

**PEMBROKE CITY COUNCIL MEETING MINUTES  
JUNE 13, 2016**

The monthly meeting of the Pembroke City Council was held on Monday, June 13, 2016 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Judy B. Cook; Councilmembers; Diane Moore, Tiffany Walraven, Ernest Hamilton, Karen Lynn and Johnnie Miller. Attorney Tommy Branch and City Clerk, Betty Hill were also present.

**CALL TO ORDER, INVOCATION & PLEDGE . . . . .** The meeting was called to order by Mayor Cook; the invocation was given by Rev. Rodney Schramm, Pembroke Christian Church Worship Director; the pledge was led by Chris Howard, Bryan County High School Summer Intern with the City of Pembroke.

**ADOPTION OF MINUTES . . . . .** The motion to adopt the minutes of the May 9, 2016 council meeting was made by Tiffany Walraven, seconded by Ernest Hamilton and agreed upon by all.

**PUBLIC COMMENTS . . . . .** No comments were presented.

**FIRE DEPARTMENT – Officer Promotions . . . . .** Fire Chief Peter Waters presented promotions to the following volunteer fire fighters. Promoted to Assistant Fire Chief – Dalton Cook. Paul Doyle was promoted from Lieutenant to Captain; Paul Rigo was promoted from Fire Fighter to Lieutenant, and Chris Hendricks was promoted from Fire Fighter to Lieutenant. Mayor Cook thanked the fire department for their prompt response during the past few weeks’ power outages.

**STIFEL, NICOLAUS, & CO. INC - Propriety Fund Debt Refinancing Bond Resolution -- 2<sup>nd</sup> Reading and Adoption . . . . .** Attorney Branch introduced Jon Pannell as Bond Counsel. Mr. Pannell presented the schedule for moving forward with the refinancing as proposed. The bonds will be validated after this resolution is approved and should be closed prior to the end of the month. The mayor and council had no questions. A motion was made by Tiffany Walraven to dispense with the reading aloud of the entire resolution to authorize the refinancing of the Water/Sewer Debt as presented. The motion was seconded by Diane Moore and agreed upon by all.

Following this, a motion calling for the formal adoption of the bond resolution as presented was made by Diane Moore; Karen Lynn seconded the motion and it was agreed upon by all.

**GEORGIA DEPARTMENT OF CORRECTIONS – Work Detail Contract Renewal . . . . .** Attorney Branch explained and presented the 2016-2017 renewal contract and recommended approval. A motion was made by Tiffany Walraven to enter into the presented contract, seconded by Johnnie Miller and agreed upon by all.

**PEMBROKE FIRE DEPARTMENT SURPLUS DISPOSAL . . . . .** A motion was made by Tiffany Walraven to allow the disposal of the designated surplus as presented (see attached) containing mostly air packs and allow the sale be listed of said items on govdeals.com with a \$50.00 minimum bid on each line item. The motion was seconded by Karen Lynn and agreed upon by all.

**STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT (GEMA/Homeland Security) . . . . .** Attorney Branch stated that the agreement is a fairly standard agreement used statewide. This agreement is for mutual aid assistance in emergencies and will help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those who render such assistance and he recommends it be signed. A motion was made by Diane Moore to accept the agreement as presented and approve for signatures. A second was made by Tiffany Walraven and agreed upon by all.

**DOWNTOWN DEVELOPMENT AUTHORITY – Board of Education Contract Amendment . . . . .** Attorney Branch presented an amendment to the contract between the Board of Education and the Downtown Development Authority for the property previously known as the Bryan County Elementary School, located on Ash Branch Rd, in Pembroke, amending date of possession; payments for one year from possession pending Board of Education approval. Tiffany Walraven recused herself from the vote since she also represents the Downtown Development Authority as their CEO. Johnnie Miller made a motion to accept the amendment to the contract as presented. Karen Lynn seconded the motion and all agreed.

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**HUMAN RESOURCES – Employee Job Description Amendments . . . . .** Tiffany Walraven presented newly added job description positions on behalf of the Human Resource Committee. The new positions are as follows: Police – Star Corporal; Water Department – Tech I, Tech II, and Crew Leader; Street Department – Heavy Equipment Operator. Ms. Walraven also explained that this would allow the departments to set pay grades based on skills and abilities. Johnnie Miller made a motion to accept and add new job descriptions. The motion was seconded by Ernest Hamilton and agreed upon by all.

**FINANCE – Payroll Adjustments . . . . .** Diane Moore ~~explained~~ **commented** that the proposed new job descriptions and payroll adjustments had been blended with the Human Resource Committee when they approved the changes. ~~The Finance Committee~~ **She pointed out that the Finance Committee did not meet and** was provided the information to review along with council packet. The new positions and pay scale will begin with the first payroll in July 2016. The motion was made to accept the new job descriptions, payroll adjustments and effective date as presented, by Johnnie Miller with a second by Karen Lynn and agreed upon by all.

**DEPARTMENT REPORTS . . . . .**

**Police:** Chief Alexander announced Part 1 crimes were down. He also thanked everyone for a job well done while he was out sick.

**Fire:** Due to the recent severe weather and storms in our immediate area, Chief Peter Waters announced that the fire department generator is used in an emergency for oxygen dependent residents; Councilman Miller asked Chief Waters to also check on residents who may have electric chairs that could be stranded in their chairs in case of another outage. Chief Waters responded their first rotation would be for oxygen and if time allowed, then others.

**Downtown Development Authority:** Alex Floyd reported the DDA hosted a Veteran’s Coffee this past Monday morning which was well attended. He also reported that the contents of the Bryan County Elementary School (now in the possession of the DDA) had been moved and contained in two rooms within the school. An inventory and photos have been taken of inventory by Mr. Floyd for DDA. The DDA will submit a letter of request for disposal of the surplus along with a list that should be ready to present at next council meeting for disposal approval.

Sharroll Fanslau announced the two events within the city during May, prior to Floyd being hired. Both were successful, the House of Heroes, Run/Bike Across Georgia at the American Legion Lodge and a Memorial Day Observance in Downtown Pembroke across from The Heritage Bank. The American Legion Flag Committee will continue adding flags as requested. She reported that interested parties may contact Ernie Mitchell or BJ Clark for more information.

**COMMITTEE REPORTS . . . . .** Johnnie Miller announced opening of pool, including aerobics and senior citizen trips planned.

**EXECUTIVE SESSION . . . . .** None needed

**ADJOURNMENT . . . . .** Having no further business to come before the City Council, a motion to adjourn the meeting was made by Tiffany Walraven, seconded by Diane Moore and agreed upon by all.

**ATTEST:**

  
Sharroll Fanslau, City Clerk

  
Judy B. Cook, Mayor