

PRESENT: Chairman Reverend E. C. Tillman
Vice Chairman Robert H. "Bob" Boyne
Commissioner William E. Dismar
Commissioner Jack Hardman
Commissioner W. Harold Pate
Commissioner Joe Smith

ABSENT: Commissioner Karen Moore

ALSO PRESENT: Administrator Charles T. Stewart
County Attorney Gary Moore

Opening Ceremony

Chairman Tillman opened the meeting by calling on Commissioner Boyne for the invocation, followed by the pledge of allegiance to the flag.

Consent Agenda.

A motion was made by Commissioner Smith and seconded by Commissioner Dismar approving the following Consent Agenda items, as recommended by Staff.

* * *

Glynn Clean and Beautiful Bylaws Amended, as follows:

Article I - Name
Section 2

CHANGED

TO READ: The office of this corporation shall be located at 1803 Gloucester Street, Brunswick, Georgia or at such other place in Glynn County, Georgia as may subsequently be designated.

Article II - Purpose
Section 1

CHANGED

TO READ: The purpose of this organization shall be charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, and other applicable laws of the United States of America and the State of Georgia.

Article V - Officers and Their Duties
Section 1

CHANGED

TO READ: The officers of the GC&B Committee shall consist of a Chairman and Vice-Chairman elected by the membership. Nomination of officers shall be made by a nominating committee and from the floor at the last regular meeting of the year. The election of officers shall follow immediately. A candidate receiving the most votes shall be elected and serve one year or until a successor takes office. Terms of office shall coincide with the calendar year.

Article V - Officers and Their Duties
Section 5

DELETED

Article VI - Executive Coordinator
Section 1

CHANGED

TO READ: Staff, as designated by the County Administrator, shall be responsible for the overall administration of

the GC&B Committee. The staff shall keep the minutes of the meetings, call the roll, keep the attendance records, and report to the Chairman any two consecutive absences for action in accordance with Article VII hereto; and shall be responsible for the financial affairs of the corporation, preparing current and annual financial statements, tax returns and other financial reports as required by government agencies.

Article VII - Meetings

Section 1

CHANGED

TO READ: Regular meetings of the Committee shall be held at the call of the Chairman on seven days written notice to the members. The last regular meeting of the year shall be held between November 1st and November 15th.

Section 4

CHANGED

TO READ: If any member of the Committee misses two (2) consecutive meetings without due cause shown by letter or phone to the Chairman and/or staff, the Chairman shall notify the member in writing that unless he/she attends the next regularly scheduled meeting, the Chairman must recommend his/her resignation from the Committee.

Article VIII - Committees

Section 1

CHANGED

TO READ: The Executive Committee, a standing committee, shall consist of the officers and staff as ex-officio members and shall determine the responsibilities of any other committees formed.

Section 3

CHANGED

TO READ: The Chairman shall appoint a nominating committee of three (3) GC&B Committee members, no later than October 15th of each year, to prepare a slate of officers to serve during the next calendar year. The nominating committee shall make its report at the last regular meeting of the year.

Article X - Fiscal Year

Section 2(c)

CHANGED

TO READ: shall report monthly to the County all such gifts, grants and appropriations received and expenditures from such funds;

Article XI - Adoption and Amendment of By-Laws

Section 1

CHANGED

TO READ: The adoption of these by-laws shall be by a majority of the membership present at a regular meeting and shall take effect and be enforced upon approval by the Glynn County Board of Commissioners. Effective date April 15, 1992.

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Inter-Agency Criminal Justice Task Force - Report deferred.

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Budget Letters - Wording of a letter to be signed by the Chairman and forwarded to outside agencies who were likely to seek funding within the County's FY 1992-92 budget was approved.

* * *

Unanimously adopted.

Minutes Approved.

A motion was made by Commissioner Smith and seconded by Commissioner Pate approving minutes of the following meetings, subject to any corrections that might be needed.

Regular Meeting held March 19, 1992
Executive Meeting held March 19, 1992

Unanimously adopted.

County Surveyor.

Chairman Tillman announced that the elected County Surveyor George Underwood, listed to appear under the delegation portion of the agenda, was not present, and had advised that he preferred to address the Commission at an upcoming work session to discuss use of County Surveyor's services.

