



**CITY OF SUMMerville
REGULAR COUNCIL MEETING
MARCH 12, 2018
5 PM**

CALLED TO ORDER: Mayor Harvey called the meeting to order at 5:00 p.m.

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 were City Manager Tony Carroll and City Attorney Albert Palmour.

INVOCATION: Mayor Harry Harvey gave the invocation.

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

AGENDA: Mayor Harvey asked if there are any changes to the agenda. Mayor Harvey stated Gail Rush and Joe Pullen would like to address the Mayor and Council regarding the chert pit and they can do so during Mayor's Comments. Mayor Harvey stated item (C) and (D) on the agenda should state request for proposals for (C) condemned house demolitions, and (D) oil changes and servicing of the city's vehicle and equipment fleet. City Manager Tony Carroll stated two representatives from the Georgia Forestry Commission is present to give a presentation. With no further changes requested, Council Member Earl H. Parris made a motion to approve the meeting agenda. Council Member Joe Money, Jr. seconded the motion, which carried unanimously.

MAYOR'S COMMENTS: Mayor Harvey welcomed everyone to the March Regular Council Meeting. Mayor Harvey requested visitors introduce themselves. Mayor Harvey asked visitors not listed on the agenda that would like to address Council do so at this time.

ANNOUNCEMENTS: Mayor Harvey gave the following announcements:

- The City of Summerville was featured in Georgia Trend Magazine as a recipient of the Live, Work, Play award for small cities under 5000.
- Mayor Harvey stated the Regular Council Meetings are held the second Monday of each month.
- Budget and planning sessions will be held in April and May for the preparation of the upcoming 2018-2019 budget. The public is invited to attend.

CHATTOOGA HIGH SCHOOL WRESTLERS: Mayor Harvey stated at this time the Mayor and Council would like to recognize the Chattooga High School Wrestling team. Mayor Harvey explained the CHS wrestling team finished seventh (7th) overall in State and represented the City of Summerville exceptionally well. Mayor Harvey recognized Griffin Jarrett, State Champion in the 106-weight class, Luis Medina, State Runner-up in the 285-weight class, Alex Mears, 4th place in the 195-weight class, Austin Kiser, 5th place in the 152-weight class, and Jacoby Cottrell 5th place in the 170-weight class, for a fantastic and successful season. Coach Brian Beasley said he was extremely proud of the team.

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RECOGNIZE CHS STAR TEACHER AND STAR STUDENT: Mayor Harvey stated at this time the Mayor and Council would like to recognize Chattooga High School Star Student Mr. Alex Husky and Star Teacher Ms. Kathy Floyd. Ms. Kathy Floyd explained the student with the highest SAT score is chosen as Star Student, and that student gets to pick a Star Teacher who they feel had the most significant impact. Ms. Floyd stated she taught Alex in the gifted program at Menlo Elementary and she is honored to be recognized. Alex said he chose Ms. Floyd because she had the most significant impact on him during his most impressionable years.

TREE CITY USA: Mayor Harvey stated at this time the Council would hear from Mike Brunson and Dean Cornett with the Georgia Forestry Commission. Mr. Brunson stated he would like to recognize and present an award to the City of Summerville for being certified as a Tree City USA. Mr. Brunson explained to be considered for this award the four requirements that must be met: The city must have a tree board, tree ordinance, expenditures in the budget for tree care, and an Arbor Day Observance and Proclamation each year. Mr. Brunson stated this is the second year the City of Summerville has been recognized.

CHERT PIT-GAIL RUSH & JOE PULLEN: Mayor Harvey asked Mrs. Gail Rush and Mr. Joe Pullen to speak at this time. Gail explained in 2008 she was very active in speaking with the city to urge the city not to sell the chert pit on Highway 48. Gail stated she feels like the chert pit is a national landmark. Gail stated college kids still visit and search for fossils and rare rocks that can be found in the chert pit, and she would like to see it restored to a natural vegetative state. Gail stated she had contacted Katie Gregory with the EPA and Ms. Gregory was willing to work with the city and county on addressing this issue.

