



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, February 12, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building  
Brunswick, Georgia

### Present:

**Committee Members:** *A. Booker, B Coleman, and D. Provenzano*

**Staff:** *B. Aldinger, P. Andrews, J. Breitenbach, C. Browning, R. Coolidge, W. Davis, F. Dees, D. Hainley, N. Jump, A. Lawson, V. McClinton, A. Thomas, S. Trautz, D. O'Neal, A. Ours, O. Reed, B. Rowell, D. West, W. Worley*

**Press:** *G. Jackson, Matthew Permar,*

**Other:** *Patricia Fratherstone, John Eichner, Cheryl Popiel*

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

- 1) Consider approval of the January 8, 2013 Finance Committee Minutes.

The following motion made by Commissioner Booker and seconded by Commissioner Provenzano passed unanimously.

**Approve the January 8, 2013 Finance Committee Minutes. (Vote: 2-0) Commissioner Coleman not present. (V. McClinton) 4 pages** [LINK](#)

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge) 6 pages [LINK](#)

Mr. Rick Coolidge, Human Resources Generalist, explained each report in detail. The number of incidents reported during the month of January was slightly up from what was reported in December 2012. Mr. Coolidge stated along with the 5 minute safety talks in the various departments several County Buildings were participating in a sign campaign. He has received good feedback from staff.

**No action was taken on this item.**

- 3) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY12/13 Budget.

Mr. Bob Aldinger, Accountant III, presented a budget resolution to amend the FY 12/13 Budget. He stated that a resolution is prepared quarterly to identify changes in budget that have occurred during the previous quarter. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY12/13 Budget. (Vote: 3-0) (B. Aldinger) 12 pages** [LINK](#)

- 4) Consider recommending that the Board of Commissioners authorize a budget adjustment of \$24,000 to pay for medical services associated with the custodial arrests of individuals that require medical clearances prior to incarceration with funding to be provided by the County Administrator's contingency fund.

Chief Matthew Doering, Glynn County Police Department stated that we are required to provide medical care to those in our custody. Currently, he has approximately \$4,800 in unpaid invoices. Additional funding is necessary to cover outstanding invoices as well as estimated cost for the remainder of the fiscal year. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners authorize a budget adjustment of \$18,000 to pay for medical services associated with the custodial arrests of individuals that require medical clearances prior to incarceration with funding to be provided by the County Administrator's contingency fund. (Vote: 3-0) (M. Doering) 1 page [LINK](#)**

- 5) 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.

Mr. Bob Aldinger, Accountant III, stated that he received listings of property to have declared surplus from the Clerk of State Court, Public Works, and the Information Technology. These lists include items that were that are no longer usable. The following motion made by Commissioner Coleman and seconded by Commissioner Booker 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) (B. Aldinger) 9 pages [LINK](#)**

### Tax Commissioner Items

- 6) Consider recommending that the Board of Commissioners deny a request from Mr. Robert W. Potokar that \$792.75 paid in penalties and interest on his 2011 property taxes be refunded.

Ms. Florence Dees, Glynn County Tax Commissioner, was present to answer any questions. County Attorney Will Worley gave the Commissioners guidance on when it is appropriate to approve a request for penalties and interests. Approval is normally given when the penalties and interests are erroneous or illegally assessed. Mr. Potokar was represented by his wife, Ms. Patricia Fratherstone who addressed the committee. Ms. Fratherstone presented the 2008-2012 Property Tax Statements identifying the various address changes. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve a request from Mr. Robert W. Potokar (presented by his wife Patricia Fratherstone) that \$792.75 paid in penalties and interest on his 2011 property taxes be refunded. (Vote: 3-0) (F. Dees) 11 pages [LINK](#)**

- 7) Consider recommending that the Board of Commissioners approve or deny a request from Mr. John Eichner that \$61.99 paid in penalties and interest on his 2012 property taxes be refunded.

Ms. Florence Dees, Glynn County Tax Commissioner, was present to answer any questions. Mr. John Eichner addressed the committee. He stated that he did not receive the tax bill. It was mailed to his son. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners approve a request from Mr. John Eichner that \$61.99 paid in penalties and interest on his 2012 property taxes be refunded. (Vote: 3-0) (F. Dees) 6 pages [LINK](#)**

- 8) Consider recommending that the Board of Commissioners approve or deny a request from Mrs. Cheryl Popiel that \$25.78 paid in penalties and interest on her 2012 property taxes be refunded.

