



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Thursday, November 8, 2016

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *D. Provenzano, and J.R. Stambaugh*

Elected Officials/Staff: *R. Adams, P. Andrews, D. Austin, F. Dees, M. Doering, R. Glisson, M. Hardin, M. Jacobs, R. Jordan, T. Miller, A. Ours, C. Overstreet, J. Powell, A. Sapp, V. Stevens, and W. Worley*

Press: *Matt Permar, The Islander; Taylor Cooper, The News*

Others: *D. Britt, A. Butler, C. Emmons, J. Mells, and Kerry Mock*

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

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

VOTE TO ADD ITEMS 24 and 25: (FC Vote: 2-0)

- 1) Consider approval of the October 13, 2016 Finance Committee Minutes. *8 pages*

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

Approved the October 13, 2016 Finance Committee Minutes. (V. McClinton) (Vote: 2-0) [REPORT](#)

- 2) Consider recommending to the Board of Commissioners that it authorize payment of the excess tax proceeds from the tax sale of parcel # 02-01202 in the amount of \$2,093.15 to Angela Bennett and to Cheryl Merjiran in the amount of \$697.71. *12 pages*

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

Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel # 02-01202 in the amount of \$2,093.15 to Angela Bennett and to Cheryl Merjiran in the amount of \$697.71. (N. Priest- Goodsett) (Vote: 2-0) [REPORT](#)

- 3) Consider recommending that the Board of Commissioners that it authorize payment of the excess tax proceeds from the tax sales of parcel numbers 02-0163 7, 02-01660, 02-01651, 02-01709, 02-01652, 02-01908, 02-01654, 02-01909, and 02-01655 in the amount of Eighty Four Thousand Five Hundred Ninety-Two and 30/100 dollars (\$84,592.30) to James A. Yancey, Jr., Attorney at Law, on behalf of Joseph Demery. *5 pages*

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

Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sales of parcel numbers 02-0163 7, 02-01660, 02-01651, 02-01709, 02-01652, 02-01908, 02-01654, 02-01909, and 02-01655

in the amount of Eighty Four Thousand Five Hundred Ninety-Two and 30/100 dollars (\$84,592.30) to James A. Yancey, Jr., Attorney at Law, on behalf of Joseph Demery. (W. Worley) (Vote: 2-0) [REPORT](#)

- 4) Consider recommending that the Board of Commissioners authorize the Glynn County Fire Department to accept an M-1083 5 ton flat-nosed chassis from the Georgia Forestry Commission. *7 pages*

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

Recommend that the Board of Commissioners authorize the Glynn County Fire Department to accept an M-1083 5 ton flat-nosed chassis from the Georgia Forestry Commission. (J. Powell) (Vote: 2-0) [REPORT](#)

- 5) Consider recommending that the Board of Commissioners send a letter to the Georgia Department of Revenue certifying Tonya Miller, Director of Administrative Services and CFO as Glynn County Board of Commissioners' designee to receive information about a refund claim of local significance. *5 pages*

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

Recommend that the Board of Commissioners send a letter to the Georgia Department of Revenue certifying Tonya Miller, Director of Administrative Services and CFO as Glynn County Board of Commissioners' designee to receive information about a refund claim of local significance. (T. Miller) (Vote: 2-0) [REPORT](#)

- 6) Consider recommending that the Board of Commissioners accept the voluntary disclosure and payment of unpaid 2015 and 2016 accommodation excise taxes from Creekstone Investors, LLC, and Carla Emmons in the amount of \$41,002.99 (principal + penalties), waive interest in the amount of \$3,967.88, and approve a voluntary disclosure Accommodation Excise Tax Settlement Agreement. *41 pages*

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

Recommend that the Board of Commissioners accept the voluntary disclosure and payment of unpaid 2015 and 2016 accommodation excise taxes from Creekstone Investors, LLC, and Carla Emmons in the amount of \$32,958.10 (principal), waive penalties and interest in the amount of \$12,012.77, and approve a voluntary disclosure Accommodation Excise Tax Settlement Agreement with monthly payments of \$2,000. (T. Miller) (Vote: 2-0) [REPORT](#)

Tax Commissioner Items

- 7) Consider recommending that the Board of Commissioners approve a refund to Greater Works than These Ministries for property taxes paid from tax years 2013, 2014, and 2015 on parcel # 01-06261. *11 pages*

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

Recommend that the Board of Commissioners approve a refund to Greater Works than These Ministries for property taxes paid for tax years 2013, 2014 and 2015 and write off the 2016 taxes on parcel # 01-06261. (F. Dees) (Vote: 2-0) [REPORT](#)

- 8) Consider recommending that the Board of Commissioners approve or deny waiving the interest and penalties on Kerry Mock's parcel # 05-00282 in the amount of \$6,451.61. *13 pages*

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

Recommend that the Board of Commissioners deny waiving the interest and penalties on Kerry Mock's parcel # 05-00282 in the amount of \$6,451.61. (F. Dees) (Vote: 2-0) [REPORT](#)

