

**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 and Mr. Reggie Loper met in regular session at 5:00 pm on Tuesday, March 4, 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, Mrs. Fiona Charleton, Purchasing Agent, Mr. Steve Liotta, County Engineer, Mrs. Rushe Hudzinski-Sero, HR Manager, Mr. Jack Garvin, Mr. Adam Rahn, Mr. Ken Lee, Mr. Wesley Corbitt, Ms. Claudia Collier, Mr. Steve Collins, Ms. Ruth Lee, Mr. Brad Green, Mr. Corey Rahn, Mr. Brian Corley, 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 called for a motion to approve the agenda as read. Commissioner Jones made a motion to approve the agenda as read. Vice Chairman Kieffer seconded the motion. The motion carried unanimously.

MINUTES

Chairman Kessler asked if there were any corrections or additions to the minutes of the February 11, 2014 Special Called meeting or the February 18, 2014 Commission meeting.

Commissioner Loper stated the first paragraph, page 3 of the February 18, 2014 meeting minutes states Vice Chairman Floyd made a motion to approve.

The Board agreed to move the minute approval to the end of meeting to allow for time to review the tape.

After review of the tape, it was confirmed Commissioner Floyd made the motion, Commissioner Loper seconded the motion. The minutes should reflect a change from "Vice Chairman Floyd" to "Commissioner Floyd".

Commissioner Loper made a motion to approve the minutes of the February 11, 2014 meeting. Vice Chairman Kieffer seconded the motion. Commissioner Mason abstained due to being absent. The motion carried.

Vice Chairman Kieffer made a motion to approve the minutes of the February 18, 2014 meeting with the noted changes. Commissioner Loper 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 are located in the Clerk's office and on the Board of Commissioner's website.

CONSENT AGENDA

Vice Chairman Kieffer made a motion to approve: (1) the release of Fire Fees as submitted by the Fire Department (2) the Second Reading of an application by Charles Hodges to rezone 6.07 acres located at 151 Reed Street from AR-1 to AR-2 Map# 329 Parcel# 20 in the First District (3) the Second Reading of an application by Effingham County to rezone 1 acre located at 1851 Hodgeville Road from AR-1 to B-2 Map# 435 Parcel# 39 in the Second District (4) the Second Reading of an application by Effingham County for Thomas Brinkman

to rezone 5.66 acres located at 2878 Hwy 17 North from AR-1 to AR-2 Map# 268 Parcel# 22 in the Third District.

Commissioner Loper seconded the motion. The motion carried unanimously.

APPEARANCE

Mr. Brian Corley stated he struck a pothole on Kolic Helmly Road that damaged his tire and rim on his car. Mr. Corley provided pictures of the pothole and damage to his vehicle. A cost of over \$300.00 was incurred for repair. Mr. Corley requested to be reimbursed for the cost of one tire and one rim.

County Attorney Pavlis stated a claim was filed with ACCG but the claim was denied.

Chairman Kessler explained the request would need to be brought back to the Board as an agenda item at the March 18, 2014 meeting for consideration.

OLD BUSINESS

CONSIDERATION TO APPROVE TO ENTER INTO AN AGREEMENT WITH THE CITY OF RINCON TO OPERATE RINCON FIRE STATION NUMBER FOUR ON BLUE JAY ROAD (01):

Chairman Kessler stated Old Business items 1 and 2 would be discussed in unison.

Mr. Wesley Corbitt explained the benefits to both the County and City of Rincon having the fire station at this location.

There was an at length discussion about the annexation of the property for the fire station, number of homes to be provided with an improved ISO rating, spot zoning and the cost associated with constructing a fire station in this location. The Board discussed the City only annexing five (5) acres for the use of the fire station.

There was further discussion on terms included or to be included in the agreement presented.

Mr. Corey Rahn stated this location may not be an ideal location for the fire station. However, if the fire station does go online there would be a benefit for the Burnt Tree and Timberlake area.

Commissioner Loper stated, for the record, he would be in favor of the fire station but not the annexation.

Commissioner Jones made a motion to approve the contract that does contain the language of approval of the ISO rating, City will deed the road at no cost to Effingham County and that it is the intent of both parties for the station to be manned for twenty (24) hours and allow for annexation of the full tract of property. Vice Chairman Kieffer seconded the motion. Commissioner Mason and Commissioner Loper opposed the motion. The motion carried three to two.

