VI funds. Mr. Lockwood was told to go ahead and put this concession stand out to bid.

***Splash Pads** – Funds are available in SPLOST VI for the installation of Splash Pads at Hendrix Park and Henderson Park. There was a discussion on whether to reclaim the water or not. If the water is reclaimed, it will need to be monitored. After a discussion, it was the consensus of the board to do more research on Splash Pads before making a decision.

***Shelters** – Funds are available in SPLOST VI for the construction of two new shelters; one shelter will be located at Hendrix Park and one shelter will be located at Henderson Park. The Hendrix Park shelter would have no power and the following guidelines would be used: Shelter will be 40' long by 29' wide; Concrete base would be 4 inches thick, with rebar around perimeter and fiber mesh throughout, 1' around perimeter of slab should be 6 inches deep, and broom finish; 20 year (3) tab shingles; roof decking to be 7/16 OSB; all other wood should be treated; the railing around the picnic

shelter should be treated, with a three foot opening at each corner, railing should be at least 36" high, only wood screws should be used for railing top rail; roof pitch will be 4/12. Kay Green is looking at erecting a shelter from a kit/or a pre-fabricated shelter for Henderson Park. Mr. Lockwood was told to go ahead and put the shelter at Hendrix Park out to bid.

Wendy Sims, Family Connections Coordinator, met with the board to give an update on activities in her departments.

***Family Connections** – The Family Connections “report card” was reviewed. This report is how counties are measured across the state. According to the indicators on the report, Bryan County is doing fairly well.

***Summer Food Service Program** – As part of the annual grant application requirements, the county is required to identify and designate an individual that will act on behalf of the county and becomes Bright from the Start’s point of contact and binds the organization legally, financially and administratively as it pertains to the administration and/or operation of the Summer Food Service Program. A motion was made by Carter Infinger and seconded by Wade Price to authorize Wendy Sims to act on behalf of the county for the Summer Food Service Program. Motion carried unanimously.

***Summer Lunch Program** – The County Summer Lunch Program has been utilizing the Sheriff’s office jail kitchen to provide the summer lunch program meals. This has proved to be a significant savings for the program. The current agreement with Dot Myers was made approximately two years ago between the County and the Sheriff. During the nine weeks of the summer, Mrs. Myers is compensated for 20 hours at her hourly rate for a total of \$2,844. Therefore, she is compensated for the additional workload and responsibility of supervising three part time summer workers during the summer. This arrangement has worked well and has actually saved the county money not to mention a better quality and value of food service provided. A motion was made by Steve Myers and seconded by Wade Price to approve the Sheriff’s office continuing to provide meals for the Summer Lunch Program and compensating Dot Myers \$2,844 as a contractor utilizing a 1099. Motion carried unanimously.

A motion was made by Steve Myers and seconded by Carter Infinger to close the regular meeting for **Public Hearings**. Motion carried unanimously.

Chairman Burnsed called the public hearings to order at 6:39 p.m.

1. **Case TA #100-14 – Outdoor Advertising Signs** – Marlin Outdoor Advertising, Ltd has requested a change in the Outdoor Advertising Signs Ordinance text to allow billboards to be installed on properties having a zone of B-2. Currently the ordinance allows billboards on properties zoned C-1, I-L, and I-1. Lloyd Murray spoke regarding this issue and gave a history on how the sign was previously located at this location and was removed per the court. The court order was eventually overturned but the ordinance was amended during this time to not allow billboards in a B-2 zone. He feels this should have been grandfathered in.

2. **Bertha Harvey Road Right-of-Way** – Ms. Mary Ricketson request the Board of Commissioners consider removing the dirt road running through her property from public ownership to private ownership. Ms. Ricketson has indicated she will allow Mr. Page to install gates on both sides of her property and she has stipulated the maintenance of the road will be her (as owner) sole responsibility. All necessary procedures have been followed for removing a road from public ownership. No one was present to speak on this topic.

