

**EFFINGHAM COUNTY
BOARD OF COMMISSIONERS MEETING**

April 5, 2016

The Board of Commissioners of Effingham County, Georgia, Mr. Wendall Kessler - Chairman, Mr. Forrest Floyd – Vice Chair, Mrs. Vera Jones, Mr. Reginald Loper and Mr. Phil Kieffer met in regular session 5:00 pm on Tuesday, April 5, 2016 in the Commissioners Meeting Room at the Effingham County Administrative Complex. Commissioner Jamie Deloach was not present for this meeting.

PERSONS ATTENDING THE MEETING

Mr. Edward Newberry, County Attorney, Mr. Toss Allen – County Administrator, Mrs. Stephanie Johnson – County Clerk, Mrs. Joanna Wright – Finance Director, Mrs. Fiona Charleton – Purchasing Agent, Ms. Claudia Collier, Ms. Abby Smith, Miss Becca Velasquez, Mr. Tony Chiariello, Ms. Margaret Smith, Mr. Leroy Lloyd, Jack Garvin, Ms. Gg Rigsby and Mr. Pat Donahue

CALL TO ORDER

Chairman Kessler called the meeting to order.

INVOCATION

Commissioner Jones gave the invocation.

PLEDGE TO THE AMERICAN FLAG

Becca Velasquez, 10th grader and 4-H Leadership Team Vice President led the Pledge to the American Flag.

AGENDA APPROVAL

Chairman Kessler explained a new agenda has been provided to each board member. The wording of Item# 11 has been expanded upon and a request has been made to table item# 13 due to the absence of Commissioner Deloach who had a death in his family. Commissioner Deloach has a special interest in this particular item.

Commissioner Loper made a motion to approve the agenda with the noted changes. Vice Chairperson Floyd seconded the motion. The motion carried unanimously.

MINUTES

Chairman Kessler called for separate votes on the two sets of minutes.

Commissioner Loper made a motion to approve the March 15, 2016 SPLOST meeting minutes as written. Commissioner Kieffer seconded the motion. The motion carried unanimously.

Commissioner Jones made a motion to approve the March 15, 2016 Commission meeting minutes as written. Commissioner Kieffer seconded the motion. Commissioner Loper abstained from voting due to being absent for part of the meeting. The motion carried.

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

CONSIDERATION TO APPROVE SANITATION RELEASES AS SUBMITTED BY THE SANITATION DEPARTMENT (01):

Commissioner Kieffer made a motion to approve the Consent Agenda. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO AUTHORIZE A ONE YEAR AUTOMATIC RENEWAL OF LEASE AGREEMENTS WITH DOCUQUEST FOR POSTAGE METERS (02):

Commissioner Kieffer made a motion to approve the Consent Agenda. Commissioner Loper seconded the motion. The motion carried unanimously.

OLD BUSINESS

CONSIDERATION TO APPROVE A REQUEST FOR A REFUND OF WATER AND SEWER COST RECOVERY FEES COLLECTED AT ISSUANCE OF A BUILDING PERMIT (01):

Finance Director Wright explained a policy has been drafted by the County Attorney based on the Board's previous direction.

There was a brief discussion regarding if the fees should be refunded.

Commissioner Kieffer made a motion to deny the request. Commissioner Loper seconded the motion. The motion carried unanimously.

NEW BUSINESS

CONSIDERATION TO APPROVE TO AMEND THE DEFINED BENEFIT RETIREMENT PLAN DOCUMENT (01):

Interim HR Director Hearn explained the Plan requires updates from time to time to meet Federal and State regulations.

The updates surround renaming of the Plan, redefining spouse to recognize same sex marriages, to allow ROTH IRA rollovers and reflects changes of USERRA (Uninformed Services Employment and Reemployment Rights Act). The change removes the ability to borrow against the plan.

Commissioner Loper made a motion to approve to amend the plan document as presented by the reviewing attorney. Vice Chairperson Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE UPDATES FOR JOB DESCRIPTIONS AND PAY GRADES FOR DEPARTMENT 272 (02):

Interim HR Director Hearn explained the current job descriptions for the Board were originally drafted in 2009, and since then the requirements for ADA compliance have been updated. To ensure proper documentation and compliance staff will be reviewing and updating any current job descriptions to meet these standards. Also, to build a progression plan within the different departments, new and existing job descriptions will be tiered whenever possible displaying a clear career path to employees wishing to move up within the County. The pay grads have been updated to reflect the updated and new jobs. These job descriptions do not necessarily represent current open positions within the County.

