

**THE EFFINGHAM COUNTY**  
**COMMISSIONERS' MEETING**

The Board of Commissioners of Effingham County, Georgia, Mr. Reginald S. Loper, Sr., Vice-Chairman, Mr. Robert Brantley, Mrs. Vera Jones, Mr. Steve Mason, and Mr. Phil Kieffer met in regular session at 5:00 p.m. on Tuesday, June 07, 2011 in the Commissioners' Meeting Room at the Effingham County Administrative Complex. Chairman C. D. Zeigler was absent.

**PERSONS ATTENDING THE MEETING**

Mr. Eric Gotwalt, County Attorney, Mr. David Crawley, County Administrator, Mr. Adam Kobek, Project Manager, Mr. George Shaw, Zoning Administrator, Ms. Rushe Hudzinski-Sero, Human Resources Director, Mrs. Patrice Crawley, County Clerk, Ms. Bonnie McMillan, Mrs. Ruth Lee, Ms. Nancy Clark, Mr. Roger Holden, Ms. Lori Minick, Mrs. Elizabeth Z. Hursey, and Mr. Jack Gavin.

**CALL TO ORDER**

Vice-Chairman Loper called the meeting to order.

**INVOCATION**

Commissioner Jones gave the invocation.

**PLEDGE TO THE AMERICAN FLAG**

Vice-Chairman Loper led the pledge to the American Flag.

**AGENDA APPROVAL**

Commissioner Jones made a motion to approve the agenda. Commissioner Brantley seconded the motion. The motion carried unanimously.

**MINUTES**

County Clerk explained that there was a correction to the minutes.

Commissioner Mason made a motion to approve the minutes for the May 17, 2011 Board of Commissioners meeting with the correction. Commissioner Jones seconded the motion. The motion carried unanimously.

**PUBLIC COMMENTS**

Vice-Chairman Loper stated that if anyone would like to discuss an Agenda Item, they may do so when that item is presented.

**CONSENT AGENDA**

Vice-Chairman Loper read aloud items on the consent Agenda.

Commissioner Jones made a motion to approve:

Consideration to approve errors and releases for Property Tax, Mobile Home Tax, and Motor Vehicles Tax as submitted by the Tax Commissioner and the following amendments to the Zoning Map:

Deatia McFarlin for a rural business use to operate a hair salon located at 366 Lower Ferry Road Map 424-15 with the stipulation that the applicant shall meet all requirements of Section 3.15B- Rural Business of the Effingham County Zoning Ordinance.

Alfred and Shirley Rose to rezone 2 acres located on Rose Road from AR-1 to AR-2 Map 302-1 with the following stipulations:

- (1) Each lot shall meet the requirements of the AR-2 Zoning District.
- (2) Site development plans shall comply with the Effingham County Water Resources Protection Ordinance and the Storm Water Management Local Design Manual.
- (3) All wetland impacts shall be permitted by the USACE.
- (4) Combination plat shall be approved by the Health Department and the Zoning Office.

The Bay Group Trust/R.H. Moreland to rezone 4.90 acres located at 710 Hodgeville Road from R-1/B-1 to AR-2 Map 416-10 with the following stipulations:

- (1) Each lot shall meet the requirements of the AR-2 Zoning District.
- (2) Site development plans shall comply with the Effingham County Water Resources Protection Ordinance and the Storm Water Management Local Design Manual.
- (3) All wetland impacts shall be permitted by the USACE.
- (4) Combination plat shall be approved by the Health Department and the Zoning Office.

Tammy Pope for a rural business use to operate a landscaping business located at 466 Ranch Road Map 378A-16 with the stipulation that applicant shall meet all requirements of Section 3.15B-Rural Business of the Effingham County Zoning Ordinance. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**OLD BUSINESS**

**CONSIDERATION TO APPROVE AN INSURANCE AGENT OF RECORD FOR MEDICAL, LIFE AND ANCILLARY BENEFIT PLANS (01):** County Administrator Crawley stated that the insurance committee interviewed four firms serve in the insurance agent of record. The committee recommends Hadden Insurance Agency to be the Agent of Record.

