

EFFINGHAM COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

July 7, 2020

The Board of Commissioners of Effingham County, Georgia, Mr. Wesley Corbitt Mr. Mr. Forrest Floyd, Mr. Jamie Deloach, Mr. Reginald Loper and Mr. Phil Kieffer were present for the regular Commission meeting at 5:00 pm on Tuesday, July 7, 2020 in the Commissioners Meeting Room at the Effingham County Administrative Complex. Mr. Roger Burdette participated via conference call.

STAFF ATTENDING THE MEETING

Mr. Tim Callanan - County Administrator, Mr. Edward Newberry - County Attorney, Ms. Stephanie Johnson - County Clerk, Mr. Clint Hodges- EMA Director, Mr. Charlie George - Development Services Director, Mrs. Christy Carpenter- Finance Director, Mrs. Alison Bruton-Purchasing Tech, Mr. Chris Reed - IT Director, Mrs. Diane Proudfoot - Zoning Administrator, Mr. Clarence Morgan - Recreation Director, Ms. Melissa Reagan, Ms. Amy Tenney, Mr. Guerry Reagan, Mr. Craig Johnson, Mrs. Kristen Achtziger - EOM Operations and Mr. Brett Bennett

I - CALL TO ORDER

Chairman Corbitt called the meeting to order at 5:09 pm.

II - INVOCATION

Chairman Corbitt gave the invocation.

III - AGENDA APPROVAL

County Clerk Johnson noted Item# 2 of the Consent Agenda is to be removed.

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

IV - MINUTES

Commissioner Floyd made a motion to approve the June 16, 2020 regular meeting minutes as read. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

V – PUBLIC COMMENTS

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

VI – CORRESPONDENCE

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

VII – PRESENTATIONS

Mr. Sterling, 5:05 pm – was not present.

Mr. Clarence Morgan -Recreation Director, 5:10 pm –

Recreation Director Morgan apprised the Board of the history of the Recreation Department and raised awareness of the month of July being Recreation Month. Recreation Director Morgan and a waiting crowd outside of the building carrying signs and banners expressed appreciation to the Board of Commissioners and Staff for supporting recreational activities in the county. Morgan also presented the Board, County Manager and County Clerk with a keepsake representing the stages of development of the Clarence E. Morgan Complex.

VIII - CONSENT AGENDA

Commissioner Kieffer made a motion to approve the following Consent Agenda items: **(1)** Consideration to approve to appoint individuals to the positions for the ACCG-GSIWCF- Workers' Compensation and ACCG-IRMA/ Property & Liability Program and to approve for the Chairman to sign the verification forms **(2)** ~~Consideration to approve the Non-Residential Gas Extension Contract for the Effingham County Fire Department Building located at 1171 Hwy 119, Springfield~~ **(3)** Consideration to approve an updated Contract for Reeves Construction to perform work at Bunyan Kessler Road, Courthouse Road ~~Extension~~ and the Elections office parking lot addition. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

IX - NEW BUSINESS**CONSIDERATION TO APPROVE A JOB DESCRIPTION FOR AN OFFICE/EVENT COORDINATOR FOR HUMAN RESOURCES (01):**

Human Resources Director Dunn explained during the 2021 Budget Process it was determined that a reorganization of the Human Resources Department would better meet the needs of the department and our employees going forward. We deleted one of the Human Resources Generalist positions and created the Office/Event Coordinator position. The change in positions does not impact the total number of authorized positions within the Human Resources Department. The funding for the Office/Event Coordinator comes from the deleted Human Resources Generalist position.

Vice Chairman Deloach made a motion to approve the job description for the Office/Event Coordinator. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN AMENDMENT TO THE SUMMARY PLAN DESCRIPTION FOR THE FLEXIBLE BENEFIT PLAN (02):

Human Resources Director Dunn explained Staff recommends approval of amendment to the Flexible Benefit Plan to increase the unused annual roll over from \$500 to \$550 in accordance with the IRS Notice 2020-33. In response to the COVID-19 outbreak, the IRS issued Notice 2020-33, which allows agencies to increase the annual roll over amount (currently \$500) to \$550 for unused amounts remaining at the end of the plan year in the Flexible Spending Account.

Commissioner Loper made a motion to approve to amend the Summary Plan Description for the Flexible Benefit Plan. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO AUTHORIZE THE PURCHASE OF A FIRE ENGINE FOR THE HODGEVILLE STATION AND APPROVE RELATED AGREEMENTS (03):

Fire Chief/EMA Director Hodges explained a new fire engine will be purchased for the new fire station on Hodgeville Road. The total cost for the engine is \$502,300. If the County so desired to prepay, a discount of \$15,000 would apply.

There was brief dialogue among the Board and Finance Staff about prepaying versus delayed payment.

