

BROOKS TOWN COUNCIL MEETING
MINUTES

Monday, May 20, 2013

Mayor Langford led the invocation and pledge and then called the monthly meeting to order.

Council members present: Lewis Harper
 Scott Israel
 Todd Speer
 Jake Kunz

Council members absent: Ted Britt

Prior to tonight's meeting, the proposed Agenda was provided via email to the Mayor and Council Members for review. There being no comments or revisions, Scott Israel offered a Motion to approve the Agenda and Todd Speer offered a second to the Motion. The Council unanimously voted to approve the Agenda for May 20, 2013.

At the March Town Council Meeting, it was determined that a Proclamation be presented to the family of Mary Ruth Hanson, in her memory, for the service she provided to the Town as both a Council Member and then the Town Clerk. The framed Proclamations (3) were presented by Mayor Langford to Mr. Hanson for each of Ms. Hanson's three sons.

Prior to tonight's meeting, the proposed Minutes of the April 25, 2013 Meeting were provided via email to the Mayor and Council Members for review. There being no comments or revisions, Lewis Harper offered a Motion to approve the Minutes and Scott Israel offered a second to the Motion. The Council unanimously voted to approve the Minutes of the April 25, 2013 Meeting.

Appearances: Doug Couch was tentatively scheduled re: long term rental of Hardy Hall for a preschool program, but he did not appear. The Mayor and Council discussed this potential rental.

Committee Reports:

Mayor's Report – None.

Recreation – Ty Mueller was present on behalf of BAR, Inc. Mr. Mueller updated the Council on both the baseball season and the registration for football. Mr. Mueller indicated that the situation of coaches/volunteers, etc. driving up on the field areas was addressed and shouldn't be a problem in the future. Additionally, Mr. Mueller talked about the landscaping being done, including grading and seeding near the football fields. Brooks Day was a great success for BAR, Inc. – approximately \$7,000 was raised at the event.

Cemetery – Al Hardy, Chair of the Cemetery Committee, appeared to talk with the Council about the pricing of the lots. Currently at \$1,000 for a lot, which allows for two caskets or four cremation urns, the price is not in line with the other area cemeteries. The Cemetery Board recommends raising the price to \$3,000 per lot. After discussion, Scott Israel offered a Motion to raise the lot prices in the Brooks Memorial Cemetery to \$3,000 effective September 1, 2013. Lewis Harper offered a second to the Motion. After additional discussion, the vote of the Council was 3-1 (Jake Kunz opposed). Cynthia Winkle agreed to include a Notice of the price changes in the next billing for Town services. Mr. Hardy indicated that there remain approximately 70 lots before the front section is opened for sale. Mr. Hardy also brought up the need for repair work on the statue, needed landscaping work and the need for a “one way” sign at various locations to prevent the bottleneck on days of funerals. The Council agreed that the Cemetery Board proceed with any of this work as needed.

Planning and Zoning – Mr. Lanham requested that the Council consider paying him additional funds each month for reimbursement of fuel for traveling. There was discussion as to recordkeeping required for fuel reimbursement and Mr. Lanham receiving a 1099 Form.

Library – Ms. Morris reported to the Mayor and Council that the stamp sales at the VPO are good and people have been very receptive to the VPO itself. She continues to have people ask about the VPO being open weekdays during the midday hours when our Brooks Post Office is closed (12:00 -1:30 daily). Budget submission discussed at Budget Hearing (below).

Water and Sewer – None.

Financial – Financial materials were provided to the Mayor and Council Members for discussion during the Budget Hearing (below).

PUBLIC HEARING and FIRST READING: Proposed Ordinances

Mayor Langford opened the Public Hearing on the Proposed Ordinances. The Mayor and Council Members were provided with the proposed Ordinances which were revised by legal counsel based upon the review and discussion at the Council Meeting of April 25, 2013.

- A. Model Emergency Management Ordinance
- B. Public Conduct Ordinance
- C. Solid Waste Management Ordinance
- D. Occupational Tax Ordinance
- E. Building and Construction Code Ordinance
- F. Parks and Recreation Ordinance
- G. Monument Signs Ordinance
- H. Soil Erosion and Sedimentation Control Ordinance

Mayor Langford agreed to forward the proposed Soil and Erosion Control Ordinance to Vanessa Birrell at the County to obtain the County’s assent to the content of the Ordinance. The Mayor and Council Members indicated that they had previously reviewed the revised Ordinances (except for Soil and Erosion Control) and did not have further discussion on those.

