

**PEMBROKE CITY COUNCIL MEETING  
MINUTES  
JUNE 14, 2021**

The regular meeting of the Pembroke City Council was held on Monday, June 14, 2021, in the City Hall Council Chambers with following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Walraven, Councilmembers Diane Moore, Karen Lynn, Ernest Hamilton and Johnnie Miller. Also in attendance were City Attorney Dana Braun, Fire Chief Peter Waters, Police Chief William Collins and City Clerk Cathy Rushing.

**CALL TO ORDER...**The meeting was called to order at 7:00 p.m. by Mayor Cook.

**INVOCATION...**The invocation was given by Councilman Miller.

**PLEDGE OF ALLEGIANCE...**Mayor Pro-Tem Tiffany Walraven led the Pledge of Allegiance.

**ADOPTION OF MINUTES...**A motion was made by Councilwoman Diane Moore and seconded by Councilwoman Karen Lynn to approve the minutes of the regular meeting held May 10, 2021. The motion carried.

**PUBLIC COMMENT...**Sheila Fields addressed Council with several questions. Will the pool be opened this summer? Council explained that because of the lack of lifeguards, the pool would not open. The vacant residence at 79 Old Still Road had 2 trash cans and now it only has 1 - why? The Mayor explained that an inventory has been done on the trash cans and where there should be 1 can and where there should be 2 or more cans (if there is more than 1 can, then there are separate charges for each). The trash cans that were out and were not being paid for were picked up. This was probably 1 of those cases. The house next door to 371 Benton Street burned down a while back and the property still has not been cleaned up. When will this be done? Councilman Miller explained that homeowner's son lives out of town and will be here in July. At that time, he will facilitate cleanup of the property.

**REAPPOINTMENT/APPOINTMENT...**A letter was received from Allen Burns, Executive Director of the Coastal Regional Commission concerning the expiration of Steven Asplund's term on the CRC Council. He asked that Mr. Asplund be reappointed or that another name be presented for consideration. Mayor Cook stated Mr. Asplund has done a good job on the Council. Mayor Pro-Tem Walraven made a motion, with a second by Councilman Miller, to approve the reappointment of Steven Asplund to the CRC Council. The motion passed unanimously.

**DEPARTMENT REPORTS...**City Clerk Cathy Rushing presented a list of records that can be disposed of as allowed under the Records Retention Law. Councilman Miller made a motion to allow the Clerk's office to dispose of said records according to the law. Councilman Hamilton seconded the motion. The motion was agreed upon by all.

**COMMITTEE REPORTS...**Police Chief Collins informed Council that he is waiting for a letter from EMS concerning the use of the upstairs space at the old Police Station. City Attorney Dana Braun stated that an Intergovernmental Agreement is needed for this and that he would prepare one. Mayor Pro-Tem Walraven made a motion to authorize the Mayor and City Clerk to enter

into an Intergovernmental Agreement with EMS allowing them to use the upstairs space in the old Police Station. Councilman Hamilton seconded the motion and it passed unanimously.

City Clerk Cathy Rushing asked Council for approval of the Shared Leave Policy that will be added to the City of Pembroke's Personnel Policy. Councilwoman Diane Moore made a motion, with a second by Councilwoman Lynn to approve the Shared Leave Policy and make it part of the City of Pembroke's Personnel Policy. The motion carried.


Fire Chief Peter Waters informed Council that beginning July 1<sup>st</sup> Georgia laws are changing concerning burning. There will no longer be any burn permits issued for small fires. No more burning leaves and limbs. There must be 25 ft between a fire and woodlands and 50 ft between a fire and structures. There are no regulations on burn barrels except that no man-made materials can be burnt.

Chief Waters said that summer camp is next week, and they have filled 20 out of 25 slots. He is pleased with this turn out.

City Attorney Braun gave Council a report on the package sale of distilled spirits. He discussed that the best date for the referendum will probably be May 24, 2022, and that we will work toward having things ready for that date.

With no further business Councilman Miller made a motion to adjourn. Councilman Hamilton seconded the motion and it passed unanimously. The meeting adjourned at 7:30 p.m.

ATTEST:

  
Cathy D. Rushing, City Clerk

  
Judy B. Cook, Mayor

