EFFINGHAM COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

August 4, 2020

The Board of Commissioners of Effingham County, Georgia, Mr. Wesley Corbitt
Mr. Mr. Forrest Floyd, Mr. Roger Burdette, Mr. Jamie Deloach, Mr. Reginald
Loper and Mr. Phil Kieffer were present for the regular Commission meeting at
5:00 pm on Tuesday, August 4, 2020 in the Commissioners Meeting Room at the
Effingham County Administrative Complex.

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

ATTENDING THE MEETING VIA TELECONFERENCE
Mrs. Kristen Achtziger – EOM Operations

I - CALL TO ORDER
Chairman Corbitt called the meeting to order at 5:03 pm.

II – INVOCATION
Commissioner Burdette gave the invocation.

III – PLEDGE TO THE AMERICAN FLAG
The Pledge was sounded in unison.

IV - 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.

V – 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.
VI - PUBLIC COMMENTS

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

VII - 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.

VIII - CONSENT AGENDA

Commissioner Loper made a motion to approve the following Consent Agenda items: (1) Consideration to approve an Assemblage Permit for Albert Jackson to hold a Turkey Shoot at 187 Church Road, Springfield beginning August 14, 2020 through December 18, 2020 (2) Consideration to approve to submit a Grant Application to the Petco Foundation Animal Welfare Grant Program. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

IX - NEW BUSINESS

CONSIDERATION TO APPROVE TO ENTER INTO THE LOCAL GOVERNMENT RISK MANAGEMENT SERVICES FIREFIGHTER CANCER AWARENESS INCENTIVE PROGRAM (01):

Human Resources Director Dunn explained Staff is requesting approval to enter the drawing from the ACCG/LGRMS Firefighter Cancer Awareness Incentive Program. On July 14, 2020, ACCG/LGRMS announced the Firefighter Cancer Awareness Incentive Program. Fire Departments in Georgia are eligible to potentially win up to $5,000 towards the purchase of a Washer/Extractor. In order to participate, Fire Departments must agree to complete the training topic NVFC/IAFC Lavender Ribbon Report by at least 80% of their firefighters. After completion of the training, we must submit the names of the members who took the training to LGRMS and we will be entered into drawing.

Commissioner Burdette made a motion to approve the entrance to the Firefighter Cancer Awareness Incentive Program. Commissioner Floyd seconded the motion. The motion carried unanimously.
CONSIDERATION TO APPROVE TO REFORMAT AND PUBLISH CURRENT HUMAN RESOURCES STANDARDS OF PRACTICE (02):

Human Resources Director Dunn explained in order to provide standardized Human Resources Standards of Practice; we are requesting authorization to use the format as provided in the attachment for all Human Resources Standards of Practice. One of areas of the template allows for an Issue Date to be placed on all policies. Additionally when a policy is amended or revised it will allow us to put a "Revised" or "Superseded" date on the policy. The HR Standards of Practice now do not allow for posting the date approved, there is no standard formatting some have page numbers, others don’t, etc. If approved, copies of the Standards of Practice will be provided to each Department Head and will become part of our New Employee Orientation by giving the new hires a copy of the policies and having them sign a statement saying they received the policies and understand it is their responsibility to become familiar with them. The content of the policies will not be changed, amended, revised.

Commissioner Loper made a motion to approve the reformatting and publication of the Human Resources Standards of Practice. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A JOB DESCRIPTION FOR THE RISK MANAGEMENT TECHNICIAN POSITION AUTHORIZED IN THE FY2021 BUDGET (03):

Human Resources Director Dunn explained Staff recommends approval of the job description for the Risk Management Technician position added to the Human Resources Department during the 2021 Budget Process.

The Risk Management Technician will be responsible for investigating and mitigating loss or potential loss, for both the Workers Compensation and Property insurance and to ensure the safety of our workforce by developing training programs. This individual will be the contact with the ACCG.LGRMS Safety Coordinator for Effingham County. The review of the change in positions does not impact the total number of authorized positions within the Human Resources Department. The funding for the position is effective 1/1/2021.
Commissioner Floyd made a motion to approve the job description for the Risk Management Position. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN ADDITIONAL REAL PROPERTY APPRAISER I POSITION DUE TO INCREASE IN POPULATION IN EFFINGHAM COUNTY (04):

Human Resources Director Dunn explained a review of the workload in the Tax Assessors office has shown an additional Real Property Appraiser I would be better utilized than a full time Administrative Assistant. The duties performed by the Administrative Assistant would be distributed among the members of Tax Assessors office. The starting salary for the Real Property Appraiser I and the Administrative Assistant is in the same pay classification.

The change in positions does not impact the total number of authorized positions within the Tax Assessors Office. The funding for the additional Property Appraiser will come from the defunded Administrative Assistant position.

Commissioner Kieffer made a motion to approve the addition of a Real Property Appraiser I and the removal of the Administrative Assistant in the Tax Assessors Office. Commissioner Loper seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN AUDIT CALENDAR FOR INFORMATION PURPOSES RELATED TO THE AUDIT (05):

Finance Director Carpenter explained Staff recommends approval of the calendar. We set the audit calendar as a guideline for the audit process to insure that the audit is completed timely.

Vice Chairman Deloach made a motion to approve the Audit Calendar as presented. Commissioner Floyd seconded the motion. The motion carried unanimously.
CONSIDERATION TO APPROVE A LETTER OF ENGAGEMENT BETWEEN THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS AND LANIER, DEAL & PROCTOR FOR AUDIT SERVICES (06):

Finance Director Carpenter explained Staff recommends approving a Letter of Engagement with Lanier, Deal & Proctor for audit services for fiscal year ending June 30, 2020. This will be the auditors 6th year serving Effingham County.

