

**EFFINGHAM COUNTY  
BOARD OF COMMISSIONERS MEETING**

*May 5, 2015*

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The Board of Commissioners of Effingham County, Georgia, Mr. Wendall Kessler, Chairman, Mrs. Vera Jones, Vice Chairperson, Mr. Forrest Floyd, Mr. Jamie Deloach, Mr. Reginald Loper and Mr. Phil Kieffer met in regular session 5:00 pm on Tuesday, May 5, 2015 in the Commissioners' Meeting Room at the Effingham County Administrative Complex.

**PERSONS ATTENDING THE MEETING**

Mrs. Elizabeth Pavlis, County Attorney, Mr. Toss Allen, County Administrator, Mrs. Stephanie Johnson, County Clerk, Mrs. Joanna Wright, Finance Director, Ms. Fiona Charleton, Purchasing Agent, Ms. Rushe Hudzinski, HR Director, Mrs. Beth Mosely, Probate Judge, Mr. George Shaw, Zoning Administrator, Mr. Clint Hodges, Fire Chief, Mr. R.C. Barenchik, GIS Department Head, Mr. Clarence Morgan, Recreation Director, Ms. Julie Hebert, W & S Department, Mrs. Wanda McDuffie, EMS Director, Mr. Ed Myrick - EMA Director, Mr. Gregg Howze, Mr. Brett Bennett, Mr. Travis Zittrouer, Mr. Tommy Allen, Mr. Tim Matthews, Ms. Abby Smith, Ms. Deloris Van, Mr. Craig M. Van, Mr. Johnny Weickerson, Mr. Jack Garvin, Ms. Gigi Rigsby and Mr. Pat Donahue

**CALL TO ORDER**

Chairman Kessler called the meeting to order.

**INVOCATION**

Vice Chairperson Jones gave the invocation.

**PLEDGE TO THE AMERICAN FLAG**

Chairman Kessler led the Pledge to the American Flag.

**AGENDA APPROVAL**

Chairman Kessler stated item number two under New Business is to be removed.

Commissioner Loper made a motion to approve the agenda with the change as noted, to remove item number 2 under New Business. Commissioner Floyd seconded the motion. The motion carried unanimously.

**MINUTES**

Chairman Kessler asked if there were any corrections or additions to the April 21, 2015 Fire Workshop minutes.

Commissioner Loper noted that the minutes read Commissioner Phil Kieffer, Vice Chairman. It should read Commissioner Vera Jones, Vice Chairperson.

Commissioner Kieffer made a motion to approve the minutes with the noted change. Commissioner Deloach seconded the motion. The motion carried unanimously.

Chairman Kessler asked if there were any corrections or additions to the April 21, 2015 Commission meeting minutes.

There being none, Commissioner Loper made a motion to approve the minutes as read. Commissioner Deloach seconded the motion. The motion carried unanimously.

**PUBLIC COMMENTS**

Chairman Kessler stated public comment should be limited to agenda items only.

**CORRESPONDENCE**

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

**CONSENT AGENDA**

Commissioner Kieffer made a motion to approve **(1)** to renew the agreement with the Municipal Court of the City of Guyton for Probation Services **(2)** to renew the agreement with the Municipal Court of the City of Springfield for Probation Services **(3)** to renew the agreement with the State Court of Effingham County for Probation Services **(4)** to renew the agreement with the Superior Court of Effingham County for Probation Services **(5)** to renew the agreement between Effingham County Board of Commissioners and Alcohol Monitoring Systems Inc. (AMS) for the use and monitoring of SCRAM devices **(6)** to approve an agreement between Effingham County Board of Commissioners and the U.S. Department of Commerce National Oceanic and Atmospheric Administration National Ocean Service (NOAA) to continue geospatial services and data **(7)** to renew the agreement with Smiths Automated Commissary Services (S.A.C.S) for Commissary Services for prison inmates. Commissioner Loper seconded the motion. The motion carried unanimously.

**OLD BUSINESS**

**CONSIDERATION TO APPROVE TO ACCEPT THE ROADS AND DRAINAGE INFRASTRUCTURE IN HUNTERS CHASE SUBDIVISION (01):**

County Administrator Allen explained this item was tabled from February 17, 2015 Commission meeting. It was requested that the County Attorney enter an opinion, which has been provided. Staff will move forward as directed.

