



# **CITY OF SUMMERVILLE REGULAR COUNCIL MEETING NOVEMBER 13, 2017 5 PM**

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

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

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

**PLEDGE OF ALLEGIANCE:** Council Member Joe Money, Jr. led the pledge of allegiance.

**AGENDA:** Mayor Harvey asked if changes are needed to the meeting agenda. With no changes requested to the meeting agenda, Council Member David Ford made a motion to approve the agenda as presented. Council Member Joe Money, Jr. seconded the motion, which carried unanimously.

**WELCOME:** Mayor Harvey welcomed everyone to the November Council Meeting. Mayor Harvey stated that visitors will be given the opportunity now and again at the end of the meeting to address the council. Mayor Harvey stated at this time he would like to introduce and welcome Representative Eddie Lumsden. Mayor Harvey explained Mr. Lumsden is the 12<sup>th</sup> District Georgia Representative, and he is always helpful with the projects that the city is working on. Mayor Harvey stated at this time he would give Mr. Lumsden the opportunity to speak.

**EDDIE LUMSDEN:** Mr. Eddie Lumsden addressed the Mayor and Council stating he is glad to be able to attend the Council Meeting. Mr. Lumsden stated he appreciates the open lines of communication between himself and the city and it is vitally important. Mr. Lumsden thanked the Mayor and Council for their service to the community and appreciates the work they do to benefit the community.

**MAYOR'S COMMENTS:** Mayor Harvey stated that he is pleased to have all visitors. Mayor Harvey stated some of the visitors are on the agenda to speak. Mayor Harvey asked those visitors not listed on the agenda to feel free to address the Council if needed. No visitor addressed the Mayor or Council.

Mayor Harvey stated at this time there will be a presentation of an Appreciation Plaque to the recreation coaches. Council Member David Ford explained that he and Recreation Director Bo Chamlee wanted to recognize the coaches of the recreation department for the time, effort and money these coaches give to the children that participate in the recreation department activities. Council Member Ford read a portion of the plaque and stated he appreciated these coaches. Coach Pam Albert was in attendance, and accepted the award on behalf of the recreation department coaches. Bo Chamlee stated the plaque will be on display at the Summerville Recreation Department.

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**MAYOR'S COMMENTS CONTINUED:** Mayor Harvey stated the next item on the agenda is the recognition of the 2017 Chattooga High School volleyball team that had a successful season making it to the final four, and finishing their season placing 3<sup>rd</sup> in the State Championship. Mayor Harvey stated the City of Summerville is extremely proud of these young ladies, and would like to recognize them. The Members of the 2017 CHS Volleyball team include: Caroline Heathcock, Lauren Bond, Jamie Beth Childers, Emily Deberry, Hensleigh Hughes, Kalei Woodall, Annie Morgan McGraw, Taylor Melton, Caitlin Satterfield. Mayor Harvey recognized the following players for making the 2017 all-state team; Annie Morgan McGraw, Taylor Melton, and Emily DeBerry. The CHS 2017 volleyball team was coached by Mark Pickle. Mayor Harvey read the Proclamation for the 2017 CHS volleyball team. Coach Mark Pickle thanked the Council for honoring the team.

**RICHARD LINDSEY:** Mr. Richard Lindsey addressed the Mayor and Council stating that he is the Chairman of the Tree Board for the Tree City Arbor Day Foundation, and he would like to make some recommendations after the recent meeting of the tree board. Mr. Lindsey stated he has had opportunity to travel to small towns, and the revival of these towns seem to be tied to their main street program, and the trees that are planted in these towns to make it a better and livelier place to live. Mr. Lindsey explained after the last meeting of the tree board the members walked the downtown street of Summerville to determine what could be done to help soften the landscape of downtown Summerville. Mr. Lindsey reviewed the recommended trees, size of the trees needed, and location to place the trees. Mr. Lindsey stated the cost of the trees would be \$2540.00. Mr. Lindsey explained due to the size restrictions on the street some areas would need to have planters placed, but this would require the city to remove some of the sidewalk to place these planters. Mr. Lindsey stated there is a cost sheet from Pine Ridge Outdoors included in his presentation listing the number of trees and the description of the trees on the quote. Mayor Harvey stated he had some concerns about the planters and the sidewalk being removed, and he would consider it. Mayor Harvey stated he would like for City Manager Tony Carroll and Public Works Director Terry Tinney to look at the recommendations concerning the sidewalks and the planters. Mayor Harvey stated he would like to look at this again at the December meeting. Mayor Harvey thanked Mr. Lindsey for his presentation.

