



**BROOKS TOWN COUNCIL MEETING**  
**MINUTES**

**October 17, 2022**

Mayor Pro Tempore Scott Israel led the Invocation, Pledge and called the meeting to order.

**Mayor:** Daniel Langford

**Council Member present:** Kay Brumbelow  
Brian Davis  
Scott Israel  
Todd Speer

**Absent:** Ted Britt

The proposed Agenda for Monday, October 17, 2022, was emailed to the Mayor and Council Members for review before tonight's meeting. Council Member Todd Speer made a Motion to approve the Agenda; Council Member Brian Davis seconded the motion. The vote was unanimous in favor.

The draft Minutes for Monday, September 19, 2022, were provided via email to the Mayor and Council Members for review before tonight's meeting. Council Member Kay Brumbelow made a Motion to approve the minutes as presented; Council Member Brian Davis seconded the motion. Council Member Todd Speer abstained. The vote was unanimous in favor.

Mayor Langford arrived at 6:38 p.m.

**New Business:**

**2023 SPLOST**

M. Ungaro reported that all the mayors are meeting with the Board of Commissions on Thursday, October 27, 2022, at 4:00 p.m. to discuss projects to be included for funding under the proposed 2023 SPLOST. On November 3, 2022, the Fayette Chamber of Commerce's Board of Directors will vote on supporting the SPLOST initiative. The proposed list will need to be finalized by the end of the week.

2023 SPLOST Proposed Projects:

Woods Rd. Culvert	\$450,000
Cemetery Expansion, Front lot drive, rear lot columbaria	\$150,000
Brooks Rd. / Hwy 85 Connector Intersection Improvement	\$450,000
Sidewalks & Stormwater Infrastructure	\$150,000
Library Upgrades	\$65,000
Market Hall Renovations	\$110,000

M. Ungaro reviewed each project in further detail.

**Woods Rd. Culvert** is a failing infrastructure and will continue to get worse until it has been upgraded.

**Cemetery Expansion** would improve the front lot area between the loop road and Price Rd. and add one, if not two, columbariums, which are structures to add cremation vaults. Council Member Scott Israel asked how many cremations could be placed in a vault; M. Ungaro replied two. The total number of vaults depends upon the size and how large of a columbarium is purchased.

**Brooks Rd./Hwy 85** has been on the 2017 SPLOST list, and back in August had a traffic study done; the engineer stated there are two ways to do it; one is a roundabout, and the estimate is just under a million dollars, and the second would be to realign that intersection, the estimated cost would be \$350k, which we do have some 2017 SPLOST dollars available. Council Member Scott Israel asked if it was possible for a 4-way stop; M. Ungaro replied that it was not possible. It currently doesn't meet the traffic warrants (not enough traffic accidents). Council Member Scott Israel asked if there was anything that could be done about the speeding in that area and what the town could do to attack the problem, as a roundabout is too much money; M. Ungaro replied he would check with the Engineer. Council Member Brian Davis asked if we could add additional projects to the 2023 SPLOST project list; M. Ungaro replied absolutely.

**Road Resurfacing** Council Member Brian Davis suggested adding an additional road resurfacing project and citing miles and not specific roads.

**Sidewalks and Stormwater** infrastructure project would install sidewalks from the railroad crossing to Price Rd. and continue down Price Rd. to the Brooks Memorial Cemetery. Also included will be a sidewalk from Brooks Park to W. McIntosh Rd., continuing W. McIntosh to Hwy 85 Connector and then crossing over to Price Rd and investigating the stormwater infrastructure that is failing on 85 Connector, the drain that goes underneath 85 Connector.

**Library Upgrades** would include repair to the brick inside the library, which is currently crumbling, powdering, and needs to be repaired, and possibly replacing many books as we are currently deaccessioning books that haven't been checked out in over twelve to twenty years, in addition to perhaps getting the Pine Library System.

**Market Hall Renovation**, an engineer, was tasked with what could be done with the space, regardless of whether we continue to do the market every year or not but provide increased building usability.

**BAR Upgrades**, possibly opening the creek that goes through the center of the town-owned portion, between the parking lot and T-Ball field; currently, it is a soggy mess. The funds could be used to run a new septic system for the new concession stand and maintenance issues.

Mayor Langford asked if a project should be added for the 85 Connector/Morgan Mill intersection. M. Ungaro replied that it is currently functionally well enough; in fact, since the installation of the signs back in April, we've had zero traffic incidents and maybe do the same thing for Brooks Rd and 85 Connector, but we do have approximately \$315K in 2017 SPLOST project funding remaining. M. Ungaro reminded the Mayor and Council that if the Town paves a gravel road, the Town will be responsible for maintaining the pavement.

Mayor Langford opened the meeting for public comments.

Resident Donald Britt asked if the SPLOST dollars could be used for paving in the back area near Blalock; M. Ungaro replied no, funds could only be used for items listed on the approved SPLOST project list.

