



## CITY OF SUMMERVILLE SPECIAL CALLED MEETING FEBRUARY 11, 2013



**CALLED TO ORDER:** Mayor Harvey called the meeting to order.

**ROLL CALL:** Mayor Harry Harvey gave roll call. Mayor Pro Tem Lloyd "Buddy" Windle and Council Members David Ford, Dale Housch, Joe Money, Jr., and Zachary Martin were present. Also present was City Manager Russell Thompson and City Attorney Albert Palmour.

**INVOCATION:** Mayor Harry Harvey gave the invocation.

**PLEDGE OF ALLEGIANCE:** Council Member David Ford led the pledge of allegiance.

**WELCOME:** Mayor Harvey welcomed everyone to the February Council Meeting noting that there are several guests in attendance. Mayor Harvey requested guests sign the guest log sheet. Mayor Harvey stated that he appreciated people taking the time to attend the Council Meeting. Mayor Harvey explained that anyone wishing to address the Council will be given the opportunity to speak at the end of the meeting.

**APPROVAL OF MEETING AGENDA:** Mayor Harvey asked if there are any changes needed to the listed agenda.

City Manager Russell Thompson stated that he had some additions to the agenda; consideration to accept and approve the SPLOST Intergovernmental Agreement, discuss the proposed Family Dollar design, and remove the gym facility authorization to allow more time to review the item.

City Attorney Albert Palmour interjected that the easement for Mohawk and the quit claim need to be executed.

Council Member David Ford made a motion to accept and approve the meeting agenda with the addition of the items listed by City Manager Russell Thompson and City Attorney Albert Palmour. The motion was seconded by Council Member Zachary Martin and carried unanimously.

**BETTER HOMETOWN:** Ms. Sylvia Keziah reported that the Harlem Globe Trotter's Ambassador, sponsored by the Optimist Club, will be here March 4<sup>th</sup>. Finster Fest will be held June 8<sup>th</sup> and 9<sup>th</sup>, and the Chattooga Center Call will hold their rendition of The Music Man the first and second weekends in April. Ms. Keziah reported that proceeds go to benefit the Boys and Girls Club.

**CODE ENFORCEMENT:** Codes Enforcement Officer Joey Norton reported that during January he has sold \$963.00 in permit fees. Joey shared the site rendering for Family Dollar stating that if Council approves the drawing then the project moves quickly after that. Council Member Dale Housch asked if the Historical Society has looked at the drawings. Mayor Harvey responded that the Historical Society has not looked at the drawings. Council Member Dale Housch stated that he feels they (Historical Society) should be included in the process. Mayor Harvey responded that he would take that under advisement and address the point later in the meeting.

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**WATER TREATMENT PLANT:** Water Treatment Plant Director Janice Galloway reported that during the month of January the Water Treatment Plan pumped 57 million gallons of water and handled a total of 10.24 inches of rain, and two operators have attended chlorination training.

**WASTEWATER TREATMENT PLANT:** Wastewater Treatment Plant Director Chris Tuggle reported that in the month of January 100 million gallons of wastewater was processed through the plant with an average of 3.2 million per day.

**PUBLIC WORKS/UTILITIES:** Utility Director Tony Carroll gave a report of all work orders done by every department during the month of January. Tony also reported that the sign project is complete, the EIP project is 99% complete, and the CDBG project has been approved with a bid opening set for March 7, 2013.

**POLICE DEPARTMENT:** Police Chief and Public Safety Director Stan Mosley reported that officers patrolled 6,375 miles, housed 17 inmates for a total of 28 days, issued 87 citations and collected \$5,932.00 for the month of January. Chief Mosley also reported that the Probation Department collected \$6,983.00 during the month of January.

**FIRE DEPARTMENT:** Fire Chief Greg Echols reported that the Summerville Fire Department responded to 62 calls during the month of January. Among the calls were 11 grass fires, 5 cancelled in route, 2 electrical, 10 wrecks, 18 medical assist, 2 vehicle fires, and 2 structure fires.

**CITY ATTORNEY:** City Attorney Albert Palmour stated that he has two items; executing documents for Mohawk's easement and the Georgia Power quit claim. It is duly noted that both of these actions were previously approved. Attorney Palmour stated that he needs to be sure those documents are signed.

**CITY MANAGER:** City Manager Russell Thompson stated that all elected officials have received a financial report noting that the gap between revenue and expenses is slowly being filled. City Manager Thompson attributed lower revenue to a warmer than anticipated winter and reduced industrial demands. City Manager Thompson stated that this winter is 18% warmer. City Manager Thompson explained that the cash flow is still okay and overall the city is in good shape.

