

CITY OF BROOKLET

104 CHURCH ST. BROOKLET, GA 30415 *(912) 842-2137 *FAX (912) 842-5877

L.W. (Nicky) Gwinnett, Jr. Mayor
Bradley Anderson, Mayor Pro-Term
Robert K. Roughton, Councilman
Rebecca Kelly, Councilwoman
James Harrison, Councilman
Johnathan Graham, Councilman

City Attorney
Hugh Hunter

City Clerk
Lori Phillips

**MAYOR AND COUNCIL MEETING
THURSDAY, DECEMBER 21, 2023
7:00 pm
BROOKLET CITY HALL
MINUTES**

1. **Call to order and welcome** - Mayor Grooms, III
 - a) Invocation
2. **Pledge of Allegiance to the United States Flag** - Mayor Grooms, III
3. **Public Hearing Item(s):**
 - a) **FIRST READING:** AN ORDINANCE TO AMEND CHAPTER 50, ARTICLE II.- WATER TO PROVIDE FOR NEW WATER AND WASTEWATER RATES AND CHARGES IN THE CITY OF BROOKLET.
 - Discussion and questions from the Mayor and City Council.
 - Discussion and questions from the Public who have requested to speak.
 - b) **FIRST READING:** AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF BROOKLET TO ADD A NEW ARTICLE III ON SEWER; TO PROVIDE GENERAL PROVISIONS FOR WHEN CONNECTION TO THE SANITARY SEWAGE SYSTEM IS REQUIRED AND OTHER REQUIREMENTS AND PENALTIES; TO PROVIDE FOR WHEN PRIVATE SEWAGE DISPOSAL SYSTEMS ARE ALLOWED AND UNDER WHAT CONDITIONS; TO PROVIDE PROVISIONS FOR BUILDING SEWERS AND CONNECTIONS; TO PROVIDE FOR THE USE OF PUBLIC SEWERS INCLUDING RESTRICTED AND PROHIBITED DISCHARGES; TO PROVIDE FOR A USER CHARGE SYSTEM; AND TO PROVIDE FOR THE TRANSPORTATION AND DISCHARGE OF SCAVENGER WASTES.
 - Discussion and questions from the Mayor and City Council.
 - Discussion and questions from the Public who have requested to speak.

- 4. Motion to Close the Public Hearing and Enter the Regular Session.**
Motion to approve
MOTION: Rebecca Kelly
SECOND: Nicky Gwinnett
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham,
and James Harrison
NAYES: None
Motion carried 5-0
- 5. Consideration of a Motion to Approve or Amend the Agenda**
Motion to approve
MOTION: Brad Anderson
SECOND: Johnathan Graham
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham,
and James Harrison
NAYES: None
Motion carried 5-0
- 6. Consideration of a Motion to Approve the Consent Agenda**
N/A
- 7. Consideration of a Motion to Approve the Minutes of the following City Council Meetings:**
N/A
- 8. Consideration of a Motion to Approve the November Financial Reports as presented.**
Motion to approve
MOTION: Brad Anderson
SECOND: Johnathan Graham
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham,
and James Harrison
NAYES: None
Motion carried 5-0
- 9. Recognition of guest**
 - **City Engineer, Wesley Parker**
 - The paving of the streets project is complete, the contract is not complete because the striping has not begun.
 - The 8" well project is out to bid.
 - Continue working on the sewer project and at the very start of the water project which is to connect the proposed well with the water tower, right now it is a small 6" line and needs to be upgraded to a 12".
 - **Matt Morris, City Consultant for the Sewer Waste Water Project**

- Absent

10. Recognition of guests who signed in to speak

11. Reports from Committee Members

- **Mayor Pro-Tem Anderson**

- Presented Mayor Grooms with a card thanking him for his years of service with the City of Brooklet.

- **Councilman Gwinnett**

- Public Works has stayed on top of all the leaks around town and stayed ahead of the pavers, seven leaks have been repaired.
- We have not had to call an outside contractor for two years to help with water maintenance repairs, so congratulations to Public Works for stepping up and taking it upon themselves to do the work and thank them for their service.
- On Parker Avenue we found a fire hydrant dated 1929

- **Councilwoman Kelly**

- Attended a Planning and Zoning training with Councilman Gwinnett that was very informative and all together a very good class. There will be more training in February and hopefully, we will have chosen a committee by then in time to get them registered to go also.

- **Councilman Harrison**

- It has been a pleasure serving on the council with Mayor Grooms.

- **Councilman Graham**

- Happy holiday and a happy new year to everyone.

12. Report from Police Chief

- **Gary M. Roberts**

- Gave the monthly PD report (attached)
- Appreciates Public Works for all that they do for the PD.
- Thank you to all the officers for all that they do for the city.
- Thank you, Mayor Grooms, for your support for the PD.

13. Report from the Safety Coordinator

- **Jim Stanoff**

- Absent

14. New Business

a) Discussion and possible motion to approve amending the City Charter to a City Manager Council form of government.

The city cannot afford not to have a City Manager at this point. If we agree on the change to a city manager, that person would be appointed by the city council and would oversee the day-to-day administrative operations.

Some of the most typical responsibilities of a city manager include:

- Carry out the direction of the city council.

- Steer the long-term planning of a city.
- Manage the city's budget.
- Supervise expenditures and purchases of the city.
- Hire department directors.
- Coordinate city projects.
- Oversee the execution of agreements and contracts authorized by the council.
- Recommend to the council personnel and related policies.

