



CITY OF BROOKLET

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

Joe Grooms III, Mayor
Bradley Anderson, Mayor Pro-Term
Nicky Gwinnett, Councilman
Rebecca Kelly, Councilwoman
James Harrison, Councilman
Johnathan Graham, Councilman

City Attorney
Hugh Hunter

City Clerk
Lori Phillips

**CITY COUNCIL
MARCH 16, 2023
7:00 PM
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. **Consideration of a Motion to Approve or Amend the Agenda**
Motion to amend the agenda to add under new business 13.c. Water System Parts
MOTION: Nicky Gwinnett
SECOND: Johnathan Graham
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, and Johnathan Graham
NAYES: None
Motion carried 4-0

Consideration of a Motion to Approve the Agenda

Motion to approve

- MOTION:** Brad Anderson
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, and Johnathan Graham
NAYES: None
Motion carried 4-0

4. **Consideration of a Motion to Approve the Consent Agenda**
 - a. HVAC quote from Oliver Air Systems in the amount of \$8,500.00 (admin)
 - b. Roof Repair quote from Professional Roofing Solutions in the amount of \$1,395.00(admin)
 - c. Mold Inspection quote from Herrin Home Inspection in the amount of \$650.00(PD)

- d. Renewal of the 2023 Employee Health Insurance from Anthem in the amount of \$1,149.97 per employee

Motion to approve

MOTION: Johnathan Graham

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 4-0

5. Consideration of a Motion to Approve the Minutes of the following City Council Meetings:

- a. February 9, 2023 Work Session
- b. February 16, 2023 City Council meeting

Motion to approve

MOTION: Nicky Gwinnett

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 4-0

6. Consideration of a Motion to Approve the February Financial Reports as presented

Motion to approve

MOTION: Brad Anderson

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 4-0

7. Consideration of a Motion to close the Regular Session in order to go into a Public Hearing for the purpose of having a first reading for the following two proposed Rezoning Ordinances for Shelton Hughes and Carolyn Everett.

Motion to approve

MOTION: Brad Anderson

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 4-0

- 7.1. AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BROOKLET TO REZONE PROPERTY LOCATED JUST OFF OF HIGHWAY 80, AND HAVING FRONTAGE ON PINWOOD DRIVE, WARNOCK STREET AND FERN STREET, SAID TRACT CONTAINING 80.79 ACRES, LESS AND EXCEPT 3.16 ACRES OUTSIDE OF THE CITY OF BROOKLET, FROM A-1 TO R-3.**

Per Councilman Graham: I have a question, when it goes to that 3.16, are we annexing because it is part of that neighborhood and it is coming...

Per Councilman Gwinnett: It would need to be.

Per Councilman Graham: So, we would have to...

Per Councilman Gwinnett: That is another application, right?

Per City Attorney Hugh Hunter: Yes. That would be another application.

Per Councilman Gwinnett: Yea, so, probably go ahead with this and they would have to come back and apply for the annexation.

Per City Attorney Hugh Hunter: And then you would have to rezone it, prior to annexation. It would not be effective until it was annexed, but you do all that before its annexed.

Per Councilman Gwinnett: So, it is a two-step process, is what it looks like, correct?

Per City Attorney Hugh Hunter: Yea, but it can be done at the same time.

Per Councilman Gwinnett: This request and then the 3.16?

Per City Attorney Hugh Hunter: Oh, I am sorry. Are you talking about rezoning the 3.16 first? Yea. You cannot rezone anything that is not in the city limits, so yes, it would be a two-step process.

Per Councilman Gwinnett: Yea. I get it. So, in other words, they would have to come back and make application for the 3.16 to be annexed in?

Per City Attorney Hugh Hunter: Correct.

Per Councilman Graham: So, this is the one behind Subway?

Per Councilman Gwinnett: Correct.

Per Councilman Gwinnett: I make a motion to approve.

Per City Attorney Hugh Hunter: Well, let me mention this, y'all are not in the regular session, so y'all must come back in, before you can make a motion.

Per Councilman Graham: So, we are just in the hearings.

Per Councilman Gwinnett: Sorry I forgot about that. Okay.

