



# CITY OF PORT WENTWORTH

CITY COUNCIL

APRIL 26, 2018

Council Meeting Room

Regular Meeting

7:00 PM

305 SOUTH COASTAL HIGHWAY  
PORT WENTWORTH, GA 31407

**1. CALL MEETING TO ORDER**

Mayor Gary Norton called the meeting to order.

**2. PRAYER AND PLEDGE OF ALLEGIANCE**

Council Member Linda Smith led in prayer and the Pledge of Allegiance.

**3. ROLL CALL - CLERK OF COUNCIL**

Attendee Name	Title	Status	Arrived
Gary Norton	Mayor	Present	
Paul Fox	Council Member	Present	
Linda Smith	Council Member	Present	
Shari Dyal	Council Member	Present	
Bill Herrin	Council Member	Present	
Thomas Barbee	Council Member	Present	
James L. Coursey, Jr.	City Attorney	Present	
Shanta Scarborough	Clerk of Council	Present	
Brian Harvey	Director of Development Services	Present	
Tiffany Lancaster	Director of Leisure Services	Present	
Matt Libby	Director of Public Safety	Present	
Jimmy Stewart	Wastewater Treatment Manager	Present	
Lee Sherrod	Major, Police Department	Present	
Lane Moore	Chief of Fire Operations	Present	
Jim Vaughn	City Engineer	Present	
Trent Long	City Engineer	Present	

**4. APPROVAL OF AGENDA**

Council Member Bill Herrin made a motion to approve the agenda. Seconded by Council Member Paul Fox. Vote was unanimous.

**5. RECOGNITION OF SPECIAL GUESTS**

There were none to report.

**6. ELECTIONS & APPOINTMENTS**

A. Carter Crawford - Interim City Administrator

Council Member Paul Fox made a motion to appoint Carter Crawford as the Interim City Administrator. Seconded by Council Member Bill Herrin. Vote was unanimous.

**7. ADOPTION OF MINUTES**

A. City Council - Regular Meeting - Mar 22, 2018 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Herrin, Council Member
<b>SECONDER:</b>	Paul Fox, Council Member
<b>AYES:</b>	Fox, Smith, Dyal, Herrin, Barbee

B. Executive Session - March 22, 2018

Council Member Bill Herrin made a motion to approve the minutes of the Executive Session of April 26, 2018. Seconded by Council Member Paul Fox. Vote was unanimous.

**8. COMMUNICATIONS & PETITIONS**

Council Member Linda Smith conveyed to the public about the May 7, 2018 Blood Drive that will be held at the First Baptist Church in the Social Hall. This is a community-wide event that is open to the public. The time is from 9:00 a.m. until 2:00 p.m. Mrs. Smith strongly encouraged the citizens of Port Wentworth to attend and stated that a pint of blood could save someone's life.

**9. COMMITTEE REPORTS**

A. Committee Reports

Council Member Bill Herrin made a motion to dispense with the reading of the committee reports and make them part of the minutes.

Tiffany Lancaster, Director of Leisure Services, addressed Mayor and Council to discuss the various sport activities and upcoming events for Leisure Services. Mrs. Lancaster stated that the department did sponsor Baseball, Softball and T-Ball leagues this year, as well as a girls Volleyball Team, which is doing great. Summer Camp registration is now open with 40 slots available, which is an increase (10) from the 30 spaces open to kids in 2017. The goal is to be able to increase the number of children by ten (10) each year for summer camp. All children attending camp will receive a cold breakfast and a hot lunch. The registration fee is \$50 for residents, \$70 for non-residents; the weekly fee is \$70 for residents and \$90 for non-residents. Lastly, Leisure Services will continue with its monthly Skate Nights. The next one is planned for Friday, May 18, 2018. Mrs. Lancaster stated that if anyone would like to volunteer to assist with summer camp they must pass a background check.

Mrs. Lancaster also invited everyone to attend the 47th Annual Stand Up For America Day Festival, which would be held on Saturday, April 28, 2018. She stated that there will be over 1,500 people participating in the parade, lots of vendors present, and great entertainment.

Mayor Gary Norton stated that Golf Cart tickets are on sale, for \$10 each, in the lobby that will support the building of a veterans memorial.

Seconded by Council Member Paul Fox. Vote was unanimous.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Herrin, Council Member
<b>SECONDER:</b>	Paul Fox, Council Member
<b>AYES:</b>	Fox, Smith, Dyal, Herrin, Barbee

**10. CONSENT AGENDA**

A. Pay Request #2 from Griffin Contracting, Inc., in the Amount of \$96,062.46 for the Phillips Ave Paving Project

B. PAY REQUEST # 3, BRW CONSTRUCTION, LLC

**11. UNFINISHED BUSINESS**

There were none to report.