A motion was made by Carter Infinger and seconded by Jimmy Henderson to adjourn the public hearings and go back into regular session. The board went back into regular session at 6:51 p.m.

Case TA #100-14 – Outdoor Advertising Signs – A discussion was held on the text amendment for outdoor advertising signs. Commissioner Henderson would like an opportunity to research this issue further before making a decision. A motion was made by Carter Infinger and seconded by Steve Myers to deny the request to make a text amendment to the Outdoor Advertising Signs Ordinance. Voting for: Infinger & Myers. Voting against: Henderson, Price and Covington. Motion did not carry.

Bertha Harvey Road Right-of-Way – A motion was made by Steve Myers and seconded by Jimmy Henderson to approve Bertha Harvey Road to be removed from Bryan County ownership and be returned to Ms. Mary F. Ricketson ownership and authorize the Chairman to execute the attached Resolution. Motion carried unanimously.

“Copy Resolution”

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

***Budget Calendar** – The proposed budget calendar for FY 2015 was given to the board members for their review.

***Atlantic Judicial Circuit Superior Court Judges Budget** – The Atlantic Judicial Circuit Superior Court Judges operate on a July –June fiscal year. They have submitted their proposed budget for FY 2014-2015 in the amount of \$131,596, which is an increase of \$2,400 from the previous year’s budget. Bryan County’s share of that budget is \$25,003.24 annually or \$2,086.60 per month. A motion was made by Wade Price and seconded by Noah Covington to approve the Atlantic Judicial Circuit Superior Court Judges Budget for FY 2014-2015 in the amount of \$131,596, with Bryan County’s share of the budget being \$25,003.24. Motion carried unanimously.

***Atlantic Judicial Circuit Superior Court Law Clerks Budget** – The Atlantic Judicial Circuit Superior Court Law Clerks operate on a July –June fiscal year. They have submitted their proposed budget for FY 2014-2015 in the amount of \$9,380.00, which is an increase of \$240.00 from the previous year’s budget. Bryan County’s share of that budget is \$1,782.20 annually or \$148.52 per month. A motion was made by Steve Myers and seconded by Jimmy Henderson to approve the Atlantic Judicial Circuit Superior Court Law Clerks Budget for FY 2014-2015 in the amount of \$9,380, with Bryan County’s share of the budget being \$1,782.20. Motion carried unanimously.

***Atlantic Judicial Circuit Public Defenders Budget** – The Atlantic Judicial Circuit Public Defenders operate on a July – June fiscal year. They have submitted their proposed budget for FY 2014-2015 in the amount of \$910,346 minus office space credits of \$83,858, for an actual appropriation of \$826,488. A motion was made by Steve Myers and seconded by Noah Covington to approve the Atlantic Judicial Circuit Public Defenders Budget for FY 2014-2015 with Bryan County's share being \$186,380, which is up 1% from previous year. Motion carried unanimously.

***Vacancy in Payroll** – It was reported that due to the resignation of Cynthia Sims, we currently have a vacancy in payroll. We are looking into options such as contracting the payroll service versus hiring another employee. A proposal will be presented at the next commission meeting.

Kirk Croasmun, County Engineer, met with the board to give an update on activities in his department.

***South Bryan LAS Facility** – Contract documents have been forwarded to Seaboard Construction Company for execution. As part of the site preparation process we have entered into an agreement with Georgia Forestry Commission in order to plow fire breaks and burn-off the site. The estimated cost to delineate wetlands and burn was estimated at \$5,000. At the March 11, 2014 Commission Meeting, staff was authorized to move forward with the Georgia Forestry Commission work for \$2,088. However, the wetlands delineation cost which was included in the \$5,000 site preparation cost was not referenced in the approval. The cost which was originally quoted by Thomas & Hutton in the amount of \$3,000 has since been reduced to \$1,500 due to time savings on the field work. In addition, Thomas & Hutton has submitted a proposal for additional work necessitated by the EPD during their review of the required Design Development Report. A contract amendment has been submitted by Thomas & Hutton for the above referenced work. As this work was not anticipated in the original scope staff recommends approval of the proposed amendment in the amount of \$17,200. A motion was made by Noah Covington and seconded by Steve Myers to approve the proposed amendment in the amount of \$17,200. Motion carried unanimously.