Commissioner Loper made a motion to approve the request for the audit firm of Lanier, Deal and Proctor for audit services. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A WARRANTY DEED ACCEPTING DEDICATION OF THE ROADS IN SOUTHBROOK SUBDIVISION (07):

County Engineer George explained there are three (3) roads: Southbrook Drive, Share Lane and Sunny Lane. An inspection has been performed. The roads are in satisfactory condition. The deed has been reviewed and approved.

Commissioner Floyd made a motion to approve to accept County ownership of the roads specified. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A FINAL PLAT AND DEED TO ACCEPT THE INFRASTRUCTURE IN PARK WEST, PHASE 5A (08):

County Planner Concannon explained there are fifty-seven (57) lots within this phase of the development. EOM Operations and the County Engineer inspected the right of way and public utilities therein. Staff has reviewed the final plat, the County Engineer reviewed the warranty bond and the deed has been reviewed and approved by the County Attorney.

Commissioner Loper made a motion to approve the final plat for Park West Phase 5A, and accept the roads, and water, sewer, and stormwater infrastructure identified in the warranty deed. Commissioner Floyd seconded the motion. The motion carried unanimously.
CONSIDERATION TO APPROVE A CONTRACT WITH KNOX PEST CONTROL FOR PEST CONTROL SERVICES AND A CONTRACT WITH CINGO FOR TERMITE SERVICES (09):

Purchasing Tech Bruton explained Effingham County is currently utilizing multiple vendors for service of various facilities. An RFQ was posted to obtain quotes for service to consolidate services and ensure Effingham County facilities are properly covered for pest and termite services. Bidders were asked to provide a monthly pest control service fee, an initial termite treatment fee, and a yearly termite bond fee for all Effingham County facilities.

Knox Pest Control is the overall low bidder for the requested services; however, Cingo offers a lower annual termite control total. A few County Buildings currently have termite bonds through Cingo, so the initial termite fee would not be needed on those buildings (with exception of the Judicial Complex). The most cost efficient decision would be to award pest control services to Knox Pest Control and termite services to Cingo. Budgets will be reviewed for buildings/departments that currently do not have service to make sure the funding is available to move forward.

Commissioner Kieffer made a motion to approve the Contract with Knox Pest Control for pest control services and Contract with Cingo for termite services. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A RESOLUTION TO AMEND THE SCHEDULE OF FEES FOR AN INCREASE OF WATER AND SEWER RATES AND ADDITION A FLAT FEE FOR REUSE WATER (10):

Finance Director Carpenter explained Staff is requesting approval to increase water and sewer rates by $0.22/tier and to add a $15.00 flat fee for reuse water. This change will close the gap based on the increases incurred from the City of Savannah. City of Savannah increased by 3% each year from 2012-2018. The City of Savannah had a seven percent (7%) increase in 2019 and five percent (5%) for 2020. The proposed change will add $19.66 to the average residential bill and $60.06 to the average Commercial customer’s bill.

County Manager Callanan clarified that the changes may be of a lesser amount in some instances.
Commissioner Burdette made a motion to approve a Resolution to amend the Schedule of Fees for an increase of water and sewer rates and addition of a flat fee for reuse water. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A RESOLUTION TO AMEND THE FY2019-2020 BUDGET (11):

Finance Director Carpenter explained this budget amendment notes an increase budget in the Coastal Regional Commission congregate meals based on the contract amendment approved at the July 7, 2020 commission meeting. It also reallocates funding in the Special Tax District for the true up for the cities of Springfield and Guyton.

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

CONSIDERATION TO APPROVE A RESOLUTION TO AMEND THE FY2020-2021 BUDGET (12):

Finance Director Carpenter explained this amendment decreases the budget for Family Connection in accordance with their contract. This amendment also the budget for the Sheriff’s Office related to the radar traffic study as approved by the Commission at the June 16, 2020 meeting, increases budget for the congregate meals.

Commissioner Kieffer made a motion to approve the budget amendment for 2020-2021. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

X – REPORTS FROM ADMINISTRATIVE STAFF & COMMISSIONERS

County Manager Callanan discussed the following:

1. Transportation Study
   - Staff intends for an outside entity to perform the review, County Engineer George is working on an RFP
2. Stormwater Feasibility Study  
   - Staff intends to have some information to present to the Board at the 1st Tuesday September meeting

Chairman Corbitt discussed the following:

1. New Administrative Building  
   - Inquired about a move in date; County Engineer George stated the architects will have plans submitted for review no later than early next week; after such the project will go out to bid

2. Atlas Status Update  
   - A draft RFQ has been drafted; a schedule of events was received from the Attorney, this information will be emailed to the Board

County Clerk Johnson discussed the following:

1. Animal Shelter Report  
   - The report for July 2020 was provided.

2. 2020 Census  
   - Provided a data update on submissions for the county and state

Commissioner Kieffer discussed the following:

1. Bunyan Kessler Road Update  
   - County Engineer George stated work on the Elections Office parking lot will begin next week; the contractor is currently performing scope work for Bunyan Kessler road.

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 5:41 pm, Commissioner Loper made a motion to adjourn the meeting. Vice Chairman Deloach seconded the motion. The motion carried unanimously.

Wesley M. Corbitt, Chairman

Stephanie D. Johnson, County Clerk