There was an extensive dialog among the Board and Staff regarding the pay levels for the proposed job descriptions.

Mr. Jack Garvin questioned if raises were being considered for other county employees as well? It was stated the request pertains to job descriptions not raises.

Vice Chairperson Floyd made a motion to approve all new and updated job descriptions and pay grades as presented. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A HAZARD MITIGATION GRANT AWARD (03):

County Administrator Allen explained the Plan was prepared several years ago. It's now time to update the plan. The current Hazard Mitigation Plan for Effingham County was approved in October of 2013 and is set to expire in October 2018. This grant is from GEMA in the amount of \$18,000.00 with a \$6,000.00 match.

The \$6,000.00 match is in salaries. The County and the cities all participate in this grant. There is no cost to the County.

Commissioner Loper made a motion to approve the Hazard Mitigation Plan grant award. Commissioner Jones seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A RESOLUTION OF SURPLUS (04):

Purchasing Agent Charleton explained from time to time the County has broken, unused, damaged or extra inventory. In order for the county to properly dispose of these items they must be declared surplus in accordance with O.C.G. A § 36-9-2 which states that the county "...may, by order entered onto its minutes, direct the disposal of any real property which may be lawfully disposed of and make and execute good and sufficient title thereof on behalf of the County."

This resolution consists of non-operational vehicles, inoperable equipment and tools, and various scrap items. The items will either be offered for sale by auction, used as a trade, or will be demolished. The proceeds from the sale of the surplus items will be used towards the purchase of newer vehicles and/or equipment.

Commissioner Kieffer made a motion to approve the Resolution of Surplus and approve to use any proceeds as listed above. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE AN AMENDMENT TO THE FINANCIAL POLICY
ADDENDUM NO. 4 (05):**

Finance Director Wright explained the language of the policy has been reviewed by the County Attorney for compliance with the ordinance and State Law. A brief outline of the proposed addendum was reviewed.

Commissioner Kieffer made a motion to approve as redrafted by the County Attorney. Commissioner Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE BUDGET AMENDMENTS FOR FISCAL YEAR 2015-2016
(06):**

Finance Director Wright explained during the year, the Board receives requests from agencies and department heads to adjust the budget. The budget amendments reflect the following changes: quarterly travel, grants, automobiles and other miscellaneous items.

Vice Chairperson Floyd made a motion to approve the budget amendments for 2015-2016. Commissioner Jones seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO AUTHORIZE THE CHAIRMAN TO SIGN A GEORGIA POWER COMPANY'S ENCROACHMENT AGREEMENT AT WINDFIELD SUBDIVISION (07):

Vice Chairperson Floyd recused himself from voting on this item due to being employed by Georgia Power.

County Administrator Allen explained the final agreement has signature stamps for the lender and Georgia Power. Georgia Power has issued a letter to the County civil engineer pertaining to their requirement of an encroachment agreement prior to granting permission for the easements through Georgia Power's property.

Commissioner Loper made a motion to approve to authorize the Chairman to sign the Georgia Power Encroachment agreement. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE CHANGE ORDER# 1 WITH TIPPINS-POLK CONSTRUCTION, INC. FOR THE FLEET MAINTENANCE FACILITY (08):

County Administrator Allen explained on October 20, 2015 the Board awarded a contract to Tippins-Polk Construction, Inc. for the construction of the Public Works and Fleet Maintenance Facility. The plans called for a 50' x 75' fenced area for the storage of vehicles waiting to be serviced. A lean to which houses air compressors and bulk fluids is located within this area which reduces the useable portion of the 50' of depth. Staff believes that additional fencing would be beneficial to add usable storage room.

Commissioner Loper made a motion to approve Change Order# 1 with Tippins-Polk Construction, Inc. Commissioner Jones seconded the motion. The motion carried unanimously.

CONSIDERATION TO AUTHORIZE THE CHAIRMAN TO EXECUTE A TEMPORARY CONSTRUCTION WORK SPACE PERMIT TO ELBA EXPRESS COMPANY GRANTING PERMISSION TO UTILIZE COUNTY OWNED PROPERTY TO STORE MATERIALS (09):

County Administrator Allen explained Elba Express Company is interested in utilizing a 75' wide by 375' long portion of property owned by Effingham County for temporary storage of materials to be used in the construction of a pressure regulation station. The financial offer for use of the space is \$932.00.

Discussed were the drainage issues at Staffordshire Estates. Staff recommended in exchange for financial compensation, that the Board request that Elba Express assist in remedying the drainage matter.

Mr. Michael Plouf, of Elba Express confirmed willingness to meet Staff on site Wednesday to determine what needs to be done.