**12. NEW BUSINESS**

A. Professional Service Agreement with ClearWater Solutions, LLC

Tim Mitchell, Regional Manager Clearwater Solutions, LLC, was present to answer any questions from Mayor and Council.

**Discussion 1**

Council Member Paul Fox wanted to go on record to state the importance of Stand Up For America Day (SUFAD) to the City and the need to be able to rely on the help of the Public Services staff. Tim Mitchell assured Mr. Fox that the City would be able to continue to utilize their services and would also be willing to provide additional help to assist in preparing for the festival.

Mayor and Council thanked City staff for organizing SUFAD and stated that everyone did a great job!

**Discussion 2**

Council Member Paul Fox also inquired of Mr. Mitchell, in the event the transition to Clearwater does not work out if there is an out clause? Mr. Mitchell addressed Mr. Fox's concern by stating that the contract is for three (3) years, renewable each year and that in the eleven (11) years that he's been with the company there has never been an out on either side.

**Discussion 3**

Council Member Bill Herrin asked Mr. Mitchell about the start date for Clearwater to take over. Mr. Mitchell stated that this decision will be at the discretion of Mayor and Council. He went on to further state that Clearwater would like to ask for a 30 day period to allow them time to prepare for the take over, but that they are prepared to begin whenever deemed necessary.

James L. Coursey, Jr., City of Port Wentworth Attorney, stated that he has reviewed both agreements submitted by Clearwater Solutions, LLC and has requested that they add in two additional items: 1. include a start date for the contract and 2. incorporate a discretionary amount of \$25,000.00.

**Voting**

Council Member Paul Fox proposed to Council that they vote on the agreement that included only the Public Services Department and the Wastewater Treatment Facility, excluding the Development Services Department. Seconded by Council Member Bill Herrin. Vote was unanimous.

Council Member Linda Smith made a motion to accept the July 1 start date for Clearwater Solutions, LLC to assume the duties of the Public Services and Wastewater Treatment Facility. Seconded by Council Member Bill Herrin. Vote was unanimous.

Council Member Bill Herrin made a motion to insert \$25,000.00 as the discretionary amount for the Clearwater Solutions, LLC Contract. Seconded by Council Member Paul Fox. Vote was unanimous.

**Discussion 4**

City Attorney, James Coursey, Jr., suggested that once the above changes are made that Council provide the necessary signatures on the agreement to move forward with the contract.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Herrin, Council Member
<b>SECONDER:</b>	Paul Fox, Council Member
<b>AYES:</b>	Fox, Smith, Dyal, Herrin, Barbee

- B. Alcoholic Beverage License Application submitted by Hemin Patel for a Beer / Wine License for Niti Inc 7 (1250 Highway 30) located in a P-C-3 (Planned General Business) Zoning District.

Hemin Patel was present to answer any questions from Mayor and Council.

Council Member Shari Dyal asked Mr. Patel if he is the new owner of the existing package shop? Mr. Patel stated yes, that they are a general convenience store requesting a beer & wine license and that the store does currently have a license.

Council Member Paul Fox stressed the importance of not allowing underage drinking in the City of Port Wentworth and asked Mr. Patel if he has measures in place to be certain that no minors are served? Mr. Patel stated yes.

Council Member Thomas Barbee inquired of the Port Wentworth Director of Public Safety, Matt Libby, if the Police Department still conducts random checks for minors being served alcohol? Chief Libby stated yes, that these type of checks are done twice a year and that the City does not issue a citation for this type of violation, offenders are taken to jail.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul Fox, Council Member
<b>SECONDER:</b>	Bill Herrin, Council Member
<b>AYES:</b>	Fox, Smith, Dyal, Herrin, Barbee

- C. Agreement with BridgePay Network Solutions, LLC for Tyler Parks and Recreation Program

James L. Coursey, Jr. , City of Port Wentworth Attorney, stated that he has reviewed the agreement with BridgePay Network Solutions, LLC and feels that it is very vague. Mr. Coursey recommended that the contract be revised to state the City's name within the contract and that the terms be edited to reflect more layman wording.

Tiffany Lancaster, Director of Leisure Services, explained that the agreement basically states that the BridgePay software will merge with the City's current Incode system to allow parents to make online and credit/debit card payments for various sports and camp registrations/weekly payments. Mrs. Lancaster urged Mayor and Council not to delay approval of the agreement because doing so would not allow the planned launch date of May 2, 2018.

Council Member Paul Fox agreed to vote on the contract to allow Mrs. Lancaster to move forward, but stated that he is also in agreement with Attorney Coursey that the contract needs to be revised.

Council Member Shari Dyal stated that she does not feel that Council should approve something in which they haven't seen the final product.