7.2. AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BROOKLET TO REZONE PROPERTY HAVING PUBLIC ROAD ACCESS VIA A 60' ACCESS EASEMENT, A/K/A JULIUS CIRCLE, AND CONTAINING 0.67 ACRES, FROM R-1 TO R-3.

Per Councilman Graham: Alright, so is this the one that was presented to us last month?

Per Mayor Grooms: Yes.

Per Councilman Graham: Okay, my true feelings are, no, and that's just me and the reason being is, everything around there is zoned R-1 and it shouldn't have to change from that, she should find another business or another place a little wider open so we do not have to change everything. I do not want the stress from that, from changing that, and then it just opens the door for anything else, that is my opinion.

Per Councilman Gwinnett: That 60-foot easement, that is a road that belongs to the town.

Per City Attorney Hugh Hunter: That was how it was shown on the map.

Per Councilman Gwinnett: Okay.

Per City Attorney Hugh Hunter: I think it is being used as a public access.

Per Councilman Gwinnett: Well, I checked with the county and it is a road that belongs to the city, according to them. That was just a question.

Per City Clerk Lori Phillips: Didn't y'all approve the rezone last month?

Per City Attorney Hugh Hunter: Well, you cannot approve, you must have an ordinance first to approve it.

Per City Clerk Lori Phillips: Okay.

Per Councilman Graham: This was just to get pass that formality, correct? Not to approve or deny, correct?

Per City Attorney Hugh Hunter: Well, I guess it was a formality because you legally cannot do it without amending the zoning map by ordinance.

Per Mayor Grooms: So, we can vote on that as far as rezoning?

Per City Attorney Hugh Hunter: You can vote no, yea.

8. Consideration of a Motion to close the Public Hearing and return to the Regular Session

Motion to approve

MOTION: Brad Anderson

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 4-0

Per City Attorney Hugh Hunter: Let me just say this, technically, you should have the first reading and a vote in the open session and then you can vote on it, rather or not to have the first reading.

Mayor Pro-Tem Anderson: I gotcha, the first reading, now is that for each one of those?

Per City Attorney Hugh Hunter: For each one of those, it would be a motion rather or not to have a first reading or to not have the first reading and to deny the rezone.

Mayor Pro-Tem Anderson: Okay, so I am assuming we need to have the first reading for 7.1., so it is done in the form of a motion. So, I will do the first reading request, Councilman Anderson second, all in favor, aye. The first reading for 7.1. was approved.

Per Mayor Grooms: Alright, the 7.2.?

Per City Attorney Hugh Hunter: It is the same thing; somebody will make the motion to have the first reading and the it will either pass or it will not.

Per Councilman Gwinnett: I will make a motion to have a first reading on 7.2.

Per Mayor Grooms: Need a second on that...

Per Councilman Anderson: I will make a second.

Per Councilman Graham: I want to vote, no.

Per Councilwoman Kelly: Well, you need to ask how many ayes and how many nays.

Per Mayor Grooms: Alright, the 7.2. I asked for a motion, I have a second, how are we doing this now cause if we ask for a vote on the 7.2.? Alright, ayes? None? Alright. Nays? Councilman Graham votes nay, Mayor Pro-Tem Anderson votes nay, Councilman Gwinnett votes nay, and Councilwoman Kelly votes nay. Motion did not pass for a first reading for RZ2022_005 Carolyn Everett.

9. Recognition of guest

a. Report from City Engineer, Wesley Parker - Projects Update

• Well Project

Items Accomplished

1. Created a computer model of the City's water system which was used to evaluate prospective well sites.
2. Evaluated several sites and recommended the Baptist Church site.
3. Coordinated with surveyor to survey the Baptist Church site.
4. Applied for an Office of Planning and Budget (OPB) grant to fund the well.
5. Prepared a Phase 1 EPD report which will be used by EPD to evaluate the site.
6. Submitted a groundwater permit modification request to EPD.
7. Met on site with EPD to evaluate well site.
8. Located septic facilities with Councilman Anderson.
9. Provided a sketch to GDOT to evaluate with regards to a driveway access.
10. Commissioned a topographical survey from Don Marsh.