City Council would have in effect only one employee and that would be the City Manager. City Manager contracts are approved by a council and would be evaluated yearly in a closed-door session.

Motion to approve

MOTION: Brad Anderson

SECOND: Johnathan Graham

AYES: Brad Anderson, Johnathan Graham, and Rebecca Kelly

NAYES: Nicky Gwinnett and James Harrison

Motion carried 3-2

- b) First Reading and motion to approve the GMEBS-R; City of Brooklet - 2023-2025 Defined Benefit Retirement Plan Restatement. Each employer using the GMEBS Retirement Plan must adopt the restated Adoption Agreement as part of the restatement process.**

Motion to approve the first reading.

MOTION: Johnathan Graham

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

- c) Motion to Approve Invoice# BRO-0129008 from Ken-Brick for Stone in the amount of \$1,272.00.**

Motion to approve

MOTION: Nicky Gwinnett

SECOND: James Harrison

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

- d) Motion to Approve Invoice# BRO-0129007 from Ken-Brick for Crusher Run Stone for \$1,128.00.**

Motion to approve

MOTION: Nicky Gwinnett

SECOND: James Harrison

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

- e) Motion to Approve Invoice# 8935777-000-000 from Consolidated Pipe & Supply Co., for items needed for repairs to the water system for \$2,769.55.**

Motion to approve

MOTION: James Harrison

SECOND: Johnathan Graham

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

- f) Motion to approve the engineering contract from Parker Engineering for the Brooklet to Statesboro force main sewer project.**

Motion to approve

MOTION: Nicky Gwinnett

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

- g) Motion to Approve the invoice from Donald W. Marsh & Associates for US HWY 80 – Water Line Extension; the topographic survey and plats of 2400 L. FT. of road along US HWY 80 and Joiner Road for \$5,500.00.**

Motion to approve

MOTION: James Harrison

SECOND: Johnathan Graham

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

- h) Discussion and possible motion for selecting an administrative firm for consideration to handle the SEID Grant for the water line extension project. The following were received:**

○ Associates In Local Government Assistance, Inc.

○ Penate Consulting, LLC.

Motion to approve Associates in Local Government Assistance, Inc.

MOTION: Nicky Gwinnett

SECOND: James Harrison

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

i) Discussion and possible motion for selecting an engineering firm for consideration to engineering services for the SEID Grant, for the water line extension project.

The following were received:

- **Carter & Sloope Consulting Engineers**
- **M.E. Sack Engineering**

Motion to approve Carter & Sloope Consulting Engineers

MOTION: Nicky Gwinnett

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

j) Consideration of a motion to hire Melissa Peavy for the full-time front desk clerk position at City Hall, with a beginning pay rate of \$17.05 effective January 8, 2024.

Motion to approve

MOTION: Nicky Gwinnett

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

k) Employee Christmas Bonus Discussion

Consideration of a motion to approve a year-end bonus for all employees for \$725.00 each.

Motion to approve

MOTION: Johnathan Graham

SECOND: Nicky Gwinnett

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

l) Annual Employee Raises - Discussion

Pay Scales are very important and we need to create one for Public Works and City Administration, the Police Department currently has one.

Councilman Harrison will begin working on this with Chief Robert's help.

m) RFQ for Legal Services – Discussion

The Mayor and Council would like to add this item for discussion for the January Work Session.

n) Planning and Zoning Volunteers – Discussion

A city text message was sent out to the citizens of Brooklet asking for anyone interested in serving on the Planning and Zoning Commission to email City Clerk Phillips, and twelve citizens replied. Interviews will be scheduled for Saturday, January 6, 2024, beginning at 10:00 AM. The applicants will be interviewed by Rebecca Kelly, Brad Anderson, and Nicky Gwinnett. This will not create a quorum due to Nicky Gwinnett being sworn in as the Mayor on January 4, 2023.

o) Discussion concerning a tree on the right-of-way and the property at 404 West Lee Street.

The limb that the resident is concerned with is leaning over his property, therefore, it is his responsibility to cut the limbs. City employees can not go onto private property.

p) Consideration of a motion to approve the first reading of an ordinance to amend Chapter 50, Article II.- Water to provide for new water and wastewater rates and charges in the City of Brooklet.

Motion to approve

MOTION: Nicky Gwinnett

SECOND: Johnathan Graham

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

q) Consideration of a motion to approve the first reading of an ordinance to amend the Code of Ordinances of the City of Brooklet to add a new Article III on sewer; to provide general provisions for when connection to the sanitary sewage system is required and other requirements and penalties; to provide for when private sewage disposal systems are allowed and under what conditions; to provide provisions for building sewers and connections; to provide for the use of public sewers including restricted and prohibited discharges; to provide for a user charge system; and to provide for the transportation and discharge of scavenger wastes.

Motion to approve

MOTION: Johnathan Graham

SECOND: Nicky Gwinnett

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

15. Old Business

a) Review of a Draft Purchasing Policy

Motion to table

MOTION: Brad Anderson

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

16. Consideration of a Motion to adjourn

MOTION: Johnathan Graham

SECOND: James Harrison

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

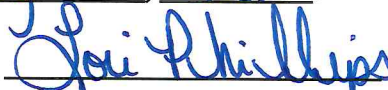
NAYES: None

Motion carried 5-0

Approved this 18th day of January, 2024.



L.W. (Nicky) Gwinnett, Jr. Mayor


Lori Phillips, City Clerk