***Timber Trail Road/SR 144 Signal** – Construction is ongoing. Substantial completion date is scheduled for April 16, 2014. Based on limits of additional roadway repair areas which have been identified by the City the contractor has provided a revised construction cost estimate for the work in the amount of approximately \$128,000. In addition, Thomas & Hutton has submitted a proposal for engineering construction administration and inspection work as outlined in the proposal. Based on the proposal the City and County will incur a cost of \$12,500 and \$3,500 respectively. A motion was made by Steve Myers and seconded by Carter Infinger to approve the additional construction and engineering proposals in the amount of \$131,500 and the city take responsibility of the road. Motion carried unanimously.

***Belfast Commerce Centre Drive** – A preconstruction meeting was held on March 21, 2014. The road construction is underway. The project is scheduled for substantial completion on May 26, 2014.

***Bryan County 2012 CIG Grant** – The final draft has been forwarded to Stakeholders for review and comments.

***Belfast River Road Water Line** – We are going to be installing water mains (12" main) from the Administrative Building about 2 ¼ miles down Belfast River Road to the Bowridge Subdivision. The Public Works department will do most of this work. Quotes have been received for the materials we are going to need. The quotes range from \$173,500 to \$184,000. This project will be paid with SPLOST VI funds which will be reimbursed by the developer. A motion was made by Steve Myers and seconded by Noah Covington to approve the purchase of materials for the installation of the water line. Motion carried unanimously.

Ray Pittman, County Administrator, met with the board with several issues.

***EMS Fuel Purchase Card** – The Georgia Department of Administrative Services Office of Fleet Management offers a fuel purchase card program provided under state contract and currently accepted at most fueling stations. In addition to the convenience, there are no upfront fees, fuel discounts, fraud controls, tax exemption, early pay rebates and 24 hours monitoring. Currently, the Fire and EMS vehicles travel in excess of 30 miles one way to fill up their vehicle which is excessive wear and tear on very costly ambulances and fire trucks. This program is currently used by numerous state agencies and local governments throughout the state and is utilized as an effective financial tool in the event of a local disaster. EMS desires to get 10 fuel cards for his operations. In addition, the Sheriff recommends the Sheriff's department get three fuel cards in order to provide patrol officers the ability to purchase gas when they are transporting prisoners or traveling out of town. A motion was made by Carter Infinger and seconded by Wade Price to approve the recommendation of the Sheriff and Director of Emergency Services/Fire Chief to implement the state fuel card program for the Sheriff and Fire & EMS Departments as deemed necessary. Motion carried unanimously.

***May Commission Meeting** – A motion was made by Jimmy Henderson and seconded by Wade Price to change May meeting to May 20. Motion carried unanimously.

***Cartertown Road Temporary Drainage Easement** – Parcel #042-013 located on Cartertown Road has an existing ditch on their property. The ditch has no easement. The owners have indicated they will not grant a permanent easement. Thus, we need to seek a temporary easement for Bryan County workforces to clean the existing ditch. This ditch does drain properties outside of the property where the ditch is located. A motion was made by Steve Myers and seconded by Wade Price to allow staff to approach the owners of parcel # 042-013 to request a temporary easement to clean the existing ditch. Motion carried unanimously.

***iPads for Planning & Zoning Members** – The Bryan County Planning & Zoning members have returned their tablets. They have indicated the tablet is not user friendly and many have requested paper booklets. The P & Z Board voted and unanimously approved requesting the Board of Commissioners consider purchasing iPads with broadband. The cost for each iPad is \$479.99 new and \$379 refurbished, which is the same model as given to the Board of Commissioners. In addition, the broadband is \$38 per month per iPad. A motion was made by Noah Covington and seconded by Steve Myers to purchase the iPads with 4G WiFi capability but not purchase the monthly broadband for the Planning and Zoning Members. Motion carried unanimously.

