



CITY OF BROOKLET

104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912)842-5877

FEBRUARY 20, 2025 CITY COUNCIL MEETING 7:00 PM

Minutes

In attendance: L.W. (Nicky) Gwinnett, Mayor; Hubert Keith Roughton, Mayor Pro-Tem; Rebecca Kelly, Councilwoman; James Harrison, Councilman; Sheila Wentz, Councilwoman; Carter Crawford, City Manager; Lori Phillips, City Clerk; Wes Rahn, standing in for Ben Perkins, City Attorney

Absent: Bradley Anderson, Councilman, and Melissa Pevey, Assistant City Clerk.

I. CALL TO ORDER, WELCOME MEDIA, AND VISITORS

- Mayor L.W. (Nicky) Gwinnett, Jr.

II. INVOCATION AND PLEDGE

- Mayor L.W. (Nicky) Gwinnett, Jr.

III. APPROVAL OF GENERAL AGENDA

MOTION TO AMEND THE AGENDA TO ADD UNDER DISCUSSION, ITEM# 9 – PERSONNEL POLICY & ITEM# 7A. DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE CONTRACT CHANGE ORDER# 2 – (PE21193) BROOKLET TO STATESBORO SEWER PROJECT. THE CONTRACT WILL INCREASE BY \$151,340.00 FOR AN ADDITION OF 3" PVC FROM WEST LEE STREET TO THE LIFT STATION AND DEPOT STREET.

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: Rebecca Kelly

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

IV. RECOGNITION OF GUEST(S) WHO HAVE SIGNED UP TO SPEAK

No guest signed up to speak.

V. RECOGNITION OF GUEST(S) REQUESTED TO BE ON THE AGENDA

No guest requested to be on the agenda.

VI. APPROVAL OF CONSENT AGENDA:

1. Rate of Pay Survey for Municipal Court Officials—The City surveyed small Georgia cities to determine the annual pay rate for Municipal Judges, Solicitors, and Public Defenders. The salaries are based on the court being held monthly. Using the average rate of pay for each position, we recommend the following annual pay for each position:
 - Municipal Court Judge \$8,400.00
 - Solicitor \$6,000.00
 - Public Defender \$200.00 per hour as needed
2. Proposal from Robbie Mock for the Municipal Court Solicitor position at \$500.00 per court session.
3. Planning & Zoning Interview Results – The recommendations are Phillip Mimbs & Matthew Rogers.
4. Southern Disaster Recovery, LLC, has a Contract for storm cleanup with whole tree grinders and crews for \$61,305.00
5. Southeast Bulloch High School Work-Based Learning Employer/Mentor Program
6. Invoice# 943776 from Smith Welch Webb & White for Legal Services in the amount of \$ 6,104.20.

MOTION TO APPROVE THE CONSENT AGENDA

MOTION: Keith Roughton

SECOND: Sheila Wentz

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

VII. MINUTES APPROVAL:

- December 19, 2024, Public Hearing & City Council Meeting
- January 9, 2025, Work Session

MOTION TO APPROVE

MOTION: James Harrison

SECOND: Rebecca Kelly

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

VIII. APPROVAL OF THE JANUARY FINANCIAL REPORTS

MOTION TO APPROVE

MOTION: Rebecca Kelly

SECOND: James Harrison

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

IX. REPORT FROM THE CITY MANAGER

- City Manager Carter Crawford reported on the upcoming planning retreat, the city's ISO fire classification, the search for a new city manager, FEMA reimbursement progress, and debris removal contracts. The ISO rating should benefit residents on their homeowner's fire insurance.

X. REPORTS FROM COMMITTEE MEMBERS

- Mayor Pro-Tem Hubert Roughton
- Councilwoman Sheila Wentz
- Councilman Brad Anderson
- Councilwoman Rebecca Kelly
- Councilman James Harrison

Committee members had no reports.