Commissioner Loper made a motion to approve to accept the infrastructure in Hunters Chase Subdivision and pay the taxed owed. Commissioner Deloach seconded the motion. The motion carried unanimously.

**THE PLANNING BOARD RECOMMENDS APPROVING AN APPLICATION BY GREGG HOWZE FOR SKETCH PLAN FOR 37 LOTS LOCATED ON RALPH RAHN ROAD MAP# 391 PARCEL# 2 IN THE FOURTH DISTRICT (02):**

Mr. Gregg Howze approached the board.

There was a discussion about shared cost between the County and the Developers for the road improvements and the water issue.

Mr. Gregg Howze stated to his knowledge there was no resolve on the cost for the road improvements but is willing to give the right of way. Mr. Howze stated he asked both the County and the City of Springfield about providing water services but was told there were no lines in the area. Water will be provided by South Atlantic Utilities.

Further discussed continued about the design review process and shared driveways and culverts.

Commissioner Jones made a motion to approve the request with the following stipulations:

1. Each lot meets the requirements of the AR-2 zoning district.
2. Site development plans comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
3. All wetland impacts permitted by USACE.
4. Subdivision plat must be approved by the Health Department and the Zoning Office.
5. Proof of water source required.
6. Developer to provide sufficient engineering design to provide proper drainage approved by Staff.
7. A sixty foot (60') right of way is to be dedicated to the County by deed.
8. County to provide letter stating that County water is not available at this time.
9. Included in the engineering the developer to provide a culvert as engineering dictates.

Commissioner Loper seconded the motion. The motion carried unanimously.

Mr. Gregg Howze stated his belief that the roads in Hunter's Chase were deeded to the County some years ago. The Board asked Mr. Howze for the documentation he has stating the roads were previously deeded to the County. The Board further directed Staff that if it is determined the roads already belong to the County, no taxes should be paid.

**NEW BUSINESS**

**CONSIDERATION TO APPROVE A FIRE SERVICES AGREEMENT WITH THE CITY OF SPRINGFIELD (01):**

County Administrator Allen explained the County recently completed a comprehensive review of its fire protection services. One of the recommendations of the study was the consolidation of County Fire Services with the City of Springfield's Fire Services. Staff of Effingham County and the City of Springfield have had lengthy discussions and worked on an Agreement for several months.

The Agreement outlines the terms under which Effingham Fire Rescue will provide fire protection within the corporate limits of The City of Springfield. Effingham County will no longer submit Service Delivery fire payments to The City of Springfield; we will collect fire fees from properties within the City of Springfield. The fire fees will be collected at a rate equal to the fees charged in unincorporated Effingham County. The City of Springfield's current employees will become employees of Effingham County.

The points from the joint workshop have been incorporated into the agreement.

Commissioner Jones made a motion to approve the fire services agreement with the City of Springfield. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE REVISIONS TO A WATER AND SEWER AGREEMENT WITH THE EFFINGHAM COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY FOR THE I-16 NORTH TRACT (02):**

This item was removed during the agenda approval.

**PRESENTATION OF THE 2015-2016 FISCAL YEAR BUDGET (03):**

Finance Director Wright expressed appreciation to Commissioners, elected officials, department heads and Staff for the teamwork during the budget processes. Mrs. Wright continued with an extensive overview of the balanced budget for fiscal year 2015-2016 which includes personnel changes, vehicle purchases and increase in salary levels. Also included was a historical information and tax revenue projection. There is no proposed increase for health care cost.

There is a proposed 2.6 percent increase this year, making the total budget \$27,503,688.89. The proposed capital cost is \$513,124.00. The current millage rate for the County is 8.422. The anticipated full millage rollback rate is 8.336 will not be determined until upcoming weeks based on the shift of the digest.

**CONSIDERATION TO APPROVE TO AUTHORIZE THE CHAIRMAN TO SIGN CLOSING DOCUMENTS FOR THE RECONFIGURATION OF THE 802 MHZ RE-BANDING PROCESS (04):**

EMA Director Myrick explained on August 6, 2004, the FCC issued Report and Order FCC 04-168 that modified its rules governing the 800 MHz band to minimize harmful interference to public safety communications systems. Sprint/Nextel was ordered to relinquish some of its existing channels and was ordered to provide and pay relocation funds to enable affected licensees to relocate their systems onto Replacement Channels and reconfigure their systems so that they are Comparable Facilities.

