

**THE EFFINGHAM COUNTY  
COMMISSIONERS' MEETING**

The Board of Commissioners of Effingham County, Georgia, Mr. Wendall Kessler, Chairman, Mr. Phil Kieffer, Vice Chairman Mr. Forrest Floyd, Mrs. Vera Jones Mr. Steve Mason, Mr. Reggie Loper and met in regular session at 5:00 pm on Tuesday, January 7, 2014 in the Commissioners' Meeting Room at the Effingham County Administrative Complex

**PERSONS ATTENDING THE MEETING**

Mrs. Elizabeth Pavlis, 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, Ms. Rushe Hudzinski-Sero, Human Resources Director, Mr. Ed Myrick, Mr. Jack Garvin, 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.

**ELECTION OF VICE CHAIRMAN**

Chairman Kessler opened the floor for verbal nominations. Commissioner Loper nominated Vice Chairman Mason. Commissioner Jones nominated Commissioner Kieffer. There being no other nominations, Chairman Kessler closed the nominations.

Each Commissioner completed the written ballot. The ballots were picked up by County Clerk Johnson. County Clerk Johnson tallied each ballot and read each vote aloud. The vote was in favor of Commissioner Kieffer. Commissioner Kieffer was named Vice Chairman.

**AGENDA APPROVAL**

Commissioner Loper asked to add to the agenda as New Business# 5 - Consideration to approve to present a plaque for service on behalf of the Commissioner's to Homer L. Wallace at the MLK Jr. Breakfast on January 20, 2014.

Chairman Kessler called for a motion to approve the agenda with the addition. Vice Chairman Mason made a motion to approve the agenda with the noted change. Commissioner Loper seconded the motion. The motion carried unanimously.

### **MINUTES**

Chairman Kessler asked if there were any corrections or additions to the minutes of the December 17, 2013 Building Master Plan Workshop and the December 17, 2013 Commission meeting.

Commissioner Kieffer made a motion to approve the minutes of the December 17, 2013 Building Master Plan Workshop and the December 17, 2013 Commissioners meeting minutes as read. Commissioner Jones seconded the motion.

### **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 are located in the Clerk's office and on the Board of Commissioner's website.

### **CONSENT AGENDA**

Commissioner Loper made a motion to approve: (1) the Second Reading of an application by Sammie A. Shahal to rezone 2 acres located at 677 Noel C. Conaway Rd. from AR-1 to AR-2 Map# 352 Parcel# 84 (First District) (2) the Second Reading of an application by Joe & Cynthia Harmon to rezone 1 acre located at 192 Forest Road from AR-1 to AR-2 Map# 344 Parcel# 33 (Third District) (3) the Second Reading of an application by H.B. Rahn for a conditional use to allow for a

five acre solar farm located off of Stillwell Clio Road Map# 425 Parcel# 5 (Third District)

Commissioner Floyd seconded the motion. The motion carried unanimously.

**OLD BUSINESS**

**CONSIDERATION TO APPROVE THE NEW TRAVEL POLICY (01):**

Interim County Administrator Allen stated all revisions intended have been made and the policy is now ready to be presented back to the Board.

Commissioner Floyd made a motion to approve the new travel policy. Commissioner Jones seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE THE JOB DESCRIPTIONS FOR THE POSITION OF COUNTY ADMINISTRATOR (02):**

Human Resources Director Hudzinski-Sero explained the job description has been updated to reflect a more comprehensive and task specific assignment of duties based on the suggestions from the ACCG workshop. The changes are in blue and include the suggestions as discussed in the December 17, 2013 Board of Commissioners meeting.

Commissioner Loper made a motion to approve the job description for the position of County Administrator. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**NEW BUSINESS**

**CONSIDERATION TO APPROVE THE JOB DESCRIPTION FOR THE POSITION OF FIRE CHIEF (01):**

Human Resources Director Hudzinski-Sero explained upon review it was noted that the Fire Chief Job description had not been updated to reflect a comprehensive and task specific parallel to Georgia State standards and requirements since 2007. In researching with two counties, Walton and Rockdale, (that most recently updated their Fire Chief Job descriptions in 2013) and the

Georgia State Training Council the specific assignment of duties has been updated.

Commissioner Jones made mention of the order of the paragraphs related to education.

Commissioner Loper made a motion to approve the job description for Fire Chief with the noted change. Vice Chairman Mason seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO ACCEPT A QUOTE AND ISSUE A PURCHASE ORDER FOR TWO (2) AMBULANCE REMOUNTS TO PEACH STATE AMBULANCE, INC. (02):**

Purchasing Agent Charleton explained Effingham County EMS is seeking to remount two ambulance modules onto new chassis. A request for quote for two (2) ambulance remounts was issued and posted on the ECBOC website, Georgia Procurement Registry website, Georgia Local Government Access Website; and advertised in the Savannah Morning News and the Effingham Herald.

A mandatory pre-bid inspection and meeting was held which was attended by representatives from five companies – ETR, LLC; Stat-Line Industries; Peach State Ambulance; Custom Truck and Bodyworks and Ten-8 Fire Safety. Responses were received from all companies who attended the pre-bid inspection and meeting.