XI. REPORT FROM CITY CLERK

- City Clerk Lori Phillips noted FEMA meetings, the posting of election qualifying fees, and a DAC Bond meeting.

XII. REPORT FROM PLANNING & ZONING ADMINISTRATOR

- Melissa Pevey was absent from the meeting. Mayor pro-Tem Keith Roughton gave the Planning & Zoning report, which detailed tap-ins, work orders, sanitation logs, and water adjustments.

XIII. REPORT FROM INTERIM POLICE CHIEF

- The Interim Police Chief Michelle Reolegio reported calls for service, accidents, and fines collected.

XIV. REPORT FROM THE SAFETY COORDINATOR

- Jim Stanoff was absent.

XV. REPORT FROM THE CITY ENGINEER

- The City Engineer's report, delivered by Lindsey Bashlor, covered well and well house projects, sidewalk and sewer projects, lift station progress, the Seed Project, and street improvements.

XVI. Discussion Item(s):

- 1. First reading of Ordinance No. 2025-01, an ordinance to amend chapter 38 of the code of ordinances to prohibit the burning of lawn trash, leaves, pine straw, trash, and rubbish.**

No vote needed

- 2. Motion to Approve the Resignation of the Municipal Court Judge, Joey Cowart, effective February 20, 2025.**

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: James Harrison

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

- 3. Motion to Approve the Resignation of the Municipal Court Public Defender, Joseph Williams, effective February 13, 2025.**

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: James Harrison

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

- 4. Consideration of a Motion to Appoint an Interim or Permanent Municipal Court Judge.**

MOTION TO TABLE

MOTION: Keith Roughton

SECOND: Rebecca Kelly

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

- 5. Consideration of a Motion to Appoint an Interim or Permanent Municipal Court Public Defender.**

MOTION TO TABLE

MOTION: Keith Roughton

SECOND: Rebecca Kelly

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

- 6. Motion to Approve the Recommended Contribution to the Defined Benefit Pension Plan for \$494,463.37. (This is the amount the city has contributed to the Defined Benefit Pension Plan.)**

Each year, ACCG Retirement Services engages an actuary to prepare an Actuarial Valuation Report and calculate the funded status of the City's Defined Benefit Pension plan. As part of this report, the actuary calculates the City's annual Required Contribution amount, which is determined by amortizing the unfunded liability over time under State Law. The actuary also calculates a Recommended Contribution, which amortizes the unfunded liability over a shortened period.

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: James Harrison

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

- 7. Discuss and consider a Motion to Approve Change Order#3 – (PE21193) Brooklet to Statesboro Sewer Project. The contract will increase by \$90,500.00 for a 3-inch Force Main for Tap-Ins during the Water/Sewer Construction Project.**

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: Sheila Wentz

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

- 7a. Discussion and consideration of a Motion to Approve Contract Change Order# 2 – (PE21193) Brooklet to Statesboro Sewer Project. The contract will increase by the sum of \$151,340.00 for an addition of 3" PVC from West Lee Street to the lift station and down Depot Street.**

MOTION TO APPROVE

MOTION: James Harrison

SECOND: Keith Roughton

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

8. Discuss and consider a Motion to approve Georgia Technologies' proposal for \$16,000.00 to update the City Hall Council/Court Room Audio/Video System.

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: Sheila Wentz

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

9. Proposed Personnel Policy

Mayor Pro-Tem Roughton suggested the council have adequate time to review the recent changes made to the personnel policy and table it until the March meeting.

MOTION TO TABLE

MOTION: Keith Roughton

SECOND: Sheila Wentz

AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

XVII. MOTION TO ADJOURN

MOTION TO ADJOURN

MOTION: Keith Roughton

SECOND: Rebecca Kelly

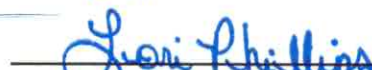
AYES: Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison

NAYES: None

The motion carried 4-0.

Approved this 15th day of May, 2025.