CDBG Funding.

A motion was made by Commissioner Smith and seconded by Commissioner Dismar approving recommendation presented by Executive Assistant Becky Rowell that the County omit application for CDBG funds during the current funding cycle and until such time as a commitment was made to extend water/sewer service into a specific area.

Unanimously adopted.

Solid Waste Disposal Advisory Committee.

A motion was made by Commissioner Smith and seconded by Commissioner Hardman approving makeup of a Solid Waste Disposal Advisory Committee to be comprised of representatives from the following districts and organizations, and authorizing Staff to advertise same and bring candidates back to the Commission for their consideration in making appointments.

MAKEUP OF SOLID WASTE DISPOSAL
ADVISORY COMMITTEE

District 1
District 2
District 3
District 4
District 5
At Large District - Post 1
At Large District - Post 2
Coastal Georgia Audubon Society
Glynn Environmental Coalition
Jekyll Island Citizens Association
Glynn Clean & Beautiful
Garden Club Council
Brunswick-Golden Isles Chamber of Commerce
St. Simons Chamber of Commerce
Planning Commission
Economic Development Authority
Southeast Georgia Regional Medical Center
Board of Education

Unanimously adopted.

"Fire Chief Items" Added to Agenda.

Chairman Tillman directed Staff to add "Fire Chief Items" to future agendas.

DARE Officer Recognized.

Chairman Tillman welcomed Detective Lucy Shaw, the Glynn County Police Department's Dare Officer, who was accompanied by a group of young Explorers affiliated with the DARE Program.

Personnel Committee Actions.

On behalf of the Personnel Committee, a motion was made by Commissioner Dismar and seconded by Commissioner Pate approving the following Personnel actions.

- 1) County Agent. Chairman authorized to sign COUNTY EXTENSION AGENT CONTRACT MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY OF GEORGIA COOPERATIVE EXTENSION SERVICE AND THE GLYNN COUNTY BOARD OF COMMISSIONERS for the purpose of extending contracts on two out of three positions, namely, County Extension Agent for Agriculture and County Extension Agent for 4-H, subject to the County Attorney's approval, on a 30 day basis, if the State has not approved someone by June 30, 1992 to fill Mr. Beggs position.
- 2) Fire Department. Fire Deputy Chief James O'Quinn to be credited with 1200 hours vacation which he would be paid for upon retirement. (This action was amended at Called Meeting held April 9, 1992)

Unanimously adopted.

Finance Committee Actions.

On behalf of the Finance Committee, a motion was made by Commissioner Pate and seconded by Commissioner Hardman approving the following actions:

- 1) One Rear Loading Garbage Truck for Sanitation. Bids rejected.
- 2) Sale of County Surplus Helicopter. Bid of Koning Auto Sales, Grand Rapids, MI in the amount of \$21,500.00 accepted, with the equipment to be held until sufficient time has lapsed for their check to clear the bank.
- 3) Sale of County Surplus Helicopter Parts. Bid of Koning Auto Sales, Grand Rapids, MI in the amount of \$18,300.00 accepted, with the equipment to be held until sufficient time has lapsed for their check to clear the bank.
- 4) Fourth of July Fireworks Display. Bid (\$9,000.00) of Santora & Sons, Inc., Jacksonville, FLA, on Fourth of July Fireworks Display accepted; Fire Chief and Police Chief to work out a formal proposal on the radius of the display site.
- 5) Hospital Bills on DUI Charges. Payment of hospital bills in the amount of \$6,794.79 on persons charged with DUI in the custody of the Police Department authorized; said amount to come from the Discretionary Fund and shown as overrun in the Sheriff's budget.
- 6) St. Simons Pier Rehabilitation. Alternates No. 2 and No. 3 to the contract with Allen & Graham, Inc. on St. Simons Pier Rehabilitation approved, as follows:

Alternate No. 2 \$24,024.00

Alternate No. 3 \$12,950.00

Structural Engineering
Services with EMC
Engineering of Savannah \$ 2,500.00

Funding Source: Park Development Fund.

