

**CAMDEN COUNTY, GEORGIA  
BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING  
DECEMBER 9, 2014, 6:00 PM**

**A regular meeting of the Camden County Board of County Commissioners was held at 6:00 p.m. on Tuesday, December 9, 2014, in the Board of County Commissioners' Meeting Chambers of the Government Services Building, Woodbine, Georgia.**

Chairman Starline called the meeting to order at 6:00 p.m.

Finance & Budget Director Mike Fender delivered the invocation.

Chairman Starline led the Pledge of Allegiance.

**Present: Chairman James H. Starline; Vice-Chairman Chuck Clark; Commissioner Tony Sheppard; Commissioner Gary Blount; Commissioner Willis R. Keene, Jr.; County Administrator Steve Howard County Attorney; John S. Myers; and County Clerk Kathryn A. Bishop .**

**Agenda Amendments:**

**Addition of item under Presentations:**

- Presentation regarding the progress of Functional Consolidation efforts by Chief Crews, accompanied by Chief Smith, Chief Horton and Director Douglas.

**Removal of item 13 under regular agenda and renumber the agenda accordingly:**

13. Intergovernmental Rental Agreement for Juvenile Justice

Commissioner Sheppard made a motion, seconded by Commissioner Keene to approve the agenda amendments as presented.

**The motion carried unanimously .**

**Motion to Adopt the Agenda:**

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to adopt the agenda as amended.

**The motion carried unanimously .**

**Approval of Minutes**

- November 16, 2014 regular meeting minutes

Vice-Chairman Clark made a motion, seconded by Commissioner Sheppard to approve the November 16, 2014 regular meeting minutes

**The motion carried unanimously.**

## **Presentations**

- Proclamation honoring Congressman Jack Kingston presented by Chairman Starline

**Due to scheduling conflicts this item was not presented at this time.**

- Presentation regarding the progress of Functional Consolidation efforts by Chief Crews, accompanied by Chief Smith, Chief Horton and Director Douglas.

Chief Crews, accompanied by Chief Smith, Chief Horton and Director Douglas presented an update regarding the efforts, and progress made implementing functional consolidation.

## **Public Comments**

No public comments were offered during this time.

Commissioner Blount made a motion, seconded by Commissioner Keene to adjourn the regular meeting at 6:20 PM.

**The motion carried unanimously.**

Chairman Starline convened the public hearing at 6:20 PM.

## **Public Hearing**

- To receive comments from the public regarding 2015 Alcohol Licenses or the amendments to the Unified Development Code Section

Interim Director Eric Landon presented a power point presentation to the board detailing the 2015 Alcohol Licenses and the Unified Development Code (UDC) amendments:

### **Unified Development Code (UDC) amendments:**

- Planning staff has interviewed stakeholders in the community to identify amendments to the UDC that will make for a more efficient process and eliminate redundancy.
- The proposed amendments are intended to clarify the submittal requirements for building permits and to modify the process for a land use change by requiring a single application to be approved by the BOC.
- The current language in the UDC is unclear to determine the submittal requirements for agricultural and accessory buildings.
- The proposed amendments will clarify the types of plans that are required for each type of submittal.
- The Planning Commission recommended approval of the proposed amendments.
- The current language in the UDC requires the FLUM and zoning to match in all cases which can create a duplicate application process.
- If amended, the FLUM will serve as an advisory tool for land use decisions.
- The Planning Commission recommended approval of the proposed amendments with a 3-2 vote.

### **2015 Alcohol Licenses:**

- Each year the BOC must approve the renewal of alcohol licenses for the calendar year.

- Applicants are required to submit applications for renewal, obtain criminal background checks from the Sheriff, and get fingerprinted when required.
- The required information has been provided by the applicants.

## Public Hearing Comments

No comments from the public were offered regarding the 2015 Alcohol Licenses or the Unified Development Code amendments during this time.

Commissioner Keene made a motion, seconded by Commissioner Blount to adjourn the public hearing at 6:27 PM.

**The motion carried unanimously .**

Chairman Starline reconvened the regular meeting at 6:27 PM.