L.W. (Nicky) Gwinnett, Jr., Mayor


Lori Phillips, City Clerk



Enclosure: Summary of Minutes

Summary of Minutes

The Brooklet City Council gathered for their regularly scheduled meeting on **Thursday, February 20, 2025**, at 7:00 pm. Led by **Mayor Nicky Gwinnett**, the meeting began with an invocation and pledge, followed by agenda approval, which included adding a change order to the consent agenda. The council approved the consent agenda, addressing items such as a rate of pay survey for municipal court officials, a solicitor proposal, personnel policy (tabled until March), planning and zoning recommendations, disaster recovery contracts, a work-based learning program, legal services invoice, and the change order.

Mayor Gwinnett emphasized the importance of SPLOST funding for water, sewer, public works, and equipment. Early voting begins on Monday, February 24, 2025.

Minutes and financial reports were approved. City Manager **Carter Crawford** reported on the upcoming planning retreat, the city's ISO fire classification, the search for a new city manager, FEMA reimbursement progress, and debris removal contracts. The ISO rating should benefit residents on their homeowner's fire insurance. Committee members had no reports. City Clerk Lori Phillips noted FEMA meetings, the posting of election qualifying fees, and a DAC Bond meeting. The Planning & Zoning report detailed tap-ins, work orders, sanitation logs, and water adjustments. The Interim Police Chief reported calls for service, accidents, and fines collected.

From left to right: Councilwoman Rebecca Kelly and Councilwoman Sheila Wentz

The City Engineer's report, delivered by **Lindsey Bashlor**, covered well and well house projects, sidewalk and sewer projects, lift station progress, the Seed Project, and street improvements. The council held a first reading for an ordinance regarding burning restrictions. It unanimously approved the resignations of the Municipal Court Judge and Public Defender, tabling the appointment of a replacement judge but approving the appointment of an interim public defender.

They also unanimously approved the pension plan audit and continued participation at the recommended contribution rate, approved the change orders for the 3-inch force main, and approved a proposal from Georgia Technologies for updating the City Hall audio/video system. The meeting adjourned unanimously.

In attendance: L.W. (Nicky) Gwinnett, Mayor; Hubert Keith Roughton, Mayor Pro-Tem; Rebecca Kelly, Councilwoman; James Harrison, Councilman; Sheila Wentz,

Councilwoman; Carter Crawford, City Manager; Lori Phillips, City Clerk; Wes Rahn, standing in for Ben Perkins, City Attorney

Proposed Agenda

I. CALL TO ORDER, WELCOME MEDIA, AND VISITORS

- Mayor L.W. (Nicky) Gwinnett, Jr.

II. INVOCATION AND PLEDGE

- Councilwoman Rebecca Kelly started the meeting with a prayer and the Pledge of Allegiance.

III. APPROVAL OF GENERAL AGENDA

- Mayor Gwinnett requested that the change order be added to the Consent Agenda as Number 7a. This was unanimously approved.

IV. RECOGNITION OF GUEST(S) WHO HAVE SIGNED UP TO SPEAK

- There were no guests signed up to speak.

V. RECOGNITION OF GUEST(S) REQUESTED TO BE ON THE AGENDA

- There were no guests who requested to be on the agenda.

VI. APPROVAL OF CONSENT AGENDA:

1. Rate of Pay Survey for Municipal Court Officials—The City surveyed small Georgia cities to determine the annual pay rate for Municipal Judges, Solicitors, and Public Defenders. The salaries are based on the court being held monthly. Using the average rate of pay for each position, we recommend the following annual income for each position:
 1. Municipal Court Judge \$8,400.00
 2. Solicitor \$6,000.00
 3. Public Defender \$200.00 per hour as needed
- This item is in progress.

2. Proposal from **Robbie Mock** for the Municipal Court Solicitor position at \$500.00 per court session.

3. Proposed Personnel Policy

- Mayor Pro-Tem Roughton suggested that the council have adequate time to review the recent changes to the personnel policy and that it be tabled until the March meeting. This suggestion was unanimously approved.