Mayor Langford welcomed comment from the public as there were residents in attendance, but there was no comment offered. As a result, Mayor Langford announced that there would be an additional Public Hearing and Second Reading scheduled for Monday, June 17, 2013 and then closed the Public Hearing.

PUBLIC HEARING: Budget for Fiscal Year Ending June 30, 2014

Mayor Langford opened the Public Hearing on Proposed Budget for Fiscal Year July 1, 2013 – June 30, 2014. Cynthia Winkle provided the Mayor and Council Members with materials which compare the Actual expenditures of FYE June 30, 2012 with Year to Date expenditures of FYE June 30, 2013 with the Final Budget for FYE June 30, 2013 and a Proposed Budget for FYE June 30, 2014. Ms. Winkle indicated that she would provide the group with updated figures at the next meeting to include the revenue and expenditures through June 17th and the revisions made today. The Mayor and Council Members shared a lengthy discussion as they reviewed the figures.

During the discussion of budget figures, it was determined that Eddie Lanham's pay be increased in an effort to cover his fuel expenses. Jake Kunz offered a Motion to increase the Zoning Administrator salary from \$1,000 annually to \$1,800.00 annually in order to cover his fuel expenses, etc. Scott Israel offered a second to the Motion and the vote of the Council was unanimous.

The proposed Library Budget for FYE June 30, 2013 was reviewed and discussed. Lewis Harper offered a Motion to approve the proposed Library Budget of \$31,900.00 which includes increasing the hours of the Library by 26.5 hours per month as follows:

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| Tues | 9:00 a.m. to 1:30 p.m. (extending hours by ½ hour) |
| Wed/Th/Fri | 12:00 p.m. to 6:00 p.m. (opening 2 hours earlier) |
| Sat | 9:00 a.m. to 1:00 p.m. (no change) |

Todd Speer offered a second to the Motion and the vote of the Council was unanimous in favor of the Motion.

The proposed Cemetery Budget for FYE June 30, 2013 was reviewed and discussed. Scott Israel offered a Motion to approve the proposed Cemetery Budget of \$10,600.00 and Todd Speer offered a second to the Motion. The vote of the Council was unanimous in favor of the Motion.

Mayor Langford welcomed comment from the public. Although there were residents in attendance, there was no comment offered and as a result, Mayor Langford announced that there would be an additional Public Hearing scheduled for Monday, June 17, 2013 and then closed the Public Hearing.

Unfinished Business:

Library Renovation – Cynthia Winkle reminded those present that this matter was tabled at the last Meeting in order for the Council Members to consider the bids received and open discussions at this Meeting. Eddie Lanham agreed to contact Arco Engineering, the firm that submitted the first bid, and obtain a “turnkey bid” for the proposed work, including the bid package. Ms. Winkle agreed to contact Dan Davis and obtain any additional names to contact and then follow through with contacting those names, if any, and moving forward with them.

Brooks Post Office – VPO – Cynthia Winkle reported that all continues to go well.

LMIG Roadwork – Cynthia Winkle reported that the Julia’s Crossing dust control treatment was started and expected to be finished in the next week or so. The Church Alley work remains unscheduled but we are in contact with the County to schedule this work when best for them.

Proposed Ordinances - See Public Meeting/First Reading above.

Town Street Lamp Ornaments (switch to LED?) – HOLD pending input from Lebbby.

New Business:

Budget for FYE June 30, 2014 – See Public Hearing above.

Permit Fees – HOLD pending adoption of proposed Ordinances.

Thrift Shop (Condition Zoning Renewal) – Lewis Harper announced this matter in his capacity as Mayor pro tem. Todd Speer offered a Motion to renew the Conditional Approval for six (6) additional months. Scott Israel offered a second to the Motion and the vote of the Council was unanimous in favor of the Motion.

Cemetery Lot Pricing – See Committee Reports above.

Any Other Business:

Fayette County Food Drive – Mayor Langford received a request that the Council Members support the upcoming Food Drive to assist Fayette County citizens in need. The Drive is scheduled for September 14, 2013. The Council Members decided to have color copies of the fliers made and distributed in the next billing for garbage.