Ms. Florence Dees, Glynn County Tax Commissioner, was present to answer any questions. Mrs. Cheryl Popiel addressed the committee. She stated that she not her husband received the tax bill because it was mailed to an address that 911 had changed. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve a request from Mrs. Cheryl Popiel that \$25.78 paid in penalties and interest on her 2012 property taxes be refunded. (Vote: 3-0) (F. Dees) 11 pages [LINK](#)**

- 9) Consider recommending that the Board of Commissioners approve or deny a request from Mr. John Walters that \$5.59 paid in penalties and interest on his 2012 property taxes be refunded.

Ms. Florence Dees, Glynn County Tax Commissioner, was present to answer any questions. County Attorney Will Worley gave the Commissioners guidance on when it is appropriate to approve a request for penalties and interests. Approval is normally given when the penalties and interests are erroneous or illegally assessed. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners deny a request from Mr. John Walters that \$5.59 paid in penalties and interest on his 2012 property taxes be refunded. (Vote: 3-0) (F. Dees) 11 pages [LINK](#)**

### Water and Sewer Variance

- 10) Consider recommending that the Board of Commissioners approve application XS2527 – Whispering Pines Ph. 2, for individual water and sewer under §606.1 of the Glynn County Subdivision Regulations for an expedited subdivision due to a lack of available public water and sewer. The project is a four-lot subdivision (XS2510) consisting of a total of 4.758 acres located north of Emanuel Church Road and west of Ratcliff Road off Timber Landing Road. The nearest public water is > 2,800 feet away and the nearest public sewer is > 10,000 feet away. Parcel ID 03-18465. Gary Johns, Johns Land Company, Inc., owner.

Mr. David Hainley, Community Development Director, presented this item and stated that the Capital Improvements Coordinating Committee (CICC) had approved the variance request. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners approve application XS2527 – Whispering Pines Ph. 2, for individual water and sewer under §606.1 of the Glynn County Subdivision Regulations for an expedited subdivision due to a lack of available public water and sewer. The project is a four-lot subdivision (XS2510) consisting of a total of 4.758 acres located north of Emanuel Church Road and west of Ratcliff Road off Timber Landing Road. The nearest public water is > 2,800 feet away and the nearest public sewer is > 10,000 feet away. Parcel ID 03-18465. Gary Johns, Johns Land Company, Inc., owner. (Vote: 3-0) (D. Hainley) 2 pages [LINK](#)**

### Grant

- 11) Consider recommending that the Board of Commissioners accept the \$20,000 Georgia Emergency Management Agency (GEMA) Automatic Vehicle Location (AVL) Grant and approve the contract with the one-time installation cost of \$2,100 to be provided by the Fire Department operating budget.

Mr. David Hainley, Community Development Director and Chief Al Thomas, Glynn County Fire Department explained that the equipment purchased with these grant funds would go into 10 units. The equipment will assist with response time and provide remote tracking abilities and transmit telemetry from the cardiac monitors to the hospital. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners accept the \$20,000 Georgia Emergency Management Agency (GEMA) Automatic Vehicle Location (AVL) Grant and approve the contract with the one-time installation cost of \$2,100 to be provided by the Fire Department operating budget. (Vote: 3-0) (D. Hainley) 14 pages [LINK](#)**

### **Property Appraisal Item**

- 12) 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, January 15, 2013 meeting with clarification that this does not approve a tax refund.

Ms. Andrea Lawson, Personal Property Supervisor, was available to answer any questions. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend 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, January 15, 2013 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) (R. Glisson) 12 pages [LINK](#)**

### **Bids, Contracts, and Agreements**

- 13) Consider recommending that the Board of Commissioners approve the continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement.

Mr. David O'Neal, E-911 Director, presented this item and stated that this is the ongoing contract for maintenance on the logging recording system. It is budgeted in the E-911 operating budget. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners approve the continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement. (Vote: 3-0) (D. O'Neal) 7 pages [LINK](#)**

- 14) Consider recommending that the Board of Commissioners approve the renewal of the Concession License Agreement with Cap Fendig d/b/a Cap's Place at the Neptune Park Concession Facility in the total amount of \$7,500 to be received in 3 installments of \$2,500 on March 1ST, 2013, June 1ST, 2013 and July 1ST, 2013 with the approval subject to him providing all the check-list items prior to operating this concession facility.