CONSIDERATION TO APPROVE TO AUTHORIZE THE CHAIRMAN TO SIGN A RESOLUTION AUTHORIZING THE CITY OF RINCON TO ANNEX CERTAIN PROPERTY INTO THE CITY LIMITS OF RINCON (02):

Commissioner Jones made a motion to approve the contract that does contain the language of approval of the ISO rating, City will deed the road at no cost to Effingham County and that it is the intent of both parties for the station to be manned for twenty (24) hours and allow for annexation of the full tract of property. Vice Chairman Kieffer seconded the motion. Commissioner Mason and Commissioner Loper opposed the motion. The motion carried three to two.

NEW BUSINESS

CONSIDERATION TO RENEW A SERVICE ORDER WITH STAMPS.COM (01):

Purchasing Agent Charleton explained in order to save on mailing services, staff began using Stamps.com in March 2013. Stamps.com has proven beneficial in that it has reduced trips to the post office, saving both time and money. Staff researched alternate online mailing sources for comparison cost purposes and found that Endicia offers a similar service for \$34.95 per month. The service order with Stamps.com is for one year from March 5th, 2014 until March 5th, 2015 and

can be terminated with 30 days' notice. The service order has been reviewed and approved by the County Attorney.

Mr. Jack Garvin asked the Board if the Election's Board could be considered for these services.

Purchasing Agent Charleton explained the service is an online service; however, stamps still must be applied to the envelopes.

Commissioner Loper made a motion to approve the request. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE ENERGY ONE CREDIT UNION AGREEMENT LETTER FOR EMPLOYEE MEMBERSHIP WITH THE FEDERAL CREDIT UNION (02):

Human Resources Director Hudzinski-Sero explained periodically we have the opportunity to bring a discount option into our benefit/compensation program exclusively for employees with banking and financial institutions. The County has had previous options with Georgia Telco and BB&T.

The purpose of this agreement letter is to initiate an offer for all full time and part time Effingham County employees and their family members for the following benefits with Energy One Federal Credit Union as part of the Effingham County Board of Commissioners benefits and compensation program to include: Location(s), Open House, Memberships/Accounts to include Family Members, ATM/Remote Tellers and Membership Meetings.

Energy One Federal Credit Union will supply all promotional materials to the county for employee benefit packets without a fee and employees makes all arrangements directly with the Credit Union with no invoicing requirements through Human Resources.

Mr. Adam Rahn, Energy One Federal Credit Union, explained if an employee leaves the County the services would continue unless an account is closed out.

Mr. Brad Green questioned if appointed board members, such as the Board of Assessor's and Hospital Authority are included.

Mr. Adam Rahn explained if funding is provided by the Effingham County Board of Commissioners these entities do qualify.

Commissioner Jones made a motion to approve the agreement for Energy One Federal Credit Union with the stipulation to add a benefit that extends to all Boards and appointees. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A SOUTH UNIVERSITY AGREEMENT TO RETAIN A TUITION DISCOUNT AND WAIVER OF APPLICATION FEE (03):

Human Resources Director Hudzinski-Sero explained periodically we have the opportunity to bring a discount option into our benefit/compensation program exclusively for employees with continuing education and advanced studies. We have had options with Georgia Southern Continuing Education/Certificate programs, Savannah Technical College, and University of Phoenix over the past five years.

The purpose of this agreement is to initiate an offer for all full time and part time Effingham County employees for the following benefits at South University as part of the benefits and compensation program: Tuition charged at 90% of prevailing rate at the Savannah, Georgia Campus, Application fee is waived for new applicants (\$50.00), agreement will be in place for 2 years unless either party gives a 30 day written notice.

South University will supply all promotional materials to the county for employee benefit packets without a fee and employees makes all arrangements directly with the University so there are no payroll deduction requirements.

Commissioner Loper made a motion to approve the agreement for South University Corporate Education Program. Vice Chairman Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE NO CHANGES TO THE COUNTY RETIREMENT PROGRAM INVESTMENT PLATFORMS FOR THE FIRST QUARTER 2014 (04):

Human Resources Director Hudzinski-Sero explained as per the decision of the Board of Commissioners on November 3, 2009, LPL Financial/Gini Nichols will provide a report on the county retirement plans quarterly, Actuarial report yearly, and request any investment changes as necessary. 457(b) Plans: from January 1, 2013 to December 31, 2013

Distributions were made to retirees as well as terminated participants in the amount of \$231,993.80. Contributions made by active participants were in the amount of \$404,473.67. Participants overall investments is valued at \$3,444,439.43. Enrolled active participation rate: 81.42%. 401(a) Plans: from January 1, 2013 to December 31, 2013

