



CITY OF BROOKLET

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

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Joe Grooms III, Mayor  
Nicky Gwinnett, Mayor Pro-Tem  
Bradley Anderson, Councilman  
Greg Schlierf, Councilman  
Jim Stanoff, Councilman  
William Griffith, Councilman

City Attorney  
Hugh Hunter  
  
Interim City Clerk  
Lori Phillips

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**WORK SESSION**  
**&**  
**CALLED MEETING**  
**MINUTES**  
**OCTOBER 08, 2020**  
**6:30 PM**

**1. Call to Order by Mayor Joe Grooms, III**

PRESENT: Greg Schlierf, Brad Anderson, Lori Phillips, Nicky Gwinnett, Jim Stanoff, Bill Griffith presided.

**2. Work Session Items:**

- 2.1. Financial Update** – Councilman Anderson reported that as of October 3<sup>rd</sup>, our ending balance for the General Fund is \$60,000.00; he would like to recommend that we go ahead and borrow a tax anticipation note up to \$100,000.00 from the Bank of Newington.
- 2.2. Cares Act Update** – It has not been decided rather there will be a Phase 2 or not.
- 2.3. FEMAC Security Systems Proposal for Cameras at Public Works** – we will need two cameras installed, one for the gas tank and one for the city shop. This can wait until January.
- 2.4. Halloween** – Scheduled from 6 PM to 8 PM, October 31, 2020
- 2.5. GovDeals – Fair Market Value of Equipment** – we need to prepare an idolized list and set a reserve on all items. Once we approve the information, we can then advertise for the sale.

- 2.6. **Personnel Policy – Employee Drug Screen** – This item will be placed on hold and we will reach out to GMA for more information.
- 2.7. **Employee Motor Vehicle Records** – we require MVRs when the employee is hired; we will investigate through the DMV services on how the City can get updated MVRs on employees driving City vehicles.
- 2.8. **Sanitation Truck Software** – Councilman Schlierf stated that the software is called Trash Flow, we can download a free demo and check all reviews online.
- 2.9. **Safety Update** – Councilman Stanoff reported that the Safety Grant was approved and has been received.
- 2.10. **Public Work Job Descriptions** – Councilman Schlierf will try to have the job descriptions prepared for the City Council meeting.
- 2.11. **Well House Repair Work** – Mayor Pro-Tem Gwinnett has received a quote for \$24, 087.00 from Altamaha Building Systems, Inc. for repairs to the well houses and the city shop.
- 2.12. **Newsletter** – Rebecca Kelley has agreed to help with the Brooklet Newsletter. Councilman Andersons goal is to get this printed and mailed sometime in October, any input and ideas are welcomed and can be emailed to him and Lori Phillips. Some topics include, water tank maintenance, new sanitation services, financial update, city ordinances, the roll back of the mileage rate, and so on.
- 2.13. **Applications for Sanitation Truck Driver** – Mayor Pro-Tem Gwinnett has one qualified applicant that is interested and will have more information for the City Council Meeting next week.

**3. Action Items:**

**3.1 Approve the roll back rate of 7.580 for the 2020 property tax millage rate.**

Motion made to approve the rollback rate as presented

MOTION: Nicky Gwinnett

SECOND: Brad Anderson

AYES: Greg Schlierf, Brad Anderson, Nicky Gwinnett, Jim Stanoff, Bill Griffith

NAYES: None

Motion carried 5-0

**3.2 Approve the FY2020 budget amendment.**

This item will be ready for a motion at next week's City Council meeting.

**3.3 Approve the designating officers to be added to the accounts that require signature approvals.**

Motion made to approve Mayor Grooms and City Clerk Lori Phillips as the designating officers.

MOTION: Nicky Gwinnett

SECOND: Jim Stanoff

AYES: Greg Schlierf, Brad Anderson, Nicky Gwinnett, Jim Stanoff, Bill Griffith

NAYES: None

Motion carried 5-0

**4. Consideration of a motion to enter into an Executive Session to discuss "Personnel Matters" in accordance with O.C.G.A 50-14-3(b)**

Motion made to enter into an Executive Session

MOTION: Greg Schlierf

SECOND: Jim Stanoff

AYES: Greg Schlierf, Brad Anderson, Nicky Gwinnett, Jim Stanoff, Bill Griffith

NAYES: None

Motion carried 5-0

**5. Consideration of a motion to exit out of Executive Session and return back to the regular session for any discussion or motions to be made.**

Motion made to enter into an Executive Session

MOTION: Greg Schlierf

SECOND: Jim Stanoff

AYES: Greg Schlierf, Brad Anderson, Nicky Gwinnett, Jim Stanoff, Bill Griffith

NAYES: None

Motion carried 5-0

**6. Motion to adjourn**

Motion made to adjourn

MOTION: Bill Griffith

SECOND: Jim Stanoff

AYES: Greg Schlierf, Brad Anderson, Nicky Gwinnett, Jim Stanoff, Bill Griffith

NAYES: None

Motion carried 5-0