



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

8:30 am, Tuesday, November 6, 2012

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

Present:

Committee Members: *T. Sublett, M. Hunt, C. Taylor*

Other Commissioners:

Staff: *P. Andrews, R. Coolidge, W. Davis, M. Doering, R. Glisson, D. Hainley, J. Johnson, P. McNicoll, P. Nicometo, B. Rowell, A. Thomas, W. Worley*

Press: *M. Permar*

Others: *Judge Kelley*

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

- 1) Consider approval of the October 9, 2012 Finance Committee Minutes.

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

Approve the October 9, 2012 Finance Committee Minutes. (Vote: 3-0) (P. McNicoll) 5 pages [LINK](#)

- 2) Receive the monthly Workers Compensation Report.

Mr. Rick Coolidge, HR Generalist, presented this item and stated that there were thirteen incidents in October, six of which were report only. He stated that stress management was the topic for the five minute safety talks. He will present an example of the five minute safety talk at the next Finance Committee meeting.

No action was taken on this item. (R. Coolidge) 6 pages [LINK](#)

- 3) Consider recommending that the Board of Commissioners authorize the write-off of uncollectible receivables in the General Fund for Paving Assessments and Paving Assessment Interest in the amounts of \$5,192 and \$3,467.88, respectively.

Ms. Phyllis McNicoll, Finance Director, informed the Committee that there were several very old receivables on the County's books that she requested the Board to write off. Four of the receivable were for paving assessments due totaling \$5,192 and five were for paving assessment interest due totaling \$3,467.88. She stated that the County paved roads in 1987 in several residential areas and billed each property owner for the cost of the road paving. She stated that these receivables had previously been recorded as uncollectible so the write-off would not affect the income statement. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners authorize the write-off of uncollectible receivables in the General Fund for Paving Assessments and Paving Assessment Interest in the amounts of \$5,192 and \$3,467.88, respectively. (Vote: 3-0) (P. McNicoll) 1 page [LINK](#)

- 4) Consider recommending that the Board of Commissioners authorize the write-off of uncollectible receivables in the Solid Waste Disposal Fund for Landfill Dumping Fees in the amount of \$26,602.56.

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that the County ceased receiving waste at the landfill on November 7, 1997. The County currently has landfill receivables outstanding amounting to \$27,602.56 all of which have been recorded as uncollectible. She stated that many of the customers on the list are no longer in business in Glynn County. Since these receivables have been recorded as uncollectible, the write-off would not affect the Solid Waste Disposal Fund income statement. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize the write-off of uncollectible receivables in the Solid Waste Disposal Fund for Landfill Dumping Fees in the amount of \$26,602.56. (Vote: 3-0) (P. McNicoll) 1 page [LINK](#)

- 5) Consider recommending that the Board of Commissioners amend the FY13 budget to include the attached list of grant revenues and expenditures that were not completed as of June 30, 2012.

Ms. Phyllis McNicoll, Finance Director, presented a list of grant revenues and expenditures that were budgeted in fiscal year 2012 but were either not started or were still in progress at the end of the fiscal year. She stated that in order to continue the spending required by the grants, the budgeted revenues and expenditures needed to be carried over into the current fiscal year by budget amendment. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners amend the FY13 budget to include the attached list of grant revenues and expenditures that were not completed as of June 30, 2012. (Vote: 3-0) (P. McNicoll) 3 pages [LINK](#)

Property Appraisal Items

- 6) Consider recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, October 9, 2012 meeting with clarification that this does not approve a tax refund.
- 7) Consider recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, October 23, 2012 meeting with clarification that this does not approve a tax refund.

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

Approve recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, October 9, 2012 meeting and Tuesday October 23, 2012 meeting with clarification that this does not approve a tax refund. (Vote:) (R. Glisson) 39 pages [LINK](#), [LINK](#)

Water and Sewer Variances

- 8) Consider recommending that the Board of Commissioners approve application WSV2485 Greencove, Tract E for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a four-lot subdivision consisting of 79.252 acres.

Mr. David Hainley, Community Development Director, stated that the request met the distance test for the water and sewer variance and recommended approval. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners approve application WSV2485 Greencove, Tract E for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a four-lot subdivision consisting of 79.252 acres. (Vote: 3-0) (D. Hainley) 5 pages [LINK](#)

- 9) Consider recommending that the Board of Commissioners approve application WSV2492 Johns Land, Tract 4 for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a two-lot subdivision consisting of 3.014 acres.

Mr. David Hainley, Community Development Director, stated that the request met the distance test for the water and sewer variance and recommended approval. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve application WSV2492 Johns Land, Tract 4 for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a two-lot subdivision consisting of 3.014 acres. (Vote: 3-0) (D. Hainley) 4 pages [LINK](#)

Easements

- 10) Consider recommending that the Board of Commissioners approve the four easements for Georgia Power and authorize the Commission Chairman to execute the easements.