Resident Caroline Smith asked if the list is on the Town website; M. Ungaro replied no, and it will not be until it has been approved. Caroline asked if there was a projection of the 2023 distribution. The projections may be made after the meeting on the 27<sup>th</sup> of October. The dollars are based on population. Caroline Smith mentioned that on the Fayette County website, there was a 2023 SPLOST distribution, and they list several cities in which they provided an amount. Council Member Brian Davis asked if it was the \$999,600 amount, and Caroline replied yes. M. Ungaro replied it is just an estimate.

Resident Philip Bradley brought up the Hwy 92 roundabout and stated that he is not a fan of it and mentioned the number of accidents (62 traffic incidents) caused by that roundabout. Council Member Scott Israel stated that people/drivers cannot handle two laned roundabouts, and once people adapt to single-lane roundabout accidents plummet. M. Ungaro stated that if a roundabout was to be considered, he would advocate for a single-lane roundabout; Mayor Langford and Council Member Scott Israel agreed.

Mayor Langford closed the 2023 SPLOST public comment section of the meeting

**Updated project list to be presented:**

Woods Rd. Culvert	\$450,000
Cemetery Expansion, Front lot drive, rear lot columbaria	\$150,000
Brooks Rd. / Hwy 85 Connector Intersection Improvement	\$450,000
Sidewalks & Stormwater Infrastructure	\$150,000
Library Upgrades	\$65,000
Market Hall Renovations	\$110,000
BAR Upgrades / Aubrey Park	\$25,000
Road Resurfacing	\$250,000
Total	\$1,650,000

Mayor Langford asked for a motion for the 2023 SPLOST project list. Council Member Scott Israel made a Motion to approve the 2023 SPLOST project list with the additional two items making it a total of eight items, Council Member Kay Brumbelow seconded the motion. The vote was unanimous.

**First Reading of Proposed Amendment to Town Code for Business & Licensing**

M. Ungaro reported that currently, the Town's Code of Ordinance lists a chapter "business" yet does not have any content. Since the Town issues business licenses, it is necessary to codify the process and to have it available to the public and to the staff so that all parties are protected. Any suggestions or comments are welcomed. There are five articles under Business License Ordinance: Article I: Business and Licensing, Article II: Door-to-Door Sales, Article III: Charitable Solicitation, Article IV: Panhandling, and Article V: Short-Term Rentals.

M. Ungaro suggested that there should be a distinction between home and business occupations for those that pay for a business license. The Town currently allows for short-term rentals for guest cottages and accessory home units throughout the town. Council Member Scott Israel asked if Airbnb's fall under the short-term rental; M. Ungaro replied anything under 30 days is considered a short-term rental. Resident David Harris asked how many we currently have in the town, and

M. Ungaro stated there are none that we know of; David Harris asked why it's even on the agenda; M. Ungaro replied so that the Town can address the need that is growing throughout the county. All short-term rentals will require a business license based on a simple fee, not on revenue. Resident David Harris asked if the new business licenses will change any of the previous business licenses issued in the town; M. Ungaro replied no, no changes.

Mayor Langford stated that since this is the first reading, no action is required at this time. The second reading will be held at the next council meeting on Monday, November 21, 2022. Hearing no further public comment, Mayor Langford moved on to the next agenda item.

**Resolution to Waive Tap Fee for New Installation until December 31, 2022.**

M. Ungaro reported that since Robert Shockley has made the connection underneath GA 85 with the 2" main that would accommodate the STEP pump system, it will be beneficial for those customers who would like to hook up to the new system and have the current tap fee of \$1,500 waived.

There are currently two houses online that would be able to take advantage of it.

Mayor Langford asked how many potential customers could sign up; M. Ungaro said the Town could take homes all the way to Woods Rd. It would run along the right of way or the backside of the properties. Reminder there are no solids going through the system, only water.

Council Member Scott Israel asked M. Ungaro why the Town needs to waive the fee; M. Ungaro replied, the Town doesn't; it's just a suggestion.

Council Member Brian Davis asked what the maximum number of people would be taking advantage of this, M. Ungaro replied the maximum of three or four, realistically two.

Resident David Harris asked if Sandra's property (located at 952 Hwy 85 Connector) could be hooked up to it. M. Ungaro replied yes, it could take advantage of the STEP pump system, and the tap fee would be waived if installed prior to December 31, 2022.

Resident Janet Rhoads asked if the Town would be recouping some of the money in the future; M. Ungaro replied, no, it's more of a goodwill effort to help the environment, so the septic water doesn't leech down into the ground. The county sends out the bill, and anyone who connects would see an additional charge on their bill from the county.

Resident Caroline asked if the Town was in Phase 1 of the sewer system; M. Ungaro replied we are in Phase 2; we have two drain fields that are currently in use.

