

**PEMBROKE CITY COUNCIL  
MINUTES  
FEBRUARY 13, 2023**

The regular meeting of the Pembroke City Council was held on Monday, February 13, 2023, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Zeigler, Councilmembers Ernest Hamilton, Karen Lynn, Diane Moore, and Johnnie Miller. Also present were City Administrator Chris Benson, City Attorney Dana Braun, and City Clerk Arlene Hobbs.

**CALL TO ORDER, INVOCATION AND PLEDGE...** Mayor Cook called the meeting to order at 7:02 pm; Councilmember Diane Moore 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 January 9, 2023; regular council meeting as presented. The motion carried unanimously.

**PUBLIC COMMENTS...**

1. Harley Doerfler of 80 McFadden Drive thanked the Mayor and Council for the city's support of the Senior Center. He commented again about the lack of a dog park within the city limits of Pembroke and the possibility of making this a project for 2023.

**PROCLAMATION...** A proclamation recognizing the month of February as Black History Month was read by Johnnie Miller and presented to NAACP President Dave Williams

**RESOLUTIONS...**

1. Resolution in support of grant application by Bryan County for the construction of a Senior Citizens Center – Mayor Pro-Tem Zeigler read the resolution. A motion to approve was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.
2. Fair Housing Resolution – Mayor Pro-Tem Zeigler read the resolution. A motion to approve was made by Johnnie Miller, seconded by Karen Lynn. The motion passed unanimously.
3. Resolution to authorize submission of a FY 2023 Community Development Block Grant (CDBG) application to the Georgia Department of Community Affairs (DCA) for funding under Title I of the Housing and Community Development Act of 1974, as amended – Mayor Pro-Tem read the resolution. A motion to approve was made by Karen Lynn, seconded by Tiffany Zeigler. The motion carried unanimously.

**APPROVALS...**

1. **Bryan County High School Bank Boosters Bucket Brigade – March 11, 2023, from 9am until 4pm with a rain date of March 25, 2023, at the intersection of Hwy 280 and N. Main Street** - a motion to approve was made by Diane Moore, seconded by Tiffany Zeigler. The motion carried unanimously.
2. **Pembroke Police Auxiliary hot dog sale on March 4, 2023, from 9am to 11am in city parking lot** – a motion to approve was made by Johnnie Miller, seconded by Ernest Hamilton. The motion passed unanimously.

3. **Pembroke Police Auxiliary requested approval to use city logo on recognition plaque for volunteers and that city absorb cost** – Tiffany Zeigler made a motion to approve, seconded by Diane Moore. The motion carried unanimously.
4. **Fire department request to declare scrap 5-ton military truck** – A motion to approve was made by Tiffany Zeigler and seconded by Karen Lynn. The motion carried unanimously.
5. **Renewal of Right Spot contract for GIS services** – A motion to approve was made by Karen Lynn and seconded by Johnnie Miller. The motion carried unanimously.
6. **Safe Built contract as amended** – A motion to approve the contract with Safe Built as amended was made by Diane Moore, seconded by Karen Lynn. The motion passed unanimously.
7. **Increase to planning and zoning fees** – A motion to approve the increase in planning and zoning fees effective March 1, 2023, was made by Diane Moore, seconded by Johnnie Miller. The motion passed unanimously.
8. **Mason Road resurfacing** – A motion authorizing city engineer Marcus Sack to prepare bid package for the resurfacing of Mason Road was made by Johnnie Miller, seconded by Ernest Hamilton. The motion passed unanimously.

**PLANNING & ZONING...**nothing to report.

**DEPARTMENT REPORTS...**

**Fire** – Chief Waters reported that they were 85% complete with moving the training center. They will be complete before the end of February.

**Administrator** – Mayor Cook introduced Chris Benson as our Interim City Administrator upon the vacancy created by the resignation of Mr. Harris. Mr. Benson reported getting settled into the office, reviewing the city projects, and getting acquainted with department heads.

**City Clerk** – Arlene reported that Deputy Clerk Lawquina Gilliard has completed all training to become a Certified Municipal Clerk. Arlene also reported that the SPLOST and TSPLOST accounts have been put into the accounting software.

**City Attorney** – Dana Braun presented the Mutual Automatic Aid Agreement with Bryan County for Fire Services. A motion to approve was made by Diane Moore, seconded by Tiffany Zeigler. The motion passed unanimously.

**COMMITTEE REPORTS...**Nothing to report.

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

ATTEST:



Arlene Hobbs, City Clerk

Judy B. Cook, Mayor