Distributions were made to retirees as well as terminated participants in the amount of \$243,696.33. Contributions made by the county on behalf of the employees as a match: \$393,867.25. Value as of December 31, 2012 was \$3,779,836.46 with a value as of December 31, 2013 of \$4,726,935.59 in which the year to date return is 25.06%. Participant vested total value is \$4,411,067.08. Active participation rate: 93.93%. Forfeitures \$8,924.30

The Defined Benefit Plan as of December 31, 2012 the investment portfolio value was \$6,381,080.20. The value of the investment portfolio as of December 31, 2013 is \$7,753,379.94 with a year to date rate of return: 13.36% and a 12 month return of 13.36%. The Defined Benefit Goal is to return 5% a year in order to meet with the funding requirements on an actuary basis. The Asset Allocation is still in line with the Commissioners Investment policy statement of a Moderate Investment Objective. No changes are recommended at this time.

Commissioner Floyd made a motion to approve no changes as recommended at this time. Commissioner Jones seconded the motion. The motion carried unanimously.

REVIEW OF YEAR END 2013 OVERVIEW/ACTUARIAL REPORT (05):

Mrs. Gini Nichols explained an overview of the year end for 2013 actuarial report which looks favorable for Effingham County but will be complete on March 31st. There was a discussion about a workshop to go over investments on April 15, 2014 at 4:00 pm.

REVIEW OF THE ORGANIZATIONAL SAFETY PROGRAM, INTERNAL/EXTERNAL**AMERICAN WITH DISABILITIES ACT-ADA (06):**

Human Resources Director Hudzinski-Sero explained beginning in September of 2013 the Human Resources department usurped all the duties and requirements for the Organizational Safety Program and Internal/External ADA Program. These are requirements for ACCG/LGRMS, Georgia DOT, and the federal guidelines for the ADA (employee based) and included completion of the ACCG Safety Coordinator education program and certification in addition to the yearly required federal training. In parallel, all transitions for the Patient Protection and Affordable Care Act (PPACA/Obamacare) have been completed in house without the use of outside consults or generating additional county expenditures since 2012.

As part of the Board of Commissioners approved fiscal budget for 2013/2014 the Human Resources department was allotted one full time employee. Human Resources Director Hudzinski-Sero stated the additional employee was added to assist in the categories of Safety, ADA, and Worker's Compensation, Applications/Federal E-Verify requirements and PPACA with the understanding that the HR staff would take on these new duties and expand the research and time allotment to secure audit requirements for Workers Compensation/Safety and expand the programing to qualify for discounts, premium reductions, and adjustment of cases to the improve the loss ratio.

Through the remainder of 2013 in Department 15, the Executive Assistant position was moved to Purchasing and the remaining Administrative Assistant position/hours were moved out of Human Resources into Reception to be

supervised under Department 11. Although the new administrative assistant position can assist Human Resources periodically with tasks such as copies/filing/phones, there is no guarantee of consistency, specific hours of work, and availability for mandatory state and federal guidelines, supervision and privatization of materials.

The Board directed Human Resources Director Hudzinski-Sero that if she has availability of funds to get her through budget she may be able to maintain the help she currently has or seek another employee for the time being.

Commissioner Jones made a motion to consider a request for a position for Human Resources during the budget process. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE FINAL PLAT AND WARRANTY DEED FOR RABUN ESTATES, PHASE III (07):

County Engineer Liotta explained Williams Hall Group request final plat approval and infrastructure acceptance for Rabun Estates Phase III, located off Scuffletown Road. Said phase consists of 22 lots (Phase I was 35 lots, Phase II was 15 lots). Water services for all phases are provided by a private community water system, while sewage for this phase is handled through a private community septic drainfield permitted through EPD.

Back on July 18, 2000, the Board approved the preliminary plans for Rabun Estates. As-built drawings for review and approval were provided to Public Works and they completed a final inspection on October 19, 2011. Acceptance of the right-of-way, including only roads and storm drainage, was recommended. An infrastructure maintenance security for \$5,566.25, 10% of the estimated value of the infrastructure in Phase III, was submitted along with the plat, deed, and checklist.

Staff has reviewed the final plat, final plat checklist, and the warranty deed for Phase III. All documents are in order, and consistent with the zoning, plans, and plats approved previously.

There was a discussion about road ownership and the drainage easement depicted on Lot 55.

Commissioner Jones made a motion to approve the final plat and warranty deed for this phase of the development with adding a clause that the drainage easement on Lot 55 be added to Exhibit A of the warranty deed. Commissioner Loper seconded the motion. The motion carried unanimously.