Mr. Pullen showed the Council a fossilized hornet's nest and snail fossils that had been found in the chert pit. Mr. Pullen stated he would like to see the chert pit preserved for future fossil hunters and children.

Mayor Harvey thanked Mrs. Rush and Mr. Pullen for coming to the meeting. Mayor Harvey stated he would like to see it be restored to the natural vegetative state if possible and be sure it is safe.

REPORTS & PRESENTATIONS:

MAIN STREET: Mayor Harvey asked that Susan present the Main Street report. Susan reviewed the report submitted to the Mayor and Council. Susan explained all activities she has been involved with as well as general meetings associated with the Main Street Program. Susan also provided information on upcoming events for March and April. Susan's report becomes part of these minutes.

WATER TREATMENT PLANT: Mayor Harvey requested that Janice Galloway give her report for the Water Treatment Plant. Janice reviewed her report submitted to the Mayor and Council. Janice reviewed the work done at Raccoon Creek and Lowe Spring facilities as well as distribution for February. Janice's report becomes part of these minutes.

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WASTEWATER TREATMENT PLANT: Mayor Harvey requested Chris Tuggle provide the monthly report for the Wastewater Treatment Plant. Chris reviewed the report submitted to the Mayor and Council listing the volume of wastewater processed, maintenance performed, and statistical reports sent to the EPD and EPA during February. Chris explained influent pump one had been reinstalled and is in service. A copy of Chris' report becomes part of these minutes.

PUBLIC WORKS/UTILITIES: Mayor Harvey requested Terry Tinney to provide the monthly report for the Public Works Department. Terry reviewed all work done by the street, water, and gas departments, the number of locates performed and gave an update on various projects he is overseeing. Terry stated the 2016 CDBG is going well, Blount Asphalt gas extension project is complete. Terry said 88 of the 95 Veteran's crosses is complete. Terry's report is attached and becomes part of these minutes.

RECREATION DEPARTMENT: Mayor Harvey requested that Bo Chamlee present the recreation department report. Bo reviewed the activities for the recreation department for February. Bo stated the Summerville Recreation Department had several all-star teams that competed in the 2018 G.R.P.A basketball tournament on February 17, the 11-12 girls and 9-10 boys were both district runner-ups. Bo explained Cub Scout Pack 38 recently hosted the annual pinewood derby event with over 80 cars participating in three different age groups. A copy of Bo's report becomes part of these minutes.

POLICE/PROBATION REPORT: Mayor Harvey requested Police Chief Stan Mosley provide his departmental report. Chief Mosley reported the activities of city police officers, inmates housed, the total number of calls, and the money collected for both City and State Probation fines and fees during February. Chief Mosley's report becomes part of these minutes.

FIRE DEPARTMENT: Mayor Harvey requested Fire Chief Lathem to present the Fire Department report for February. Robbie reviewed each category of the 60 fire calls received by the department for the month. Robbie also stated the department tested twenty-two (22) fire hydrants and painted twenty-six (26) fire hydrants in February. Robbie reviewed the training hours for his department for the month. Robbie's report becomes part of these minutes.

CITY MANAGER'S REPORT: Mayor Harvey requested City Manager Tony Carroll provide his monthly report. City Manager Carroll reviewed the daily receipts report and balances for various city accounts. A copy of City Manager Carroll report becomes a part of these minutes.

Council Member David Ford asked Recreation Director Bo Chamlee how many kids had signed up for baseball/softball. Bo stated he has approximately 20 teams ranging in age from tot ball to 11-12-year-olds.

Council Member Earl H. Parris asked Recreation Director Bo Chamlee for an update on the Scout Hut. Bo stated he is still currently getting prices for the floor repair.

