

**THE EFFINGHAM COUNTY  
COMMISSIONERS' MEETING**

The Board of Commissioners of Effingham County, Georgia, Mr. Wendall Kessler, Chairman, Mr. Steve Mason, Vice-Chairman, Mr. Reggie Loper, Mr. Forrest Floyd, Mrs. Vera Jones and Mr. Phil Kieffer met in regular session at 5:00 pm on Tuesday, December 3, 2013 in the Commissioners' Meeting Room at the Effingham County Administrative Complex

**PERSONS ATTENDING THE MEETING**

Mr. Eric Gotwalt, County Attorney, Mr. Toss Allen, Interim County Administrator, Mr. Adam Kobek, Director of Community Relations, Mrs. Stephanie Johnson, County Clerk, Mrs. Joanna Wright, Finance Director, Mr. Steve Liotta, County Engineer, Mr. George Shaw, Zoning Administrator, Mr. Jack Burnsed, Ms. Gigi Rigsby and Mr. Pat Donahue

**CALL TO ORDER**

Chairman Kessler called the meeting to order.

**INVOCATION AND PLEDGE TO THE AMERICAN FLAG**

Chairman Kessler gave the invocation. Chairman Kessler led the Pledge to the American Flag.

**AGENDA APPROVAL**

Chairman Kessler asked to add as Item# 4 under New Business – Consideration for Staff to draft an agreement with the City of Rincon for operation of a fire station on Blue Jay Road to be presented at the December 17, 2013 BOC meeting. There was a brief discussion about adding an item. County Attorney Gotwalt recommended presenting the information in committee reports. There was a consensus to make no changes to the agenda.

Commissioner Loper made a motion to approve the agenda as read. Commissioner Kieffer seconded the motion. The motion carried. Vice Chairman Mason abstained from voting.

**MINUTES**

Chairman Kessler asked if there were any corrections or additions to the minutes of the November 19, 2013 Organizational Structuring Workshop and the November 19, 2013 Commission meeting.

Commissioner Loper made a motion to approve the minutes of the November 19, 2013 Organizational Structuring Workshop and the November 19, 2013 Commission meeting as read. Commissioner Floyd seconded the motion. The motion carried unanimously.

**PUBLIC COMMENTS**

Chairman Kessler stated if anyone would like to discuss an Agenda Item, they may do so when said item is presented.

**CORRESPONDENCE**

Chairman Kessler explained all documents from the meeting and previous meetings are located in the Clerk's office and on the Board of Commissioner's website.

**CONSENT AGENDA**

County Attorney Gotwalt requested Consent Agenda, Item# 1 be moved to Old Business# 3 due to signature page setup within the document. There were no issues with the content.

Vice Chairman Mason made a motion to move Consent Agenda, Item# 1 to Old Business #3. Commissioner Jones seconded the motion. The motion carried unanimously.

Commissioner Jones made a motion to approve in bulk: **(1)** to accept the Second Reading amending Chapter 6 – Alcoholic Beverages, of the Official Code of Effingham County, Article IV Operating Regulations for Licensed Establishments **(2)** to accept the Second Reading of an application by Christopher Litchfield to rezone 6.05 acres located on Courthouse Road from AR-1 to AR-2 Map# 324Parcel# 22A (First District) **(3)** to accept the Second Reading of an application by Theonica J. Roberts for a conditional use located at 1742 Goshen Road to

allow for a home daycare Map# 434 Parcel# 6 (Second District) **(4)** to accept the Second Reading of an application by Lynn Mikell Brennan to rezone 1 acre located at 5475 McCall Road from AR-2 to B-3 Map# 465 Parcel# 3B (Second District) **(5)** to accept the Second Reading of an application by Nancy M. Pitts to rezone 2 acres located at 720 Ardmore Oaky Road from B-2 to AR-1 Map# 285 Parcel# 6 (Third District) **(6)** to accept the Second Reading of an application by Willard J. Arnsdorff to rezone 1.68 acres located at 1575 Union Springs Road from AR-2 to AR-1 Map# 456 Parcel#39 (Third District) **(7)** to accept the Second Reading of an application by Zachary Writch for Susan Marchman to rezone 2.02 acres located on Springfield Stillwell Road from AR-1 to AR-2 Map# 389 Parcel# 36 (Fourth District)

Commissioner Loper seconded the motion. The motion carried unanimously.

### **OLD BUSINESS**

**CONSIDERATION TO APPROVE THE SECOND READING AMENDING CHAPTER 75 OF THE OFFICIAL CODE OF EFFINGHAM COUNTY AND APPROVE AN AMENDMENT TO THE SCHEDULE OF FEES TO REFLECT AN INCREASE IN RESIDENTIAL METER FEES FROM \$500.00 TO \$550.00 (01):**

County Engineer Liotta stated a change was made to the body of the ordinance to reflect compatibility of meters and boxes with the County automatic meter reading system and include a functional meter transceiver unit to enable radio reading from a vehicle base station.

Vice Chairman Mason questioned if verbiage should be included to reference irrigation meters.

County Engineer Liotta replied this particular section references meter fees. Irrigation is addressed in other areas of the ordinance, for example reuse.

Commissioner Jones made a motion to approve the modified ordinance as proposed with the additional changes in red. Commissioner Floyd seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE THE NEW TRAVEL POLICY (02):**

Interim County Administrator Allen explained there was no additional input from the Board regarding the Policy; however some changes have been made based on the previous concerns of the Board. Some of the changes were highlighted.

Interim County Administrator Allen explained changes were made to the document per the Attorney's recommendations after the packets were printed.