4. Planning & Zoning Interview Results—The recommendations are for Phillip Mimbs and Matthew Rogers, the two applicants who had the highest interview scores.

5. Southern Disaster Recovery, LLC, has a Contract for storm cleanup with whole tree grinders and crews for \$61,305.00

6. Southeast Bulloch High School Work-Based Learning Employer/Mentor Program

7. Invoice # 943776 from Smith Welch Webb & White for Legal Services in the amount of \$6,104.20.

- The consent agenda was unanimously approved.

“The town of Brooklet must get that money,” Mayor Gwinnett said of SPLOST. Early voting begins on Monday, February 24.

Audience member **Dave Bircher** asked how Brooklet would spend the SPLOST money if given the chance. Mr. Crawford and Mayor Gwinnett confirmed the funds would be spent on water, sewer, public works, and equipment.

VII. MINUTES APPROVAL:

1. December 19, 2024, Public Hearing & City Council Meeting
 2. January 9, 2025, Work Session
- This item was unanimously approved.

VIII. APPROVAL OF THE JANUARY FINANCIAL REPORTS

- This item was unanimously approved.

IX. REPORT FROM THE CITY MANAGER - Carter Crawford

1. The Mayor, Council, and staff planning retreat will be held at the Bulloch Co. Retreat Center, Gateway Industrial Park, Statesboro, from 8:30 A.M. to 2:30 P.M. on Saturday, March 1, 2025.

The retreat facilitator, **Pam Helton** with GMA, will contact the Mayor and Council to learn their expectations for the retreat.

2. The City of Brooklet's ISO Fire Classification is currently 4/4+. One is the best possible score, and ten is the worst. The rating we received is perfect for a town of Brooklet's size. This should help residents with fire insurance for their homes.

3. We have started the advertising process for a new City Manager.

4. See Application for FEMA reimbursement for hurricane costs: staff, especially the City Clerk and Assistant. City Clerk has spent a considerable amount of time gathering the required documentation. We have met weekly for the last 6 weeks with Billy Cummins, FEMA Program Delivery Manager for this area. She has been invaluable in advising the city on fulfilling FEMA requirements. She also complimented the city staff for having completed the requirements so fast. She stated that Brooklet was further ahead in achieving the FEMA requirements than most other cities and counties in her area.

5. We have received the contract from the contractor to mulch the City's hurricane debris and haul it to the Evans Co. Landfill. We are waiting for the contract to landfill the City's mulch in the Evans County Landfill.

X REPORTS FROM COMMITTEE MEMBERS - Mayor Pro-Tem Hubert Roughton; Councilwoman Sheila Wentz; Councilman Brad Anderson; Councilwoman Rebecca Kelly; Councilman James Harrison

- No reports.

XI. REPORT FROM CITY CLERK - Lori Phillips

- Ms. Phillips and Mr. Crawford have been meeting with Ms. Cummins from FEMA.

- Ms. Phillips published the qualifying fees for the 2025 election.

- Ms. Phillips attended a DAC Bond meeting. They discussed the first payment, its due date, and what report is required.

XII. REPORT FROM PLANNING & ZONING ADMINISTRATOR - Melissa Pevey, not present but Mayor Pro-Tem read the report aloud:

Report from: (1/17/25-2/20/25)

Tap-Ins:

Total Tap-ins: 7

11 pending taps installed.

Frank Jo, LLC Construction (Woods Edge): 11 due to be installed once Parker confirms that the laterals are corrected and complete, waiting update.