DISCUSSION OF WATER AND SEWER RATES AND FEES (08):

County Engineer Liotta explained On July 23, 2013, Stacey Berahzer of the University of North Carolina Environmental Finance Center (EFC) presented at a Board workshop regarding water and sewer financials, and she reviewed select financial documents with the Board. After the workshop, the Board directed that staff work with the EFC to generate and present data to the Board on potential changes to water and sewer rates and fees.

Since then, staff has had many conference calls with the EFC. These conference calls have resulted in the modification of their spreadsheet tool that will model the effects of rate and fee changes. The tool uses 2012 audited expenditures, current rates and connection fees (including water meter fee), 2012 average usage data by customer type and block, debt service, and assumptions on future inflation, customer growth, and price elasticity.

The Board instructed Staff to come up with a structure to submit to the Board for consideration.

CONSIDERATION TO APPROVE COMMISSIONER AND CLERK TRAVEL FOR THE ACCG 2014 ANNUAL CONFERENCE (09):

County Clerk Johnson explained the current travel policy requires the Board approves Commissioner Travel. The ACCG Annual Conference will be held at the

Trade Center April 11th -15th. The cost per attendee is \$600.00. An attendance confirmation is needed in order to register those who plan to attend. A training profile is available for review from ACCG to determine which training classes each person may want to take. All Commissioners, except Commissioner Mason confirmed attendance.

Commissioner Loper made a motion to approve travel. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO DECLARE ITEMS SURPLUS (10):

Community Relations Director Kobek explained there is some surplus which includes 24 vehicles: one each from Recreation and Prison, which the cost of repairs (brake system and Drive Train Computer) are cost prohibitive. The Tax Assessor has one vehicle that was involved in an accident. Twenty-one vehicles have been turned in by the Sheriff's office; these vehicles were recently replaced by the Board.

Lane Brothers Auction Company is having a local auction on March 8th in which the furnishings could be offered to the public. Lane Brothers will sell our items for a 10% Sellers Fee with a \$200 cap on any single item. Staff recommends offering the furnishings at Lane Brothers Auction in Springfield.

Staff recommends Southeastern Auto Auctions or Insurance Auto Auction in Rincon for the disposition of the vehicles. Both auction companies offer a fixed price per item to sell and the county receives the total value of the sale minus the fixed per unit price. Fixed prices are between \$100 and \$125 per unit, although services offered for these prices vary. There is a BCM 400 at 911, and staff recommends sealed bids for this piece of equipment.

Commissioner Floyd made a motion to declare the items as surplus, and send the furniture to Lane Brothers' March 8th auction in Springfield, and sending the vehicles to a local auto auction and sealed bids for the BCM 400. Commissioner Jones seconded the motion. The motion carried unanimously.

CONSIDERATION OF A GOVERNMENTAL NESC LEASE AGREEMENT FOR LIGHTING SERVICES AT THE NEW JAIL AND SHERIFF'S OFFICE (11):

Commissioner Floyd recused himself due to conflict.

Community Relations Director Kobek explained the agreement is to install 32 new outdoor lights which will replace 18 existing lights. We currently pay approximately \$700 per month for 18 lights, and will pay approximately \$1,700 per month for 32 light. Staff recommends approvals.

There was a discussion about fee increases over time.

Commissioner Jones made a motion to approve the lighting agreement with Georgia Power. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO EXECUTE A QUOTE FOR GEO-TECHNICAL FOR THE TUSCULUM FIRE STATION (12):

Community Relations Director Kobek explained The Board recently acquired property in Tusculum for the purpose of constructing a fire station. The county intends to construct a two bay un-manned fire station and is in need of a geotechnical report in order to obtain foundation drawings for the building.

The County solicited quotes from 5 local firms, and received responses from 3, one company declined to offer a quote, one did not respond.

The apparent low bidder is Terracon, Inc. at a price of \$1,897 and they believe they can complete the work in just over a week and does not propose to use cone penetration tests. Whitaker Labs is the second lowest bidder and does include two CPT's at a price of \$2,160. The bidders all propose to provide the required recommendations and analysis as shown on the quote tabulation.

