

**CITY OF PINE LAKE
MEETING MINUTES
December 13, 2022, 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

Call to Order - Mayor Melanie Hammet called the meeting to order at 7:00pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Hall, Augusta Woods, Tracey Brantley and Nivea Castro. City Administrator ChaQuias Miller-Thornton, Chief of Police Sarai Y'Hudah-Green, City Attorney Susan Moore and Administrative Coordinator Missye Varner were also present.

Announcements/Communication

Mayor Hammet communicated that she received a text from Commissioner Steve Bradshaw and that the DeKalb County Board of Commissioners has approved the funding for installation and monthly utility costs for street lighting on Rockbridge Road from Allgood to Rowland.

Adoption of Agenda of the Day

Mayor Hammet amended the agenda by moving New Business Items #3 and #4 to the end of the Regular Council Meeting. Mayor Pro Tem Bordeaux motioned to adopt the amended agenda, seconded by Council member Brantley; the adoption of the amended agenda passed unanimously.

Adoption of the Minutes

- Regular Meeting – November 29, 2022
- Executive Session – November 29, 2022

Council Member Woods motioned to adopt the minutes, seconded by Mayor Pro Tem Bordeaux; the adoption of the minutes passed unanimously.

Public Hearing – To receive public comment on the FY2023 Budgets, as proposed.

Mayor Hammet opened the Public Hearing at 7:06pm to receive public comments and closed the hearing at 7:07pm because there were not any public comments.

Public Comments – 3 minutes each please

There were not any public comments.

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Old Business

1. Resolution R-14-2022 - Proposed FY2023 Budgets

Mayor Pro Tem Bordeaux motioned to adopt Resolution R-14-2022 – 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.

2. Charter Amendment – Ordinance 2022-04 – Second Read and First Adoption

Council Member Castro performed the second read of the Ordinance, with a motion by Council Member Hall to consider first adoption of the Charter Amendment – Ordinance 2022-04 the motion was seconded by Council Member Woods. Upon a motion and second, the first adoption of Ordinance 2022-04 passed unanimously.

3. Ordinance Amendment – Ordinance 2022-05 – Second Read and Adoption

Council Member Brantley performed the second read of the Ordinance, with the motion by Council Member Brantley to adopt Ordinance Amendment – Ordinance 2022-05; seconded by Council Member Woods, the motion to adopt Ordinance 2022-05 passed unanimously.

4. 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, 2023. Finding a need for additional review, Mayor and Council consented not to take any action on this item and it was placed on the January 10, 2023 regular meeting agenda.

New Business

1. Resolution R-15-2022 – Confirmation of November 29, 2022 Executive Session

Council Member Hall motioned to approve Resolution R-15-2022 – Confirmation of November 29, 2022 Executive Session; seconded by Council Member Woods; the resolution passed unanimously.

2. Water Storage Tanks – Potable Water Reservoirs

Mayor Hammet advised Council that the City should consider being proactive with regards to the establishment of adequate potable water supply. Councilmember Hall expressed that she would contact resources that she has regarding water supply regulations. City Administrator Thornton suggested consulting with DeKalb County Watershed and City Attorney Moore suggested consulting with Public Health.

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REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

There were not any public comments.

Staff Reports

Administration
Public Safety
Public Works

Copies of the Administration, Public Works and Public Safety reports are on file in City Hall for reviewing. Please email missyeverner@pinelakega.net to request copy or call 404-999-4931 to schedule an appointment to review the copy on file.

Reports/Comments

Mayor
City Council

There were not any Mayoral or City Council comments.

Information for “The Pine Lake News” eblast.

Lighting of the Lake and Cookie Exchange Well Attended.

On Saturday, December 3rd residents and guests came together for the Lighting of the Lake and PLAIN Cookie Exchange. The Pine Lake Singfishers (community choir) performed a few songs, then, after the lighting of the Lake, they led the community in some holiday carol classics.

You may have noticed some differences in the reindeer configuration this year. This is due to several factors: the berm where the reindeer usually play has temporarily become inaccessible because of the condition of both bridges. (We will be getting bids on repair soon). Several of the reindeer were found to be inoperable and there was a shortage of electrical outlets at the new location. Next year will hopefully see a rehabilitated reindeer herd and even more beautiful lights on the lake.

Oak Road Repair Project Out for Bid

A request for bids for the repair of Oak Road and accompanying drainage issues has been put out. Bids are due by January 31st. This project is largely a SPLOST project and will be the first major SPLOST expenditure for the city.

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2023 Budget Passed by Council

The Council passed the 2023 budget which had been presented to Council by Mayor and City Administrator at the November 29th meeting.

December 27th Council Meeting Cancelled due to Holidays

The next Council meeting will be January 10th, 2023. The Mayor, Council, and Staff wish you all a wonderful holiday season.

New Business resumed.

3. Executive Session to Discuss Personnel

Mayor Hammet called for a motion to adjourn regular session and to convene executive session to discuss personnel.

Adjournment of Regular Meeting

Council Member Woods motioned to go into executive session at 7:44pm; seconded by Mayor Pro Tem Bordeaux, passed unanimously.

Executive Session was held and adjourned at 9.56pm.

New Business resumed.

**4. Employment Agreement between the City of Pine Lake and City Administrator
ChaQuias Miller Thornton**

Councilmember Brantley made a motion to approve the Employment Agreement between the City of Pine Lake and City Administrator with a 5% increase in base salary (with base salary to include the 2022 contracted base salary plus the 2022 contracted compensation in lieu of employee health benefits), seconded by Mayor pro tem Jean Bordeaux. Motion passed unanimously.

Adjournment

Council Member Hall motioned to adjourn the December 13, 2022 regular session of Council at 10:04pm; seconded by Councilmember Castro, passed unanimously.