## Regular Meeting

1. Renewal of Alcohol Sales and Consumption Licenses for 2015.

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to approve the 2015 Alcohol Licenses as presented.

**The motion carried unanimously.**

Jim Gilbert Retail	Consumption	Broadfield Plantation - Main House dealers of spirituous beverages, beer and wine.	liquors,	malt
Jim Gilbert Retail	Consumption	Broadfield Plantation - In-Room Service dealers of spirituous beverages, beer and wine.	liquors,	malt
Jim Gilbert		Broadfield Plantation - Pool House Retail Consumption dealers of spirituous malt beverages, beer and wine.		
Jim Gilbert		Broadfield Plantation - Skinning Shed Retail Consumption dealers of spirituous malt beverages, beer and wine.		
Michael Ott & Ann Marie V.		Crooked River Lounge Retail Consumption dealers of spirituous beverages, beer and wine.		
Jayashbui R. Patel		The Camden Grocery Retail Dealer of Malt Beverages, beer and wine sold in the original packages only.		
Nicholas Antar		Green Cedar Food Store #1 Retail dealer of beer sold in the original packages only.		
Nicholas Antar		Green Cedar Food Store #6 Retail dealer of beer sold in the original packages only.		

John Arthur Ganas	Flash Foods, Inc. #124 Retail dealer of malt beverages, beer and wine sold in the original packages only.
Oliver R. Ferguson	Greyfield Inn Corporation Retail consumption dealers of spirituous liquors, malt beverages, beer and wine.
Jay Thomas Hulslander	Waverly Minit Mart Retail dealer of malt beverages, beer and wine sold in the original packages only.
David A. Edwards	The River House @ Cabin Bluff Retail consumption dealers of spirituous liquors, malt beverages, beer, and wine
David A. Edwards	The Lodge @ Cabin Bluff Retail consumption dealers of spirituous liquors, malt beverages, beer, and wine
David A. Edwards	The Pub @ Cabin Bluff Retail consumption dealers of spirituous liquors, malt beverages, beer, and wine
David A. Edwards	The Lodge @ Cabin Bluff (In Room Service) Retail consumption dealers of spirituous liquors, malt beverages, beer, and wine
Travis Norman	The Golf Club @ Sanctuary Cove; Retail consumption dealers of spirituous liquors, malt beverages, beer, and wine
Daniel K. Smith	Friendly Express #78; Retail dealer of malt beverages, beer and wine sold in the original packages only.
Barry Reed	Reed's Place; Retail dealer of spirituous liquors sold in original packages only.
Barry Reed	Reed's Grocery & Ponderosa; Retail Consumption Dealers of Malt Beverages, Beer and Wine
Gregory Reed	Reed's Brothers Package Store; Retail dealer of malt beverages, beer, wine and Spirituous liquors sold in original packages only.
Gregory Reed	Reed's Brothers Convenience Store; Retail dealer of malt beverages and wine sold in original packages only.
Robert C. Sweat, Sr.	Chief Tomochichi Restaurant Inc. - D.B.A. as Trolley Package Store; Retail dealer of malt beverages, beer, wine and/or spirituous liquors sold in original packages only.
Robert C. Sweat, Sr.	Chief Tomochichi Restaurant Inc. - D.B.A. as Whistle Stop Lounge; Retail Consumption dealers of spirituous liquors, malt beverages, beer and wine.

2. Proposal to amend UDC Sec. 1245(b): Proposal to amend the application requirements for a building permit.

Commissioner Blount made a motion, seconded by Commissioner Sheppard to approve the amendments to the Unified Development Code, Section 1245(b) to clarify the application requirements for a building permit.

**The motion carried unanimously.**

3. Proposal to amend UDC Sec. 1202 (a) and 1206: Proposal to amend Future Land Use Map requirements.

Commissioner Blount made a motion, seconded by Vice-Chairman Clark to approve the amendments to the Unified Development Code, Section 1202 (a) and 1206: Proposal to amend Future Land Use Map requirements.

Commissioner Blount made a motion, seconded by Vice-Chairman Clark to withdraw the previous motion.

