

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
APRIL 11, 2023 at 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

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

**Call to Order** Mayor Melanie Hammet called the meeting to order at 7:00pm. Present: Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Hall, Augusta Woods, Tracey Brantley and Nivea Castro. City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y’Hudah-Green, Administrative Coordinator Missye Varner and City Attorney Susan Moore were also present.

**Announcements/Communication**

Mayor Hammet communicated that the Easter Egg Hunt and PLAIN Breakfast held on April 8<sup>th</sup> was a great success and was well attended with approximately 30-50 of the resident children.

Mayor Hammet communicated that on April 8<sup>th</sup> the Pine Lake Lounge had a packed house with attendance by the Mayor herself, and special guests State Rep. Viola Davis-Johnson, City of Avondale Estates Mayor Jonathan Elmore, Commissioner Steve Bradshaw and likely commissioner candidate Gabrielle Rodgers. A great time was had by everyone that attended.

Mayor Pro tem Bordeaux announced that on April 13<sup>th</sup> at 6:30pm there will be a Juneteenth Planning Meeting at the Club House to prepare for the second annual Juneteenth celebration and welcomed all to attend and to bring their creative ideas.

**Special Presentation – Eloise and Craig Luke**

Eloise and Craig Luke of neighboring Roland Road presented to the City a beautifully framed photograph of the beach/lake taken by Eloise Luke. The couple stated that the photograph was being gifted to the city to enjoy as much as they had for years.

**Adoption of Agenda of the Day**

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

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**Adoption of the Minutes**

- Regular Meeting – March 28, 2023

Mayor pro tem Bordeaux motioned to adopt the agenda, seconded by Council Member Woods, the adoption of the agenda passed unanimously.

**Public Comments – 3 minutes each please**

There were no public comments at this time.

**Old Business**

There was not any Old Business.

**New Business**

1. Consent of Council to Announce Intent to Take Action – Propose Increase of Mayor and Council Salary

City Manager Miller-Thornton presented and answered questions related to the process for Council to take action on a proposed increase for Mayor and Council salaries. The process, per Georgia law, includes advertisement in the legal organ of the Council's intent to take action. If action is taken that increases the salaries of Mayor and Council, the act will not take effect until 2024.

Council Member Castro motioned to approve the Consent of Council to Announce Intent to Take Action – Proposed Increase of Mayor and Council Salary, seconded by Mayor pro tem Bordeaux, the approval of the consent passed unanimously.

2. Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance – \$35,271

City Manager Miller-Thornton presented the Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance – \$35,271 terms for the years of 2023-2024. Council Member Brantley motioned to approve the renewal terms of Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance, seconded by Mayor pro tem Bordeaux, the approval passed unanimously.

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3. Resolution R-09-2023 – Budget Amendment – General Fund FY 2023 and Capital Projects Fund FY 2023

City Manager Miller-Thornton provided explanation of the proposed budget amendment. Council Member Hall motioned to adopt Resolution R-09-2023 – Budget Amendment – General Fund FY 2023 and Capital Projects Fund FY 2023; seconded by Council Member Woods, the adoption of the resolution passed unanimously.

**REPORTS AND OTHER BUSINESS**

**Public Comments – 3 minutes each please**

There were no public comments at this time.

**Staff Reports**

**Administration**

City Manager Miller-Thornton presented the following department reports within the City Manager's report.

Municipal Court

*Employment Position:*

- Job description for the position of City Clerk/Court Clerk has been drafted. As approved by Council, the position will continue to be a hybrid administrative position that services Administration, Court and Police department administrative functions. The salary increase is proposed for the position.
- \$35,048 was allocated for salaries/wages at FY2023 budget adoption suspecting full year fulfillment of the position. Anticipating a June 2023 placement for the City Clerk/Court Clerk position, only \$28,160 will be required for funding of salary/wages for the position.

Public Works

- The Administration has researched purchasing options for purchase of a new or used leaf machine. The suggestion is that the asset be acquired with

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American Rescue Plan Act funds. The item was discussed during the 03/25/2023 Council retreat. The Admin Office has begun receiving cost proposals for the equipment. Public work is currently reviewing the proposals for requested equipment options.

- Public works continues to conduct leaf pick-up on and around the City's streets and is working towards completing the requirements for this year's MS4 report. The report period ends 04/30/2023.

Current City Projects:

- Ongoing: On 03/28/2023 Council approved proposal for Clark Patterson Lee to conduct bid document and construction plan composition and construction administration for rebuilding the inner berm bridges. Soil test and drilling is scheduled for April 22, 2023 from 8am-5pm. The next step is for the Administration Office to coordinate with Clark Patterson Lee regarding bid document dates.