The bid results, lowest to highest were: Stat Line Industries - \$173,550.00, Peach State Ambulance - \$176,986.00, Custom Truck & Body Works - \$180,399.00, Ten-8 Fire Safety - \$188,000.00, ETR, LLC - \$191,771.00

Based on experience, capability, qualifications and references, Peach State Ambulance LLC has been found to offer the best remount program for the County ambulances. Peach State Ambulance remounts will take approximately 2 – 3 months after receipt of the chassis's.

EMS Director McDuffie was present with Purchasing Agent Charleton and answered questions from the Board.

Commissioner Jones made a motion to accept a quote and issue a purchase order for two ambulance remounts to Peach State Ambulance, Inc. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE COMMISSIONER TRAVEL FOR EFFINGHAM DAY AT THE CAPITOL (03):**

Interim County Administrator Allen explained the travel for Effingham Day at the Capitol is customary for the Board. During this time the Board has the opportunity to meeting with Legislators about local government.

Commissioner Jones made a motion to approve Commissioner Travel for Effingham Day at the Capitol. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO SET THE 2014 QUALIFICATION FEES (04):**

County Clerk Johnson explained State law pertaining to qualifying fees, requires each county governing authority to fix and publish qualifying fees for county offices not later than February 1 of any year in which a general primary, nonpartisan election, or general election is to be held.

The following county offices will be running in the 2014 election: Judge of State Court, Solicitor General, Members of the (2nd, 3rd, and 5th districts) of the Board of Commissioners and Members of the (1st and 4th Districts) of the Board of Education. The qualifying fees are 3% of the base salary of the position.

Commissioner Loper made a motion to approve to set the 2014 Qualification Fees. Commissioner Jones seconded the motion. The motion carried unanimously.

**REPORTS FROM COMMISSIONERS AND ADMINISTRATIVE STAFF**

Interim County Administrator Allen discussed the following:

- 1. ACCG 2014 Capitol Connection Conference**
  - to be held in Atlanta on February 3<sup>rd</sup> and 4<sup>th</sup>

**2. Board of Education Quarterly Public Officials Meeting**

- Reminder of the Quarterly Public Officials Meeting to be hosted by the Effingham County Board of Education on Thursday, January 16<sup>th</sup> at 5:30 pm

**3. MLK Jr. Day 2014**

- Monday, January 20<sup>th</sup>, starting with a breakfast at 7:30 am at the Admin Complex

**4. GEMA Hazard Mitigation Grant Program**

- Received a letter requesting grant be closed, the hazard mitigation plan has been approved.

**5. GEMA**

- Check in the amount of \$17,188.00 for reimbursement cost associated with the Hazard Mitigation Grant Program

**6. GA DOT**

- Project development is underway for a roundabout at SR 275 at Rincon Stillwell Rd.

**7. Gateway Behavioral Health Services**

- A follow-up letter from a meeting on December 11<sup>th</sup> with the Interim Director of Gateway was received requesting the Board make an appointment to the Gateway Board after legislation affecting qualifications of Board Members has been resolved

**8. GA DOT**

- GA DOT will be accepting new applications for GATEway Grants until February 28, 2014.

**9. DOAA**

- Received letter of approval for an extension on the FY 13 audit

**10. Chamber Membership Dues**

- Discussion of the fees for the professional services agreement with the Chamber and possible revisions to the agreement.

**11. Chamber Membership Lunch**

- To be held on January 8<sup>th</sup> from 11:30 am to 1 pm.

**12. Bankruptcy Order**

- For Trinsic Communications, Inc. f/k/a Z-Tel Communications, Inc. & others.

County Engineer Liotta addressed the following:

**13. 13.62 acre tract – water connectivity (Proposed 11 lot development)**

- Asked for guidance from the Board on if the parcel should be served by County water. The property directly lies within the vicinity of county water lines. Discussion of the size of the line to be installed.

Finance Director Wright discussed the following:

**14. Senior Grant program**

- Funds are decreasing due to mandates

**15. Budget Amendments**

- On Senior's and Prison accounts to be presented at the next Commission meeting
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**16. Summer Food Program**

- Checking on dates of mandated training for the program

Commissioner Jones mentioned the following:

**17. Credit Union Proposal**

- Commissioner Jones was approached by someone with the Board of Education about county employees utilizing the services of a credit union. Possible presentation to the Board by the Credit Union.

Vice Chairman Mason mentioned the following:

**18. Old Augusta Road striping.**

- Questioned the status of the road striping and erosion control

**19. Road Repair**

- Potholes in the road near 930 Old Dixie Hwy.

**20. Campaign Disclosure Deadline**

- Campaign Disclosure documents due January 8, 2014.

**EXECUTIVE SESSION**

There was no executive session.

**EXECUTIVE SESSION MINUTES**

Commissioner Jones made a motion to approve the executive session minutes of December 17, 2013. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**ADJOURNMENT**

At 6:55 pm, Commissioner Loper made a motion to adjourn. Commissioner Jones seconded the motion. The motion carried unanimously.

  
WENDALL KESSLER, CHAIRMAN

  
STEPHANIE JOHNSON, COUNTY CLERK