**No further action taken.**

4. Approval of Agreement for Medical Director for Camden County Fire Rescue

Vice-Chairman Clark made a motion, seconded by Commissioner Sheppard to approve the agreement for Medical Director for Camden County Fire Rescue with Dr. James Alan Wilson, M.D.

**The motion carried unanimously.**

5. Appointment to the Camden County Board of Assessors.

Commissioner Sheppard made a motion, seconded by Vice-Chairman Clark to appoint John Wojcik to the Camden County Board of Assessors. Mr. Wojcik shall assume the vacant term and the term shall expire on December 31, 2016.

**The motion carried unanimously.**

6. Professional Services Agreement with the Coastal Regional Commission for assisting Camden County with development of the outline and strategic plan of the GIS address editing process.

Commissioner Sheppard made a motion, seconded by Commissioner Keene to approve the Professional Services Agreement with the Coastal Regional Commission for assisting Camden County with development of the outline and strategic plan of the GIS address editing process.

**The motion carried unanimously.**

7. Approval of the 2015 Meeting Calendar and Holiday schedule.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the 2015 Meeting Calendar and Holiday Schedule.

**The motion carried unanimously.**

<b>Board of County Commissioners 2015 Calendar</b>
<b>January 1</b> , County Business Offices are <b>closed</b> .
<b>January 6</b> , Commissioners' Meeting, <b>6 PM</b>
<b>January 19</b> , County Business Offices are <b>closed</b> .
<b>January 20</b> , Commissioners' Meeting, <b>6 PM</b>
<b>February 16</b> , County Business Offices are <b>closed</b> .
<b>February 17</b> , Commissioners' Meeting, <b>6 PM</b>
<b>March 3</b> , Commissioners' Meeting, <b>6 PM</b>
<b>March 17</b> , Commissioners' Meeting, <b>6 PM</b>
<b>April 3</b> , County Business Offices are <b>closed</b> .
<b>April 7</b> , Commissioners' Meeting, <b>6 PM</b>
<b>April 21</b> , Commissioners' Meeting, <b>6 PM</b>
<b>May 5</b> , Commissioners' Meeting, <b>6 PM</b>
<b>May 19</b> , Commissioners' Meeting, <b>6 PM</b>
<b>May 25</b> , County Business Offices are <b>closed</b> .
<b>June 2</b> , Commissioners' Meeting, <b>6 PM</b>
<b>June 16</b> , Commissioners' Meeting, <b>6 PM</b>
<b>July 3</b> , County Business Offices are <b>closed</b> .
<b>July 14</b> , Commissioners' Meeting, <b>6 PM</b>
<b>August 11</b> , Commissioners' Meeting, <b>6 PM</b>
<b>August 25</b> , Commissioners' Meeting, <b>6 PM</b>
<b>September 1</b> , Commissioners' Meeting, <b>6 PM</b>
<b>September 7</b> , County Business Offices are <b>closed</b> .
<b>September 15</b> , Commissioners' Meeting, <b>6 PM</b>
<b>October 6</b> , Commissioners' Meeting, <b>6 PM</b>
<b>October 12</b> , County Business Offices are <b>closed</b> .
<b>October 20</b> , Commissioners' Meeting, <b>6 PM</b>
<b>November 3</b> , Commissioners' Meeting, <b>6 PM</b>
<b>November 11</b> , County Business Offices are <b>closed</b> .
<b>November 17</b> , Commissioners' Meeting, <b>6 PM</b>
<b>November 26 &amp; 27</b> , County Business Offices are <b>closed</b> .
<b>December 8</b> , Commissioners' Meeting, <b>6 PM</b>
<b>December 24, 25 &amp; 28</b> , County Business Offices are <b>closed</b> .

Boards of County Commissioner's meetings are held in Woodbine at the Government Services Building. This calendar does not include any work sessions, public hearings, or special called meetings that are currently scheduled or that may be scheduled in the future.