11. Don Marsh completed the topographical survey.
12. Met City staff on site to discuss how they would like the well house and well site designed.
13. Prepared a preliminary house design and site layout for the City to review.
14. EPD has concurred with the well site.
15. GDOT has provided a verbal ok with the driveway (it does not fall under normal driveway permitting, it is a utility driveway.)
16. Design is 60% complete.

Next Steps:

1. City to finalize purchase.
2. Await results regarding grant.
3. Continue design.
4. Contact GA Power about running 3-phase power to the site.

- **Cromley Road Project**

Accomplished:

1. Attended a TA Project kick off meeting with Lori Phillips, Mayor Grooms, Mayor Pro-tern Gwinnett, and the Atlas Consulting Group, who is GDOT's consulting firm that will manage the project. They questioned the City on why such a large amount of funding is required for stormwater improvements. I explained that in order to install sidewalks, drainage improvements are necessary. They said they would review the project and make sure that it meets their requirements for funding.
2. We received an email from Atlas stating that based on the information provided during the kick-off meeting the project is eligible to be funded.
3. Regarding my request for the City to keep the LMIG funds: I received an email from GDOT stating that our LMIG funds for Cromley have been decommissioned. I called the district grants coordinator to ask him to reconsider. I explained that the City of Brooklet has completed a substantial amount of engineering on the Cromley Street sidewalk and is counting on the grant money to pay for it. I also reminded them that GDOT originally agreed to help fund Gin Road but funded Cromley instead. I will keep you informed. We may need to get Rep. Tankersley to help with this.
4. Provided engineering drawings of Cromley Road prepared by Parker Engineering to Atlas Consulting for their use.
5. Prepared an invoice from Parker Engineering to pay for design work completed on Cromley.
6. Attended a meeting with the TAPS team to discuss what is needed for the preliminary engineering.

Next Steps:

1. The City of Brooklet should contact GDOT to request reimbursement for the engineering work completed on Cromley Road.

- **Gin Road Project**

Items Accomplished:

1. Project has been surveyed, designed, permitted through GDOT, and constructed.
2. Contractor cleaned sediment out of pipes as requested.
3. Parker Engineering requested that the Contractor plant grass in the GDOT right-of-way.
4. Called Contractor again regarding grass. The Contractor stated that it had been planted.

5. Called Contractor regarding grass and cleaning out the sediment inside the storm pipe.

Next Steps:

1. Wait on grass to emerge and stabilize the GDOT right-of-way.
2. Close out project.

- **Brooklet LMIG**

Items Accomplished:

1. Project has been designed and bid out.
2. Streets to be resurfaced: College and Lewis.
3. Opened bids on November 10. Ellis Wood was low bidder with a bid of \$70,668.00.
4. City council awarded the contract to Ellis Wood Contracting.
5. Contractor provided bonds.
6. Pre-construction meeting has been conducted.

Next Steps:

1. Pave streets (Contractor is in the area the first week of April to pave SEB Middle School and would plans to pave Brooklet during that week.)

- **Brooklet to Statesboro Sewer**

Items Accomplished:

1. Matt Morris and Wesley Parker met with the Assistant City Manager and Utility Director of Statesboro to discuss capacity, rates, and service delivery.
2. 80% of environmental report is complete.
3. Parker Engineering has contacted the County trail engineer to ask him to provide plans of the trail.

Next Steps:

1. Continue negotiating with the City of Statesboro.
2. Matt Morris to update the financial model.

b. Seth Cannon – Updating the entrance to Brooklet Plantation Subdivision

Mr. Cannon is a resident of the Brooklet Plantation Subdivision and it is his understanding that the city is supposed to be maintaining the subdivision and he wanted to bring it before the mayor and council to let them know that there is a group of residents from the subdivision, that would like to contribute and make donations to pay for entrance upgrades such as the landscaping at the entrance sign. They would like to create a budget amongst themselves, hire out the landscaping of the entrance sign, replace the irrigation, and plant new plants to boost the curb appeal to the neighborhood. He is asking for approval and if any permits are required, etc. Mayor Pro-Tem Anderson stated that the subdivision behind his residence, the sign entrance is managed by the homeowner's association, so he asked if this is the homeowners association responsibility? Mr. Cannon replied that it is his understanding that there is no longer a homeowner's association for Brooklet Plantation. Councilman Gwinnett stated that it must be city property because it is in the center of the city right-of-way. Mayor Pro-Tem Anderson would like to recommend having City Attorney Hunter to investigate who is responsible for the sign entrance due to legalities and the city not get into maintaining the sign entrances of subdivisions. Per Councilman Gwinnett, the light controls are in that