There were questions from the Board to Staff regarding the names listed with some of the additional information provided.

There was discussion among the Board regarding whose travel should be approved. The Board directed staff to provide for review all travel information to the Board on a monthly basis.

Commissioner Jones made a motion to table the new travel policy until December 17, 2013 to review changes proposed by the attorney and directed Staff to insert the changes discussed. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE THE SECOND READING OF THE EFFINGHAM COUNTY ORDINANCE REGARDING EMERGENCY MANAGEMENT (03):**

County Attorney Gotwalt stated the item was requested to be moved to Old Business to allow for the motion to include that the signature page be moved to the end of the document, section 18.42 through 18.102 be moved before the appendices.

Commissioner Jones made a motion to approve the second reading subject to the following changes moving section 18-43. – 18-102 directly following 18-42 followed by the appendices and the signature page. Commissioner Floyd seconded the motion. The motion carried unanimously.

**NEW BUSINESS****CONSIDERATION TO APPROVE A RESOLUTION TO ADOPT THE FY 2013 CAPITAL IMPROVEMENT ELEMENT UPDATE (01):**

Zoning Administrator Shaw explained the CIE has been transmitted and approved. It now needs to be adopted.

Commissioner Loper made a motion to approve the resolution to adopt the FY 2013 Capital Improvement Element Update. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO USE IMPACT FEES TO FUND THE JAIL PROJECT (02):**

Finance Director Wright explained impact fees have been collected for Roads, Recreation, and Public Safety. The Tishler impact fee study prescribed the basis and manner these funds could be charged and disbursed. The study includes use of funds for the jail expansion. The Sheriff's office was not included as part of the project. Currently we have approximately \$85,000.00 on hand within the impact fees which could be used for the jail expansion.

There were questions from the Board on what the impact fee fund would cover and if less SPLOST dollars would be used as a result.

Finance Director Wright gave a breakdown of the numbers to the Board.

Commissioner Jones made a motion to approve making the disbursement as proposed. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE AN EXTENSION FOR THE FISCAL YEAR END 2013 AUDIT****(03):**

Finance Director Wright explained the Board elected the use of Thigpen, Lanier, Westerfield & Deal. The engagement was extended mid-October. The firm planning and evaluation phase ran through November 15. Onsite work began on November 19<sup>th</sup> and 20<sup>th</sup> with the elected officials and agencies. Currently we do not anticipate there will be enough time to complete the audit, present it to the board and submit it by December 31<sup>st</sup>.

Commissioner Floyd made a motion to approve an extension for the fiscal year end 2013 audit. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**REPORTS FROM COMMISSIONERS AND ADMINISTRATIVE STAFF**

Interim County Administrator Allen discussed the following:

**1. Juvenile Justice**

- Received a thank you note from Juvenile Justice for the use of the social hall for a training on etiquette

**2. Road Repairs**

- Review of the scope of roads for repairs

**3. Effingham Day at the Capitol**

- To be held on Monday, January 27<sup>th</sup> and Tuesday, January 28<sup>th</sup>. Reservation required no later than January 15, 2014. Also, discussed a Staff member setting up for the event at the Capitol for the Chamber.

**4. Ogeechee River State Park**

- An aerial was presented that was created by Hussey, Gay, Bell & DeYoung in early 2000.

**5. Building Masterplan Committee**

- Would the Board like to create a committee for building projects? The Board was not in favor of a committee.

**6. Roof Replace**

- The roof at the Administrative Complex is in very poor condition and is in need of repair. Staff request to proceed with receiving bids for repair.

**7. Plat Signing**

- Consider amending the schedule of fees to allow for the County to make cd's for plats. Cost for services to be determined.

**8. Building Regulation**

- New forms for plastic foam insulation inspections. Forms will be presented on Dec. 17<sup>th</sup>.

Commissioner Floyd mentioned the following:

**9. Hwy 30 Improvements**

- Complaints from citizens about drop off on Hwy 30. What is the schedule for repairs?

**10. Agreement with Rincon for Fire Station**

- Discussed if the Board would like Staff to move forward with preparing an agreement with the City of Rincon for the Fire Station on Blue Jay.

Community Relations Director Kobek discussed the following:

**11. Jail Weekly Report**

- An update of the construction progress of the Jail was presented.

County Engineer Liotta discussed the following:

**12. Proposed Warranty Deeds**

- Two developments proposed to be presented at the Dec. 17<sup>th</sup> meeting. One has pump station issues.

Finance Director Wright discussing the following:

**13. Senior Citizen Funds**

- Funds given by the State for Senior Citizens have been reduced.

**14. Moody Rating**

- The IDA has revised some of their bonds; however, the current Moody Rating was upheld.

Commissioner Mason discussed the following:

**15. Signs for Historic Courthouse**

- Questioned the status of ordering the signs for the Historic Courthouse, (Tax Commissioner's office)

**EXECUTIVE SESSION**

At 7:26 pm, Commissioner Kieffer made a motion to enter executive session to discuss personnel, property and pending litigation. Commissioner Loper seconded the motion. The motion carried unanimously.

**RECONVENED**

At 8:12 pm, the Board reconvened into regular session.

**EXECUTIVE SESSION MINUTES**

There was no executive session on November 19, 2013. Therefore there were no minutes to approve.

**ADJOURNMENT**

At 8:13 pm, Commissioner Loper made a motion to adjourn. Commissioner Kieffer seconded the motion. The motion carried unanimously.

  
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WENDALL KESSLER, CHAIRMAN

  
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STEPHANIE JOHNSON, COUNTY CLERK