**RECREATION DEPARTMENT:** Recreation Department Director Bo Chamlee reported that Summerville will host the 11-12 year old basket ball All Stars beginning this Saturday.

**PREVIOUS MINUTES:** Council Member Dale Housch made a motion to approve the minutes for the January 14, 2013 meeting. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

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**RE-CLASSIFICATION OF THREE POSITIONS:** Mayor Harvey explained that the City Manager is requesting authorization to re-classify three positions. Mayor Harvey asked City Manager Thompson to explain the request. City Manager Thompson explained that there was an attachment with each elected official's packet that shows three positions; Public Safety Director – Class 23, Administrative Resource Specialist – Class 17, and an Executive Secretary – Class 9. City Manager Thompson stated that these are not new positions but rather a reorganization of existing duties. Council Member Dale Housch asked about longevity classification of the Public Safety Director. City Manager Thompson stated that the position would be the same class as the Police Chief. Council Member Joe Money, Jr. asked if the Executive Secretary is going to be filled in-house. City Manager Thompson stated that he is currently conducting interviews for that position. Mayor Harvey requested a motion by Council. Mayor Pro Tem Windle made a motion to approve the three positions as requested. The motion was seconded by Council Member Zachary Martin and carried with Council Members Windle, Housch, and Martin voting in favor of the positions. Council Members Ford and Money voted in opposition of the motion.

**GYM FACILITIES:** City Manager Thompson reiterated that consideration of funding employee gym facilities membership is being tabled at this time.

**HOLIDAY AND OVERTIME COMPUTATION:** City Manager Thompson stated that there is some confusion concerning how overtime is calculated in association with holiday pay. City Manager Thompson stated that the city's personnel policy manual specifies in Policy #16 – Compensation that overtime is paid for actual hours worked over 40 hours in a week. The policy states further that vacation and/or sick leave are not considered in the calculation. City Manager Thompson stated that clarification is needed on Council wishes in relation to holiday pay and how overtime is calculated. City Manager Thompson stated that in relation to regular overtime an employee has to actually work 40 hours before overtime pay is calculated. City Manager Thompson stated that historically employees that work on a holiday have received their holiday pay then time and a half for any hours work on a holiday. City Manager Thompson reiterated that clarification is needed on policy. A general discussion was held concerning call out pay verses on call pay, availability of workers to respond to emergencies if paid only straight pay on a holiday. Mayor Pro Tem Lloyd "Buddy" Windle made a motion that employees would receive 8 hours holiday pay plus time and a half for any hours actually worked on a holiday. The motion was seconded by Council Member David Ford and carried with Council Members Ford, Windle, Money, and Martin voting in favor of the motion. Council Member Dale Housch voted in opposition of the motion. Water Treatment Plant Director Janice Galloway stated that the Water Treatment Plant works 24/7 so someone will always be working on any given holiday. City Manager Thompson responded stating that the employee would get 8 hours holiday pay plus time and a half for any hours worked that holiday.

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**REASSESSMENT OF AGREEMENT FOR CHICKEN HOUSES:** Mayor Harvey stated that City Manager Thompson has been working with the chicken farmers in relation to natural gas service for their chicken houses. Mayor Harvey asked City Manager Thompson to explain. City Manager Thompson explained that the initial proposal is that the farmers would enter into an agreement with the city to purchase a minimum of 600 MCF per year in return for the city's investment to expand natural gas lines to service their chicken houses. The chicken farmers stated their opinion is that 400 MCF is far more reasonable since the city will have the potential to have residential customers tie on to the extended line. The chicken farmers stated that two houses currently have propane and will have an investment to convert to natural gas. The chicken farmers stated that there is also the potential for each of them to exceed the minimum 400 MCF in a given year. The chicken farmers stated that weather is unpredictable and uncontrollable so an expectation of 600 MCF could bankrupt their operation. The chicken farmers stated that the city has the ability to grow their customer base with the expansion and they should share some of the financial burden. The chicken farmers stated that if there are a few cold winters the pay-back to the city would be ahead of schedule. City Attorney Albert Palmour interjected that if the minimum consumption is lowered it would take longer for the city to recoup the investment. The chicken farmers stated that the pay-back could be substantially shorter if residential customers sign up. Attorney Palmour stated that if the customer base grows substantially in the area Council could come back and modify the agreement. Mayor Harvey asked for Council's decision. Council Member Dale Housch made a motion to accept a minimum purchase of 400 MCF. The motion was seconded by Council Member David Ford and carried unanimously.