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UNFINISHED BUSINESS

RECREATION FACILITY RENTAL/USE POLICY: Mayor Harvey stated the next item for discussion is the proposed recreation facility rental/use policy. Mayor Harvey explained the policy covers the scope and purpose of the use of the facilities. Mayor Harvey stated the rental fees for the facilities had not been set or adopted at this time, but he recommends adopting the rental/use of recreational facilities policy and set the fees at a later time. Mayor Harvey explained the fees could be discussed with the planning of the FY 2018-2019 budget. Mayor Harvey asked for discussion or questions from Council. Council Member David Ford asked Recreation Department, Bo Chamlee, if he was satisfied with the policy. Bo stated "Yes." Council Member Earl H. Parris made a motion to adopt the rental/use policy of recreation facilities. Council Member David Ford seconded the motion, which carried unanimously.

EARLY RETIREMENT POLICY: Mayor Harvey stated the next item for discussion is the Early Retirement Policy. Mayor Harvey read the changes to the policy concerning Cancellation of Service (5). Mayor Harvey asked for questions or discussion from Council. Council Member Joe Money, Jr. asked City Manager Tony Carroll if he felt comfortable with the policy. City Manager Carroll stated, "Yes, the only drawback would be if the city changes insurance providers there is not a guarantee that the employee can keep their insurance, but the city would continue to pay half of the premium." City Attorney Palmour asked if half of the premium would be before the change of insurance providers. Mayor Harvey stated "Yes." City Manager Carroll stated the employee would have to sign an agreement acknowledging the possibility if the city changed insurance providers, and that provider will not cover retired employees, the retiree would be responsible for obtaining their own policy. Council Member David Ford made a motion to approve the Early Retirement Policy. Mayor Pro Tem Lloyd D "Buddy" Windle seconded the motion, which carried unanimously. A copy of the policy becomes part of these minutes.

NEW BUSINESS:

RANDY PAULEY-WATER PRESSURE: Mayor Harvey stated the next item on the agenda is to hear from Citizen Randy Pauley concerning water pressure and fire hydrants in his area. Mr. Pauley explained over a period of twenty-five years he has replaced three water heaters, pressure reducer valves that have busted and had volume problems inside the residence due to excessive water pressure. Mr. Pauley explained the lack of fire hydrants is also a concern and increases insurance premiums. Mr. Pauley explained he is requesting the city to replace the existing water lines with water lines that would support fire hydrants or agree to let Chattooga County Water service the area. Mr. Pauley stated Chattooga County Water is willing to run new water lines and install fire hydrants for his community if it is cost prohibitive for the city to do so. Mayor Harvey asked Terry Tinney to provide information concerning the existing water line. Terry explained currently there is a two-inch water line that services the neighborhood, and to replace the water line to Mr. Pauley's residence it would require approximately 5000 ft and nine (9) fire hydrants, but to include everyone that is on the two-inch water line in that area it would require 16,000-17,000 feet of pipe and thirty-five (35) hydrants.

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RANDY PAULEY-WATER PRESSURE CONT: Mayor Harvey asked about the current fire coverage. City Manager Tony Carroll stated if there happened to be a fire in that community three (3) units would be dispatched with a minimum of 1000 gallons on each truck. Council Member David Ford asked where the nearest fire hydrant was. Terry Tinney said about 5000 feet from Mr. Pauley. Mr. Pauley explained he had approached every City Manager since 1992 requesting something to be done about this issue. Mayor Harvey stated he would like for City Manager Carroll, Terry Tinney, and Chief Lathem to review the situation before the next Council Meeting.