Mr. Wesley Davis, Recreation Director, requested renewal of the Concession License with Cap Fendig. Mr. Fendig was present. Mr. Davis stated that Mr. Fendig had done a good job with the concessions in the past. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve the renewal of the Concession License Agreement with Cap Fendig d/b/a Cap's Place at the Neptune Park Concession Facility in the total amount of \$7,500 to be received in 3 installments of \$2,500 on March 1ST, 2013, June 1ST, 2013 and July 1ST, 2013 with the approval subject to him providing all the check-list items prior to operating this concession facility. (Vote: 3-0) (W. Davis) 5 pages [LINK](#)**

- 15) Consider recommending that the Board of Commissioners award the Information Technology Department Opportunities & Risk Assessment Services contract to Berry Dunn McNeil & Parker, LLC in the amount of \$97,444 with funding to be provided by General Fund fund balance.

Mr. John Catron, Information Technology Director requested approval to award the Opportunities and Risk Assessment Services contract to Berry Dunn McNeil & Parker, LLC. Twelve responses were received and the top three were invited to make a presentation. They had experience and the knowledge to get the job done. Mr. Catron stated that verified

their references. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners award the Information Technology Department Opportunities & Risk Assessment Services contract to Berry Dunn McNeil & Parker, LLC in the amount of \$97,444 with funding to be provided by General Fund fund balance. (Vote: 3-0) (J. Catron) 3 pages [LINK](#)**

16) Consider recommending that the Board of Commissioners award the bid for the collection of commercial solid waste at County buildings and parks effective January 1, 2013 to Republic Services of Georgia d/b/a Southland Waste Systems at a projected annual cost of \$76,704.40.

Ms. Becky Rowell, Public Works Director requested approval to award the bid for the collection of commercial solid waste at County buildings and parks to Republic Services of Georgia d/b/a Southland Waste Systems. Three bids were received and Southland Waste System was the lowest responsive and responsible bidder. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners award the bid for the collection of commercial solid waste at County buildings and parks effective January 1, 2013 to Republic Services of Georgia d/b/a Southland Waste Systems at a projected annual cost of \$76,704.40. (Vote: 3-0) (B. Rowell) 1 page [LINK](#)**

17) Consider recommending that the Board of Commissioners award a contract to Kings Colonial Ford of Brunswick, GA for

- Seven Ford 4x2 XL half ton extended cab short bed pick-ups at a unit cost of \$18,788 and total cost of \$131,516
- Four 4x2 XL half ton extended cab full size bed pick-ups at a unit cost of \$19,051 and total cost of \$76,204
- One 4x4 XL three-quarter ton extended cab full size bed pick-ups at a unit cost of \$24,140

at a total cost of \$231,860 with funding to be provided by the Capital Projects Fund.

Ms. Becky Rowell, Public Works Director requested approval to award the bid for the pick-up trucks to Kings Colonial Ford. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners award a contract to Kings Colonial Ford of Brunswick, GA for**

- Seven Ford 4x2 XL half ton extended cab short bed pick-ups at a unit cost of \$18,788 and total cost of \$131,516
- Four 4x2 XL half ton extended cab full size bed pick-ups at a unit cost of \$19,051 and total cost of \$76,204
- One 4x4 XL three-quarter ton extended cab full size bed pick-ups at a unit cost of \$24,140

**at a total cost of \$231,860 with funding to be provided by the Capital Projects Fund. (Vote: 3-0) (B. Rowell) 3 pages [LINK](#)**

18) Consider recommending that the Board of Commissioners approve the issuance of a Purchase Order to Nextran Truck Center for one Ford 4x2 XL three quarter ton extended cab pick-up with work body at a cost of \$24,500 with funding to be provided by the Capital Projects Fund.