Commissioner Kieffer made a motion to approve to authorize the Chairman to sign closing documents for the reconfiguration of the 800 MHz re-banding process. Commissioner Floyd seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE AN AMEND CHAPTER 75 – UTILITIES OF THE EFFINGHAM COUNTY CODE OF ORDINANCES (05):**

Zoning Administrator Shaw explained our process for reimbursement of utility system improvements was spelled out in our impact fee ordinance. We are moving it to the utility ordinance so we may remove the impact fee ordinance.

We no longer collect impact fees; we collect water connection service charges and sewer development fees. We currently have no method for system improvement reimbursements in our utility ordinance.

This amendment changes the language for reimbursement from impact fees to water connection service charges and/or sewer development fees and moves it Chapter 75 Utilities. The County Attorney has reviewed the proposed draft and has made changes which have been incorporated.

Vice Chairperson Jones made a motion to approve the amendment. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO ISSUE A CONTRACT AMENDMEN TO EFFINGHAM ANIMAL HOSPITAL FOR VETERINARY SERVICES FOR EFFINGHAM COUNTY ANIMAL SHELTER (06):**

Purchasing Agent Charleton explained in order to standardize a consultation rate for professional services, and to set days for consultation visits, the County maintains a veterinary services contract for the animal shelter. The current contract expires on June 30th, 2015. A request for quote was posted in the standard advertising places, no responses were received. Effingham Animal

Hospital agreed to extend the current contract terms. The amended contract will run from July 1, 2015 to June 30, 2016.

Commissioner Loper made a motion to approve to issue a contract amendment to Effingham Hospital for the veterinary services contract to extend for one (1) year from July 1, 2015 to June 30, 2016, with the option to renew for an additional one year period provided the services and prices are agreed upon by both parties. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE A BID AND ISSUE A CONTRACT TO SCM, INC TO PROVIDE ON-CALL HVAC SERVICES (07):**

Purchasing Agent Charleton explained in order to standardize and "lock-in" an hourly rate for a contractor to perform HVAC work that cannot be self-performed; the County maintains an annual "on-call" services contract. The current on-call HVAC services contract expires on June 30th, 2015.

A request for quote for on call HVAC services was posted and advertised in the standard places and sent to 26 vendors, quotes were received from 5 vendors. The contract runs from July 1, 2016 through June 30, 2017 and has been reviewed and approved by the County Attorney.

Commissioner Floyd made a motion to approve the contract with SCM, Inc. Commissioner Jones seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE A BID AND ISSUE A CONTRACT TO THOMPSON & THOMPSON SERVICE GROUP D/B/A ROOTER MAN PLUMBERS TO PROVIDE ON-CALL PLUMBING SERVICES (08):**

Purchasing Agent Charleton explained in order to standardize and lock-in an hourly rate for a contractor to perform plumbing work that cannot be self-performed the County maintains an annual on-call services contract. The current on-call plumbing services contract expires on June 30th, 2015.

A request for quote was posted in the standard advertising places; one quote was received from Thompson & Thompson Service Group d/b/a Rooter Man Plumbers. This contract will run from July 1, 2015 through June 30, 2016.

Commissioner Kieffer made a motion to approve Thompson & Thompson Service Group d/b/a Rooter Man Plumbers quote and Board approval to issue a contract to Thompson & Thompson Service Group d/b/a Rooter Man Plumbers for on-call plumbing services. Commissioner Jones seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO A BID AND ISSUE A CONTRACT TO AIKEN-HARPER ELECTRICAL SERVICES, INC TO PROVIDE ON-CALL ELECTRICAL SERVICES (09):**

Purchasing Agent Charleton explained a request for quote was posted in the standard advertising places and sent to 13 known vendors; one quote was received from Aiken Harper Electrical Services, Inc.

Commissioner Loper made a motion to approve Aiken Harper Electrical Services, Inc. quote and to issue a contract to Aiken Harper Electrical Services, Inc. for 2015-16 on-call electrical services. Commissioner Floyd seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO ISSUE A NON-RENEWAL LETTER TO GASBOY FOR ANNUAL SOFTWARE SUPPORT OF THE FUEL ISLAND MONITORING SYSTEM (10):**

Purchasing Agent Charleton explained Gasboy provides software support for the fuel system which monitors and reports bulk fuel usage to Fuelman. This support is no longer required as the county have changed their fuel provider from Fuelman to Wright Express.