There was a dialogue among the Board, Staff and Mr. Plouf regarding the logistics surrounding the onsite meeting.

Commissioner Kieffer made a motion to table the request until the April 19, 2016 meeting. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN ADDITIONAL WORK AUTHORIZATION FOR EMC ENGINEERING SERVICES FOR COURTHOUSE ROAD EXTENSION (10):

County Administrator Allen explained after the topographic survey was completed, additional lots were subdivided and various structures and amenities on some of these lots were constructed. After preliminary paving, grading and drainage design for Courthouse Road Extension, it was determined that some of the proposed construction would necessarily impact wetlands areas. A delineation for jurisdictional determination and subsequent USCOE permitting for wetlands impacts would be required to construct the project.

Vice Chairperson Floyd made a motion to approve the additional work authorization. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN AGREEMENT FOR ROUNDABOUT LIGHTING ENERGY AND OPERATION AND MAINTENANCE COST FOR SR 275 AND CR 307/RINCON-STILLWELL ROAD GDOT INTERSECTION IMPROVEMENT PROJECT (11):

County Administrator Allen explained a Letter of Support was approved for this project some time ago. Within the Letter of Support the Board agreed to lighting funding. GDOT has agreed to finance the lighting design, material costs, and installation for the lighting system, should the County provide the energy, operation and maintenance for the system as per a Local Government Lighting Project Agreement (LGLPA).

Commissioner Loper made a motion to approve the agreement and authorize the Chairman to sign it and the required E-Verify affidavit. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO AUTHORIZE THE CHAIRMAN TO SIGN AN INDICATION OF ROUNDABOUT SUPPORT FOR THE INTERSECTION OF OLD AUGUSTA AND FORT HOWARD ROADS (12):

County Administrator Allen explained an Indication of Roundabout Support Letter will be required for the Department of Transportation to begin to validate the roundabout as a feasible alternative. This is a proactive measure. GDOT has not requested this information.

Commissioner Jones made a motion to approve to authorize the Chairman to sign the Indication of Roundabout Support. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE FIRST READING OF AN ORDINANCE TO LOWER THE SPEED LIMIT ON SPRINGFIELD EGYPT ROAD FROM STATE ROUTE 21 TO THE RAILROAD TRACKS (13):

This item was tabled at the beginning of the meeting until the April 19, 2016 meeting due to the absence of Commissioner Deloach.

EXECUTIVE SESSION MINUTES

Commissioner Kieffer made a motion to approve the March 15, 2016 executive session minutes as read. Commissioner Loper seconded the motion. The motion carried unanimously.

Commissioner Kieffer left the meeting at 6:30 pm.

REPORTS FROM COMMISSIONERS AND ADMINISTRATIVE STAFF

County Administrator Allen discussed the following:

1. Animal Shelter

- The monthly animal shelter report for the month of March 2016 has been provided.

2. DFIRM Community Coordination and Public Open House Meeting

- A meeting will be held for local elected officials and local government staff on Thursday, April 21, 2016 from 2:30pm until 4:00pm at the Administrative Complex.
- A public open house will be held on Thursday, April 21, 2016 from 5:00pm until 7:30pm at the Administrative Complex?

3. Boy Scout Litter Pickup

- The Boy Scouts have an annual Great American Cleanup. The next event will be held on April 9, 2016.
- In the past we have allowed them to dispose of the litter that they pick up at our transfer station free of charge.
- Since Republic has taken over the operation of the transfer station, we have to pay them for everything that is taken to the facility, including anything that county staff brings.
- Would the Board entertain allowing them to dispose of the litter that they retrieve at the transfer station free of charge? The Board opted to pay the landfill fees.

4. Land and Water Conservation Fund Grant Recommendation

- Our application for four batting cages and one 225' ball field at the new recreation facility scored high enough to be recommended for funding.
- The next step in the process is the formal application that will be submitted to the National Park Service for final project approval.
- The grant is for \$100,000, with Effingham County being responsible for the remaining \$130,000 required to complete the construction.

Commissioner Jones discussed the following:

1. Timberlake Subdivision, Water Pressure

- What can be done to resolve the water pressure issue? Options discussed loops between Greystone and Timberlake and other areas and booster stations. The cost would be substantial. The City of Savannah has also stated the system will be back online April 29th.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

There being no further business, at 6:40 pm, Commissioner Jones made a motion to adjourn the meeting. Commissioner Loper seconded the motion. The motion carried unanimously.



WENDALL KESSLER, CHAIRMAN



STEPHANIE JOHNSON, COUNTY CLERK