Ms. Becky Rowell, Public Works Director requested approval to award the bid for the Ford 4x2 XL three quarter ton extended cab pick-up with work body to Nextran Truck Center. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve the issuance of a Purchase Order to Nextran Truck Center for one Ford 4x2 XL three quarter ton extended cab pick-up with work body at a cost of \$24,500 with funding to be provided by the Capital Projects Fund. (Vote: 3-0) (B. Rowell) 2 pages [LINK](#)**

19) Consider recommending that the Board of Commissioners approve the issuance of a Purchase Order to Duval Ford for six Ford 4x4 XL half ton extended cab pick-ups with full-size beds at a per unit price of \$22,320 and total cost of \$133,920 with funding to be provided by the Capital Projects Fund.

Ms. Becky Rowell, Public Works Director requested approval to award the bid for six Ford 4x4 XL half ton extended cab pick-ups with full-size beds to Duval Ford. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve the issuance of a Purchase Order to Duval Ford for six Ford 4x4 XL half ton extended cab pick-ups with full-size beds at a per unit price of \$22,320 and total cost of \$133,920 with funding to be provided by the Capital Projects Fund. (Vote: 3-0) (B. Rowell) 2 pages [LINK](#)**

20) Consider recommending that the Board of Commissioners award the contract for the Drainage Basin Study-Hwy-17 project to Thomas and Hutton Engineering of Savannah, Georgia in the amount of \$35,200.00 with funds to be provided by SPLOST 4 Storm Drain Improvements & Upgrades.

Mr. Paul Andrews, County Engineer requested approval to award the contract for the Drainage Basin Study – Hwy 17 project to Thomas and Hutton Engineering. This is a compensative study that will help us to determine the work that needs to be done. In addition this study will identify future Georgia Department of Transportation projects. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners award the contract for the Drainage Basin Study-Hwy-17 project to Thomas and Hutton Engineering of Savannah, Georgia in the amount of \$35,200.00 with funds to be provided by SPLOST 4 Storm Drain Improvements & Upgrades. (Vote: 3-0) (P. Andrews) 2 pages [LINK](#)**

21) Consider recommending that the Board of Commissioners award the contract for the NPDES Phase II Permit Update project to Integrated Science & Engineering of Savannah, Georgia in the amount of \$5,563 with funds to be provided by the Community Development, Engineering Support Division's budget.

Mr. Paul Andrews, County Engineer requested approval to award the contract for the NPDES Phase II Permit Update project to Integrated Science & Engineering. This is a professional service contract. The contractor will assist the County obtain the applicable Storm water Drainage permits. The permits are up for renewal. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners award the contract for the NPDES Phase II Permit Update project to Integrated Science & Engineering of Savannah, Georgia in the amount of \$5,563 with funds to be provided by the Community Development, Engineering Support Division's budget. (Vote: 3-0) (P. Andrews) 2 pages [LINK](#)**

22) Consider recommending that the Board of Commissioners award the bid to Azar's Uniforms for the individual prices per the attached with funding to be provided by the Fire Department operating budget.

Chief Al Thomas, Glyn County Fire Department presented this item. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners award the bid to Azar's Uniforms for the individual prices per the attached with funding to be provided by the Fire Department operating budget. (Vote: 3-0) (A. Thomas) 3 pages [LINK](#)**

- 23) Consider recommending that the Board of Commissioners exercise the first year extension from Security Collection Agency for debt collection services.

Chief Al Thomas, Glyn County Fire Department presented this item. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners exercise the first year extension from Security Collection Agency for debt collection services. (Vote: 3-0) (A. Thomas) 7 pages [LINK](#)**

**Other Items**

- 24) Consider recommending that the Board of Commissioners rescind the award to Diversified Traffic Services, Inc. for the Stripe Replacement Project on various County roads.

Ms. Becky Rowell, Public Works Director, stated that Diversified Traffic Services, Inc. was unable to obtain the required bonding. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners rescind the award to Diversified Traffic Services, Inc. for the Stripe Replacement Project on various County roads. (Vote: 3-0) (B. Rowell) 1 page [LINK](#)**

- 25) Request that the Chairman Provenzano identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) Items #3-14, 16, 18, and 20-23 will be placed on the Board of Commissioners' Consent Agenda.
  - b) Items #15, 17, 19, and 24 will be placed on the Board of Commissioners' Regular Agenda.
  - c) Items # 1-2 will not be forwarded to the Board of Commission