Property Appraisal Items

- 9) Consider recommending that the Board of Commissioners approve the Real and Personal Property corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, October 20, 2016 meeting, with clarification that this does not approve a tax refund. *6 pages*

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

Recommend that the Board of Commissioners approve the Real and Personal Property corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, October 20, 2016 meeting, with clarification that this does not approve a tax refund. (R. Glisson) (Vote: 2-0) [REPORT](#)

Budget/Grants

- 10) Consider recommending that the Board of Commissioners adopt the proposed FY 2017/2018 Budget Calendar as presented by the Budget Team. *2 pages*

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

Recommend that the Board of Commissioners adopt the proposed FY 2017/2018 Budget Calendar as presented by the Budget Team. (T. Miller) (Vote: 2-0) [REPORT](#)

- 11) Consider recommending that the Board of Commissioners authorize the issuance of a check to the Clerk of Superior Court in the amount of \$10,000 to fund the shortfall in the Magistrate Court Escrow Account with funding provided by Glynn County. *2 pages*

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

Defer to the full Board of Commissioners a request for the issuance of a check to the Clerk of Superior Court in the amount of \$10,000 to fund the shortfall in the Magistrate Court Escrow Account with funding provided by Glynn County. (M. Jacobs) (Vote: 2-0) [REPORT](#)

- 12) Consider approving the FY 2017 Highway Enforcement of Aggressive Traffic (H.E.A.T.) Grant in the amount of \$54,225.99 and decrease the Police Department's FY17 revenue and expenditures budgets in the amount of \$5,294 subject to the approval of the County Attorney. *6 pages*

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

Recommend that the Board of Commissioners approve the FY 2017 Highway Enforcement of Aggressive Traffic (H.E.A.T.) Grant in the amount of \$54,225.99 and decrease the Police Department's FY17 revenue and expenditures budgets in the amount of \$5,294 subject to the approval of the County Attorney. (T. Miller) (Vote: 2-0) [REPORT](#)

- 13) Consider recommending that the Board of Commissioners approve the independent contractual agreements between Glynn County and Gabrielle Barton, Deanne Morgan, Misty Mobley, Chatham Davis, and Claude Brown to provide consultant services for the FY17 Juvenile Justice Incentive Grant with funding to be provided solely by the grant. *22 pages*

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

Recommend that the Board of Commissioners approve the independent contractual agreements between Glynn County and Gabrielle Barton, Deanne Morgan, Misty Mobley, Chatham Davis, and Claude Brown to provide consultant services for the FY17 Juvenile Justice Incentive Grant with funding to be provided solely by the grant. (T. Miller) (Vote: 2-0) [REPORT](#)

- 14) Consider recommending that the Board of Commission approve the FY 2016 Bulletproof Vest Partnership Grant Program subject to the approval of the County Attorney. *4 pages*

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

Recommend that the Board of Commissioners accept the FY 2016 Bulletproof Vest Partnership Grant in the amount of \$18,300, subject to the approval of the County Attorney. (T. Miller) (Vote: 2-0) [REPORT](#)

- 15) Considering recommending that the Board of Commissioners accept the Stanton Foundation Grant for the purchase of an adoption van and associated costs for Animal Control Services and increase the Animal Control Services' FY17 revenue and expenditures budget by \$150,000 each, pending County Attorney's approval. *4 pages*

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

Recommend that the Board of Commissioners accept the Stanton Foundation Grant for the purchase of an adoption van and associated costs for Animal Control Services and increase the Animal Control Services' FY17 revenue and expenditures budget by \$150,000 each, pending the County Attorney's approval. (T. Miller) (Vote: 2-0) [REPORT](#)

- 16) Consider recommending that the Board of Commissioners accept the PetSmart Charities Emergency Relief grant for the extra-large crates and stainless steel bowls that were delivered to the Animal Control Shelter in Waycross, Georgia and amend the Animal Control Services' FY17 revenue and expenditures budget by \$16,899. *3 pages*

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

Recommend that the Board of Commissioners accept the PetSmart Charities Emergency Relief grant for the extra-large crates and stainless steel bowls that were delivered to the Animal Control Shelter in Waycross, Georgia and amend the Animal Control Services' FY17 revenue and expenditures budget by \$16,899. (T. Miller) (Vote: 2-0) [REPORT](#)

- 17) Consider recommending that the Board of Commissioners accept the grant from the Animal Farm Form Foundation for the three day training workshop provided by the Dog Playing for Life organization subject to the county attorney's approval. *5 pages*

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

Recommend that the Board of Commissioners accept the grant from the Animal Farm Form Foundation for the three day training workshop provided by the Dog Playing for Life organization subject to the county attorney's approval. (T. Miller) (Vote: 2-0) [REPORT](#)

18) Consider recommending that the Board of Commissioners accept the 2016 Victims of Crime Act grant in the amount of \$64,734 and amend the Glynn County Police Department's FY17 revenue and expenditures budget by \$29,734 each. *37 pages*

