



Finance Committee Meeting Minutes
Glynn County Board of Commissioners
8:30 a.m., Tuesday, August 9, 2011
Third Floor Conference Room
W. Harold Pate Courthouse Annex
Brunswick, Georgia

Present:

Committee Members: *A. Callaway, R. Strickland and C. Taylor*

Other Commissioners:

Staff: *B. Aldinger, D. Bragdon, J. Breitenbach, R. Coolidge, W. Davis, D. Hainley, P. McNicoll, A. Ours, O. Reed, B. Rowell, S. Santee, C. Temple, S. Trautz, W. Worley*

Press: *A. Hall*

Others: *Altamaha Park Board Members, Cassina Garden Club Representatives, Jeff Kilgore, Southland Waste Representatives, Waste Management Representatives*

To view an item's support documentation, click on its [LINK](#).

- 1) Consider approval of the July 12, 2011 Finance Committee Minutes. (P. McNicoll) 8 pages [LINK](#)

The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Approval of the July 12, 2011 Finance Committee Minutes. (Vote: 3-0)

- 2) Consider recommending that the Board of Commissioners award the bid for residential solid waste and recycling services for the base year beginning January 1, 2012 to Southland Waste Services for the unit prices shown on the attached Southland Waste Systems bid with funding from the annual solid waste fee in the Solid Waste Collection Fund. (P. McNicoll) 2 pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that Southland Waste and Waste Management had made presentations to staff as directed by the Finance Committee in June. Staff recommended that the bid be awarded to Southland Waste as they submitted the lowest bid for the five year period. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners award the bid for residential solid waste and recycling services for the base year beginning January 1, 2012 to Southland Waste Services for the unit prices shown on the attached Southland Waste Systems bid with funding from the annual solid waste fee in the Solid Waste Collection Fund. (Vote: 3-0)

Item #9 was heard at this time.

- 9) Consider recommending that the Board of Commissioners authorize the Altamaha Park Association of Glynn County, Inc. to replace the picnic shelter and the cooking and grill area at the park at no cost to Glynn County. (W. Davis) 1 page [LINK](#)

This item was presented by Mr. Wesley Davis, Recreation Director, and he requested for approval as there would be no cost to the County. Commissioner Strickland questioned how the work would be paid for and Mr. Vernon Lewis, Altamaha Park Board member, stated that it would cost under \$20 thousand and would be paid for from Altamaha Park revenues and labor would be donated. He stated that it would be ADA accessible. Commissioner questioned where the playground would be located and Mr. Lewis stated that it would wrap around the cooking area. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize the Altamaha Park Association of Glynn County, Inc. to replace the picnic shelter and the cooking and grill area at the park at no cost to Glynn County. (Vote: 3-0)

- 3) Receive the monthly Workers Compensation Report. (R. Coolidge) 4 pages [LINK](#)

Mr. Rick Coolidge, Human Resources Generalist, presented the Workers Compensation report for the month of July. He stated that ten workers comp incidents had occurred during July. He stated that the accident review function of the Safety Committee would be presented to the Personnel Committee along with the framework for a safety incentive program. Commissioner Taylor questioned what type of on-site first aid treatment for minor injuries was available and Mr. Coolidge stated that the departments had been provided the first aid kits and have been offered first aid classes.

No action was taken on this item.

- 4) Consider recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (B. Aldinger) 5 pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented this request. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (Vote: 3-0)

- 5) Consider recommending that the Board of Commissioners amend the FY12 budget and authorize the addition of one full-time Administrative Secretary I for Board of Equalization in the Clerk of Superior Court's office at a cost of \$35,766 in salary and benefits with funding to be provided by General Fund fund balance. (P. McNicoll) 1 page [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that when the Clerk of Superior Court was assigned this function by a change in the Georgia law, she used a current employee to perform these functions. That employee has recently resigned and the Clerk has informed the County Administrator that she needs an additional employee for the Board of Equalization instead of adding the secretarial duties onto a current employee's workload. Mr. Alan Ours, County Administrator, stated that a full time employee is needed for continuity in training and that the employee would be assigned to other duties when the Board of Equalization is not meeting. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners amend the FY12 budget and authorize the addition of one full-time Administrative Secretary I for Board of Equalization in the Clerk of Superior Court's office at a cost of \$35,766 in salary and benefits with funding to be provided by General Fund fund balance. (Vote: 3-0)

- 6) Consider recommending that the Board of Commissioners authorize payment of \$4,800,520.73 to the City of Brunswick for SPLOST 5 funds that were withheld due to budget concerns related to the County-wide SPLOST 5 projects. (P. McNicoll) 2 pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, updated the Committee on the freezing and distributions of the SPLOST 5 taxes to the City of Brunswick. She stated that since the budget was recently amended there is an additional \$4,800,520.73 due to the City of Brunswick. She stated that the City had asked that they be paid interest on the funds that had been frozen. A motion was made by Commissioner Strickland but failed for lack of a second. Commissioner Callaway stated that this item would go to the Board of Commissioners with no recommendation from Finance Committee.

