

The Brooks County Board of Commissioners met for its Regular Monthly Meeting on Monday, April 4, 2022, at 5:00 p.m., in the Courtroom at the Brooks County Courthouse, located at 100 East Screven Street, Quitman, GA. Commissioners present were: Mr. Patrick Folsom, Chairman, Mr. James Maxwell, Vice Chairman; Ms. Myra Exum; Mr. Willie Cody; and Mr. Lee Larko. Others present were Mrs. Jessica McKinney, County Administrator; Ms. Patricia Williams, County Clerk; Ms. Kim Daniels, Human Resources; Mr. Jason Kemp, County Attorney; and various residents.

Public Hearing – NONE

1. CALL TO ORDER

Prayer & Pledge of Allegiance – Chairman called the Regular Meeting to order. Mr. Willie Freeman, Brooks County Ministerial Association, led all in attendance in prayer and pledge of allegiance.

Chairman asked for a motion to amend the agenda to add to Executive Session an item for personnel and an item for litigation. On the motion by Mr. Maxwell, seconded by Mr. Larko, the Board approved to amend the agenda for April 4, 2022 to add to Executive Session #B Personnel and #C Litigation. Vote was unanimous.

2. APPROVAL OF MINUTES

On the motion by Mr. Cody, seconded by Mr. Maxwell, the Board unanimously approved/accepted the minutes of the following meetings:

- Special Called & Work Session & Executive Session March 1, 2022
- Regular Monthly Meeting March 7, 2022
- Special Called & Work Session March 28, 2022

3. INVITED GUESTS - NONE

4. REPORTS FROM COMMITTEES & DEPARTMENTS – (5 MINUTES)

A. Fire Chief Catlett – Brooks County Fire Department – Chief Catlett updated the Board on the Fire Department progress and activities for the month of March 2022:

- 216 calls were received for the first quarter, averaging 72 calls per month.
- Station 10 renovations continue and are 85% complete: and looking good. Invited the Commissioners to come out and look at it.
- New Fire Trucks are and getting outfitted to put in station.
- ISO was previously scheduled for May; but has been pushed back to October.

B. Matt Connolly – Road Department Superintendent – Updated the Board on Road Department activities/projects for March 2022:

- Provided the Board a list of road projects and their status.
- Graded 65 roads, 5 were done with Side Arm, replaced 55 signs; and replaced 6 driveways.
- Cleaned up 6 Beaver dams, cut 16 trees; and worked on culverts and ditches.

- Received 175 calls in past 17 days, and 154 complaints, and 6 after hours emergency calls,
- There is a shortage of rocks.
- Equipment is down, 2 Low Beds and 1 10-Wheeler and minor issues with other equipment.
- Hired a new Auto Technician, total of 4 employees hired.
- Replaced culvert pipe on Williams Road. Working on Union Church Road and Bourquine Road. Started mowing on Troupeville Road.

5. CONSENT AGENDA - NONE

6. OLD BUSINESS

A. Farmers Market – Administration received notification from City of Quitman that they are willing to release the Farmers Market to Brooks County. Ms. McKinney has spoken with County Attorney to prepare a Quit Claim Deed. County Attorney noted that we are awaiting formal action to transfer from the City of Quitman before a deed is presented.

B. Brooks County Historical Preservation/Society – Ordinance – A proposed draft of the ordinance for the newly created Brooks County Historical Preservation/Society has been presented to the Board. County Attorney informed the Board the Society must be created by an ordinance first and the by-laws adopted second. Board discussed the terms of the Board members for the Society. County Attorney advised the Board no action is needed, changes can be made after the Ordinance is on the table for 30 days. Mr. Larko sponsored the Ordinance to Establish the Brooks County Historical Preservation Board and will adjust the initial membership term. The Board will vote/approve the Ordinance at the regular meeting in May 2022.

C. County Facility Usage Agreement – Administrator provided in draft form the County Facility Usage Agreement for all County facilities available for private use for Board review. The policies are meant to be a guideline for public use of available County owned buildings. There is no gross profit to be made. Fees will be charged for use; but will be used for maintenance and to recoup for damages. Ms. McKinney recommended laying the Agreement on the table for 30 days for Board review.