## 2015 Holiday Schedule

Thursday, January 1 <sup>st</sup>	New Year's Day
Monday, January 19 <sup>th</sup>	Martin Luther King, Jr.
Monday, February 16 <sup>th</sup>	Presidents Day
Friday, April 3 <sup>rd</sup>	Good Friday
Monday, May 25 <sup>th</sup>	Memorial Day
Friday, July 3 <sup>rd</sup>	Independence Day
Monday, September 7 <sup>th</sup>	Labor Day
Monday, October 12 <sup>th</sup>	Columbus Day
Wednesday, November 11 <sup>th</sup>	Veterans Day
Thursday, November 26 <sup>th</sup>	Thanksgiving Day
Friday, November 27 <sup>th</sup>	Day After Thanksgiving
Thursday, December 24 <sup>th</sup>	Christmas Eve
Friday, December 25 <sup>th</sup>	Christmas Day
Monday, December 28 <sup>th</sup>	Day After Christmas

### 8. Employee Performance Award

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Employee Performance Award in the amount of a one-time payment of \$1000.00 for an employee who has completed twelve (12) months of service, and authorize budget amendments associated with the performance award. An employee that has not been with the County twelve (12) months will be prorated based on hire date, as well as employees will be subject to receiving a twenty-five percent (25%) reduction for each disciplinary action that has taken place during the past twelve (12) months.

**The motion carried unanimously.**

### 9. Consideration of request regarding ad valorem taxes.

Commissioner Blount made a motion, seconded by Commissioner Clark to approve the request regarding ad valorem taxes by Ronald Ray Raymond, Jr. in the amount of \$219.10.

**So voted:**

**Chairman Starline - No**

**Vice-Chairman Clark - Yes**

**Commissioner Keene - No**  
**Commissioner Sheppard - Yes**  
**Commissioner Blount - Yes**

**The motion carried 3-2.**

~~10.~~ Authorization and Approval of Agreement for the creation of the Superior Court Clerk's Technology Fund.

Commissioner Blount made a motion, seconded by Commissioner Keene to direct the Finance Director to bring back a budget amendment in the approximate amount of 18,000.00 at the time of the purchase of a plat printer.

**The motion carried unanimously.**

11. Approval of amendment to health retirement policy.

Commissioner Blount made a motion, seconded by Commissioner Keene to delete the health retirement policy.

**The motion carried unanimously.**

12. Approval of Gym Reimbursement Policy.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Gym Reimbursement Policy.

**The motion carried unanimously.**

Gym Membership Reimbursement

A. Policy

1. Camden County Board of Commissioners encourages employees to achieve and maintain a healthy lifestyle through physical fitness.
2. Employees will be reimbursed up to \$300.00 per employment year for eligible fees. Eligible fees include the enrollment (if applicable) and annual or monthly fees for an individual membership at a fitness center or formal fitness courses where the facility is a recognized establishment with a verifiable tax identification number.
  - a. Items not covered include: books, videos, apps, food, equipment, recreational activities, clothing, etc. Employees will be reimbursed on a quarterly basis, regardless of the type of membership (annual or monthly).
  - b. The employee will contact Human Resources if they are unsure a particular program is reimbursable.

B. Eligibility

1. Gym membership reimbursement is available to full-time employees who have been employed by the County for a minimum of 6 months.

C. Procedure

1. Employees must provide the following documents quarterly in order to receive reimbursement:
  - a. Invoice of membership
  - b. Proof of payment
  - c. Proof of participation



- i. An employee must provide proof of 25 visits per quarter in order to receive reimbursements.
- 2. Falsification of documentation or information in order to receive reimbursement will subject to formal discipline up to and including termination.

D. Tax Liability

- 1. The amount reimbursed to employees may be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, federal, state and local taxes.

E. Additional Information

Employees should consult with a physician prior to starting a physical regiment.

13. Approval of Fiscal year 2015 Budget Amendments

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Fiscal Year 2015 Budget Amendments.