Vice Chairman Kieffer made a motion to approve to execute the quote of Terracon. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO ACCEPT A PROPOSAL FOR STRUCTURAL ENGINEERING FOR THE TUSCULUM FIRE STATION (13):

Community Relations Director Kobek explained the County solicited and received quotes from 8 local firms. Two bids are nearly identical and both provide for the same services and the County has worked with both firms in the past, with success. Tharpe Engineering and Hunter Saussy III have provided a lump sum figure of \$1,500 for analysis, design, construction documents and specifications. Both have confirmed that building drawing verification is included in there lump sum proposal and that minor revisions are included, and that hourly rates apply for major revisions with consultation with the County.

Commissioner Loper made a motion to approve to accept the quote and sign the agreement with Tharpe Engineering or Hunter Saussy. Commissioner Floyd seconded the motion. The motion carried unanimously.

REPORTS FROM COMMISSIONERS AND ADMINISTRATIVE STAFF

Commissioner Loper discussed the following:

➤ **Capitol Connection Conference**

- Reminded the Board about the power point from the Capitol Connection Conference. A copy is in each Commissioner's box.

Commissioner Mason discussed the following:

1. Roads

- The condition of the roads in the North end of the County, including Union Springs Road.

Vice Chairman Kieffer discussed the following:

1. Maintenance

- Shrub trimming on a lot in Goshen Hills off of Goshen Road

Commissioner Jones discussed the following:

1. Service Delivery

- An addendum to Service Delivery to change district lines on Goshen Road, place on agenda for vote.

2. Animal Control

- Animal Control adjusting hours of operation to allow for services on Saturdays.

Interim County Administrator Allen discussed the following:

1. Jail Construction

- See attached weekly construction report.

2. Courthouse Road Extension

- A Request for Proposal for engineering services had been issued? Proposals are due March 21st. A contract is anticipated to be presented to the Board on April 1st.

3. Paved Road Maintenance

- An ITB will be issued now that input has been solicited from the Board.

4. Roadside Mowing

- Purchasing recently release a RFQ for roadside mowing services. Bids are due on March 14, 2014. If the bids result in a cost savings to the County, a contract will be presented for consideration at the April 1, 2014 Board meeting.

5. Intersection of Courthouse Road and Midland Road

- Signs have been ordered an anticipated to be installed early next week.
- Rumble strips have been laid out and are anticipated to be installed late next week.

6. Intersection of Springfield Road and Clio Shawnee Road

- Signs have been ordered an anticipated to be installed early next week.
- Rumble strips have been laid out and are anticipated to be installed late next week.

7. Blue Jay Road and McCall Road Improvements

- Work Zone signs will begin to be installed this week.
- Work in anticipated to begin the first week in April.

8. Ash Road Repairs

- Work in anticipated to begin the last week of March.
- Additional road will be repaired to the extent a change order can be issued.

9. Ice Machine

- Public Works ice machine was damaged during the freezing weather.
- A new top end will be necessary to repair the machine. Funding for the repairs is not included in the approved budget.

10. Jail Staffing Transition

- A memo was provided to the Board outlining the staffing changes in the prison and jail.
- The process will begin tomorrow morning.

11. Effingham Festival at the Living History Site

- Ms. Renfro provided a letter regarding this event.

12. SR 119 Public Information Open House

- On March 20th, 2014 the Georgia Department of Transportation will hold a public information open house concerning proposed Location and Design.
- The open house will be held from 5:00 pm to 7:00 pm at the Effingham County Recreation and Parks Building.

13. CORE MPO Re-Appportionment Bi-Weekly Meetings

- Starting in April CORE MPO will begin holding bi-weekly meetings to prepare a consensus draft planning boundary, organization structure, updated MOU of the CORE MPO, updates to the bylaws and funding agreements.
- These documents will be presented to the CORE MPO policy board at a future meeting.

EXECUTIVE SESSION

At 9:31 pm, Vice Chairman Kieffer made a motion to go into executive session to discuss personnel, property and pending litigation. Commissioner Loper seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION MINUTES

Chairman Kessler called for a motion to approve the February 11, 2014 executive session minutes. Vice Chairman Kieffer made a motion to approve the minutes as read. Commissioner Loper seconded the motion. The motion carried. Commissioner Mason abstained from voting due to being absent.

Chairman Kessler called for a motion to approve the February 18, 2014 executive session minutes. Commissioner Loper made a motion to approve the minutes as read. Vice Chairman Kieffer seconded the motion. The motion carried unanimously.

ADJOURNMENT

At 11:55 pm, Commissioner Jones made a motion to adjourn the meeting. Vice Chairman Kieffer seconded the motion. The motion carried unanimously.


WENDALL KESSLER, CHAIRMAN


STEPHANIE JOHNSON, COUNTY CLERK