Monitoring and reporting of bulk fuel usage to Fuelman is no longer required as Fuelman no longer provide bulk fuel to the county. The current agreement with Gasboy expires on June 10th 2015, and will automatically renew for 1 year unless 30 days written notice is given.

**CONSIDERATION TO APPROVE REVISIONS TO THE VEHICLE POLICY (11):**

Finance Director Wright explained the County currently has a Vehicle use policy which provides specific guidelines with regard to daily use of county vehicles during county operation. From time to time we find that policies need to be updated in order to comply with current regulations, current practice or proposed practices.

As we go into the use of a pool car structure staff felt we needed to review of the policy and to clear up any ambiguity regarding the use of a County vehicle. It provides for a more defined overview of the use of County vehicles regarding commuting miles and seeks to insure that we are compliant with the IRS regulations 15-B.

Commissioner Loper made a motion to approve as submitted. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE AN ADDENDUM TO THE EFFINGHAM COUNTY'S FINANCIAL POLICY TO ADDRESS RECEIPT AND SOLICITATION OF DONATIONS AND/OR GIFTS (12):**

Finance Director Wright explained the County currently uses specific guidelines with regard to daily financial operations. Within the financial policies adopted the issue of solicitation of donations and or receipt of gifts is not specifically addressed. At times the public wishes to make a contribution to a county service. Staff would like to address this area in order to define the process and educate staff. Staff has received a request from departments to solicit additional funding from the public in areas such as animal control, recreation, and human resources.

The adoption of these procedures into the formal financial policies will help to ensure that, transactions are executed in accordance with State law and with the Board of Commissioners authorization. This policy is to provide structure to the process of accepting donations and contributions made to specific areas of county service.

There was a discussion about some additional verbiage to be added regarding contributions such as blankets, canned goods, etc.

Vice Chairperson Jones made a motion to table the request until the May 19, 2015. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE A WARRANTY DEED TO ACCEPT THE WATER SYSTEM AND RELATED INFRASTRUCTURE IN COVERED BRIDGE SUBDIVISION (13):**

County Administrator Allen explained this development is a gated community constructed in 2007 and as such the streets are private and not owned or maintained by Effingham County. The owner of the subdivision does not wish to dedicate the streets to the County at this time.

The Water and Sewer Department has conducted an inspection of the water infrastructure and all deficiencies found have been corrected. A deed was provided by South Georgia Bank, the owner, and has been reviewed by the County Attorney.

Commissioner Floyd made a motion to approve to accept the infrastructure in Covered Bridge Subdivision. Vice Chairperson Jones seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO AUTHORIZE CHAIRMAN TO EXECUTE A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION AND THE US DEPARTMENT OF TRANSPORTATION, FOR A GRANT FOR PUBLIC TRANSPORTATION ASSISTANCE (14):**



County Administrator Allen explained Effingham County participates in the regional rural public transportation program, which is administered by the Coastal Regional Commission, and has done so for many years.

Because the Section 5311 regional application incorporates multiple counties, the Coastal Regional Commission acts as a joint applicant so that they assume the responsibility on behalf of the counties. The State has asked for an Authorizing Resolution from each participating county to be provided in lieu of the 5311 application. The Resolution authorizes the CRC Executive Director to file an application and assurances or any other document(s) required by the U.S. Department of Transportation and the Georgia Department of Transportation for the application for public transportation assistance and to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

The Resolution authorizes the CRC Executive Director to execute grant contract agreements with the Georgia Department of Transportation in connection with the application for public transportation assistance. The Resolution requires Effingham County to have available the required non-federal share of the regional rural and coordinated public transportation system.

Commissioner Loper made a motion to approve to authorize the Chairman to execute the Resolution. Commissioner Floyd seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TO AUTHORIZE THE CHAIRMAN TO EXECUTE A SPECIAL WASTE SERVICE AGREEMENT WITH REPUBLIC SERVICES (15):**

County Administrator Allen explained Republic Services has removed the sludge from the Wastewater Treatment Plant since its opening. Republic Services requires a Special Waste Service Agreement which is renewable every three years.