Resident Philip Bradley asked how it will be implemented if the Council makes the decision to go forward and if we are looking at giving up more or less than \$10k in revenue in the next sixty days. M. Ungaro replied that it would be advertised on the Town's website. M. Ungaro replied that it would be a lot less than \$10k and, at the most, \$6k.

Mayor Langford commented that he is not in favor of waiving the tap fee.

Mayor Langford asked if there was a motion.

Council Member Scott Israel made a Motion to approve the resolution to suspend wastewater connection fees until December 31, 2022; Council Member Brian Davis seconded the motion. The vote was unanimous in favor.

**Old Business:****Second Reading & Ordinance to adopt Proposed changes to Chapter 29, Article 2 of the Code of Ordinances Street, Sidewalks & Parking.**

M. Ungaro reported for the benefit of those who were not at last month's council meeting; the existing Chapter 29 Article 2 deals with traffic control access and calming devices within the downtown area of Brooks; the version of the proposed changes takes away the portion of just downtown and makes it town-wide. So, any of the items, a) road narrowing, b) landscape islands, c) on-street parking, d) gore striping, e) pedestrian crossing signs, f) speed cushions, g) speed tables, h) electronic speed monitoring devices, i) any other device deemed appropriate by the Town Manager would be allowed throughout the town limits. In the last section Sec. 29-2.05 Public Access, nothing in this ordinance shall prohibit driveways from being gated. It removes the ability to have gated communities.

Mayor Langford asked if there were any public comments, Resident Donald Britt asked about speed tables, and M. Ungaro replied this ordinance would allow them.

Mayor Langford asked Council if all were in favor of adopting these changes to the ordinance, and the ordinance was passed with a unanimous vote.

**Second Reading & Resolution to Adopt Proposed Amended Budget FY2022**

L. Spohr reviewed the proposed amended FY2022 budget. The FY2022 budget will require using \$63,812 of the unrestricted Fund Balance. Council unanimously approved the amended FY2022 budget.

**Second Reading & Resolution to Adopt Proposed Amended Budget FY2023**

L. Spohr reviewed the proposed amended FY2023 budget. The FY2023 budget reflects the approved millage rate of 1.207. Council Member Scott Israel made a Motion to approve the FY2023 amended budget; Council Member Todd Speer seconded the motion. The vote was unanimous in favor.

**Committee Reports:**

**Mayor's Report:** Mayor Langford reported he spent a lot of time during the month reviewing the proposed ordinances and resolutions.

**Planning and Zoning:** M. Ungaro discussed the new construction at Julia's Crossing and the Stop Work order at 1040 Hwy 85 Connector.

**Recreation:** None; No Financials

**Town Clerk Report:** None

**Library:** K. Bradley requested the approval to deaccess 282 books at a value of \$247.70. Council Member Scott Israel made a Motion to approve, and Council Member Kay Brumbelow seconded the motion. The vote was unanimous in favor.

**Farmer's Market:** K. Bradley reported the next market will be a night market Saturday, October 29, 2022, from 4:00 p.m. to 8:00 p.m.

**Finance Officer's Report:** L. Spohr reviewed the August financials; LOST and SPLOST are at an increase over the same time last year. SPLOST YTD over this time last year is at an increase of 9.66%, and LOST YTD over this time last year is at an increase of 13.48%. Anticipated tax revenues are tracking well against FY2023 budgets, except for Property Tax revenue.

**Town Manager Report:**

**Human Resources:** M. Ungaro reported that all positions have had tasks evaluated and specific job descriptions developed. All employees have been briefed and have signed off on their respective documentation.

**Transportation:** M. Ungaro reported that he will be meeting with the Board of Education officials in the next few days to assess the possibility of an alternative access point for drop-offs and pick-ups at Liberty Tech. Mallett Engineering has submitted an estimate for one option to improve the 85 Connector/Brooks. Rd. intersection. This involves realigning both Brooks Rd. and Gable Rd. Both roads would then have a 400 linear foot separation and would not be directly across from one another. This option, as opposed to a roundabout, can be accomplished with 2017 SPLOST funding.

**Sanitary Sewer:** Robert Shockley has installed the 2: pipe underneath the Hwy 85 Connector that connects the west side of the road to the main behind the T-ball fields. M. Ungaro also met with Fayette County today over at the baseball fields, they are redoing field #1, and it is a good opportunity to rebuild the older of our two septic drain fields. The construction time frame is mid-May to July 2023, and we will coordinate with the County to attempt a joint contract where they will put it out to bid and handle most of the administration.

**Any Other:** None

**Any Other Business:** Resident Donald Britt inquired about the water system grant writer; M. Ungaro replied that the water system grant the Fayette County Water System is working on will be directed to the impoverished areas and that Brooks is not eligible.

**Adjourn:** There being no further business to discuss this evening, Council Member Scott Israel offered a Motion to adjourn; Council Member Todd Speer seconded the motion. The vote was unanimous in favor.

Respectfully Submitted,

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Lorey Spohr  
Town Clerk