No action was taken on this item.

- 7) Consider recommending that the Board of Commissioners amend the FY12 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY11. (P. McNicoll) 3 pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, informed the Committee that there were budgets for on-going projects that were not spent in the previous year and requested that the budget be amended to re-budget those items on the list provided in the current fiscal year. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners amend the FY12 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY11. (Vote: 3-0)

- 8) Consider recommending that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sales of parcel nos. 03-02955 and 03-02956 in the amounts of three hundred sixty four and 55/100 dollars (\$364.55) and seven hundred

three and 13/100 dollars (\$703.13) to James D. Benefield for distribution per legal priorities. (W. Worley) 6 pages [LINK](#)

Mr. Will Worley, Assistant County Attorney, presented this item and stated that these are funds received in excess of the taxes due and when the property owner's lawyer requests the refund, the County Attorney's office verifies that the overage is due. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sales of parcel nos. 03-02955 and 03-02956 in the amounts of three hundred sixty four and 55/100 dollars (\$364.55) and seven hundred three and 13/100 dollars (\$703.13) to James D. Benefield for distribution per legal priorities. (Vote: 3-0)

Item #9 was discussed after Item #2.

- 10) Consider recommending that the that the Board of Commissioners:
- close and remove the fueling stations at Fire Stations 1, 3 and 6 and Blythe Island Regional Park at an estimated cost of \$56,469.50
 - retain and upgrade the fueling stations at Fire Station 4, Public Safety and Public Works at an estimated cost of \$52,999.39
 - install a card reader system at the remaining stations at an estimated cost of \$41,115.69
 - continue the contract with Wright Express for daily use by selected agencies, departments and offices and during emergencies when County fueling stations are not available
- all at a total estimated cost of \$150,584.58 with funding to be provided by the General Fund fund balance. (B. Rowell) 4 pages [LINK](#)

Ms. Becky Rowell, Assistant County Administrator, presented this item and stated that staff had been working on this project for 2 ½ years. Commissioner Taylor asked if this would save on fuel costs and Ms. Rowell responded that it would. Commissioner Strickland questioned if the old tanks would be removed and Ms. Rowell stated that EPD will not allow the County to leave the old tanks in the ground. She stated that staff will look at options and will contract with someone to close the tanks. Commissioner Strickland asked what the plans were for Fire Station 1 and Ms. Rowell stated that vehicles that fueled there can now use Public Works and every department has its own lock to the Public Works compound and it is working very well. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners:

- close and remove the fueling stations at Fire Stations 1, 3 and 6 and Blythe Island Regional Park at an estimated cost of \$56,469.50
- retain and upgrade the fueling stations at Fire Station 4, Public Safety and Public Works at an estimated cost of \$52,999.39
- install a card reader system at the remaining stations at an estimated cost of \$41,115.69

- continue the contract with Wright Express for daily use by selected agencies, departments and offices and during emergencies when County fueling stations are not available

all at a total estimated cost of \$150,584.58 with funding to be provided by the General Fund fund balance. (Vote: 3-0)

Water and Sewer Variances

- 11) Consider recommending that the Board of Commissioners approve application WSVI706 (M) from Ruth Muchison of James and Dolly Wellman Estate, for water and sewer variances for three and eight-tenths (3.8) acres, located on the south side of Fancy Bluff Road, generally northeast of Exit 29 on 1-95, due to the distance to public water and sewer. (I. Scheff) 4 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and the following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve application WSVI706 (M) from Ruth Muchison of James and Dolly Wellman Estate, for water and sewer variances for three and eight-tenths (3.8) acres, located on the south side of Fancy Bluff Road, generally northeast of Exit 29 on 1-95, due to the distance to public water and sewer. (Vote: 3-0)

- 12) Consider recommending that the Board of Commissioners approve application WSV2223 (M) approve application WSV2223 (M) from Hubert Rhodes for a sewer variance for one and eighty-seven one-hundredths (1.87) acres, located on the south side of Emanuel Church Road, southeast of its intersection with Livingston Drive, due to the distance to public sewer. (I. Scheff) 5 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and the following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve application WSV2223 (M) from Hubert Rhodes, for a sewer variance for one and eighty-seven one-hundredths (1.87) acres, located on the south side of Emanuel Church Road, southeast of its intersection with Livingston Drive, due to the distance to public sewer. (Vote: 3-0)

- 13) Consider recommending that the Board of Commissioners approve application WSV2245 (M) from Nancy and Carl Cooper, for water and sewer variances for ten and eight-tenths (10.789) acres, located on Pennick Road at a physical address of 925 Pennick Road, due to the distance to public water and sewer. (I. Scheff) 6 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and the following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve application WSV2245 (M) from Nancy and Carl Cooper, for water and sewer variances for ten and eight-tenths (10.789) acres, located on Pennick Road at a physical address of 925 Pennick Road, due to the distance to public water and sewer. (Vote: 3-0)