Poplar Park

Statement of Work (COVID-19) is being composed for submittal to Commissioner Lorraine Cochran-Johnson's Office in expectation of funding for the development of Poplar Park. Report submittal to the Commissioner's office is anticipated by week's end.

Administrative Matters

*Applications/Licenses:*

The Administration has processed 24 business license renewals and 2 alcohol license renewals for the 2023 year.

Council is scheduled to hear alcohol privilege license application for Mangos Caribbean restaurant on April 25<sup>th</sup>, 2023. The item will be heard during the regular meeting of Mayor and Council.

*Policy/Procedures Drafts:*

Personnel Policy draft is nearing completion. The Administration Office will present process for review and re-write of the personnel policy handbook on 04/11/2023.

*Required Reporting:*

My office is preparing required report under American Rescue Plan Act provisions. The report is due April 30<sup>th</sup>, 2023.

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
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Education and Training:

As of 04/04/2023 City Manager Miller-Thornton has completed the GMA human resource certification program.

Public Safety

- Chief Green presented and participated in discussion of the Agency Activity Reports generated by Courtware Rare Element Solutions software for the Police Department. These resourceful reports will be distributed at council meetings quarterly.
- Chief Green stated that congratulations are in order to Pine Lake Police Departments Cpl. Jason Cooper. The Pine Lake Police Department received a “Good Letter” on March 12, 2023, from DeKalb County Sheriff’s Department regarding an incident Cpl. Cooper assisted the county in. The commendation letter was in reference to his assistance in safely apprehending a suspect that was in a stolen vehicle attempting to flee. The subject had a concealed handgun in his pants where he was reaching for during the arrest.
- Chief Green reported that the new officers will be sworn in at the April 25<sup>th</sup> City Council meeting.

Copies of the Administration/Public Works/Court and Public Safety reports are on file in City Hall for reviewing. Please email [missyevarner@pinelakega.net](mailto:missyevarner@pinelakega.net) to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file.

**Reports/Comments**

Mayor

Mayor Hammet inquired about a solution to restrict the open carry law for weapons. There was discussion and City Attorney Moore stated that the State of Georgia Legislature has taken away much of the authority for cities to govern restrictions and laws and that she will conduct research on the matter.

City Council

There were not any City Council comments.

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**Information for “The Pine Lake News” eblast.**

**Congratulations to Pine Lake Police Department’s Corporal Jason Cooper.**

The Pine Lake Police Department received a “Good Letter” on March 12, 2023, regarding Corporal Jason Cooper's assistance in an incident in DeKalb County. The commendation letter described his assistance in safely apprehending a suspect that was in a stolen vehicle attempting to flee. The subject had a concealed handgun and reached for it during the arrest. Thank you, Officer Cooper, Job well done! #TeamWork #EveryoneGoesHome

**Special Thanks to Neighbors of Pine Lake, Eloise and Craig Luke**

Mr. and Mrs. Luke presented the City of Pine Lake with a beautiful original photograph of our lake taken by Mrs. Luke. The Luke’s reside nearby on Rowland Road and enjoy walking around Pine Lake. The photograph has been hanging in their home, but after making some décor changes, they decided that it was time that someone else enjoyed it.

We feel so lucky and honored that they decided to give the photograph to the city. You will be able to see the photograph when you attend Council Meetings and other events in the Council Chambers.

**Pollination Celebration April 23rd from 1:00 PM to 5:00 PM**

The Municipal Arts Panel (MAP) and Stewards for Environmental Education and Design (SEED) join forces once again with a Pollination Celebration. The event will take place on the park side of the Beach House and will include a nature walk, live music, food and drink, plant sale, seed exchange, education, information and so much more. Come and join your neighbors in welcoming all Spring pollinators to Pine Lake.

**Project to Restore the Two Bridges on the Inner Berm**

The first step for this project will commence on Saturday April 22nd. Between 8:00 AM and 5:00 PM soil testing will be taking place at the site of the two bridges. There will be drilling for soil samples and there may be some noise associated with the project.

**Food Assistance Available to Pine Lake Neighbors**

PLAIN’s Neighbor to Neighbor (N2N) program assists Pine Lake neighbors in need. If you or someone you know is food insecure or needs other assistance, please call 404 491-0774 and leave a message. A volunteer will call back to discuss needs and help

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available. All contacts are kept confidential.

**Adjournment** Council Member Woods motioned to adjourn at 8:00 pm; seconded by Mayor pro tem Bordeaux and passed unanimously.