***Land Donation to County** – Ms. Amanda Scott, owner of parcel # 0211-039 located on Harveytown Road, has requested the Commissioners consider accepting a land donation. This lot has a ditch with an easement running through the property. Ms. Scott has tried to sell the property since it was inherited without any success. It was indicated they are tired of paying taxes on the property and wish to donate the property to the county. The board feels as though we are not in the land acquisition business and this property would serve the county no purpose. A motion was made by Carter Infinger and seconded by Jimmy Henderson to deny accepting the property located at parcel #0211-039. Motion carried unanimously.

***Late Property Tax Request for Interest Waiver** – Toyota Financial Services has requested the board waive interest on ad valorem taxes in the amount of \$13.78 for tax bill #12993P13 due to them not receiving the original tax bill. The tax bill was sent to the correct address, but due to an error by Toyota, the zip code was incorrect and the bill was returned to the Tax Commissioner. A motion was made Steve Myers and Noah Covington to deny the waiver request of \$13.78 from Toyota Financial Services for tax bill #12993P13. Motion carried unanimously.

***Late Property Tax Request for Interest Waiver** – Coastal Utilities, Inc. has requested the board waive interest on ad valorem taxes in the amount of \$1032.62 for tax bill #2013 002940 and 002939 due to a miscommunication. A motion was made by Steve Myers and seconded by Carter Infinger to deny the waiver request of \$1032.62 from Coastal Utilities, Inc. for tax bill #2013 002940 & 002939. Motion carried unanimously.

***Unique Habitats Inventory Request** – The Georgia Wildlife Resources Division has requested Bryan County consider granting the Nongame Conservation Section of the Georgia Department of Natural Resources approval to conduct an inventory of unique habitats on the Bryan County Wastewater Treatment Plant located at WaterWays Township. A motion was made by Carter Infinger and seconded by Steve Myers to approve the request of the Nongame Conservation Section of the Georgia Department of Natural Resources to conduct an inventory of unique habitats on the Bryan County Wastewater Treatment Plant located at WaterWays Township. Motion carried unanimously.

***Bryan County Employee Retiree Health Insurance** – Bryan County currently has a post-retirement health coverage benefit in which the county pays for 80% of the health insurance coverage for retirees-the employee pays 20% of their premium and 100% of their dependent premium. This benefit converts to Medicare supplement after age 65. This is an unfunded benefit or liability to Bryan County. Bryan County's end of year audit for 2012 indicated the unfunded County liability was \$869,192 for post-retirement health coverage. This unfunded benefit may in the future create a financial burden. Thus, a resolution is being presented for the Commissioners consideration to stop the post retirement health care benefit for all Bryan County Employees hired on or after May 1, 2014. A motion was made by Carter Infinger and seconded by Jimmy Henderson to approve the resolution to stop post-retirement health care benefits for employees hired on or after May 1, 2014. Motion carried unanimously.

“Copy Resolution”

***LifeLink of Georgia Proclamation** – April is National Donate Life Month, an opportunity to share life-saving information about the need for organ and tissue donation in your community. Each year the County Commissioners pass a proclamation in support of LifeLink of Georgia. A motion was made by Carter Infinger and seconded by Steve Myers to approve the proclamation proclaiming April 2014 as Donate Life Month. Motion carried unanimously.

“Copy Proclamation”

A motion was made by Steve Myers and seconded by Wade Price to go into executive session to discuss personnel matters. Motion carried unanimously. The board went into executive session at 7:57 p.m.

The board went back into regular session at 8:57 p.m.

A discussion was held on a **position in the Sheriff's department**. Seventy-five (75%) percent of the position will be paid by a grant and twenty-five (25%) percent of the position will be paid by other sources. When this grant is over, the position will cease to exist. A motion was made by Carter Infinger and seconded by Steve Myers to approve the position in the Sheriff's department at no cost to the county. Motion carried unanimously.

Chairman Burnsed declared the meeting adjourned at 9:00 p.m.