Work Orders:

Total Work Orders: (1/17/25-2/20/25)

Completed Work Orders: 37

Incomplete Work Orders: 10 (1 is due to wet weather)

*5 work orders are due by end of the month

Incomplete Work Orders since January 1, 2024: 89

Monthly Sanitation Log: (1/17/25-2/20/25)

Total Units to Landfill: 69.18 Tons

Unit Price (Statesboro): \$44.00

Unit Price (All Green): \$45.00

Total Cost: \$3,067.23 (1/17/25-2/20/25)

Total Cart pick so far: 3,927

Water Adjustments 2025: 0

XIII. REPORT FROM INTERIM POLICE CHIEF - Michelle Reolegio

- 26 calls for service, four accident reports, 10 other reports, \$2810.00 collected for fines, one arrest for January of 2025

XIV. REPORT FROM THE SAFETY COORDINATOR - Jim Stanoff

Not present.

XV. REPORT FROM THE CITY ENGINEER

- Wesley Parker, Parker Engineering, LLC. - Mr. Parker was not in attendance
- Lindsey Bashlor gave the update.
- Brooklet Well and Well House Project: The well is now permitted, the scanner has been hooked up, and the generator has been tested; we should be able to close out shortly.
- Cromley Road Sidewalk Project: Environmental studies are still being done
- The Brooklet and Statesboro Sewer Project: This project is underway. Shockley Plumbing has installed 1,100 feet of 12-inch and 1,100 feet of 3-inch force mains.
- The Lift Station Project: Contractors are still in the submittal phase and will be in the pre-construction phase. The pre-construction meeting will tentatively take place in approximately two weeks.
- The SEID Project - water going from Joiner to Cromley is in design
- 2024 Brooklet Street Improvements - finished the speed humps on Spence Road

XVI. DISCUSSION ITEM(S):

1. First reading of Ordinance No.2025-01, an ordinance to amend chapter 38 of the code of ordinances to prohibit the burning of lawn trash, leaves, pine straw, trash, and rubbish.

- No vote needed

2. Motion to Approve the Resignation of the Municipal Court Judge, Joey Cowart, effective February 20, 2025.

- This item was approved unanimously.

3. Motion to Approve the Resignation of the Municipal Court Public Defender, Joseph Williams, effective February 13, 2025.

- This item was approved unanimously.

4. Consideration of a Motion to Appoint an Interim or Permanent Municipal Court Judge.

- The motion to table was unanimously approved

5. Consideration of a Motion to Appoint an Interim or Permanent Municipal Court Public Defender.

- This item was approved unanimously.

6. Motion to Approve the Recommended Contribution to the Defined Benefit Pension Plan for \$494,463.37 (This is the amount the city has contributed to the Defined Benefit Pension Plan).

Each year, ACCG Retirement Services engages an actuary to prepare an Actuarial Valuation Report and calculate the funded status of the City's Defined Benefit Pension plan. As part of this report, the actuary calculates the City's annual Required Contribution amount, which is determined by amortizing the unfunded liability over time in accordance with State Law. The actuary also calculates a Recommended Contribution, which amortizes the unfunded liability over a shortened period.

It was confirmed that the number represents the total amount the city has contributed since the plan's inception.

The city currently has three employees participating in the retirement plan. Two motions were made regarding this item:

1. A motion to approve the pension plan audit was unanimously approved.
2. A motion to approve the continued participation at the recommended contribution rate was unanimously approved.

7. Discuss and consider a Motion to Approve the Change Order for \$90,500 for a 3-inch Force Main for Tap-ins during the Water/Sewer

Construction Project.

Mayor Pro-Tem Roughton explained for those not present at last week's work session. This was approved unanimously.

7a. Addition of Change Order # PE21193 in the amount of an increase of \$151,340.00

- Amendment to run 3-in force main from Lane Street to the lift station and then from Lane Street to Depot Street, starting at the Mexican restaurant and ending at the bank.
- This will allow residents to tie in a year earlier than initially expected.
- This item was approved unanimously.

8. Discussion and consideration of a Motion to approve the proposal from Georgia Technologies for \$16,000.00 for updating the City Hall Council/Courtroom Audio/Video System.

- This item was approved unanimously.

XVII. Motion to Adjourn

- A motion was made to adjourn the meeting. This item was approved unanimously.