box and the city does maintain those. Per Mr. Cannon, this will be no cost to the city. City Clerk Phillips stated that we have copies of what was dedicated to the city by the subdivider at the time, and if the Attorney needs to look at that, they can see who is responsible for what. Mayor Pro-Tem Anderson is concerned that the city should never have responsibility to a subdivision entrance and he just wants to make sure whatever we do, that we do not create a standard or an expectation, but he understands that this is most peoples prize asset and would agree it needs to look nice. City Attorney Hunter asked Mr. Cannon if his group is formally organized and Mr. Cannon stated that no, but if he had it his way, he would love to. City Attorney stated that he could form the equivalent of a homeowner's association. Mayor Pro-Tem Anderson stated that it sounds like a select group of homeowners are bearing this burden. Currently, Mr. Cannon has around twenty-one residents of the subdivision that have committed to this project, City Attorney Hunter recommended that while he has that many in agreement, it would be a good time to form a homeowner's association so they have something that will work twenty years from now. Mr. Cannon stated that he was told that there was an HOA before he moved into the subdivision and it was told to him that it just dissolved. City Attorney Hunter stated that it may just be inactive. Mayor Pro-Tem Anderson suggested the City Clerk Phillips and City Attorney Hunter work together and see if they can come up with some reasonable solution that will work for Mr. Cannon and his guys. The council are all in agreement that it will be okay for Mr. Cannon and his group to move forward with this project.

c. Prethenia Cone - 216 Goodman Street

Ms. Cone is here in regards to the parking warning citations (February 14, 2023 at 0100 hours) and parking citations (February 28, 2023 at 2230 hours) on the vehicles parked in front of 216 Goodman Street where she resides. The warning citations issued on February 14, 2023 notates that the violation was for "Parking on Utility Right-of-Way." On February 28, 2023 around 2230 hours, Officer J. Odom, Br#104, accompanied by Officer M. Reolegio Br#103 issued several citations for "No Parking" on my 2020 Chevrolet Blazer, GV7211N (Bulloch County Sheriff's Office patrol vehicle), and "Parking on Utility Right-of-Way" on my personal vehicles (TBF6740 and APQ7272). For nearly fifty years, her family and herself have resided at this residence and have parked in the same place without any resistance. In 1999, the sewer pump was placed in the position where it stands at the end of Goodman Street, and there have not been any issues with parking where she parked her vehicles until now. In the twenty-three years since the sewer pump has been there it has been serviced less than ten (10) times to my knowledge. Many of those times, she informed the city clerk that the pump needed servicing due to it not being checked on; and two of those times, a "boon" truck had arrived on scene to service the sewer pump. And it was upon those times, she was asked to remove her parked vehicles so that the pump could be serviced. After receiving the warning citations and parked her patrol vehicle on the grass (February 17, 2023) and almost got stuck but was able to work her way out of the mud. The council will go to the property to evaluate the issue and will follow up with Ms. Cone with their thoughts.

10. Reports from committee members

a. Mayor Pro-Tem Anderson

- Mayor Pro-Tem Anderson would like to request a budget work shop during the April Work Session for budget development. City Auditor Patricia Hunter is close to finishing our audit, we have two or three findings, two of them we know about, one was due to the budget process last year and not getting it done in

time, we were over budget in two departments which was a problem at the end of the year. If we can be proactive at the April meeting and get that done, hopefully we can approve a FY24 budget in June as we should.

b. Councilman Gwinnett

- No reports

c. Councilwoman Kelly

- We are in the process of getting the roof repaired, the HVAC system replaced, and the mold test done. She has the quote for the carpentry work and a quote for the doors. All that is left is getting quotes for the painting and she hopes to have those for the next meeting. It looks like we will come in around \$15,000.00 to upgrade to move the PD over to City Hall.

