



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

L.W. (Nicky) Gwinnett, Jr. Mayor
Hubert Keith Roughton, Mayor Pro-Tem
Bradley Anderson, Councilman
Rebecca Kelly, Councilwoman
James Harrison, Councilman
Sheila Wentz, Councilwoman

Carter Crawford, City Manager
Lori Phillips, City Clerk
Melissa Pevey, Assistant Clerk
Ben Perkins, City Attorney

January 16, 2025
City Council Meeting
7:00 PM
Minutes

1. **Call to order and welcome** - Mayor Gwinnett
 - Invocation
 - Pledge of Allegiance
2. **Consideration of a Motion to Approve the Agenda**
Motion to Approve
MOTION: Brad Anderson
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton.
NAYES: None
The motion carried 5-0
3. **Consideration of a Motion to Enter into Executive Session to discuss "Personnel Matters," "Real Estate," and/or "Potential Litigation" per O.C.G.A 50-14-3(b)**
Motion to Approve
MOTION: Brad Anderson
SECOND: Keith Roughton
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton.
NAYES: None
The motion carried 5-0
4. **Recognition of Guest(s) who have Signed Up to Speak**
N/A
5. **Recognition of Guest(s) Requested to be on the agenda:**

- a. Shirley Jones – Garbage Pick-Up Concerns - 204 South Cone Street
(ABSENT)

6. Consideration of a Motion to Approve the Consent Agenda:

N/A

7. Consideration of a Motion to Approve the Minutes for the following Meetings:

- a. November 21, 2024, Council Meeting
- b. December 12, 2024, Lane Street Pre-Construction Meeting

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

The motion carried 5-0

8. Consideration of a motion to appoint Keith Roughton to serve as Mayor Pro-Tem (see Charter Sec. 2.16).

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Brad Anderson

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

NAYES: None

The motion carried 5-0

9. Consideration of a Motion to approve the December Financial Reports as presented.

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

The motion carried 5-0

10. Report from the City Manager

- a. Carter Crawford

11. Reports from Committee Members

- a. Councilwoman Wentz
- b. Councilman Anderson
- c. Councilwoman Kelly
- d. Councilman Harrison
- e. Councilman Roughton

12. Report from City Clerk

- a. Lori Phillips

13. Report from Planning & Zoning Administrator

- a. Melissa Pevey

14. Report from Interim Police Chief

- a. Michelle Reolegio

15. Report from the Safety Coordinator

- a. Jim Stanoff – Absent, no reports.

16. Report from the City Engineer

- a. Wesley Parker, Parker Engineering, LLC. - Absent, no reports.

17. Report from the Water/Sewer Consultant

- a. Matthew Morris - Absent, no reports.

18. Discussion Item(s):

18.1. Second Reading and consideration of a motion to adopt Ordinance No. 2025-023 amending the Municipal Charter to provide that any action to adopt/amend the operating budget or purchasing policy may be done by resolution.

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

The motion carried 5-0

18.2. Motion to Approve the City of Brooklet, Georgia - Fiscal Policies Operating Budget.

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Brad Anderson

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

NAYES: None

The motion carried 5-0

18.3. Motion to Approve the Quote from Yancy Bros. For a Mini Excavator for \$52,692.00. This will be paid half from Splost & half from T-Splost.

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Keith Roughton

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

NAYES: None

The motion carried 5-0

- 18.4. Motion to Approve the Brooklet to Statesboro Sewer Project (PE21193)**
Change Order# 1 – The amount of the contract before this change order was \$4,847,957.00, four million eight hundred forty-seven thousand nine hundred fifty-seven dollars. The contract amount will increase by \$168,100.00 (one hundred sixty-eight thousand one hundred dollars. The contract total, including this and previous change orders, will be \$5,016,057.00, five million sixteen thousand fifty-seven dollars. (The change order includes adding an 18” casing to the directional bore at the roundabout per the City of Statesboro and an additional bore near the Ingram Street/West Lane Street Intersection underneath a septic drain field.)

Motion to Approve

MOTION: Brad Anderson

SECOND: Keith Roughton

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

NAYES: None

The motion carried 5-0

- 18.5. Discussion and Consideration of a Motion to Instruct the City Attorney to Amend the Ordinance to Change the Terms for Planning & Zoning Committee Members from a Two-Year to a Three-Year Term.**

Motion to Approve

MOTION: Keith Roughton

SECOND: Rebecca Kelly

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

NAYES: None

The motion carried 5-0

- 18.6. Review of the Applications received for the Planning & Zoning Commission One-year Term Appointments for Post# 2 (Dave Bircher) & Post# 4 (Virginia “Ginny” Macaluso) for 2025.**

Motion to Table until March 20, 2025

MOTION: Brad Anderson

SECOND: Keith Roughton

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

NAYES: None

The motion carried 5-0

- 18.7. Discussion and Consideration of a Motion to hire Michelle Reolegio as Chief of Police.**

Motion to Approve

MOTION: Keith Roughton

SECOND: Brad Anderson

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

NAYES: None

The motion carried 5-0

19. Motion to Approve the 2025 appointment of the Two Members whose Terms have Expired for the Planning & Zoning Commission.

- Post# 2 - Dave Bircher
- Post# 4 - Virginia Macaluso

The motion dies, lack of second.

20. Consideration of a Motion to Appoint Lori Phillips as Election Superintendent. Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

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

NAYES: None

The motion carried 5-0

21. Consideration of a Motion to Approve Setting the Qualifying Fees for the 2025 Municipal Election: \$90.00 for the mayor seat and \$54.00 for the council seat. Motion to Approve

MOTION: James Harrison

SECOND: Keith Roughton

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

NAYES: None

The motion carried 5-0

22. Consideration of a Motion to Approve Development Agreement with the Developer of Woods Edge Subdivision. Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

The motion carried 5-0

22. Consideration of a Motion to Adjourn Motion to Approve

MOTION: Rebecca Kelly

SECOND: Brad Anderson

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

NAYES: None

The motion carried 5-0

Approved this 20th day of March, 2025


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


Lori Phillips, City Clerk