Vice Chairperson Jones made a motion to approve to execute the Special Waste Service agreement with Republic Services. Commissioner Floyd seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE AUTHORIZE THE CHAIRMAN TO EXECUTE A MEMORANDUM OF UNDERSTANDING FOR THE COASTAL REGION METROPOLITAN PLANNING ORGANIZATION (16):**

County Administrator Allen explained the Reapportionment process is necessitated by the 2010 Census expansion of the Savannah Urbanized Area. Federal law requires that the CORE MPO's Metropolitan Planning Area boundary expand to include parts of Effingham County. As a result, it is necessary to update the MPO and advisory committee's membership, the Bylaws and Memorandum of

Understanding to reflect the current requirements and the expanded planning area membership.

The MPO Board has requested that all MOU's are approved by May 15, 2015. The MOU establishes the responsibilities of each member organization, the MPO Planning Boundary and the dues to be paid by each organization. The Planning Boundary for Effingham County is the Urbanized Area only. The proposed dues to be paid by Effingham County are \$1,470.

Commissioner Floyd made a motion to approve to authorize the Chairman to execute the MOU. Commissioner Loper seconded the motion. The motion carried unanimously.

### **REPORTS FROM COMMITTEE COMMISSIONERS AND ADMINISTRATIVE STAFF**

County Administrator Allen discussed the following:

- 1. Animal Control Monthly Report**
  - Attached is the animal control report for the month of April 2015.
- 2. Benton Boulevard PIOH**
  - On May 05, 2015, there will be a public information open house from 5:00 PM until 7:00 PM at the Godley Station School.
  - Attached is a memo from Chatham County on the status of the Project.
- 3. Status Update on Acceptance of Subdivision Roads**
  - On November 5<sup>th</sup> 2013 the Board voted to accept streets is 31 different subdivisions.
  - Staff has been working on that list and to date has been able to obtain title to 11 subdivisions that were on that list and 4 that were not.
  - Attached is the original list with the subdivisions that have been accepted highlighted. Additionally, the subdivisions that have been accepted that were not on the original list have been added.
- 4. CRC Non-Public Representative Reappointment/Appointment**
  - Herb Jones is the non-public CRC appointment for Effingham County and the cities of Guyton, Rincon and Springfield.
  - Mr. Jones was last reappointed in July 2014 and his term is expiring.
  - A reappointment/appointment needs to be made by submitting a letter to CRC signed by the Chairman, with the Mayors copied, confirming the concurrence of the appointment of an individual to serve in this capacity.
- 5. United Way Invitation**
  - The United Way of the Coastal Empire will be celebrating 25 years of service to Effingham County on Tuesday, June 23<sup>rd</sup>, from 5:00 p.m. until 7:30 p.m., with a brief program beginning at 6:00 p.m.
  - More information will be forthcoming.
- 6. Effingham Parkway PIOH**
  - A summary of the comments received and proposed responses are attached for your review.
  - Once the proposed responses have been reviewed by the Georgia Department of Transportation, a formal letter and final responses will be issued.
- 7. Pump Station/Wells**
  - The wood fencing around pump stations/wells needs to be replaced in residential subdivisions, would like to replace with chain link fencing.
- 8. Report Listing**
  - Provide a more insightful list of events taking place within county government

County Clerk Johnson discussing the following:

- 1. Meeting date change**

- Since the Board of Education will be approving their rates on June 18, 2015, asked the Board for consideration to change the June 16, 2015 meeting date to June 23, 2015.

Commissioner Loper discussed the following:

**1. New Recreation Facility**

- The status of moving forward with the project.

Chairman Kessler discussed the following:

**1. Road Bids**

- What is the status of the roads?

**EXECUTIVE SESSION**

At 7:50 pm, Commissioner Kieffer made a motion to enter executive session to discuss Personnel, Property and Pending Litigation. Vice Chairperson Jones seconded the motion. The motion carried unanimously.

**EXECUTIVE SESSION MINUTES**

Commissioner Kieffer made a motion to approve the April 21, 2015 executive session minutes. Commissioner Deloach seconded the motion. The motion carried unanimously.

**ADJOURNMENT**

At 9:07pm, Vice Chairperson Jones made a motion to adjourn the meeting. Commissioner Kieffer seconded the motion. The motion carried unanimously.

  
WENDALL KESSLER, CHAIRMAN

  
STEPHANIE JOHNSON, COUNTY CLERK