REQUEST FOR PROPOSAL FOR MECHANIC AND MOTORIZED FLEET REPAIR AND MAINTENANCE: Mayor Harvey requested City Manager Tony Carroll to provide information. City Manager Carroll stated this is a request for approval to solicit a Request For Proposal (RFP) for a mechanic and motorized fleet repair and maintenance of city vehicles for a one year contract. City Manager Carroll explained there were some typos that needed to be corrected before the Request For Proposals (RFP) is sent out. City Manager Carroll stated he would like to change the date to have the proposals returned to him by April 9, 2018, Council Meeting. City Attorney Albert Palmour suggested changing the insurance requirements to \$500,000. and other requirements that shop owners are required by law to have to get the maximum number of bids. City Attorney Palmour also suggested changing or removing the first in first out of city vehicles clause. City Attorney Palmour stated a schedule of payment also should be included in the contract. Mayor Harvey asked City Attorney Palmour to make corrections to the insurance requirements, first in first out clause, and add a payment schedule to the Request For Proposal (RFP) as needed. Council Member Joe Money, Jr. made a motion to approve the Request For Proposal once corrections have been made by City Attorney Palmour. Council Member David Ford seconded the motion, which carried unanimously.

REQUEST FOR PROPOSAL FOR CONDEMNED HOUSE DEMOLITION: Mayor Harvey requested City Manager Tony Carroll to provide information on this item. City Manager Tony Carroll stated he is requesting approval to solicit a Request For Proposal for the demolition of condemned homes. City Manager Carroll explained when Joey Norton condemns a home a contractor has to demolish the house and restore the sight. City Manager Carroll stated this would be a yearly contract. Mayor Harvey asked for questions or discussions from Council. Council Member Earl H. Parris made a motion to approve the Request for Proposal for condemned house demolition. Council Member David Ford seconded the motion, which carried unanimously.

REQUEST FOR PROPOSAL FOR OIL CHANGES AND SERVICING OF CITY'S VEHICLE AND EQUIPMENT FLEET: Mayor Harvey stated the next item for discussion is the Request for Proposal for oil changes and servicing of city's vehicle and equipment fleet. City Attorney Albert Palmour stated he would make changes to the Request for Proposal to reflect the change in insurance requirements, and first in first out clause. Mayor Harvey asked for discussion from Council. Council Member Joe Money, Jr. made a motion to approve the Request For Proposal for oil changes and servicing of city's vehicle and equipment fleet. Council Member Zachary Martin seconded the motion, which carried unanimously.

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FORESTRY GRANT-FIRE DEPARTMENT: Mayor Harvey stated the next item for consideration is the approval and acceptance of a \$10,000.00 Forestry Grant with matching funds to be expended from SPLOST. Mayor Harvey requested City Manager Tony Carroll and Fire Chief Robbie Lathem to provide more information. Chief Lathem explained the city would be responsible for \$5,000.00 in matching funds, and the grant would contribute \$5,000.00 for a total of \$10,000.00. Chief Lathem stated the funds would be used to make sure the fire department has adequate turn out gear. Council Member David Ford made a motion to approve and accept the \$10,000.00 Forestry Grant with the city being responsible for \$5,000.00 in matching funds to be expended from SPLOST. Council Member Zachary Martin seconded the motion, which carried unanimously.

MUNICIPAL COURT JUDGE-SECOND READING: Mayor Harvey stated the next item is the second reading and the adoption of the Ordinance amending Chapter 30, Article I, Section 30-2 of the City of Summerville Code of Ordinances regarding Municipal Court Judges. Mayor Harvey explained the first reading was held at a previous meeting, but the second reading never occurred.

City Attorney Albert Palmour explained the Ordinance is to be compliant with state law. Attorney Palmour read the Ordinance Amending Chapter 30, Article I, Section 30-2 (b) of the City of Summerville Code of Ordinance regarding Municipal Court Judges. Upon completion of Attorney Palmour reading the Ordinance Mayor Harvey asked if Council had any questions or discussions concerning the document. Council Member Joe Money, Jr made a motion to adopt the Ordinance Chapter 30, Article I, Section 30-2 of the City of Summerville Code of Ordinances regarding Municipal Court Judges. The motion was seconded by Council Member Zachary Martin and carried unanimously.