Vice Chairman Deloach made a motion to approve to authorize the purchase of a fire engine for the Hodgeville Station from Ten-8 Fire Equipment of Georgia, LLC in the amount of \$502,300 and approve related agreements. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A PROCLAMATION DESIGNATING JULY AS PARK AND RECREATION MONTH (04):

County Clerk Johnson read the proclamation aloud.

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

CONSIDERATION TO APPROVE TO RENEW THE INTERGOVERNMENTAL AGREEMENT FOR THE JUVENILE COURT – OGEECHEE JUDICIAL CIRCUIT (05):

Purchasing Tech Bruton explained under this agreement, Effingham County is acting as fiscal agent for the Juvenile Court. The cost for expenses per the agreement is \$75,530.00 for administrative costs. Due to increased budget requests and updated budget amounts, the FY21 total is \$81,780.00. Effingham County's share of the updated total is \$29,939.66 (based upon population distribution). The agreement has been previously reviewed and approved to form by the County Attorney. The Funding and Cost Reimbursement Letter has also been approved to form by the County Attorney.

Vice Chairman Deloach made a motion to approve to renew the Intergovernmental Agreement for the Juvenile Court in the Ogeechee Judicial Circuit for FY21, with approval of the Amendment to account for budget request increases. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE CONTRACTS FOR OTIS ELEVATOR COMPANY RELATED TO THE NEW ADMINISTRATION BUILDING ON LAUREL STREET (06):

Purchasing Tech Bruton explained there are two elevators in the building so there are two contractors. Contract Number TAS65470 and Contract Number TAS05073 are maintenance agreements for the elevators located in 802 S. Laurel St and 804 S. Laurel St. By accepting the Addendums, Effingham County agrees to assume the Otis contracts and the existing terms and conditions therein. The Contracts and Amendments have been reviewed and approved to form by the County Attorney.

Chairman Corbitt directed staff to verify the cost is budgeted.

Vice Chairman Deloach made a motion to approve the Contract amendment and terms and conditions. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO ISSUE A CONTRACT AMENDMENT TO EFFINGHAM ANIMAL HOSPITAL FOR VETERINARY SERVICES FOR EFFINGHAM COUNTY ANIMAL SHELTER (07):

Purchasing Tech Bruton explained the County currently has a contract with Effingham Animal Hospital for veterinary services for the Animal Shelter. The current contract amendment term is from July 1, 2019 to June 30, 2020, and allows for one additional renewal upon agreement of both parties. Effingham Animal Hospital agreed to extend the agreement with an increase in fees from \$220.00 to \$240.00. The new agreement will run through June 30, 2021.

Vice Chairman Deloach made a motion to approve to issue a contract amendment to Effingham Animal Hospital for the veterinary services contract to extend for one (1) year from July 1, 2020 to June 30, 2021, with no increase in fees. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO ACCEPT A GRANT AWARD FROM ACCG'S EMPLOYEE SAFETY GRANT PROGRAM (08):

Finance Director Carpenter explained Staff is requesting approval to accept a grant award from ACCG's Employee Safety Grant Program in the amount of \$7225.00. There is no cost share requirement.

Vice Chairman Deloach made a motion to approve ACCG's Employee Safety Grant Program award. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A RESOLUTION TO AMEND THE SCHEDULE OF FEES (09):

Finance Director Carpenter explained Staff is requesting approval to amend the Schedule of Fees to detail the method of calculating charge for multiple units on a single meter as referenced in Ordinance 75-201. The Board and Staff conversed about the proposal.

Commissioner Loper made a motion to approve the changes to the Schedule of Fees to include an increase in the multifamily water deposit to \$200.00. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO AMEND THE COASTAL REGIONAL COMMISSION CONTRACT FOR FISCAL YEAR 2020 (2020-08.4) (10):

Finance Director Carpenter explained this is the fourth amendment for the 2020 budget. 3. The contract amendment reflects an increase in FFCRA Congregate meals of \$10,468 and increase in FFCRA Home Delivered meals of \$18,111, for an overall budget increase of \$28,579.

Commissioner Loper made a motion to approve the amended Contract for 2019-2020. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO SUBMIT A GRANT APPLICATION TO THE UNITED STATES TENNIS ASSOCIATION (USTA) AND USTA SOUTHERN BUILD IT FORWARD GRANT PROGRAM (11):

Finance Director Carpenter explained this grant is reimbursable with a 50/50 cost share requirement. If approved, the funds will be used to resurface the six (6) tennis courts at Baker Park. The total project cost is \$30,000.