Council Member Bill Herrin stated that due to the amendments needing to be made to the agreement being a simple change in terminology and since the City is currently accepting credit cards for these types of payments there is no need to delay this item.

**RESULT:**       **APPROVED [UNANIMOUS]**  
**MOVER:**       Paul Fox, Council Member  
**SECONDER:**   Bill Herrin, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

### 13. RESOLUTIONS/ORDINANCES/PROCLAMATIONS

- A. Ordinance No. 18-12, Budget Adjustment FY18, Professional Services Law, First Reading

**RESULT:**       **APPROVED [UNANIMOUS]**  
**MOVER:**       Paul Fox, Council Member  
**SECONDER:**   Bill Herrin, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

- B. Ordinance No. 18-12, Budget Adjustment FY18, Professional Services Law, Second Reading

**RESULT:**       **APPROVED [UNANIMOUS]**  
**MOVER:**       Bill Herrin, Council Member  
**SECONDER:**   Shari Dyal, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

- C. Ordinance No. 18-13, Budget Adjustment FY18, Stand Up For America Day (SUFAD) First Reading

**RESULT:**       **APPROVED [UNANIMOUS]**  
**MOVER:**       Bill Herrin, Council Member  
**SECONDER:**   Paul Fox, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

- D. Ordinance No. 18-13, Budget Adjustment FY18, Stand Up For America Day (SUFAD) Second Reading

**RESULT:**       **APPROVED [UNANIMOUS]**  
**MOVER:**       Bill Herrin, Council Member  
**SECONDER:**   Shari Dyal, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

- E. Ordinance No. 18-14, Budget Adjustment FY18, Police Salary, First Reading

**RESULT:**       **APPROVED [UNANIMOUS]**  
**MOVER:**       Bill Herrin, Council Member  
**SECONDER:**   Linda Smith, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

- F. Ordinance No. 18-14, Budget Adjustment FY18, Police Salary, Second Reading

**RESULT:**        **APPROVED [UNANIMOUS]**  
**MOVER:**        Bill Herrin, Council Member  
**SECONDER:**    Thomas Barbee, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

- G. Ordinance No. 18-15, Budget Adjustment FY18, Court Salary, First Reading

**RESULT:**        **APPROVED [UNANIMOUS]**  
**MOVER:**        Paul Fox, Council Member  
**SECONDER:**    Bill Herrin, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

- H. Ordinance No. 18-15, Budget Adjustment FY18, Court Salary, Second Reading

**RESULT:**        **APPROVED [UNANIMOUS]**  
**MOVER:**        Bill Herrin, Council Member  
**SECONDER:**    Shari Dyal, Council Member  
**AYES:**         Fox, Smith, Dyal, Herrin, Barbee

#### 14. EXECUTIVE SESSION

Council Member Bill Herrin made a motion to adjourn into Executive Session for the purpose of pending litigation, personnel matter and property acquisition. Seconded by Council Member Paul Fox. Vote was unanimous.

Council Member Bill Herrin made a motion to begin Executive Session and reconvene the Regular Meeting. Seconded by Council Member Paul Fox. Vote was unanimous.

- A. Pending Litigation
- B. Personnel Matter
- C. Property Acquisition

#### 15. PUBLIC COMMENTS - REGISTERED SPEAKERS

Joe Dobry, 309 Phillips Avenue, suggested to Mayor and Council that the Stand Up For America Day field and the walking track be named after Tommy Thomas. Mr. Dobry also resigned as Chairman of the Port Wentworth Planning Commission.

Sean Register went on record to state that the contract the City is considering with Clearwater Solutions sounds like a great opportunity. He also informed Mayor and Council that the Development Services Department has been wonderful and has answered all of his questions. Mr. Register went on to further state that it has been a pleasure with them and the City and that he will be opening a retail business within Port Wentworth in the near future.

Jud Bowers, 413 Cantyre Street, brought before Mayor and Council his concern regarding four (4) Council Members that broke a City ordinance intentionally. Mayor Gary Norton thanked Mr. Bowers for his help in setting up the Memorial Crosses for Stand Up For America Day. Mr. Bowers also thanked the Port Wentworth Police and Fire for their assistance with the crosses.

Council Member Paul Fox thanked Chief of Public Safety Matt Libby and Chief of Fire Operations Lance Moore for assembling the bicycles donated by Stravinski Development Group for the Stand Up For America Day raffle.

#### 16. ADJOURNMENT

There being no further business, Council Member Bill Herrin made a motion to adjourn. Seconded by Council Member Linda Smith. Vote was unanimous.

\_\_\_\_\_  
Mayor Gary Norton

The foregoing minutes are true and correct and approved by me on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
Shanta M. Scarboro, Clerk of Council

DRAFT