- 7) Coastal Ambulance Service. Staff authorized to negotiate with the City of Brunswick and Coastal Ambulance Service on their proposal to provide ambulance service within the City, and return with an agreement for the Finance Committee's consideration.
- 8) Documents Provided to Public. Staff authorized to develop policy on providing copies of documents to the public, subject to State Statutes, for consideration at the April 16th meeting.
- 9) Purchasing Policy Changes. The following changes to the Purchasing Policy adopted.

PURCHASING POLICY
AMENDMENTS

The Glynn County Purchasing Policy, adopted the 14th day of October, 1991, is hereby amended, with Sections 10, 11, 15 and 18 (a), (b), and (c) changed to read as follows:

SECTION 10
BIDS AND QUOTATIONS

Only the Purchasing Department will secure competitive bids in the form of telephone quotes, written quotes, or sealed bids.

SECTION 11
PERFORMANCE BONDS, BID BONDS & OTHER INSTRUMENTS

In accordance with state law, County officials involved in the letting of construction projects will ascertain the financial solvency of any bonding company offering bonds. The Finance Department will assume responsibility for determining financial solvency. (Added as an introduction to Section 11)

SECTION 15
CORRECTIONS OR WITHDRAWAL OF BIDS

With the concurrence of the County Administrator and the Finance Director, bidders may be allowed to withdraw bids containing mistakes not discovered until after the bid opening. In all other cases, bids will be accepted unconditionally without alteration or correction. When bids are accepted where unit prices are shown, the County may correct obvious extension and footing errors after advising the vendor in writing.

SECTION 18
PURCHASING POLICY - AUTHORIZATION LEVELS

All purchases must be approved by the Department Head and the Purchasing Agent. Further approval may be necessary depending on circumstances.

- (a) Purchases for which funds are budgeted must be approved by the Finance Director if \$1,500 or over. Such purchases must be approved by the County Administrator if \$10,000 or over. Such purchases must be approved by the Board of Commissioners if \$20,000 or over. Purchases of vehicle or equipment parts and outside vendor repairs on same up to \$10,000 must be approved by the Public Works Director, or Fire Chief when pertaining to fire equipment, and do not require approval of the Finance Director.
- (b) Purchases for which no funds have ever been budgeted but where funding can be made available by transferring funds within the budget of the involved department may be made if the transfer is approved, each transfer must be approved by the Finance Director regardless of amount. Such transfers must also be approved by the County Administrator except for non-capital items under \$2,500. Such transfers must be approved by the Board of Commissioners if over \$5,000.
- (c) Purchases for which funds have been budgeted and the budgeted funds are exhausted may be made by transferring available funds within the budget of the involved department from some other object account if the transfer is approved. Such transfer must be approved by the Finance Director regardless of amount and by the County Administrator if over \$5,000. Such transfer must also be approved by the Board of Commissioners if over \$10,000.
- (d) In the event that an emergency should arise after office hours, which emergency requires immediate action on the part of the County's Department Head involved for the protection of the best interest of the County, or should such a situation arise on a Saturday, Sunday or holiday and where it is not possible or convenient to reach the Purchasing Agent, any necessary purchase up to \$2,500 shall be made by the Head of the Department for which the purchase is necessary. The purchase shall be reported to the Purchasing Agent and County Administrator without delay.

All purchases must be approved by the Department Head or in his or her absence, a designee and the Purchasing Agent. Names of designees must be submitted by the Department Head to the Purchasing Agent in written form.

* * *

- 10) Prescription Drugs. Staff authorized to bid prescription drug purchases.
- 11) East Beach Drainage Improvements. Motion adopted awarding bid on East Beach Drainage Improvements, Phase II, to Shirah Contracting Company in the amount of \$106,500.00.

* * *

Unanimously adopted.

Sales Tax - Thank You Ad.

A motion was made by Commissioner Boyne and seconded by Commissioner Smith approving wording of a quarter page ad to be published in the Brunswick News thanking the citizens for their participation in the Special Purpose Local Option Sales Tax that ended 3/31/92; with BOARD OF COMMISSIONERS, GLYNN COUNTY, GEORGIA to be added at the bottom.

