

CITY OF PINE LAKE
ACTION AGENDA
January 10, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

Call to Order Present: Mayor Hammet, Council members Brandy Hall, Augusta Woods, Tracey Brantley and Nivea Castro. City Administrator ChaQuias Miller-Thornton, Chief of Police Sarai Y’Hudah-Green, Administrative Coordinator Missye Varner were also present. Mayor pro tem Jean Bordeaux and City Attorney Susan Moore were not present.

Adoption of Agenda of the Day

Council Member Hall motioned to adopt the agenda, seconded by Council member Castro, the adoption of the agenda passed unanimously.

Adoption of the Minutes

- Regular Meeting – December 13, 2023
- Executive Session – December 13, 2022

Council Member Woods motioned to adopt the minutes, seconded by Council Member Hall the adoption of the minutes passed unanimously.

Consent Agenda

1. 2023 Appointments
 - a. City Attorney – Susan J. Moore
 - b. City Auditor – James Whitaker
 - c. City Engineer – Rich Edinger, Clarke Patterson Lee
 - d. Legal News Organ – Champion Newspaper
 - e. Municipal Court Judge – L’Erin Barnes Wiggins
 - f. Solicitor - Jonathan Kester

Council Member Brantley motioned to adopt the consent agenda-2023 Appointments; seconded by Council Member Castro the adoption of the consent agenda passed unanimously.

Old Business

1. Charter Amendment – Ordinance 2022-04 – Second Adoption

Council Member Brantley performed the second read of the Ordinance, with a motion by Member Castro to consider second adoption of the Charter Amendment – Ordinance 2022-04 the motion was seconded by Council Member Woods. Upon a motion and second, the second adoption of Ordinance 2022-04 passed unanimously, thus making ChaQuias Miller-Thornton the first City Manager in the City’s history.

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2. Proposed Financial Policies and Procedures Manual

City Administrator Miller-Thornton presented the Proposed Financial Policies and Procedures Manual to Mayor and Council on November 29, 2022. Finding a need for additional review, the Mayor and Council consented not to take any action on this item and it was placed on the January 10, 2023 regular meeting agenda. There was not any action taken on this item and it will be placed on a future agenda.

New Business

1. SafeBuilt Contract Amendment

Council Member Hall motioned to approve the amended SafeBuilt Contract; seconded by Council Member Woods, the amended contract passed unanimously.

2. Letter of Engagement – Auditor Services – James Whitaker P.C. – For year ending December 31, 2022

Council Member Castro motioned to approve the Letter of Engagement – Auditor Services- James Whitaker P. C. – For year ending December 31, 2022 ; seconded by Council Member Brantley, Letter of Engagement for Auditor Services passed unanimously

3. Resolution R-01-2023 – To Set 2023 Qualifying Fees

Council Member Hall motioned to approve Resolution R-01-2023 – To Set 2023 Qualifying Fees; seconded by Council Member Woods; the resolution passed unanimously.

4. Resolution R-02-2023 – Confirmation of December 13, 2022 Executive Session

Council Member Hall motioned to approve Resolution R-02-2023 – Confirmation of December 13, 2022, Executive Session; seconded by Council Member Castro; the resolution passed unanimously.

5. Resolution R-03-2023 – FY2022 Budget Amendment

Council Member Brantley motioned to adopt Resolution R-03-2022 – Proposed FY2023; seconded by Council Member Hall, the resolution passed unanimously. City Administrator Thornton informed Council that the revisions to the 2022 budgets have previously been approved by resolution of Mayor and Council.

Adjournment

Council Member Woods motioned to adjourn at 7:54pm; seconded by Councilmember Hall, passed unanimously.