d. Councilman Harrison

- Absent

e. Councilman Graham

- Happy Birthday to Councilwoman Kelly and happy birthday Mr. Mayor.
- The business concerning the city post office key, it is Councilman Graham's opinion that the city employees should have the key to always access the mail. He understands that during City Clerk Phillips' maternity leave the reason for someone else having the key to access city mail however, since both clerks are in the office now, it only makes sense that the two of them have access only.

f. City Attorney Hugh Hunter

- Mr. Hunter would like to inform the council, there is an old saying that no man, woman, or child in the state of Georgia is safe when the legislature is in session and that was certainly true last year and in 2002 they started monkeying around with zoning procedures and so the legislature made several changes to the zoning procedures law and gave everybody until July of 2023 to get their ordinances in compliance with the new zoning laws, so we need to begin that process and the caption of the act that they passed in 2022, to give you an idea of what has changed, is to require similar procedures to variances and special exceptions that were required for rezoning matters, and to provide for certain requirements with respect to appeals to Superior Court from the final decision in rezoning matters, variances and special exceptions. So, we need to get this all done by July 1st.

11. Report from Police Chief

a. Gary M. Roberts

- Training is going exceptionally well, our new court clerk has received her certification and she is doing very well, we are very pleased.
- The new officer training is going very well.
- We responded to 157 calls this past February and we are moving in the right direction.
- If you get a chance, look at the new city website, it's easily accessible and it is nice.

12. Report from Safety Coordinator

a. Jim Stanoff

- There is no change in the generator grant and hopefully we will be hearing more in April.
- In response over the concern of the post office key, I was doing that to help the city so the clerks would not have to disrupt their work to go pick up mail, I do not read the mail, I get it out the box and bring it straight to city hall. Here is the key to the post office box.

13. New Business

- a. Discussion and possible motion for the quotes received for carpentry work for the Police Department move. A quote was received from Tru Source Contracting, LLC in the amount of \$3,250.00.

Motion to approve and to be paid from the PD budget.

MOTION: Brad Anderson

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 4-0

- b. Discussion and possible motion for the quotes received for installing steel doors for the Police Department move. A quote was received from Savannah Architectural Supply in the amount of \$8,290.12.

Motion to approve and to be paid from the PD budget.

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 4-0

- c. Discussion and possible motion to approve Water System Parts
Per Councilman Gwinnett, we are low on water meter supplies and MXU's, he was thinking if everyone is okay with approving up to \$10,000.00 to spend on replacement parts and pieces and that will get is back to what our inventory needs to be and we can move on to the next fire hydrant. Mayor Pro-Tem Anderson feels like we can approve a motion up to a certain amount, but what makes the most sense is to get a quote and then submit it electronically, go ahead and order it and we can retro approve it to make sure council approves it, that way you will have an actual number. Once the quote is received, City Clerk Phillips can scan it, send it, within a matter of twenty-four hours, if anyone objects, we roll on.

14. Old Business

- a. Georgia Rural Water Proposed Water Rate Increase
City Clerk Phillips took one water bill of each councilmember and calculated them based on the proposed tier structure from Georgia Rural Water Association and Mayor Pro-Tem Anderson took that information and broke them down to a

percentage. An example would be, for a water bill of 3,000 gallons a month household, current bill is \$36.00, and with the new tier structure, the bill will go to \$41.68, which a \$5.29 per month increase, which works out to be a 14.5% increase. The average percentage will probably be around 18 to 20%. Based on this information, there is not an issue with moving forward. The new proposed tier structure will be on the April city council meeting agenda for a first reading and approval.

- b. Discussion and consideration of a motion to approve and authorize the mayor to sign the Brooklet Scout Hut Proposed Lease Agreement

Motion to approve

MOTION: Johnathan Graham

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 4-0

15. Consideration of a Motion to adjourn

Motion to approve

MOTION: Brad Anderson

SECOND: Nicky Gwinnett

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

NAYES: None

Motion carried 4-0

Approved this 20 day of April, 2023.


Joe A. Grooms, III, Mayor


Lori Phillips, City Clerk