EXPANDING CITY LIMITS-DISCUSSION: Mayor Harvey stated the next item for discussion is the expanding of the city limits. Mayor Harvey asked for discussion from Council. Council Member David Ford asked what the process would be to expand the city limits. City Attorney Palmour explained the most logical process would be to use the 100% method. He explained an area would be designated, and this is usually done by roads, identify the services and schedule that would be provided, and ask for a referendum. Attorney Palmour stated this would require at least 51% of the registered voters to agree to be annexed into the city limits. Mayor Harvey stated there are several methods used for annexation, but the most common is the 100% method. Council Member Earl H. Parris asked Attorney Palmour what the time frame would be to annex an area. Attorney Palmour stated it moves quickly once you have an annexation resolution.

SPRING CLEAN-UP WEEK: Mayor Harvey stated the next item for discussion is Spring Clean-Up Week. Mayor Harvey asked City Manager Carroll to provide possible dates for this event. City Manager Carroll recommends the first week in May due to weather. Public Works Director Terry Tinney recommends the event be held May 7th through May 11th. Council Member Earl H, Parris made a motion to establish May 7th through May 11th as Spring Clean-Up Week. Mayor Pro Tem Lloyd "Buddy" Windle seconded the motion, which carried unanimously.

AMEND FYE 2018 BUDGET: Mayor Harry Harvey stated the next item for discussion is the second reading and adoption of the ordinance to amend the FYE 2018 Budget noting that the amendments have been duly advertised and made available at city hall.

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AMEND FYE 2018 BUDGET CONT: The first reading was held February 27, 2018, at a Special Called Meeting. Mayor Harvey read the ordinance. Mayor Harvey asked if there are any questions or concerns about the Ordinance. Council Member Zachary Martin made a motion to approve and adopt the Ordinance to amend the FYE 2018 Budget as presented with an effective date of March 12, 2018, The motion was seconded by Council Member David Ford and carried unanimously.

RICHARD LINDSEY-TREE BOARD: Mayor Harvey stated at this time the Council would hear from Richard Lindsey concerning the plans for trees in the downtown area. Richard explained he is asking for approval from the Council for twenty-one (21) trees for the downtown area. He stated the planting time has passed, but there is still paperwork that needs to be completed for the Georgia Department of Transportation (DOT) before he can move forward with the project. Richard explained once paperwork is approved, planting would begin in the Fall. Mayor Harvey recommended \$2500.00 for the purchase of planters and trees pending DOT approval. Council Member David Ford made a motion to approve the purchase of planters and trees for the downtown area pending DOT approval in the amount of \$2500.00. Council Member Earl H, Parris seconded the motion, which carried unanimously.

BREAK: Council Member Earl H. Parris made a motion to take a 10-minute break. The motion was seconded by Council Member David Ford, which carried unanimously.

BACK TO ORDER: Mayor Harvey called the meeting back to order.

2018 CDBG RESOLUTION: Mayor Harvey stated this item was approved at the February 12, 2018 meeting.

ANNUAL AUDIT-CHRYSAN THOMAS: Chrysan Thomas addressed the Council giving a brief overview of the audit done for the fiscal year ending June 30, 2017. Chrysan reviewed the transfer of funds, leases, and outstanding debt. Chrysan explained the only item that was an audit finding was the segregation of duties within the Police Department. Chrysan stated one person was responsible for receiving the money, making the deposits, and balancing the bank deposits. Chrysan reviewed the management letter and stated there were some items that need attention. Chrysan explained accounts payable was not entered and paid in a timely manner. Council Member Earl H. Parris interjected and asked if there was an issue with monthly and quarterly payments not being paid. Chrysan stated there was an issue with insurance payments for employee health insurance not paid in a timely manner; she explained it should be paid every month, but August and September payments were not paid on time, but three months was paid in October. Chrysan stated the payroll person was doing both payroll and payables, but now changes have been implemented, Chrysan explained the other issue that needs attention is the payroll files. Chrysan stated there is not a policy established as to what should be included in the personnel files. Chrysan stated the personnel files were not up to date with W-4 changes or insurance changes. Council Member Earl H. Parris asked if this was found in the previous audit. Chrysan stated this area had not been tested in the previous audit. Chrysan suggested more people be involved in the payroll process; someone should be approving overtime other than the payroll clerk. Chrysan stated personnel was very easy to work with and eager to help.