**ANNOUNCEMENTS:** Mayor Harvey gave the following announcements:

- Mayor Harvey thanked everyone for his or her participation in the recent election.
- Mayor Harvey stated the last fall train ride was held the previous Sunday, and the Christmas Santa rides would start soon.
- Council Member David Ford thanked everyone that took time out of his or her day to vote.

**DEPARTMENTAL REPORTS**

**MAIN STREET:** Mayor Harvey requested Susan Locklear provide her report of Main Street activities for Council. Susan reviewed the report submitted to elected officials of activities, meetings, and planning sessions held during the month of October. Susan also reviewed the upcoming November events. Susan's report becomes part of these minutes.

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**CODE ENFORCEMENT:** Mayor Harvey asked that Joey Norton provide the Code Enforcement report. Joey reviewed the Code Enforcement permit and case reports for October 1, 2017 through October 31, 2017. Joey stated there had been 20 permits sold, with \$894.00 collected for permits. Joey explained he has 23 new property maintenance cases opened in the month of October. Joey stated he has been reviewing plans for a Jacks Restaurant at the corner of Highway 27 and Farrar Drive. Joey stated he is also working with a car lot that will be constructing a building on the South end of town.

**WATER TREATMENT PLANT:** Mayor Harvey requested that Janice Galloway provide the Water Treatment Plant report. Janice reviewed her report listing all activities for the Raccoon Creek and Lowe Spring facilities, the lab, distribution statistics, and maintenance performed during October. Janice's report is attached and becomes a part of these minutes.

**WASTEWATER TREATMENT PLAN:** Mayor Harvey asked Chris Tuggle to provide the monthly report for the Wastewater Treatment Plant. Chris reviewed the report submitted to the Mayor and Council listing all work performed during the month of October as well as statistical information, lab work, and general maintenance done during the month of October at the Wastewater Treatment Plant. Chris stated the topic of the monthly safety meeting was be proactive and preventing accidents. A copy of Chris' report is part of these minutes.

**PUBLIC WORKS:** Mayor Harvey requested Terry Tinney present the Public Works report. Terry reviewed all work done by the Street, Water, and Gas Department staff under his supervision during October. Terry provided updates on projects he is directing. The Public Works report is part of these minutes.

**RECREATION DEPARTMENT:** Mayor Harvey asked for the Recreation Department monthly report. Bo Chamlee reviewed the report prepared covering Recreation Department activities. Bo explained the recreation department currently has five football teams participating in the North Georgia youth football league playoffs, and for the first time since the soccer program began two soccer teams will be competing in the championship game. Bo stated basketball signups are currently being held. Bo's report is part of these minutes.

**POLICE DEPARTMENT:** Mayor Harvey requested Captain Harold Tucker give the Police Department report. Captain Harold Tucker reported officers patrolled 3,561 miles, housed 15 inmates for a total of 33 days, and issued 135 citations, had 53 incident reports, 20 accident reports, responded to 722 calls, collected \$8,105.00 at the Police Department. Captain Tucker also reviewed the fines and fees collected for the month of October for state probation, and municipal court. Copies of Captain Tuckers' reports are part of these minutes.

**FIRE DEPARTMENT:** Mayor Harvey requested the Fire Department report. City Manager Tony Carroll reviewed all categories of calls responded to by the Summerville Fire Department during the month of October. The Fire Department report is part of these minutes.

**CITY ATTORNEY:** Mayor Harvey asked City Attorney Albert Palmour if he has anything to report to Council. Attorney Palmour responded stating that he does not have any item other than what is currently listed on the agenda.

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**CITY MANAGER:** Mayor Harvey requested City Manager Tony Carroll provide his report. City Manager Carroll reviewed the copy of the daily receipts report dated 10/31/17. City Manager Carroll reported revenue at \$1,110,379.21 and expenses of \$1,219,307.94 for the month. City Manager Carroll stated expenditures for the fiscal year is 3.8 million dollars, and revenue is 3.61 million dollars. City Manager Carroll explained he is in the process of working on the mid-year budget and intends on having that information available at the December Council Meeting. City Manager Carroll reviewed account balances for various city accounts. City Manager Carroll stated contractors has completed the Fairway Community Project and furniture is currently being ordered. City Manager Carroll stated after the recent resignation of the former Municipal Court Clerk, Paula Womack was promoted from Deputy Municipal Court Clerk to Municipal Court Clerk, and Melanie Duke was hired as the Deputy Municipal Court Clerk. City Manager Carroll explained that phase one of the computer changeover is underway. City Manager Carroll stated he has received nominations for employee of the year from department heads, and Mayor Harvey, two council members, and himself would be on the committee to choose a citywide employee of the year, and will be announced at the Christmas Party on Friday December 8, 2017. City Manager Carroll stated the city has been awarded an Appalachian Regional Commission Grant for \$120,720.00, which will be used to extend the existing walking trail. The monthly financial reports are part of these minutes.