**BOYS & GIRLS CLUB GAS RATE:** Mayor Harvey stated that the next item is a request for a special gas rate for the Boys & Girls Club. Mayor Harvey asked City Manager Thompson to elaborate on the item. City Manager Thompson stated that this is the initial introduction year for the Boys and Girls Club. City Manager Thompson stated that a request has been received for the city to provide the Boys and Girls Club with a special gas rate to help facilitate the club's success. Larry Howard addressed the Mayor and Council stating that the County will help with building a mountain bike trail and playground and he is asking the city to help with a special gas rate. Council Member Dale Housch asked if there are any organizations that currently get a reduced gas rate. Mayor Harvey responded stating that there are no special gas rates. Council Member Zachary Martin asked if Mr. Howard provided a discount rental property rate. Mr. Howard responded that he does not charge any rent for the property being used. Mayor Harvey stated that this is the first request of this nature received. Mayor Harvey stated that it is his opinion this should not be done but if Council sees fit to do so the gas rate should be done at cost and only for a set period of time. Council Member Joe Money, Jr. stated that he would like to see a plan developed so that everyone is treated the same. City Manager Thompson stated that a new rate could be established for non-profit organizations. Council Member Dale Housch stated that he feels the city should help. Mayor Harvey stated that he would like the City Manager to look at this request with a specific time frame if such a rate is established. Council Member Dale Housch made a motion to table the request and consider the best way for the city to help. The motion was seconded by Council Member David Ford and carried unanimously.

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**EMPLOYEE CLASSIFICATION PLAN AMENDMENTS:** Mayor Harvey stated that the Employee Classification Plan was set to be implemented in January but some items needed to be corrected. City Manager Thompson interjected that after further review some changes were needed noting that \$35,000 was approved in June 2012. City Manager Thompson explained that at the bottom of the Classification Plan Sheet the new six month actual implementation price is \$23,306.40. Council Member David Ford asked if employees class 20 or above are frozen. City Manager Thompson responded that the sheet shows full implementation of the classification system at a lower rate. City Manager Thompson stated that the three positions discussed earlier in the meeting are listed on the classification sheet. Mayor Harvey stated that this will bring everyone up to where they should be. Council Member Joe Money, Jr. made a motion to have the classification plan as submitted by the City Manager implemented. The motion was seconded by Council Member Dale Housch and carried unanimously.

**2013 FISCAL YEAR AMENDMENTS:** Mayor Harvey stated that the next item is for the first reading of the Ordinance to amend the 2013 Fiscal Budget. Mayor Harvey stated that this winter has been warmer than anticipated then requested City Manager Russell Thompson to explain. City Manager Thompson stated that a budget is a plan statement used as a guide. City Manager Thompson stated that changes come up during the year making it necessary to adjust revenue and expenditures against actual numbers. City Manager Thompson stated that the amendment will be a 40,000 less than originally set in June. City Manager Thompson explained that a fund balance transfer will also be needed. City Manager Thompson stated that if Council does not want to use the fund balance for a transfer of funds then a work session can be held to look at line items to cut. Council Member Joe Money, Jr. stated that he would prefer to have a work session for this item. A general discussion rendered that a Budget Work Session will be held next Monday, February 18, 2013 in Council Chambers at 6 pm. Council Member Dale Housch made a motion to set a Budget Work Session for 2/18/13 at 6pm. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

**SPLOST INTERGOVERNMENTAL AGREEMENT:** City Manager Russell Thompson stated that the SPLOST Intergovernmental Agreement explains how much the city will receive from the county's SPLOST fund and the approved types of projects funded. Council Member David Ford made a motion to approve the SPLOST Intergovernmental Agreement. The motion was seconded by Council Member Zachary Martin and carried unanimously.

**FAMILY DOLLAR:** Mayor Harvey asked if Council wishes to make a motion concerning acceptance of the plans presented for the Family Dollar Store. General discussion rendered that the item will be discussed at Monday night's meeting.

**BOYS & GIRLS CLUB SPECIAL GAS RATE:** General discussion rendered that the request for a special gas rate would be discussed further at Monday night's meeting.

**VISITORS PUBLIC COMMENTS:** There were no public comments.

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**GO INTO EXECUTIVE SESSION:** Council Member Dale Housch made a motion to go into Executive Session for the purpose of discussing the City Manager's annual review. The motion was seconded by Council Member David Ford and carried unanimously.

**CLOSE EXECUTIVE SESSION:** Council Member Zachary Martin made a motion to close the Executive Session. The motion was seconded by Council Member David Ford and carried unanimously.

**NO ACTION TAKEN:** Mayor Harvey stated that there was no action taken during the Executive Session.

**ADJOURN:** Mayor Pro Tem Buddy Windle made a motion to adjourn. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

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**HARRY HARVEY – MAYOR**

Attest:

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**JILL DURHAM – CITY CLERK, G.C.M.C.**