Mr. David Hainley, Community Development Director, stated that Georgia Power Company had requested the easements which are located at the Department of Drivers Services (Commercial Drivers' License Facility – CDL) on Jack Hartman Blvd, Fire Station 8/Fire Administration on Public Safety Blvd and two easements at North Glynn Regional Park. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the four easements for Georgia Power and authorize the Commission Chairman to execute the easements. (Vote: 3-0) (D. Hainley) 13 pages [LINK](#)

Contracts and Agreements

- 11) Consider recommending that the Board of Commissioners authorize transferring \$177,010 from the SPLOST 4 Chapel Crossing and Perry Lane Construction Project to the SPLOST 4 Miscellaneous Road Improvements Project for the Spur 25 Extension Project and authorize change order #9 for \$107,010 to Thomas & Hutton Engineering.

Mr. Paul Andrews, Interim County Engineer, presented this item and stated that the details of the request were presented at the Board of Commissioners' Worksession on September 18, 2012. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners authorize transferring \$177,010 from the SPLOST 4 Chapel Crossing and Perry Lane Construction Project to the SPLOST 4 Miscellaneous Road Improvements Project for the Spur 25 Extension Project and authorize change order #9 for \$107,010 to Thomas & Hutton Engineering. (Vote: 3-0) (P. Andrews) 8 pages [LINK](#)

- 12) Consider recommending that the Board of Commissioners approve the first option year of the contract with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2013 at the Calendar Year 2013 pricing as bid.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, presented this item and requested that the first option year of the contract with Southland Waste Services be approved. She stated that there was only a slight increase in pricing in accordance with the August 2011 bid. The following motion made by Commissioner and seconded by Commissioner passed unanimously.

Approve recommending that the Board of Commissioners approve the first option year of the contract with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2013 at the Calendar Year 2013 pricing as bid. (Vote:) (B. Rowell) 2 pages [LINK](#)

13) Consider recommending that the Board of Commissioners approve the contract with the US Army Corps of Engineers for reimbursement for mosquito control abatement efforts on Andrews Island.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that the County has historically received reimbursement from the Corps of Engineers for mosquito control abatement effort on Andrews Island. She requested approval of the contract with the Corps of Engineers in order to continue the program. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the contract with the US Army Corps of Engineers for reimbursement for mosquito control abatement efforts on Andrews Island. (Vote: 3-0) (B. Rowell) 12 pages [LINK](#)

14) Consider recommending that the Board of Commissioners approve the 3rd option year of the contract for Drug Court services to Resiliency Institute, Inc. in an amount not to exceed \$628,000 with funding provided by the Drug Court Fund budget.

Judge Stephen Kelley informed the Committee that the Governor’s Office had awarded a \$553 thousand grant for the Circuit Drug Court program. He stated that this grant would have an impact on the Resiliency contract and may lower the County’s contribution. Judge Kelley stated that Resiliency provides treatment, counseling, group counseling and random drug testing. He stated that the program has a 60% success rate and they hold graduation once a month which he invited the Commissioners to attend. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Approve recommending that the Board of Commissioners approve the 3rd option year of the contract for Drug Court services to Resiliency Institute, Inc. in an amount not to exceed \$628,000 with funding provided by the Drug Court Fund budget. (Vote: 3-0) (P. McNicoll) 3 pages [LINK](#)

Bids, Request for Procurement, and Procurement Contracts

15) Consider recommending that the Board of Commissioners , per Section 2-2-13(c)9 of the Glynn County Purchasing Ordinance, authorize the purchase of the 700 MHz Radio Fire Station Alerting System from Motorola Inc. in the amount of \$166,022, with funding to be provided as follows:

- 2011 Assistance to Firefighters Grant \$132,817.60
- Fire Fund fund balance \$ 26,563.52
- City of Brunswick \$ 6,640.88

Fire Chief Al Thomas presented this item was for the third phase of grant purchases for the AFG grant that the Board of Commissioners accepted on March 15, 2012. Bidding was not required as the Fire Station Alerting System is on the State of Georgia radio pricing contract. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners , per Section 2-2-13(c)9 of the Glynn County Purchasing Ordinance, authorize the purchase of the 700 MHz Radio Fire Station Alerting System from Motorola Inc. in the amount of \$166,022, with funding to be provided as follows:

- 2011 Assistance to Firefighters Grant \$132,817.60
- Fire Fund fund balance \$ 26,563.52
- City of Brunswick \$ 6,640.88 (Vote: 3-0) (A. Thomas) 1 page [LINK](#)

- 16) Consider recommending that the Board of Commissioners award the bid for the Kings Park Basketball Court to the lowest responsive and responsible bidder, B&B Builders d/b/a Rebco, Baxley, GA, in the amount of \$49,093 with funding to be provided by SPLOST #4 SSI Sports Complex.

Mr. Wesley Davis, Recreation Director, presented this item and requested award to the lowest responsive and responsible bidder. The following motion made by Commissioner Taylor and seconded by Commissioner Sublett passed unanimously.