Mayor Harvey asked if Council had any questions for City Manager Carroll or department heads regarding their reports. Council Member Earl H. Parris asked Code Enforcement Joey Norton if the Fairway Center is ready to have furniture moved in. Joey stated, "Yes, the only issue that he is aware of is a lighting issue that is currently being resolved". Council Member Earl H. Parris asked Joey if the sheetrock issue and ceiling issue has been resolved. Joey stated he looks at the structure itself and not the cosmetic part. Council Member Parris stated there was numerous things on the outside that needed to be addressed to make sure the outside looks as good as the inside.

**NEW BUSINESS**

**AUTHORIZE AN ORDINANCE AMENDMENT FOR SECTION 26-193, SUBSECTION B OF THE CITY OF SUMMERVILLE CODE CONCERNING EMPLOYEES WORKING AT PAWN SHOPS:** Mayor Harvey asked City Manager Tony Carroll to provide information concerning this amendment. City Manager Carroll stated the original wording of the ordinance stated that an employee paid or unpaid could not work at a pawn shop, and after discussion with Mayor Pro Tem Lloyd "Buddy" Windle it would be best to change the wording to state an employee cannot work in a pawn shop inside the city limits of Summerville. Mayor Harvey stated two readings of the Ordinance Amendment is required. City Attorney Albert Palmour read the Ordinance Amendment aloud for the first reading. Mayor Harvey stated a second reading, and adoption will be held at the next regular meeting.

**SEVERE WEATHER AND EMERGENCY POLICY:** Mayor Harvey asked City Manager Tony Carroll to provide information concerning this policy. City Manager Carroll stated he is asking for consideration for a severe weather and emergency policy. City Manager Carroll explained that all though we don't have a lot of severe weather he feels there still should be a policy in place.

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**SEVERE WEATHER AND EMERGENCY POLICY CONT:** City Manager Carroll explained this policy would have each department following the same guidelines for their employees. City Manager Carroll explained this policy would cover employee notifications, closing, delayed openings, and compensation to employees. Mayor Harvey stated he has concerns, and some changes may need to be made regarding the paragraph that addresses employee pay, which states if the city is closed, all employees who, due to the severe weather emergency event, were not required to work will receive regular pay for the day. Mayor Harvey asked if Council has any questions or concerns regarding the policy. Council Member Joe Money, Jr. made a motion to table the severe weather and emergencies policy at this time. Council Member David Ford made a motion to second the motion, which carried unanimously.

**CONSIDER APPROVAL OF A GRADE AND STEP CHANGE FOR THE MUNICIPAL COURT CLERK POSITION:** Mayor Harvey asked City Manager Carroll to provide information on this item. City Manager Carroll stated after speaking with Captain Harold Tucker he is recommending the position of Municipal Court Clerk classification be changed from a grade 12 to 13. City Manager Carroll requested the current employee in the position step be placed at a Step R due to experience, and duties. Earl H. Parris made a motion to change the position to a Grade 13 and place the employee at Step R. Council Member David Ford seconded the motion, which carried unanimously.

**CONSIDER APPROVAL FOR CHRISTMAS BONUSES AND SET THE AMOUNT:** Mayor Harvey stated the next item for discussion is to set the amount for employee Christmas bonuses. Mayor Harvey explained City Manager Tony Carroll has provided proposed scenarios concerning the amount to be distributed to the employees. Mayor Harvey stated the scenarios take into consideration longevity. Mayor Harvey stated he would like to reward all employees with a bonus, and he would like Council to take the proposed changes to the current plan into consideration. Mayor Harvey explained that the current budget that has been set should be a factor in determining the amount that is distributed. Mayor Harvey asked City Manager Tony Carroll to review the proposed changes. City Manager Carroll reviewed the proposed changes to the Christmas bonus plan. Mayor Pro Tem Lloyd "Buddy" Windle stated he would like to give the Christmas bonus based on years of service. After discussion Council Member Earl H. Parris made a motion to approve a \$300.00 Christmas bonus for employees with six (6) months or more service, employees with five (5) months or less service, and part time will receive \$150.00, and City Manager Tony Carroll will also be included in the Christmas bonus distribution. Council Member David Ford seconded the motion, which passed 4 to 1. Mayor Pro Tem Lloyd "Buddy" Windle voted in opposition of the motion.

