

**PEMBROKE CITY COUNCIL
MINUTES
OCTOBER 17, 2022**

The regular meeting of the Pembroke City Council was held on Monday, October 17, 2022, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Zeigler, Councilmembers Karen Lynn, and Johnnie Miller. Councilmembers Ernest Hamilton and Diane Moore were unable to attend. Also present were City Administrator Toby Harris, Fire Chief Peter Waters, Police Chief Bill Collins, City Attorney Dana Braun, and City Clerk Arlene Hobbs.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:00 pm; Councilmember Johnnie Miller gave the invocation. The Bryan County Elementary School Student Council led the pledge of allegiance to the flag.

MINUTES... A motion was made by Tiffany Zeigler and seconded by Karen Lynn to approve the minutes of the September 12, 2022; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS... No comments were presented.

APPROVALS...

1. **Second Reading of the millage rate verbiage in City Charter** - a motion to dispense with the actual reading of the document was made by Tiffany Zeigler and seconded by Karen Lynn. This constitutes the second reading. A motion to approve and adopt the millage rate verbiage in the city charter was made by Tiffany Zeigler, seconded by Karen Lynn. The motion carried unanimously.
2. **Southeast Corrections contract renewal for probation services for Municipal Court** – Karen Lynn made a motion to approve the contract renewal with Southeast Corrections, seconded by Johnnie Miller. The motion passed unanimously.
3. **Veolia contract renewal for water tower** – Karen Lynn made a motion to approve the Veolia contract renewal, seconded by Tiffany Zeigler. The motion carried unanimously.
4. **LMIG Projects** – A motion to approve use of TSPLOST funds to cover expenditure balance of LMIG projects was made by Tiffany Zeigler, seconded by Johnnie Miller. The motion carried unanimously.
5. **BCHS Softball team bucket brigade Saturday, October 22, 2022, from 8:00am to 12:30pm** – A motion to approve was made by Johnnie Miller, seconded by Tiffany Zeigler. The motion carried unanimously.
6. **Adams Family request to add plaque to downtown gazebo** – A motion to approve the recognition plaque to the downtown gazebo was made by Tiffany Zeigler, seconded by Karen Lynn. The motion passed unanimously.
7. **Honorary R.L. Lane, Jr. street sign** – A motion to approve the honorary street sign was made by Johnnie Miller, seconded by Karen Lynn. The motion passed unanimously.
8. **GMEBS Health Insurance Renewal** – A motion to table this item until further information can be obtained was made by Tiffany Zeigler, seconded by Karen Lynn. The motion passed unanimously.

PLANNING & ZONING...

Public Hearing – Lot width and size variance for 284, 294, and 314 S. Main Street zoned R-1 – A public hearing was held on this topic presented by Steve Scholar who recommended approval. There were no public comments. Frieda Quick, the property owner, was in attendance.

APPROVALS...

- 1. Consideration of lot width and size variance for 284, 294 and 314 S. Main Street** – Karen Lynn made a motion to approve variance for 284 S. Main Street, seconded by Johnnie Miller. A motion to approve variance for 294 S. Main Street was made by Johnnie Miller, seconded by Karen Lynn. A motion to approve variance for 314 S. Main Street was made by Tiffany Zeigler, seconded by Karen Lynn. All three motions carried unanimously.
- 2. Consideration request to place a new manufactured home at 350 Harn Steet, zoned R-1** – A motion to approve was made by Tiffany Zeiger and seconded by Johnnie Miller. The motion carried unanimously.

DEPARTMENT REPORTS...

Police – Chief Collins reported that the BCES SADD program has begun under the guidance of teachers Lee and Moody. They are working on the upcoming Red Ribbon Week. The high school SADD program will begin shortly. Both the elementary and high school groups will be participating in the homecoming and Christmas parades. Councilmember Miller asked the chief to address pedestrians who are walking in the street rather the provided sidewalks.

Fire – Chief Waters reported that he has completed the CPR Instructor course and is now certified to teach. He has also completed Code Enforcement Training and will receive his Level I certificate.

Administrator – Mr. Harris reported that the community center will be ready to open in next few weeks. The 2022 CDBG did not meet the necessary requirements. The good news is that we can resubmit with additional information to meet those requirements. The roundabout is in progress, and we are currently waiting on county and state engineers. The CHIP project is on hold as we wait on DCA. Our LAS project is moving forward, and we are waiting on state geologist report. The design is 60% complete.

City Clerk – Arlene Hobbs reported on the 2021 Audit as presented by Lanier, Deal and Proctor Certified Public Accountants. Requested mayor and council approval and adoption. Tiffany Zeigler made a motion to approve the 2021 City of Pembroke audit, seconded by Karen Lynn.

COMMITTEE REPORTS...

Nothing to report.

ADJOURNMENT... There being nothing further to discuss a motion to adjourn was made by Tiffany Zeigler, seconded by Karen Lynn.

ATTEST:



A handwritten signature in black ink, appearing to read "Arlene Hobbs".

Arlene Hobbs, City Clerk

A handwritten signature in black ink, appearing to read "Judy B. Cook".

Judy B. Cook, Mayor