Mrs. Ruth Lee, Mrs. Bonnie McMillan, and Mr. Larry Hadden commented on the Insurance Agent of Record.

Commissioner Brantley made a motion to approve Hadden Insurance Agency as the Insurance Agent of Record for medical, life and ancillary benefit plans. Commissioner Jones seconded the motion. The motion carried unanimously.

**NEW BUSINESS**

**RETIREMENT OVERVIEW (1):** Human Resources Director Hudzinski-Sero gave an overview of the County Retirement plans.

**CONSIDERATION TO APPROVE CHANGING THE RETIREMENT PLAN OVERVIEW FROM MONTHLY TO QUARTERLY (02):** Human Resources Director Hudzinski-Sero explained that per the decision of the Board on November 3, 2009, Merrill Lynch provides a report on the county retirement plans monthly and requests any investment changes as necessary. Since there has been consistent performance of the retirement plans, staff recommends having the retirement plan overview quarterly instead of monthly unless there is a significant need. The quarterly overview would take place January, April, July, and October.

Commissioner Jones made a motion to approve changing the retirement plan overview from monthly to quarterly unless there is significant changed. Commissioner Brantley seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE ESRI ENTERPRISE LICENSE AGREEMENT FOR ARCGIS SOFTWARE (03):** GIS Department Head Aycock explained that ESRI's Enterprise License Agreement (ELA) allows an unlimited amount of licenses for the ArcGIS software. Currently there are 85 users of the licenses. At regular price, the cost would be \$850,000 but because Effingham classifies as a small government, the annual cost will be \$55,550 for an unlimited number of licenses. Having the unlimited license will enable multiple editors and allow projects to be completed faster.

Commissioner Mason requested that all agenda items have alternatives that showed how staff arrived at their recommendation.

Commissioner Jones made a motion to approve ESRI Enterprise License Agreement for ArcGIS software (see minute book page \_\_\_\_\_) Commissioner Brantley seconded the motion. Commissioner Mason opposed the motion. Vice-Chairman Loper, Commissioner Brantley, Commissioner Jones, and Commissioner Kieffer voted in favor of the motion. The motion carried.

**CONSIDERATION TO APPROVE A QUOTE FROM QCOHERENT SOFTWARE, LLC FOR LIDAR EDITING SOFTWARE (04):** GIS Department Head Aycock explained that as a joint venture with other counties, Effingham County contracted with the Coastal Regional Commission in 2009 to acquire light detection and ranging (LiDAR) data at a cost to the county of \$200,000. Flights occurred in 2010 and the elevation data arrived in 2011. Software is needed to manipulate this data into a useful format. QCoherent Software offers editing software called LP360 LIDAR with classify and extractor. The cost of this editing software will be \$12,335 for two floating licenses. The software will allow us to generate contours and elevation points in shape file format for GIS projects and in AutoCAD format so that engineers can also use the data for developing plans and drainage improvement projects.

Commissioner Mason made a motion to table the quote from QCoherent Software, LLC until June 21<sup>st</sup> so that staff can bring back alternatives. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE A MEMORANDUM OF AGREEMENT WITH RESCUE TRAINING, INC. FOR EMS CLINICAL EXPERIENCE (05):** EMS Director McDuffie explained that Rescue Training, Inc. is a company that teaches EMT and Paramedic Courses. It is required that all students have so many scheduled clinical hours on an ambulance while in school. The students are required to have a million dollar liability insurance policy and will only schedule on days that a preceptor is working.

Commissioner Kieffer made a motion to approve a Memorandum of Agreement with Rescue Training, Inc. for EMS clinical experience (see minute book page \_\_\_\_\_). Commissioner Mason seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE A CONTRACT WITH EMC ENGINEERING SERVICES, INC. FOR THE RIGHT OF WAY SURVEY AND PLAT ACQUISITION FOR COURTHOUSE EXTENSION (06):** Civil Engineer Allen explained that the Board had previously discussed improving Courthouse Road Extension to remedy the problems caused by the ash base. A survey of the existing road will be needed to come up with the improvements to the geometry of the road and the associated drainage.