**CONSIDER ADOPTING A RELEASE OF INFORMATION TO THE NEWS MEDIA POLICY:** Mayor Harvey asked City Manager Tony Carroll to provide information on this policy. City Manager Carroll explained the policy sets guidelines for the release of information to the media, and who is authorized to release city information to the media. Council Member David Ford made a motion to approve the news media policy. Council Member Joe Money, Jr. seconded the motion, which carried unanimously.

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**CONSIDER ADOPTING A RESOLUTION REGARDING POURING PERMIT**

**FEES:** Mayor Harvey asked City Manager Tony Carroll to provide information regarding a pouring permit fee. City Manager Tony Carroll stated this ordinance was adopted May 13, 2013, but Mayor and Council never set a pouring permit fee. City Manager Carroll stated he recommends a new application fee of \$ 50.00, and a renewal fee of \$ 25.00 for a period of one year for each pouring permit. City Manager Carroll explained employees at pouring establishments will need to apply for a permit card at the Summerville Police Department. The police department will do an investigation, background check, and once approved the employee will be issued a permit to be kept on their person while working at the pouring establishment. Mayor Harvey read the resolution regarding pouring permit fees. Council Member Earl H. Parris made a motion to adopt the resolution. Council Member David Ford seconded the motion, which passed unanimously.

**CANCELLING THE SERVICES OF FLEGAL INSURANCE AS THE CITY'S HEALTH INSURANCE BROKER:**

Mayor Harvey asked City Manager Tony Carroll to provide information concerning the next item on the agenda. City Manager Tony Carroll explained he would like the Council to consider cancelling the services of Flegal Insurance Company, and handle insurance matters in house. City Manager Carroll stated the city has two employees Jessica Keith, and Jessica Nadu that both have an extensive background in handling employee insurance questions, concerns, and working with insurance companies for employees. City Manager Carroll stated that by handling these services in house it would save around \$24,000.00 a year. Mayor Harvey stated that Tony Jones from Flegal Insurance is present. Mayor Harvey asked Tony Jones if he would like to address the Council. Tony Jones addressed the Mayor and Council explaining the services his company can provide in respect to being able to negotiate a cheaper price, and provide the city and its employees with a valuable service. Mr. Jones stated last year his company was able to negotiate a 10% savings for the city which amounted to \$85,000.00 in savings by having knowledge of how the insurance business works, that an employee may not be aware of. Mr. Jones stated he has helped several employees with claim issues, and is an advocate for the employees and the city. City Manager Carroll pointed out that the services that Flegal Insurance is currently offering, GMA offers the same services at no charge. Council Member Earl H. Parris stated that insurance could be a very sensitive area, and he appreciates Mr. Jones being an advocate for the city, and what he does for the city. Council Member Joe Money, Jr. asked if the two employees mentioned are certified in insurance. City Manager Carroll stated he isn't sure if they are certified but they both have a lot of experience in insurance. Council Member Joe Money, Jr. stated he is in favor of having a local insurance agent close that can handle issues that may arise. Council Member Zachary Martin made a motion to keep the services of Flegal Insurance as the city's health insurance broker. Council Member Joe Money, Jr seconded the motion, which carried unanimously.

**GIRMA INSURANCE FUND:** Mayor Harvey stated the next item for consideration is the adoption of a resolution covering all City of Summerville firefighters on a cancer policy and long-term disability policy. Mayor Harvey stated this is a policy that is mandated by the State, and asked City Manager Tony Carroll to provide more information on this item. City Manager Tony Carroll explained House Bill 146 requires the City of Summerville to provide a cancer policy to full time and part time firefighters.

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**GIRMA INSURANCE FUND CONTINUED:** City Manager Carroll explained GIRMA is able to offer an affordable cancer, and disability policy for \$3221.00 per year. City Manager Carroll explained this money is not included in the budget, but a mid-year budget amendment could be made, or it could come out of the volunteer firefighters check allotment. City Manager Tony Carroll stated this would go into effect January 1, 2018. Mayor Harvey read the resolution to add membership in a Fund of Georgia Interlocal Risk Management Agency (GIRMA). Council Member David Ford made a motion to adopt the resolution. Joe Money, Jr. seconded the motion, which carried unanimously.