7. NEW BUSINESS

A. Tax Commissioner – City Contract Renewal – Tax Commissioner, Ms. Becky Rothrock, presented the Contract for Services between the City of Quitman, Brooks County Tax Commissioner and Brooks County Board of Commissioners to collect taxes. The Tax Commissioner is authorized to contract for, to accept, receive and retain compensation from the City for the billing and collection for municipal taxes. The collection fee has increased 5% from 2021. The City has approved and signed the Contract. There is an edit to the Contract regarding how the fees will be paid pursuant to the code stated in the Contract. The fees will be paid to Brooks County, then to Tax Commissioner. Ms. Rothrock stated she will make the edit and take to the city to be

signed. Ms. Exum made the motion to approve the Contract for Services with the appropriate adjustment for compensation, seconded by Mr. Larko. Vote was unanimous.

B. Dodd Road – Dodd Road has been declared an urgency due to failing culverts caused by Beavers. The Road Department has done reinforcement and keeping watch on it. An Engineer was hired to look at. The project can be done by the Road Department or a Contractor. But it will pull resources from the Road Department to do so. The RFP has been published to the Free Press. Administrator stated the Board can move forward with the two quotes or republish the ad and wait for bids to come in. Ms. Exum inquired where the funds will come from? Administrator advised the funds are in the Road Department budget under line item for asphalt. County Attorney advised that Administrator could suspend procurement when deemed an emergency. Therefore, no action is needed from the Board if backing up with a special called meeting.

C. Timber Ordinance – Chief Appraiser, Mr. Wayne Waldron, submitted information regarding timber harvest notification for Board review. The Assessors' office was designated to issue timber permits because they maintain the required ownership and location information and possess the mapping capabilities. The ordinance provides a mean by which Brooks County oversees use of roads and protect county roads and other infrastructure. Mr. Waldron and the Road Department provided edits for the ordinance. Mr. Larko sponsored the Timber Ordinance to lay on the table for 30 days, to include the edits of Mr. Waldron and the Road Department and the Board will approve at the next regular meeting in May 2022.

D. Ag Building Abatement Quote – Administrator presented information regarding the additional cost for the old Ag Building demolition. Contractor for SC Barker Construction, informed Administrator that they are required by law to test the Ag Building for Hazardous Materials prior to demolition of the building. They have removed and sent materials for testing on February 14th and have received the report back. The 9"x9" floor tile present in $\frac{3}{4}$ of the building was the only material tested positive for asbestos. This is an unforeseen condition no one could have anticipated nor budget for; and is not covered in SC Barker's contract. The tile must be professionally removed from the building and disposed of per EPA and EPD Regulations. A quote has been received from Coastal Plains Environmental, Inc. on the abatement of the asbestos floor tile in the amount of \$13,467.85. Administrator stated there is a contingency built into the project for \$20,000 and has not been used yet. Mr. Maxwell made a motion to approve the quote. County Attorney advised that due to funding being appropriated, no vote is required. Mr. Maxwell rescinded his motion.

8. PUBLIC COMMENTS – (5 MINUTES)

A. County Administrator Updates

- Informed the Board an offer of employment has been made to Permits and Inspections agent, Jason Montesano, who will be part-time.

- An offer of employment will be made to the Zoning Officer tomorrow.
- Demolition of Ag Building will begin within 6-9 weeks, and project completed within next 3 weeks.

B. Commissioners Notes/Comments

- **Lee Larko (District 1)** – Stated have a good and enjoyable Easter with Family.
- **Patrick Folsom, Chairman (District 2)** – Commented on the history of East Brooks Fire Department.
- **Willie Cody (District 3)** – Thanked everyone for coming.
- **Myra Exum (District 4)** – Thanked everyone for attending.
- **James Maxwell, Vice (District 5)** – Commented on doing things decent and in order.

Mr. Maxwell made the motion to go into executive session at 6:35 pm, Mr. Cody seconded.

9. EXECUTIVE SESSION

Mr. Maxwell made the motion to go out of executive session and return to the regular meeting at 7:13 pm, Mr. Cody seconded.

A. 911 Software Contract – After Chairman Folsom gaveled the meeting back into session, on the motion by Mr. Larko, seconded by Mr. Maxwell, the Board unanimously authorized the termination of the EZ911 finance contract by default of vendor; and to provide a 30-day notice of termination.

B. Personnel – No action was taken.

C. Litigation – No action was taken.

10. ADJOURNMENT

Mr. Larko made the motion to adjourn regular meeting at 7:16 p.m.; Mr. Cody seconded.

Mr. Patrick Folsom, Chairman
 Mrs. Jessica J. McKinney, County Administrator
 Ms. Patricia A. Williams, Clerk