**The motion carried unanimously.**

**A RESOLUTION TO AMEND THE 2014-2015 FISCAL  
BUDGET RESOLUTION FOR THE CAMDEN COUNTY  
BOARD OF COMMISSIONERS**

BE IT RESOLVED by the Camden County Board of Commissioners, Camden County, Georgia in regular session lawfully assembled for County purposes:

That it is necessary to reflect a grant for costs pertaining to HIDTA grant for reimbursement of overtime;

That the above transactions can be fulfilled by changing the following budget accounts in the general fund:

<u>Description</u>	<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed Budget</u>
COP Grant	- 33.1100	\$ -0-	\$ 13,320	\$ 13,320
Salaries - Sheriff	3300 - 51.1300	\$ 20,000	\$ 13,320	\$ 33,320

THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners does hereby ordain, resolve, and enact the foregoing budget amendments for Camden County, Georgia.

**A RESOLUTION TO AMEND THE 2014-2015 FISCAL  
BUDGET RESOLUTION FOR THE CAMDEN COUNTY  
BOARD OF COMMISSIONERS**

BE IT RESOLVED by the Camden County Board of Commissioners, Camden County, Georgia in regular session lawfully assembled for County purposes:

That it is necessary to reflect the completion of the CRC contract and the reorganization of the Planning and Development Department;

That the above transactions can be fulfilled by changing the following budget accounts in the general fund:

<u>Description</u>	<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed Budget</u>
Prior Year Taxes	- 31.1200	\$ 726,400	\$ 76,830	\$ 803,230
Salaries - Planning	7000 - 51.1100	\$ 185,037	\$ 19,160	\$ 204,197
Contract Service-Plan	7000 - 52.1225	\$ -0-	\$ 57,670	\$ 57,670

THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners does hereby ordain, resolve, and enact the foregoing budget amendments for Camden County, Georgia.

14. Approval of a new distribution list for the replacement of Fire Rescue vehicles

Commissioner Blount made a motion, seconded by Commissioner Sheppard to approve the new distribution list for the replacement of Fire Rescue Vehicles.

**The motion carried unanimously.**

## SPLOST CCFR Vehicle Replacement

<b>Budgeted in SPLOST for Fire Engines</b>	<b>\$1,620,000.00</b>	<b>\$270,000.00</b>	<b>Budgeted for 6 New Fire Engine</b>
--	-----------------------	---------------------	---------------------------------------

July and Dec 2014, 2 Engines	\$523,574		
July 2015, 1 Engine	\$269,700		
July 2016, 1 Engine	\$277,700		
July 2017, 1 Engine	\$285,700	<b>\$1,356,674.00</b>	
<b>Total 5 new Engines</b>		<b>\$263,326.00</b>	<b>Difference</b>

		<b>\$530,000.00</b>	<b>Budgeted in SPLOST for Ambulances</b>
<b>New ambulance, Sept 2014</b>	228,370		
Equipment	38,000	\$266,370.00	
Balance of ambulance replacement		<b>\$263,630.00</b>	

Balance from fire engines	<b>\$263,326.00</b>
	<b>\$526,956.00</b>

	147,000.0	
Remount No. 1	0	
	147,000.0	
Remount No. 2	0	
Remount No. 3	147,000.0	<b>\$441,000.00</b>

	0	
<b>Total for 3 remounts</b>		<b>\$85,956.00</b>
<u>Battalion 1, pickup</u>	33,400.00	<b>GSA price</b>
Fire Chief/EMA Director pickup	33,400.00	\$66,800.00
		<b>\$19,156.00</b>
Equipment , x 2	9000	
	9000	\$18,000.00
Balance		<b>\$1,156.00</b>

## Reports

### Calendar - December 2014 & January 2015

County Clerk Kathryn Bishop read the calendars for December 2014 & January 2015.

### County Administrator 's Report :

County Administrator Steve Howard announced that a new Strategic Plan is coming in 2015. He wished everyone a Merry Christmas and Happy New Year.

### Additional Public Comments:

No public comments were offered during this time.

### Adjournment:

Vice-Chairman Clark made a motion, seconded by Commissioner Sheppard to adjourn the December 9, 2014 meeting. The vote was unanimous to adjourn the meeting at 7:53 PM.