

**PEMBROKE CITY COUNCIL
MINUTES
JANUARY 13, 2025**

The regular meeting of the Pembroke City Council was held on Monday, January 13, 2025, at City Hall with the following members present: Mayor Tiffany Zeigler, Mayor Pro-Tem Johnnie Miller, Councilmembers Diane Moore, Sharon Lewis, Ernest Hamilton, and Ed Bacon. Also, present were City Administrator Chris Benson, City Attorney Dana Braun, City Clerk Arlene Hobbs, and City Engineers Marcus Sack and Logan Irvine.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Zeigler called the meeting to order at 7:00 pm. Deacon Dale Smith of Crossway Worship Center offered the invocation. Mayor Pro-Tem Miller led the pledge of allegiance to the flag.

MINUTES... A motion was made by Diane Moore and seconded by Ernest Hamilton to approve the minutes of the December 16, 2024; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS...None

RESOLUTION – HOUSE BILL 581...City Administrator Benson gave a brief overview of the bill. A motion to approve was made by Diane Moore and seconded by Johnnie Miller. The motion passed with councilmember Ed Bacon opposed.

APPROVAL OF MEETING AGENDA...A motion to approve the meeting agenda with the addition of Item J was made by Diane Moore, seconded by Johnnie Miller. The motion carried unanimously.

CONSENT AGENDA...A motion to approve the consent agenda was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously.

- 1. Appointment of Chris Benson as City Administrator**
- 2. Appointment of Dana Braun as City Attorney**
- 3. Appointment of Arlene Hobbs as City Clerk**
- 4. Appointment of Marcus Sack as City Engineer**
- 5. Appointment of William Collins as Chief of Police**
- 6. Appointment of Brenda Tyson as Assistant Chief of Police**
- 7. Appointment of Robert F. Pirkle as Municipal Court Judge**
- 8. Appointment of Mayor’s 2025 Committee Members**
- 9. Designation of Depositories – First Bank of Coastal Georgia and Ameris Bank**
- 10. Approval of 2025 Council Meeting Dates**
- 11. Approval of 2025 Holiday Schedule**
- 12. Approval of 2025 Employee Compensation as presented in the 2025 Budget.**
- 13. Approval of Pay Rate Changes for the Police Department**
- 14. Approval of 2025 Alcohol License Renewal for Food Lion**
- 15. Approval of 2025 Alcohol License Renewal for Enmarket**
- 16. Approval for First Baptist Church of Pembroke to use old ballfield for event parking on February 1-2, 2025, and again February 7-9, 2025.**

- 17. Approval for BCMHS Tennis Team to hold a bucket brigade on Saturday, March 1, 2025, from 9am to 12pm.**

PRESENTATION OF STAFF PROMOTIONS FOR THE PEMBROKE POLICE DEPARTMENT...A motion to approve was made by Diane Moore and seconded by Ernest Hamilton. The motion carried unanimously. Mayor Tiffany Zeigler presented each officer with a certificate and uniform bars signifying their new roles within the department.

- 1. Brenda Tyson – Assistant Chief of Police**
- 2. David Mizell – Master Sergeant**
- 3. Raul Secundino – Sergeant**
- 4. Dohnovan Patterson – Star Corporal**
- 5. Tracy Smith – Star Corporal**

SWEARING-IN CEREMONY FOR POLICE OFFICER JAYDEN WILCHER...Newly appointed Assistant Chief of Police Brenda Tyson administered the Oath of Office to Officer Wilcher.

PUBLIC HEARINGS

- 1. Applicant, Dana Sheetz, is requesting a variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell Street, Parcel #P06 17 004.** Derek Cathcart presented the applicant's request to reduce the minimum lot width by 5'. Staff and the planning commission recommend approval. Councilmember Bacon voiced his concerns about the drainage in this area and questioned what he feels to be poor engineering of the project.

ORDINANCE READINGS...none.

ACTION AGENDA

- 1. Approval of a variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell Street, Parcel #P06 17 004.** A motion to approve was made by Diane Moore, seconded by Johnnie Miller. Ed Bacon again addressed concerns regarding the project. The developer assured council this approval will be for variance only and that the drainage and any other concerns will be addressed in the design and engineering stage. After discussion, the motion passed unanimously.
- 2. Approval of a final plat for a two-lot subdivision for Darlene Suman, Parcel #0161 073, at 1357 Camellia Drive.** A motion to approve was made by Diane Moore, seconded by Johnnie Miller. The motion passed unanimously.

DEPARTMENT REPORTS...

Police – Assistant Chief Brenda Tyson thanked the Mayor and Council for their confidence in her ability to perform the duties to which she has been tasked. She reported that the department has hired a new Municipal Court Clerk, Meghan Vaughn.

Fire – Fire Chief Peter Waters reported that there were 71 calls in December, and a total of 898 for FY2024. He also reported on the Santa Run which was successful again this year and enjoyed by the community.

City Administrator – Chris reported on the progress of the FEMA reporting for hurricane debris. This has been nearly completed, and we are awaiting reimbursement.

DDA – Fernanda reported on the next upcoming Coffee & Conversation and Let’s Discuss meetings offered to the community with Mayor Zeigler and City Administrator Benson.

City Attorney – nothing to report.

City Clerk – nothing to report.


City Engineer – Marcus Sack reported that our LMIG/LRA paving project was currently in the bidding stages. The Mechanic Shop is in the contract stage. Our CDBG project will be bidding at the end of the month, and the Anne Street Canal project has obtained signed easements.

COMMITTEE REPORTS – nothing to report.

EXECUTIVE SESSION... none.

ADJOURNMENT... There being nothing further to discuss, at 8:05pm a motion to adjourn the meeting was made by Ed Bacon, seconded by Sharon Lewis. The motion passed unanimously.

ATTEST:



Arlene Hobbs, City Clerk





Tiffany M. Zeigler, Mayor