Peachtree City Contribution Request (\$305.30 in L.O.S.T. Fees) – After discussion, it was determined that although unhappy about the request of Peachtree City to share in the fees, it would be neighborly to make the contribution. Lewis Harper offered a Motion to contribute the requested \$305.30 indicating that the Town is not happy about the way this was handled by Peachtree City and Todd Speer offered a second to the Motion. The vote of the Council was 3-1 (Jake Kunz opposed).

Excise Tax – Cynthia Winkle reported that the County is trying to find out what Cities/Towns are interested in a possible excise tax to be levied on the energy used in manufacturing (HB 250). Although Brooks is against the tax itself, the Mayor and Council will support any plan the County has to put the matter before the voters. Ms. Winkle indicated that she would keep the Mayor and Council updated on this matter.

Population Acts – Cynthia Winkle reported that she had forwarded the materials received in this matter to legal counsel and learned that this is informative and requires no action on the part of the Town.

Eagle Scout Project – Scott Israel provided the Mayor and Council with proposed ideas for the project of Zach Byrd. There was discussion on the parameters of the project. Scott Israel and Todd Speer have agreed to work with Marge Counts and Zach Byrd and serve as Council Member Representatives in relation to this project. This will allow the project to move forward and decision to be made without the necessity of a Council Meeting on the matter.

At this time, in order to discuss personnel evaluations, Mayor Langford called for an Executive Session and the Council Members present voted unanimously to enter into Executive Session. (See Affidavit Pursuant to O.C.G.A. Sec. 50-14-4.)

At the conclusion of the Executive Session, Mayor Langford indicated that he would execute the required Affidavit and further, stated that the Minutes of the Executive Session will be reviewed at the June Council Meeting and determined to be open or closed to the public.

Having returned to the Council Meeting, the Mayor indicated that Jerry Lynch has been performing the Town's grounds maintenance, originally all of the Town property and in the last few years, the Cemetery property. During the years that Jerry has worked for the Town, he has received \$10.00 per hour. Lewis Harper offered a Motion to increase the hourly rate paid to Jerry Lynch to \$12.00 per hour effective with the new Budget period. Todd Speer offered a second to the Motion and the vote of the Council was unanimous in favor of the Motion.

Mayor Langford stated that at the time our Town Clerk, Ms. Winkle, was hired in 2008 and that the position was offered to her as a part-time position consisting of 30-40 hours per month. There were many extra hours in the early years as a result of the billing and audit issues. Now, with the ever-growing requirements of the position (Federal/State regulations, LMIG, VPO, etc.), the hours are continuing to increase. After discussion, it was determined that a solution might be to hire a Town Clerk to handle the true Town Clerk responsibilities (record-keeping, Minutes, Agenda, Campaign Disbursements, Voting, etc.) and the individual suggested as the new hire was Kim Morris as she knows the residents, etc. The Town Clerk will work a maximum of 15 hours monthly as Town Clerk under the guidance of Ms. Winkle. After her duties as Town Clerk has been performed, she will then assist Ms. Winkle, who will serve as Town Manager, performing all of her current tasks (except those being passed to Town Clerk). Ms. Morris will attend the required Clerk's training. Jake Kunz offered a Motion to hire Kim Morris as Town Clerk at \$15.00 per hour for a maximum of 15 hours per month and continue the position of Cynthia Winkle as Town Manager performing her existing duties at her existing salary. Scott Israel offered a second to the Motion and the vote of the Council was unanimous.

As a part of the above changes, there is need for a new laptop for the Town as the 2007 operating system on the Dell purchased in 2008 is locking up on occasion, especially when online with government sites. There was discussion as to the need for an external hard drive and a safe. Jake offered a Motion to purchase a new laptop, a backup and a safe (bolt down) at an approximate cost of \$1,500.00 for the benefit of the Town, passing the existing laptop on to the Town Clerk after removal of the financial information. Lewis Harper offered a second to the Motion and the vote of the Council was unanimous in favor of the Motion.

There being no other business, Lewis Harper made a Motion to adjourn which was seconded by Todd Speer. The Council Members present voted unanimously to adjourn and Mayor Langford closed the meeting.

Respectfully Submitted,

Cynthia Winkle, Town Clerk