Commissioner Floyd made a motion to approve the submittal of the USTA and USTA Southern grant application. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN ASSEMBLAGE PERMIT FOR MADRAC FARMS PUMPKIN PATCH LOCATED AT 580 RALPH RAHN ROAD BEGINNING OCTOBER 1, 2020 THROUGH NOVEMBER 15, 2020, EVENT TO CONSIST OF A CORN MAZE AND OTHER ACTIVITIES (12):

Zoning Administrator Proudfoot explained this is annual event. Staff recommends approval with the stipulations: off street parking is provided and all COVID-19/CDC guidelines are followed if applicable at the time.

There was a conversation about the pandemic and adherence to safety guidelines. Mrs. Melissa Reagan shared it takes three months of planning which will include all safety guidelines and removal of some activities.

Commissioner Loper made a motion to approve the request for an Assemblage Permit for Madrac Farms at 580 Ralph Rahn Road beginning October 1, 2020 with the following stipulations:

1. Off-street parking provided on the property.
2. All Covid/CDC guidelines should be followed (if applicable at the time).
3. The applicant shall return before the Board of Commissioners on September 15, 2020 prior to start.

Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A CONTRACT FOR ROMAINE COMPANIES FOR THE PURCHASE OF A FULL BODY SCANNING SYSTEM FOR THE EFFINGHAM COUNTY JAIL (13):

Purchasing Tech Bruton explained a Request for Quote for a full body scanning system was issued and posted, 4 quotes were received. The Sheriff's office and jail staff confirmed CLERKPASS to be the best model. The cost is \$135,698.12 and an annual warranty in the amount of \$9500. Currently, there is no set funding for this purchase. A budget amendment would be needed to allocate funds from the fund balance. There is an option to apply for a grant which could assist with funding if awarded, but this will not be available until 2021.

Members of the Board discussed their understanding of the need for the machine.

Vice Chairman Deloach made a motion to approve the Contract for the purchase of the CLEARPASS Full Body Scanning System from Romaine Companies for

\$135,698.12. Commissioner Floyd seconded the motion. Commissioner Loper opposed the motion. The motion carried four to one.

CONSIDERATION TO APPROVE AN ESRI ENTERPRISE LICENSE AGREEMENT FOR GIS SERVICES (14):

Information Technology Director Reed explained Effingham County's GIS Department is required to maintain and update data such as parcel splits, 911 addresses, along with data for public safety and county utilities. The software used is administered by ESRI. For the past 12 years the county has maintained an Enterprise Agreement with ESRI. Staff recommends continuing the agreement. The cost is budgeted.

Commissioner Loper made a motion to approve the ESRI Enterprise License Agreement. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO REAPPOINT HERB JONES AS THE NON-PUBLIC REPRESENTATIVE FOR EFFINGHAM COUNTY TO SERVE ON THE COASTAL REGIONAL COMMISSION COUNCIL (15):

County Clerk Johnson explained all three municipalities have approved the reappointment.

Commissioner Loper made a motion to approve to reappoint Herb Jones as the Non-Public Representative for Effingham County to serve to the Coastal Regional Commission Council. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A RESOLUTION FOR A PROJECT LIST ASSOCIATED WITH THE COUNTYWIDE TSPLOST PROGRAM (16):

County Manager Callanan explained the Development Services office has compiled a list based on conditions and feedback from the Commissioners. The projects have been divided into districts. Also included is a project description which consists of road miles and cost. Timbergate, Old Augusta, Edgewood and George Roads are noted on the list but are not included in the project description. There are changes to increase funding for Effingham Parkway and remove the Courthouse and Midland Road roundabout project. The Board and staff discussed the material presented.

Commissioner Floyd made a motion to approve a Resolution for the TSPLOST project list with the removal of Courthouse/Midland Road roundabout and increase on the Effingham Parkway from 4.9 million to 5.5 million. Commissioner Kieffer seconded the motion. The motion carried unanimously.

X - REPORTS FROM ADMINISTRATIVE STAFF & COMMISSIONERS

County Manager Callanan discussed the following:

1. TSPLOST

- Call for referendum to be on the July 21, 2020 agenda.

XI - EXECUTIVE SESSION

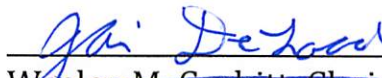
There was no executive session held at this meeting.

XII - EXECUTIVE SESSION MINUTES

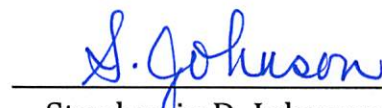
There were no minutes to be approved.

XIV - ADJOURNMENT

There being no further business, at 6:22 pm, Commissioner Floyd made a motion to adjourn the meeting. Vice Chairman Deloach seconded the motion. The motion carried unanimously.



~~Wesley M. Corbitt, Chairman~~
Jamie Deloach, Vice Chairman



Stephanie D. Johnson, County Clerk