Approve recommending that the Board of Commissioners award the bid for the Kings Park Basketball Court to the lowest responsive and responsible bidder, B&B Builders d/b/a Rebco, Baxley, GA, in the amount of \$49,093 with funding to be provided by SPLOST #4 SSI Sports Complex. (Vote:3-0) (W. Davis) 2 pages [LINK](#)

- 17) Consider recommending that the Board of Commissioners approve the issuance of a purchase order in the amount of \$15,000 for the annual Fireworks display on July 4, 2013, to Fireworks by Santore, the responsive and responsible bidder providing the most shots.

This item was removed from the agenda.

- 18) Consider recommending that the Board of Commissioners award a contract with a unit cost of \$230 per physical exam for Fire Department personnel to the lowest responsive and responsible bidder, Southeast Georgia Health System of Brunswick, GA., with funding to be provided by the Fire Department's Operating Budget.

Ms. Pat Nicometo, Assistant Human Resources Director, presented this item and stated that County Fire Department employees assigned to fire suppression, investigation and prevention, and emergency medical services are required to have annual physicals. The following motion made by Commissioner Taylor and seconded by Commissioner Sublett passed with Commissioner Hunt abstaining because of her husband's employment.

Approve recommending that the Board of Commissioners award a contract with a unit cost of \$230 per physical exam for Fire Department personnel to the lowest responsive and responsible bidder, Southeast Georgia Health System of Brunswick, GA., with funding to be provided by the Fire Department's Operating Budget. (Vote: 2-0-1) (P. Nicometo) 3 pages [LINK](#)

- 19) Consider recommending that the Board of Commissioners award a contract for the Fairway Oaks Drainage Phases II & III project to Allen Owens Construction and Paving Company of Blackshear, Georgia, in the amount of \$480,576.52 with funding from SPLOST 4.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that Phase I of the Fairway Oaks Subdivision Drainage project was completed in September 2011 and Phases II & III bids were opened on October 30, 2012. She stated that Allen Owens Construction and Paving Company had worked for Glynn County on previous projects and had performed quality work. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners award a contract for the Fairway Oaks Drainage Phases II & III project to Allen Owens Construction and Paving Company of Blackshear, Georgia, in the amount of \$480,576.52 with funding from SPLOST 4. (Vote: 3-0) (B. Rowell) 2 pages [LINK](#)

Grant Funding and Grant Contracts

- 20) Consider recommending that the Board of Commissioners approve Altama Avenue from Bristol Drive to Chapel Crossing Road as the GDOT 2013 LMIG project with funding from the GDOT 2013 LMIG in the amount of \$594,442 and General Fund fund balance in the amount of approximately \$205,558.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that in the past Glynn County would provide an approved list of roads or other projects to be considered for funding under the LMIG to the Georgia Department of Transportation (GDOT). Counties must now provide projects of its choosing and apply for the LMIG grant and design, contract and administrate the project at the county level. Glynn County's appropriation in the current year is \$594,442 with a 30% match in the amount of \$178,333 for a total budget of \$772,775. Ms. Rowell that Altama Avenue from Bristol Drive to Chapel Crossing Road be approved for funding with the LMIG funds. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve Altama Avenue from Bristol Drive to Chapel Crossing Road as the GDOT 2013 LMIG project with funding from the GDOT 2013 LMIG in the amount of \$594,442 and General Fund fund balance in the amount of approximately \$205,558. (Vote: 3-0) (B. Rowell) 2 pages [LINK](#)

21) Consider recommending that the Board of Commissioners accept the 2012 grant award from the Governor's Office of Highway Safety for \$74,600 in funds to support the HEAT Program.

Mr. David Hainley, Community Development Director, stated that the grant is a continuation of the existing HEAT program which is used to enhance highway safety. Police Chief Matt Doering stated that this would be the 5th year of the 3 year grant with funding at 60% federal and 40% local. He stated that the officers focus on aggressive drivers. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners accept the 2012 grant award from the Governor's Office of Highway Safety for \$74,600 in funds to support the HEAT Program. (Vote: 3-0) (D. Hainley) 6 pages [LINK](#)

22) Consider recommending that the Board of Commissioners approve the 2012 grant contract with the Georgia Criminal Justice Coordinating Council for \$35,650 in funds to support the Crime Victim's Liaison.

Mr. David Hainley, Community Development Director, stated that the VOCA grant provides \$35,650 in state funds to support the activities of the Crime Victim Liaison. The County's match is \$20,498 which is budgeted in the Police Department's operating budget. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the 2012 grant contract with the Georgia Criminal Justice Coordinating Council for \$35,650 in funds to support the Crime Victim's Liaison. (Vote: 3-0) (D. Hainley) 33 pages [LINK](#)

23) Request that Chairman Sublett identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.

- a) Items # 3-10, 12-13, 16, 18, and 21-22 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items # 11, 14, 15, 19, and 20 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items # 1-2 and 17 will not be forwarded to the Board of Commissioners' Agenda. Item #17 was removed from the Finance Committee agenda.