Commissioner Jones made a motion to approve contract with EMC Engineering Services, Inc. for the right of way survey and plat acquisition for Courthouse Extension (see minute book page \_\_\_\_\_). Vice-Chairman Loper seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE A LETTER TO GEORGIA DEPARTMENT OF TRANSPORTATION CONCERNING ACCEPTANCE FOR ACQUIRING RIGHT OF WAY AND TO COORDINATE ANY UTILITY ADJUSTMENTS REQUIRED FOR BLUE JAY AND MCCALL ROAD INTERSECTION PROJECT (07):** Civil Engineer Allen explained that The Federal Highway Administration makes funds available to the Georgia Department of Transportation for traffic operation improvements on off-system roads through a High Risk Rural Roads program. The Georgia Department of Transportation has identified Blue Jay Road as a high risk rural road and would like to offer assistance in improving this intersection by adding a roundabout. A letter of support stating that the Board of Commissioners is willing to fund the right-of-way acquisition and utility relocations is required.

Vice-Chairman Loper made a motion to approve a letter to Georgia Department of Transportation concerning responsibility for acquiring right of way and to coordinate any utility adjustments required for Blue Jay and McCall Road intersection project. Commissioner Jones seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE OPENING A NEW CHECKING ACCOUNT FOR ACTIVITIES PORTION OF THE SENIOR CITIZENS PROGRAM (08):** County Administrator Crawley explained that the Board had recently approved the service delivery agreement. Under said agreement, the activities portion of the senior citizens

program needs to be moved to a Special Fund. To facilitate this request, the Board must open a new checking account for this fund.

Commissioner Jones made a motion to approve opening a new checking account for activities portion of the Senior Citizens Program. Commissioner Brantley seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE A RESOLUTION TO AUTHORIZE A LOAN FROM SPECIAL TAX DISTRICT FUND BANK ACCOUNT TO THE WATER AND SEWER WASTE WATER TREATMENT OPERATION FUNDS AN ENTERPRISE FUND (09):** County Administrator Crawley explained that the Board recently approved the service delivery agreement and the establishment of a Special Tax District. To adequately fund water and sewer operations and debt service, authorization is required to loan money from the Special Tax District Fund to the Water and Sewer Operating Fund. Dependent upon revenue received under the Water and Sewer Operating Fund, any amounts borrowed will be recorded as a permanent transfer.

Commissioner Brantley made a motion to approve a Resolution to authorize a loan from Special Tax District Fund Bank Account to the Water and Sewer Waste Water Treatment Operation Funds an Enterprise Fund (see minute book page \_\_\_\_). Commissioner Kieffer seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE AN AGREEMENT WITH GASBOY FOR THE BACKYARD FUEL SYSTEM (10):** County Clerk Crawley explained that Gasboy is the vendor who provides support for the backyard fuel system and has done this since 2000. The term of the agreement is for one year and can be terminated by Gasboy upon thirty days written notice to customer or this agreement may be terminated by mutual agreement of both parties.

Commissioner Brantley made a motion to approve an agreement with Gasboy for the backyard fuel system (see minute book page \_\_\_\_). Commissioner Mason seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE MOVING, CANCELLING, OR LEAVING THE JULY 5<sup>TH</sup> BOARD OF COMMISSIONERS MEETING (11):** County Clerk Crawley explained

that in the past the Board has only had one meeting in July due to the Fourth of July holiday.

Commissioner Brantley made a motion to approve cancelling the July 5<sup>th</sup> Board of Commissioners Meeting. Commissioner Kieffer seconded the motion. The motion carried unanimously.

