

PEMBROKE CITY COUNCIL MEETING MINUTES
September 14, 2015

The monthly meeting of the Pembroke City Council was held on Monday September 14, 2015 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell; Councilmembers; Johnnie Miller, Diane Moore, Tiffany Walraven, Ernest Hamilton, and Kimberly McGhee. Also in attendance: City Administrator, Dustin Peebles and City Clerk, Betty Hill.

CALL TO ORDER, INVOCATION & PLEDGE The meeting was called to order by Mayor Warnell and the invocation was given by Pembroke Christian Church, Pastor Jim Sullivan. The pledge to the flag was led by Troop #357 Eagle Scout, Bradley Howard.

RECOGNITIONS

1. **Troop #357 Eagle Scout, Bradley Howard** – The Mayor presented to Bradley James Howard a framed Letter of Recognition and a personal letter of congratulations from the Mayor and Council for his achievement of Eagle Scout.
2. **American Legion Post 164** – Commander, James McKinney and Senior Vice Commander, Bill Anderson reported that, with the support of the city government and the 4-H, the Legion has been awarded an American Legion Department of Georgia award for Outstanding Support of Children.
3. **Pembroke Police Department** – Due to a police call out, this agenda item was addressed later in the meeting.

ADOPTION OF MINUTES Tiffany Walraven made a motion to approve the minutes of the August 10, 2015 council meeting as provided. Diane Moore seconded the motion that was agreed upon by all.

PUBLIC COMMENTS No comments were presented.

FY 2014 AUDIT PRESENTATION – Thigpen, Lanier, Westerfield & Deal Mr. Richard Deal, CPA reviewed the required communications and highlighted items of the FY 2014 Audit performed for the City of Pembroke.

BRYAN COUNTY JAIL SERVICE – Intergovernmental Agreement A motion was made by Tiffany Walraven to enter into an updated agreement with the Bryan County Sheriff's Department to provide services for housing city detainees at the jail. The motion was seconded by Johnnie Miller and agreed upon by all.

PERMITS

1. **Pembroke Christmas Festival Steering Committee & Bryan County 4-H – Parade & Festival Request** - The Mayor reviewed the request for permission to hold the annual Christmas Parade & Festivities on December 12, 2015. Diane Moore made a motion to approve the request as submitted. Ernest Hamilton seconded the motion that was agreed upon by all.
2. **Bryan County High School Homecoming Parade** – The Mayor presented the request, noting that the route is to be abbreviated to begin and end at the High School starting on Camellia Dr. and proceeding around Payne Dr. back to Camellia Dr. A motion was made by Tiffany Walraven to accept the route as submitted for the Homecoming Parade on October 22, 2015 at 5:00 p.m. Diane Moore seconded the motion that carried unanimously.

PLANNING & ZONING COMMISSION – Home Occupation Permit/Steven White The Planning Commission reviewed a Conditional Use application submitted by Steven White, requesting a Home Occupation Permit. The purpose of the application was to operate a home office for technical support of industrial machinery. The residence located at 649 Sims Rd. and listed on the Bryan County Tax Digest as 011-022-03. It was the consensus of the Commission to recommend approval of the application. Johnnie Miller made the motion to approve the Home Occupation as recommended. Ernest Hamilton seconded the motion that carried.

HALLOWEEN TRICK OR TREATING – Date & Time Diane Moore made a motion to set the official date and time for Trick-or-Treating for October 31, 2015 from 6:00 p.m. to 8:00 p.m. Ernest Hamilton seconded the motion that was agreed upon by all.

PEMBROKE PERSONNEL POLICY – Section IV #18 & #20 Amendments The council reviewed amendments (see attached) to Sections 18 & 20 of the Personnel Policy. The proposed amendments are necessary due to changes made by GMEBS eliminating the waiting period for employees to participate in the retirement plan and to address needed changes to Section #20 as it relates to COBRA coverage. A motion was made by Tiffany Walraven to approve the amendments to the Personnel Policy as presented. The motion was seconded by Diane Moore and unanimously approved by all.

RECOGNITIONS As noted above, the Police Department recognitions were presented at this time as follows:

Chief Alexander issued commendations to Sgt. Kelly Price and Sgt. Warren Millikan for their actions, while on a routine patrol, on August 24, 2015 in their arrest of two suspects which led to the seizure of a large amount of currency, illegal drugs, and a vehicle.

Chief Alexander also promoted Sgt. Kelly Price to 1st Sgt., Officer Warren Millikan to Sgt., Corporal Bacot to Star Corporal, Officer Mike Waters to Corporal and Officer William Wayne to Corporal.

DEPARTMENT REPORTS

Public Safety - Director Collins reported that the Bryan County Drug Free Coalition was awarded a 5 year federal grant in the amount of \$625,000 for Drug Prevention for Bryan County. This grant will provide drug prevention for schools by working with the courts and juvenile services to develop programs for youth.

Water/Wastewater – Keith Cook reported to the Council of the needed repairs to aerators at the Treatment Ponds.

At this time, the Mayor presented Mr. Cook with a framed certificate in recognition of his 25 years of service to the city of Pembroke.

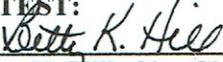
Administrator – Mr. Peebles reported that a meeting is scheduled for September 15, 2015 to begin work on the Urban Redevelopment Plan as contracted with the Coastal Regional Commission.

He also reported that the Street Superintendent would like to change the day to pick up recycling to Monday instead of Wednesday in order to improve workflow. The plan is to implement this on October 12, 2015 in order to give ample time to notify citizens of the date change. Sharroll Fanslau reported that the Keep Pembroke Beautiful Committee is applying for grants and educational items to assist with the recycling program.

Police – The Mayor recognized the members of the Police Auxiliary for their service and welcomed new members.

COMMITTEE REPORTS None issued.

ADJOURNMENT Having no further business to come before the City Council, the meeting was adjourned by the Mayor.

ATTEST:

Betty K. Hill, City Clerk


Mary V. Warnell, Mayor