- 14) Consider recommending that the Board of Commissioners approve application WSV2246 eM) from Cora Floyd, for water and sewer variances for six and six-tenths (6.6) acres, located on the south side of Honeygal Road approximately four thousand (4,000) feet or seven-tenths (7/ 10) of a mile east of its intersection with Pen nick Road, at a physical address of 446 Honeygal Road, due to the distance to public water and sewer. (I. Scheff) 6 pages [LINK](#)

Mr. David Hainley, Community Development Director presented this item and the following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve application WSV2246 eM) from Cora Floyd, for water and sewer variances for six and six-tenths (6.6) acres, located on the south side of Honeygal Road approximately four thousand (4,000) feet or seven-tenths (7/ 10) of a mile east of its intersection with Pennick Road, at a physical address of 446 Honeygal Road, due to the distance to public water and sewer. (Vote: 3-0)

- 15) Consider recommending that the Board of Commissioners approve application WSV2247 (M) Sam's Estate, Parcel G from Gene Brockington of Quality Development, for water and sewer variances for two (2) acres being divided out of a parcel whose remaining acreage exceeds three (3) acres, located on the west side of W.O.W. Road, at a physical address of 278 W.O.W Road, due to the distance to public water and sewer. (I. Scheff) 6 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and the following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve application WSV2247 (M) Sam's Estate, Parcel G from Gene Brockington of Quality Development, for water and sewer variances for two (2) acres being divided out of a parcel whose remaining acreage exceeds three (3) acres, located on the west side of W.O.W. Road, at a physical address of 278 W.O.W Road, due to the distance to public water and sewer. (Vote: 3-0)

Contracts/Bids

- 16) Consider recommending that the Board of Commissioners exercise the fourth and final option year with BAMACO, Inc. for debris removal and disposal services should such services be needed at the pricing originally submitted and reflected on the attachment. (B. Rowell) 10 pages [LINK](#)

Ms. Becky Rowell, Assistant County Administrator, presented this item and stated that the contract with BAMACO, Inc. for debris removal and disposal services will be used in the event of a disaster and there is no cost to the County unless the services are activated. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners exercise the fourth and final option year with BAMACO, Inc. for debris removal and disposal services should such services be needed at the pricing originally submitted and reflected on the attachment. (Vote: 3-0)

- 17) Consider recommending that the Board of Commissioners award the bid to the companies offering the lowest price per chemical for Mosquito Control, as provided for in the attached exhibit. (B. Rowell) 2 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that these chemicals are used in both ground and aerial spraying to combat mosquitoes in the County. She stated that mosquitoes are both an annoyance and serve as potential disease carriers and it is essential that a program be in place to combat them. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners award the bid to the companies offering the lowest price per chemical for Mosquito Control, as provided for in the attached exhibit. (Vote: 3-0)

- 18) Consider recommending that the Board of Commissioners award the bid for the Septic System for the Blythe Island Regional Park to the lowest responsive and responsible bidder, Palm Coast Utilities from Allenhurst, GA, in an amount not to exceed \$75,587.50 with funding to be provided by SPLOST 5. (W. Davis) 2 pages [LINK](#)

Mr. Wesley Davis, Recreation Director, stated that four companies bid on this project and recommended award to the lowest responsive and responsible bidder. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the Septic System for the Blythe Island Regional Park to the lowest responsive and responsible bidder, Palm Coast Utilities from Allenhurst, GA, in an amount not to exceed \$75,587.50 with funding to be provided by SPLOST 5. (Vote: 3-0)

- 19) Consider recommending that the Board of Commissioners award the bid for the Peninsula Wynd Intersection Improvements to the lowest responsive and responsible bidder, J. Hiers, in the amount of \$81,005. (D. Hainley) 2 pages [LINK](#)

Mr. David Hainley, Community Development Director, stated that this is part of the work that the County is required to do since the County called the developer's bond based on the developer's failure to complete the project. The funding for this project is provided by the called bond funds. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners award the bid for the Peninsula Wynd Intersection Improvements to the lowest responsive and responsible bidder, J. Hiers, in the amount of \$81,005. (Vote: 3-0)

- 20) Consider recommending that the Board of Commissioners that it approve a lease agreement between Glynn County and Cassina Garden Club, Inc. for property located at Gascoigne Bluff. (T. Sublett) 12 pages [LINK](#)

Mr. Cesar Rodriguez, Cassina Garden Club, spoke to the committee and stated that the site is open to the public and docents will be available for public viewing the cabins. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners that it approve a lease agreement between Glynn County and Cassina Garden Club, Inc. for property located at Gascoigne Bluff. (Vote: 3-0)

- 21) Request that Chairman Callaway identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) Items 3-5, 8-9, 11-16, and 18-20 will be placed on the Board of Commissioners' Consent Agenda.
 - b) Items 2, 6, 7, 10 and 17 will be placed on the Board of Commissioners' Regular Agenda.
 - c) Item 1 will not be forwarded to the Board of Commissioners' Agenda.