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ANNUAL AUDIT-CHRYSAN THOMAS CONT: City Manager Tony Carroll stated Chrysan and her staff did a great job with the audit. Council Member Earl H. Parris asked if recommendations have been deployed. City Manager Carroll stated, "Yes, several policies have already been created." Council Member Earl H. Parris stated it would be nice if Chrysan could follow up in about six (6) months concerning the audit. Mayor Harvey said he would like for Chrysan to attend an upcoming planning session.

SPLASH PAD-REQUEST FOR PROPOSALS: Mayor Harvey stated the next item is the Request for Proposals for a Splash Pad. City Manager Carroll stated Terry Tinney has two proposals. Terry explained the Proposals had not been sent out at this time, but he has some preliminary information from two (2) companies that would be interested in submitting bids on this project. Terry explained the splash pad would be 1500-1600 sq. ft total, with 1100-1200 sq. ft pad for the water park. Terry stated the two (2) drawings presented would be around \$300,000. Council Member David Ford asked if padding is included in the price. Terry said, "No, the padding is around \$15.00 sq. ft." Council Member Earl H. Parris stated he campaigned for a Splash Pad, but due to the emergency purchases that have come up, and more pending projects that are needed the splash pad may not be a good idea this year. Council Member Earl H. Parris asked if the size could be scaled back. Terry stated, "No, this is the smallest size." Mayor Harvey asked Council if they would like to move forward with the planning of a Splash Pad. Council Member Earl H. Parris asked if a Request For Proposal could be submitted to get a final cost. Mayor Harvey stated he would like to discuss the Splash Pad at a future planning session.

EXECUTIVE SESSION OPENED: Mayor Harvey stated a motion is needed to enter into executive session to discuss possible land acquisition. Council Member Earl H. Parris stated he would also like to discuss personnel during the executive session. Mayor Harvey stated it should be something specific to be discussed in executive session. Mayor Harvey asked Council Member Parris if he had discussed it with City Manager Tony Carroll. Council Member Earl H. Parris stated "No." Council Member Earl H. Parris made a motion to go into executive session to discuss possible land acquisition and personnel. The motion was seconded by Council Member Zachary Martin and carried unanimously.

EXECUTIVE SESSION CLOSED: Mayor Harvey stated at this time the executive session is closed. Mayor Harvey stated possible land acquisition was discussed, and no personnel issue was discussed during executive session. Mayor Harvey stated no action was taken during the executive session.

PLANNING SESSION: Mayor Harvey explained he would like to set a date for a planning session. Mayor Harvey asked for suggestions on dates. Mayor Harvey suggested Monday, April 16, 2018 for the first planning session. The planning session will be held at The Summerville Depot.

COMMENTS: Jason Espy with *The Summerville News* asked for a copy of the Audit and Management letter. Jason asked if there is a copy of the rental fees. Mayor Harvey stated the fees have not changed at this time, and they would be discussed at a later time. Jason asked what areas would be considered to be annexed into the city limits. Mayor Harvey stated the areas would need to be adjacent to the city limits.

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ADJOURN: Mayor Harvey asked if there was any other business to be discussed. With no further discussion to be held at this time, Council Member David Ford made a motion to adjourn. The motion was seconded by Mayor Pro Tem Lloyd "Buddy" Windle and carried unanimously. The meeting was adjourned at 7:24 p.m.

HARRY HARVEY-MAYOR

Attest:

ANGIE WHITE-CITY CLERK