**RECEIVING AND REPORTING REVENUE –POLICE DEPARTMENT:** Mayor Harvey stated that Council is being asked to consider adopting a policy regarding receiving and reporting revenue inside the police department. Mayor Harvey requested City Manager Carroll to provide information on this item. City Manager Tony Carroll explained after a recent meeting with Captain Harold Tucker and Chrysan Thomas the city auditor he has issued a policy regarding how funds are handled and received in the police department. City Manager Tony Carroll explained the policy does require more work, but makes things more transparent. Council Member David Ford made a motion to adopt the policy. Council Member Zachary Martin seconded the motion, which carried unanimously.

**RECEIVING AND REPORTING REVENUE-PROBATION OFFICE:** Mayor Harvey asked City Manager Tony Carroll to provide information on this policy. City Manager Carroll explained this policy is similar to the policy for receiving and reporting revenue that the police department will follow. City Manager Carroll reviewed the information in the policy. Captain Harold Tucker stated there were some items that the auditors were concerned about, and putting this policy in place will help to address their concerns. Council Member David Ford made a motion to adopt the receiving and reporting of revenue policy for the probation department. Joe Money, Jr. seconded the motion, which carried unanimously.

**BID OPENING-MOWING AND CLEANING OF GAS RIGHT-OF-WAY:** Mayor Harvey asked City Manager Tony Carroll to read the bids for this project. City Manager Carroll stated he has received one bid from B&T Tree Service for \$11,000.00 for mowing 29 miles of gas right-of-way. City Manager Carroll explained it is an annual expense, and is required by the Public Service Commission. City Manager Carroll stated this is a budgeted item with an allotment of \$10,500.00. Council Member Earl H. Parris made a motion to accept the motion. Joe Money, Jr. seconded the motion, which carried unanimously.

**WATER RESERVOIR TANK MAINTENANCE SERVICES:** Mayor Harvey stated the next item for consideration is authorizing City Manager Tony Carroll to request proposals for maintenance services for a water reservoir tank. City Manager Carroll explained Public Works Superintendent Terry Tinney is unhappy with the company that currently provides services for tank maintenance and has requested City Manager Carroll to send out a Request for Proposals and possibly change companies. Council Member Joe Money, Jr made a motion to send out a request for proposals. Earl H. Parris seconded the motion, which carried unanimously.

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**COMPENSATION OF POLICE CAPTAIN HAROLD TUCKER:** Mayor Harvey stated the next item on the agenda is the consideration of compensating Police Captain Harold Tucker for assuming the duties of Chief Stan Mosely during his absence due to health issues. City Manager Tony Carroll stated that after speaking with Mayor Pro Tem "Lloyd" Windle he is making a recommendation to compensate Captain Tucker with a \$4.00-hour increase in Chief Stan Mosley absence. Council Joe Money, Jr asked if Captain Tucker is also doing public safety as well. Captain Tucker stated "No". City Manager Carroll explained he had considered the difference in pay, and job responsibilities between Chief Stan Mosley, and Captain Tucker as a determining factor when asking for compensation for Captain Tucker. Mayor Pro Tem "Lloyd" Windle made the motion to approve the compensation pay for Captain Harold Tucker, and it to be retroactive to October 16, 2017. Council Member David Ford seconded the motion, which carried unanimously.

**WASTEWATER TREATMENT PLANT MOTOR:** Mayor Harvey stated the next item on the agenda is the approval for repair to a motor for the wastewater treatment plant for \$ 5,491.97. to Rome Electric Motor Works. City Manager Carroll stated this is an emergency repair that is over his limit to approve. City Manager Carroll explained this includes; rewind AC stator, machine shaft, machine bearing housing, balance, evaluate, repair, assemble, test, paint motor, and repair diffuser. Council Member David Ford made a motion to approve the motor repair in the amount of \$5491.97 to Rome Electric Motor Works. Mayor Pro Tem "Lloyd" Windle seconded the motion, which carried unanimously.

**EXECUTIVE SESSION:** Council Member David Ford made a motion to go into executive session to discuss litigation, and possible land acquisition. The motion was seconded by Council Member Joe Money, Jr., which carried unanimously.

**CLOSE EXECUTIVE SESSION:** Mayor Harvey stated at this time the executive session is closed, with no action taken and the regular meeting is opened.

**PUBLIC COMMENTS:** Mayor Harvey asked if there are any public comments.

**ADJOURN:** Council Member David Ford made a motion to adjourn. Mayor Pro Tem Lloyd "Buddy" Windle seconded the motion, which carried unanimously.

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**HARRY HARVEY – MAYOR**

Attest:

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**ANGIE WHITE – CITY CLERK**