**REPORTS FROM COMMISSIONERS AND ADMINISTRATIVE STAFF**

Commissioner Brantley discussed the following:

- ◆ Courthouse Extension

Commissioner Jones discussed the following:

- ◆ Condition of Clark Road

Commissioner Mason discussed the following:

- ◆ Sign posting on Blue Jay Road
- ◆ Tuckasee King stone marker

County Administrator Crawley discussed the following:

- ◆ Sheriff's Office and Jail Project – interviews have been completed and trip to see more jails is on Thursday – June 9<sup>th</sup>
- ◆ Resurfacing Projects

**EFFINGHAM COUNTY BOARD OF COMMISSIONERS**

**WORKSHOP**

The Board of Commissioners of Effingham County, Georgia, Mr. Reginald S. Loper, Sr., Vice-Chairman, Mr. Robert Brantley, Mrs. Vera Jones, Mr. Steve Mason, and Mr. Phil Kieffer held a Workshop at 7:00 p.m. on Tuesday, June 07, 2011 in the Large Conference Room at the Effingham County Administrative Complex. Chairman C. D. Zeigler was absent.

**PERSONS ATTENDING THE MEETING**

County Administrator Crawley, County Attorney Eric Gotwalt, County Clerk Crawley, County Engineer Liotta, Project Manager Adam Kobek, Mayor Michael Garvin, Councilman Eaton, Councilwoman Lovett, Councilman Johnson, Mrs. Ramona Bartos, and Mr. Warren Ratchford.

**DISCUSSION WITH THE CITY OF GUYTON (01):** The Board and the City of Guyton discussed options on the County offering wastewater and disposal services to the City of Guyton.

During the discussion it was decided that the County and City will come up with a sewer committee made up of elected officials only to discuss wastewater and disposal services for the City of Guyton.

**ADJOURNMENT**

At 7:53 p.m. Commissioner Mason made a motion to adjourn the workshop and to go into Regular Session. Commissioner Jones seconded the motion. The motion carried unanimously.

**RECONVENED**

At 7:53 p.m., the Board reconvened into Regular Session.

**COMMITTEE REPORTS CONTINUED**

County Administrator Crawley discussed the following:

- ◆ Gave the Board a draft list of road project that will be adopted along with the budget
- ◆ Chamber Dinner reminder
- ◆ Finance Department is working on the water and sewer web conversion, house count audit
- ◆ Transportation Meeting will be on June 21<sup>st</sup>
- ◆ Executive roundtable meeting of the Regional Round Table will be June 8th
- ◆ Shelly Helmey Road drainage issue
- ◆ Woodman of the World drainage issue will have right of way acquisition
- ◆ Purchase of three pieces of equipment that are in the current budget
- ◆ Revised budget calendar and draft budget is being worked on
- ◆ Need to plan a meeting with the insurance committee

**ADDITION TO THE AGENDA**

Commissioner Kieffer made a motion to add New Business Number 12 Consideration to approve two members and one alternative to be on the sewer committee for negotiations with the City of Guyton. Commissioner Brantley seconded the motion. The motion carried unanimously.

**CONSIDERATION TO APPROVE TWO MEMBERS AND ONE ALTERNATE TO BE ON THE SEWER COMMITTEE FOR NEGOTIATIONS WITH THE CITY OF GUYTON (12):** Commissioner Jones made a motion to approve Commissioner Jones and Mason as the two members and Commissioner Kieffer as the alternate to be on the sewer committee for negotiations with the City of Guyton. Commissioner Brantley seconded the motion. The motion carried unanimously.

**EXECUTIVE SESSION**

At 8:19 p.m., Vice-Chairman Loper made a motion to go into Executive Session to discuss personnel, property, and pending litigation. Commissioner Brantley seconded the motion. The motion carried unanimously.



County Administrator Crawley and Commissioners discussed personnel, property and pending litigation. (See copy of Chairperson's affidavit on minute book page number \_\_\_\_\_).

**RECONVENED**

At 9:30 p.m., the Board reconvened into Regular Session.

**ADJOURNMENT**

At 9:30 p.m., Commissioner Mason made a motion to adjourn the meeting. Vice-Chairman Loper seconded the motion. The motion carried unanimously.

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Reginald S. Loper, Sr. Vice-Chairman

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Patrice R. Crawley, County Clerk