Adopted by majority vote with Commissioner Dismer abstaining.

Commissioner Boyne suggested that the Brunswick News be asked if they would like to donate this service.

Composting Grant.

A motion was made by Commissioner Boyne and seconded by Co Commissioner Dismer authorizing Chairman Tillman to execute a contract between the Department of Community Affairs and Glynn County accepting a Home Composting Demonstration Grant in the amount of \$2,600.00.

Unanimously adopted.

Meeting to Discuss DOT Road Projects.

Administrator Stewart announced that a meeting had been scheduled with Department of Transportation representative Downing Musgrove on May 1 at 9:30 am in the Court House to discuss pending and future road projects in Glynn County.

Chairman Tillman asked that Local Legislators be invited to attend this meeting.

Finance Committee Assignments.

Chairman Tillman assigned review of the following items to the Finance Committee.

- 1) Purchase of 2 brush chippers for the Landfill
- 2) Insurance for next fiscal year
- 3) Local Purchasing Policies (work with County Attorney Gary Moore).

Georgia-Pacific Request for Corps of Engineers Permit.

In response to written request from J. R. Miller, General Manager of the Georgia-Pacific Pulp & Paper Operation, for a letter of support from the County regarding GP's request for a Corps of

Engineers Permit to extend their extending facilities into the South Brunswick River, Chairman Tillman directed Administrator Stewart to invite Mr. Miller to attend a called meeting on Thursday, April 9, 1992, at 4:30 p.m. to discuss this request.

Chairs for Judges in New Courthouse Upgraded.

A motion was made by Commissioner Pate and seconded by Commissioner Hardman authorizing Building Official Vernon Lewis to upgrade chairs in the Judges' Chambers at the new Courthouse, with the cost of \$1,168.00 to come from Courthouse project funds.

Adopted by affirmative majority vote with Commissioner Smith dissenting.

ASA Crash - County Compensated.

A motion was made by Commissioner Hardman and seconded by Commissioner Pate authorizing County Attorney Gary Moore to accept a check in the amount of \$37,740.00 from Atlantic Southeast Airlines to compensate the County for expenses incurred in responding to crash of an ASA aircraft locally in April of 1991; and authorizing Chairman Tillman to sign a release on behalf of the County.

Unanimously adopted.

Tree Advisory Board/St. Simons Transportation Study Committee.

A motion was made by Commissioner Dimer and seconded by Commissioner Boyne designating the Chairman of the Tree Advisory Board to serve on the SSI Transportation Study Committee.

Unanimously adopted.

Proposed Teen Center at Casino Complex.

Commissioner Boyne asked Deputy Police Chief Jimmy Nazzrie to investigate complaints that young people were being harassed by the Police Department on St. Simons Island.

Chief Nazzrie replied that the only young people his officers had talked to were those loitering on street corners or in parking lots, as was done on the Mainland.

Commissioner Smith asked that Recreation Director Cynthia Williams request the Casino Advisory Board and Recreation Board to look into the feasibility of providing facilities at the Casino Complex for teenage activities.

A young man participating in Explorer activities said this group would volunteer to work as monitors for the proposed teen-center project.

McDuffy Request for Cleanup of Platted Road on Blythe Island.

Commissioner Smith asked Attorney Gary Moore to follow up on efforts to acquire a deed from Union Camp covering a platted

roadway adjacent to W. M. McDuffy's property on Blythe Island so this area could be cleared of undergrowth.

Use of Building Acquired from Doris Thomas on Community Road.

Chairman Tillman directed County Attorney Moore to report to the Commission at the next regular meeting as to whether or not the County could lease out the unused portion of the convenience store structure purchased from Doris Thomas on Community Road.

Executive Meeting and Adjournment.

A motion was made by Commissioner Boyne and seconded by Commissioner Pate to go into executive session for the purpose of discussing the following items, and then to adjourn the regular meeting.

Potential Litigation
Personnel Matters
Property Acquisition

Unanimously adopted.

BOARD OF COMMISSIONERS,
GLYNN COUNTY, GEORGIA

Rev. E. C. Tillman
Chairman

ATTEST:

Martha D. Tyre
Deputy Clerk