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

Recommend that the Board of Commissioners accept the 2016 Victims of Crime Act grant in the amount of \$64,734 and amend the Glynn County Police Department's FY17 revenue and expenditures budget by \$29,734 each. (T. Miller) (Vote: 2-0) [REPORT](#)

Bids, Contracts and Agreements

19) Consider recommending that the Board of Commissioners award a contract for Island Retreat Drainage Improvements, to Allen Owens Construction Company Inc. of Blackshear, Georgia, the lowest responsive and responsible bidder, with funding to be provided by the FY 17 Capital Projects Fund in the amount of \$154,702 and the Capital Projects Fund Balance in the amount of \$130,844.85. *4 pages*

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

Recommend that the Board of Commissioners award a contract for Island Retreat Drainage Improvements, to Allen Owens Construction Company Inc. of Blackshear, Georgia, the lowest responsive and responsible bidder, with funding to be provided by the FY 17 Capital Projects Fund in the amount of \$154,702 and the Capital Projects Fund Balance in the amount of \$130,844.85. (D. Austin) (Vote: 2-0) [REPORT](#)

20) Consider recommending that the Board of Commissioners approve the issuance of a Purchase Order to Langdale Chevrolet for three one-half ton Chevrolet Silverado pickups in the amount of \$23,242 per unit for a total amount of \$69,726 to with funding to be provided by the FY17 Capital Budget. *18 pages*

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

Recommend that the Board of Commissioners approve the issuance of a Purchase Order to Langdale Chevrolet for three one-half ton Chevrolet Silverado pickups in the amount of \$23,242 per unit for a total amount of \$69,726 with funding to be provided by the FY17 Capital Budget. (D. Austin) (Vote: 2-0) [REPORT](#)

21) Consider recommending that the Board of Commissioners approve the issuance of a Purchase Order to Wade Ford of Smyrna, Georgia for two Ford Transit 12 -15 Passenger Vans at \$36,959 per unit for a total of \$73,918 for both vans with funding to be provided by the FY17 Capital Projects Fund Balance. *2 pages*

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

Recommend that the Board of Commissioners approve the issuance of a Purchase Order to Wade Ford of Smyrna, Georgia for two Ford Transit 12 -15 Passenger Vans at \$36,959 per unit for a total of \$73,918 for both vans with funding to be provided by the FY17 Capital Projects Fund Balance. (D. Austin) (Vote: 2-0) [REPORT](#)

22) Consider recommending that the Board of Commissioners approve the Mission Critical Services, Inc., Power Systems Protection Agreement to ensure the continued proper operation of the UPS unit(s) located at the Communications Tower Sites with funding to be provided by the E911 budget. *21 pages*

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

Recommend that the Board of Commissioners approve the Mission Critical Services, Inc., Power Systems Protection Agreement to ensure the continued proper operation of the UPS unit(s) located at the Communications Tower Sites with funding to be provided by the E911 budget. (S. Usher) (Vote: 2-0) [REPORT](#)

Other Items

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

- a) **Items #2-10, #12-22 and #24-25 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #11 will be placed on the Board of Commissioners' General Business Agenda.**
- c) **Items #1 and #23 will not be forwarded to the Board of Commissioners' Agenda.**

24) Consider recommending that the Board of Commissioners authorize:

- Reallocating funds from the *SPLOST 5-District 2 Other Improvements - South Harrington Park* project to *SPLOST 5 - Drainage Rehabilitation* earmarked for Coast Guard Station ditch piping and parking project in the amount of \$117,910.
- Authorize staff to bid Phase I of the Coast Guard Station ditch piping and parking project once plans are completed for the project. *3 pages*

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

Recommend that the Board of Commissioners authorize:

- **Reallocating funds from the *SPLOST 5-District 2 Other Improvements - South Harrington Park* project to *SPLOST 5 - Drainage Rehabilitation* earmarked for Coast Guard Station ditch piping and parking project in the amount of \$117,910.**
- **Staff to bid Phase I of the Coast Guard Station ditch piping and parking project once plans are completed for the project subject to the County Attorney's approval. (P. Andrews) (Vote: 2-0) [REPORT](#)**

25) Consider recommending that the Board of Commissioners approve the Mission Critical Services, Inc., Generator Preventative Maintenance Agreement to ensure the continued proper operation of the generator(s) located at the four communications tower sites, Fourth Street, Zuta, Brookman, and St. Simons, with funding to be provided by the E911 budget. *10 pages*

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

Recommend that the Board of Commissioners approve the Mission Critical Services, Inc., Generator Preventative Maintenance Agreement to ensure the continued proper operation of the generator(s) located at the four

communications tower sites, Fourth Street, Zuta, Brookman, and St. Simons, with funding to be provided by the E911 budget subject to the County Attorney's approval. (S. Usher) (Vote: 2-0) [REPORT](#)