

The Brooks County Board of Commissioners met for a Special Called Meeting on Wednesday, August 22, 2018 at 6:00 p.m. in the Commissioners Meeting Room located at the Brooks County Office Building. Commissioners present were: Ms. Myra Exum, Chairperson; Mr. Joe Wingate, Vice Chairman; Mr. Willie Cody; Mr. S. L. Jones; and Mr. James Maxwell. Others present were: Mr. Justin DeVane, Administrator; Ms. Patricia Williams; County Clerk;

**A. SPECIAL CALLED MEETING** – Chair Exum called meeting to order.

**1. Millage Rates for FY2018 Tax Bills** – Administrator presented the millage rates for FY2018; stating the digest grew due to the pipeline and conservations not being renewed; insurance premium and LOST rollback. This created a surplus of \$230,000. Administrator recommended to the Board to use some of the surplus for projects such as: \$50,000 for 4220 Special Projects to be added to FY2018 LMIG; \$7,500 for Tax Commission budget for new State Tag system to be installed and purchase a document scanners as needed. The approved millage rates are:

	<u>Proposed</u>	<u>Previous</u>
County M&O Incorporated	15.118	15.413
County M&O Unincorporated	13.494	13.743
Development Authority	00.393	00.393
Briggs Fire District	00.000	00.000
Solid Waste Curbside Annual	\$145.00	\$145.00

Board of Education had not ratified their millage rate at this time; will do so next week. Mr. Wingate made the motion to approve the millage rates for FY2018, without the Board of Education, seconded by Mr. Cody. Vote was unanimous.

**2. Fuel System Replacement** – Road Superintendent, JJ Allen, presented quotes from MECO, Albany, GA, and Syntech out of Tallahassee, FL, for new fuel system for Road Department and Sheriff's Department. Stated the old system is outdated and failing. The total cost for MECO installation labor and materials for Road Department and Sheriff's Department is \$37,771. The total cost from Syntech for Road Department and Sheriff's Department will be \$42,194. Discussion began as to where the funds would come from since it is not in the FY2018-2019 budget. Mr. Maxwell made the motion to approve the purchase of new fuel system for Road Department and Sheriff's Department from MECO in the amount of \$37,771; and funds will come from the surplus; Mr. Cody seconded. Vote was unanimous.

**3. Road Department Request for Extra Staff** – Road Superintendent, JJ Allen requested to hire four (4) additional employees at Road Department. He stated he would like to hire two Laborers, one Equipment Operator; and one Truck Driver. He also provided the level of pay for each position. Chair Exum inquired where the money will come from. The approximate cost to hire four people, per Administrator, would be \$124,059 plus health insurance benefits. After discussing, Board asked Mr. Allen if he would accept

one new hire; and he said yes, appreciate whatever Board will consider. Ms. Exum advised Mr. Allen the overtime will be increased \$25,000 to assist with overtime to get the roads caught up due to all the rain; but she emphasizes to Mr. Allen that the overtime has to be managed by him. Mr. Maxwell made the motion to hire one new person as Equipment Operator, increase salary up to \$11.25 depending on experience; and add \$25,000 to overtime line item in FY19 Budget; Mr. Wingate seconded. Vote was unanimous.

**4. Dixie Bridge Repair** – Bridge before Dixie Road is in need of repair; erosion on drains coming off embankment. Mr. Allen requested bids; received two; but one was withdrawn. The projected cost for this project is \$53,000, per quote submitted from Southern Concrete Construction Co., Inc. On the motion by Mr. Maxwell, seconded by Mr. Cody; the Board unanimously approved the quote from Southern Concrete Construction Co., Inc. in the amount of \$53,000 for the Dixie bridge repair; and the funds will come from surplus.

**5. Amendment to Personnel Policy – 3 Month Probation Period vs. 6 Month** – The Board considered amended the Personnel Policy Working Test (Probationary Period) to 3 month probation period from a 6 month probation period. The amendment would coincide with the health insurance eligibility period; which is 3 months. After discussion, the amendment was approved on the motion by Mr. Maxwell to amend Personnel Policy Working Test (Probationary Period) to 3 months rather than 6 months; and will be effective September 1, 2018; Mr. Cody seconded. Vote was unanimous.

**6. Driveway Installation Cost** – Road Superintendent presented proposal to increase driveway installation cost; he stated the County is losing money with current cost. The pipe sizes will be 24" minimum for all roads. After discussion, the Board unanimously approved the increase cost for driveway installation to a set price, which includes permit fee, to \$1,600 for metal pipe; and \$1,750 for concrete, Mr. Maxwell made the motion and Mr. Wingate seconded.

**7. Road Superintendent Salary** – JJ Allen, Road Superintendent, asked Board to consider an increase in salary. Question was asked what was stated in the ad as the starting salary? The Position Announcement stated \$35,000 as starting salary and may increase depending on experience and qualifications. Mr. Allen's salary started at \$38,249.90, he received an increase after 6 month probationary period; and 2.5% which the Board approved for all employees in the FY19 budget; which increased his current salary to \$40,206. Mr. Allen requested a salary of \$43,500. Ms. Exum explained the Board could not increase his salary at this time; and he was asked if he would accept the \$40,206 he is currently making; and he responded yes.

**8. Amendment to FY19 Budget** – Administrator recommended to move the remaining surplus balance (\$56,079) to the 4220 Special Projects (Road Repairs) line in the FY19 Budget. Mr. Wingate motioned to approve amendment to FY19 Budget according to digest revenue numbers; move balance of surplus to FY19 Budget; and all other approvals, Mr. Maxwell seconded. Vote was unanimous.

## **Adjournment**

Mr. Maxwell made the motion; Mr. Cody seconded; to adjourn the special called meeting at 7:17 p.m.

Ms. Myra Exum, Chair

Mr. Justin DeVane, Administrator

Ms. Patricia A. Williams, Clerk