

**PEMBROKE CITY COUNCIL
MINUTES
MAY 8, 2023**

The regular meeting of the Pembroke City Council was held on Monday, May 8, 2023, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Zeigler, Councilmembers Ernest Hamilton, Karen Lynn, and Johnnie Miller. Also present were City Administrator Chris Benson, City Attorney Dana Braun, City Clerk Arlene Hobbs, and Steve Scholar for Planning and Zoning. Councilmember Diane Moore was unable to attend.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:03 pm; Councilmember Johnnie Miller gave the invocation, followed by the pledge of allegiance to the flag.

MINUTES... A motion was made by Karen Lynn and seconded by Ernest Hamilton to approve the minutes of the April 10, 2023; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS...none

PRESENTATION AND RECOGNITION...

Jesse France, Director, and Janice Mizell, Assistant Director of the Pembroke Police Auxiliary were here to recognize the auxiliary volunteers and present them with a certificate of appreciation. Volunteers honored were: Herbie Benton, Norm Roush, Adam Shuman, Christa Vickery, and Sadie Wise. Mayor Cook and Police Chief Bill Collins also thanked the volunteers for their work with the police auxiliary.

RESOLUTION...

A resolution to Allocate ARPA Funds for the Wastewater Treatment Plan Expansion Improvement Project was read by City Clerk Hobbs. A motion was made to adopt the resolution by Tiffany Zeigler, seconded by Johnnie Miller. The motion carried unanimously.

FIRST READINGS...

1. Ordinance to amend Chapter 4 of Title 6 of the Zoning Code of Ordinances, Section 9-3 due to House Bill 1405 which amended zoning procedures law – A motion to dispense with the reading of the entire document was made by Johnnie Miller, seconded by Tiffany Zeigler. The motion carried unanimously. The second reading to be held at the June meeting.
2. Ordinance to amend Chapter 4 of Title 6 of the Zoning Code of Ordinances, Section 9-3, Subsection (1) due to House Bill 1405 which amended zoning procedures law – A motion to dispense with the reading of the entire document was made by Tiffany Zeigler, seconded by Karen Lynn. The motion carried unanimously. The second reading to be held at the June meeting.
3. Ordinance to amend Chapter 4 of Title 6 of the Zoning Code of Ordinances, Section 7-6, due to House Bill 916 which amended zoning procedure law – A motion to dispense with the reading of the entire document was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously. The second reading to be held at the June meeting.

APPROVALS...

1. **Approval and Adoption of Purchasing Policy, updated May 2, 2023** - a motion to approve was made by Tiffany Zeigler, seconded by Karen Lynn. The motion carried unanimously.

PLANNING & ZONING...

Public Hearing – A public hearing was held on the application for a 17-foot right side setback variance for 126 Henry Street, parcel 11 00 006 zoned R-1, as requested by Jack Futch. – No comments were made, and Mr. Futch was not present.

Approvals

1. **Approval of request by Jack Futch for a 17-foot ride side setback on 126 Henry Street, parcel 11 00 006, zoned R-1** – a motion to approve was made by Tiffany Zeigler, seconded by Ernest Hamilton. The motion passed unanimously.
2. **Approval of request by Danny Taylor to place a manufactured home on 650 Harry Hagan Road, parcel 0161 084 zoned R-1** – a motion to approve was made by Karen Lynn, seconded by Johnnie Miller. The motion carried unanimously.
3. **Approval of preliminary plat by James Dasher for W.E. Smith Road, parcel 0111 052, zoned R-2** – a motion to approve was made by Johnnie Miller, seconded by Ernest Hamilton. The motion passed unanimously.
4. **Approval of sketch plan review of variance, combination, and subdivision request for eight parcels of land on Ennis and Owens Road requested by Wilson Picket** – a motion to proceed with preliminary sketch plan approval for a total of 18 lots was made by Karen Lynn, seconded by Johnnie Miller. The motion passed unanimously.

DEPARTMENT REPORTS...

Fire – Chief Waters reported the department responded to 69 calls in April. There are currently 9 students in training, with cross training of city personnel. The department was awarded a grant in the amount of \$22,500 which allowed for the purchase of 7 sets of turnout gear.

Police – Chief Collins reported on current staff issues, welcoming Officer Secundino back to full duty. He introduced a new officer, Mr. Brooks. He reported that there will be leadership training for high school students this summer. There will be an open house scheduled for June for the newly renovated police department.

City Clerk – Arlene reported on the 2023 CDBG application and the difficulty in getting community support with letters and surveys in the target area. She also reported on the progress with the new court clerk and bringing her up to speed with the fines and forfeiture distribution process.

City Administrator – Chris reported that an RFP had been issued for an annual HVAC contract, and that there will be a non-mandatory site visit regarding the RFP for the 12-acre development. He also reported that we will have a new DDA employee beginning May 24, 2023.

COMMITTEE REPORTS...

Mayor Pro-Tem Tiffany Zeigler, who sits on the GMA training board, announced that Pembroke will be part of the first pilot for regional training. We will be hosting alongside the cities of Guyton and Statesboro. Training will be community focused, with a major target being the Hyundai plant and how the surrounding communities can manage growth.

Councilmember Johnnie Miller reported on the extensive refurbishment of the city pool and that the pool will be opening in June if we are able to get the needed Lifeguards. The fee for entry will be kept affordable, somewhere between \$3 and \$5 dollars.

ADJOURNMENT ...There being nothing further to discuss a motion to adjourn was made by Tiffany Zeigler, seconded by Johnnie Miller. The motion carried unanimously.

ATTEST:



Arlene Hobbs, City Clerk



Judy B. Cook, Mayor