

*Council:*  
*Post 1 – Eddie Cape*  
*Post 2 – Steve Holzman*  
*Post 3 – Vacant*  
*Post 4 – Violet Dawe*  
*Post 5 – Fred Johnson*

# Town of North High Shoals

Mayor Jeff Thomas

108 Jefferson Road  
P.O. Box 129  
High Shoals, Georgia 30645  
706-769-4289  
Cell 706-202-8995

## Minutes

**April 13, 2009 at 7:30 pm**

### Regular Monthly Meeting

**Council and Staff Present:** Council Members Steve Holzman, Fred Johnson, Violet Dawe, Eddie Cape, Mayor Jeff Thomas, Clerk Carolyn Pritchett, and Treasurer Kate George.

Others Present:

|                |                               |
|----------------|-------------------------------|
| Sarah Donegan  | 202 Plantation Road           |
| David Lawrence | 175 Hillsboro Road            |
| Horst Klein    | 1150 Falcon Ridge Drive       |
| Scott Wilson   | 427 Rays Church Rd            |
| Heike Mueller  | 1150 Falcon Ridge Drive       |
| Rhiannon Eades | 144 Plantation Road           |
| Brian Gilley   | All About Asphalt, Bogart, GA |

### Agenda Setting

- Council Members maintained the agenda as set.

### Monthly Business:

1. Presentation of Financial Statement for month of March 2009

- Treasurer George presented her audits of the town accounts for the past year. She distributed to Council 2008-09 financial data that has been entered into the Quickbooks program. Extensive discussion of the monthly statement included reimbursement to Mayor Thomas for the PO Box, several late fees for paying the phone bill four months late, reorganizing of the phone billing, the town reimbursing the mayor for his cell phone, treasurer needs invoices from companies billing the town, bill stubs, deposit slips from parts of 2008, the handouts, insurance, accountant and legal fees, deposits, telephone bills, the need to keep checks in order, misplaced checks, invoices, account balances, year-to-date information, town receipts, expenses, etc.
- \$959.22 in deposits in March, 2009, were made without any records made to the town. Council Member Dawe made copies of every check she deposited and wrote down what the money was for the treasurer; Mayor Thomas could not explain these

deposits. Council Member Holzman asked for this to be explained at the next council meeting.

- Treasurer George then explained the town records for the past year. She stated that the current reconciled balance in the general fund is \$69,574.83, and the money market's account balance is \$34,096.34. The big issue Treasurer George found was that the town has \$47,225.83 in undifferentiated deposits during the period from July 1, 2008 to April 13, 2009. The treasurer cannot identify where these deposited funds originated because no records of them were given to her which explain the deposits.
- Town records since October of 2008 are fairly clear. Council Member Dawe reported that she had turned in all copies of records she collected since October to the treasurer and Treasurer George echoed that records since October are almost complete. The originals of all those records were picked up by Mayor Thomas at Town Hall. Mayor Thomas said he would see if he could find the records that are missing and check with the bank.
- Treasurer George explained the financial statements and options for format to the council.
- Treasurer George asked for invoices, bills, building permit receipts, and deposit slips.
- Treasurer George explained that checks were missing in the check book in several series. Mayor Thomas suggested that those checks could have been written in past years. Mayor Thomas said that he had no more checks.
- Council Member Johnson asked Treasurer George to look at the previous two years after she completes 2008. Council Member Johnson made the motion to authorize the Treasurer to order missing bank statements, to freeze checks that cannot be quickly located, and to update the Quickbooks for 2006 and 2007. Discussion followed. She said she would love to do that, and Mayor Thomas said that would be done after she finishes with 2008. Mayor Thomas said he had our past bank statements on his computer and could provide them. Council Member Holzman asked Treasurer George if financial records could be complete by next month's meeting. Treasurer George stated that she would need the missing items to enter into the program, and Mayor Thomas said that he would contact Oconee State Bank for copies of the material.
- Council Member Cape pointed out that the Council has not accepted a financial statement since May of 2008, and he suggested that he would prefer to accept past financial statements that are missing in order. Council Member Cape suggested that complete financial records be sent to Council for review prior to the official Council meeting.
- Council Member Johnson thanked Council Member Dawe for collecting the mail and keeping the town records in order from October of 2008 to March 12, 2009.
- **Motion by Council Member Holzman to postpone the financial statement for March 2009. 2<sup>nd</sup> by Council Member Cape. Approved 4-0**

## 2. Presentation of Draft Minutes for month of March 2009.

- **Motion to accept minutes with revisions by Council Member Dawe and 2<sup>nd</sup> by Council Member Holzman. Approved 3-0-1 (Council Member Cape abstains).**

**Public Comments:** No public comments were requested/made.

## **Old Business:**

### 1. Town Charter (update)

- Mayor Thomas said that he has not heard that the Governor has signed the charter, but it has been passed by both legislative bodies.

### 2. Town Office (update)

- Council Member Holzman said that the office and town hall looks great since the Treasurer and City Clerk spent time cleaning and organizing it.
- Council Member Johnson suggested that a new phone was needed and offered to make a motion; Mayor Thomas said a motion was not needed because the clerk had already been instructed to purchase a phone.
- **Motion by Council Member Johnson to adopt a resolution requiring a master set of all town keys to be kept in Town Hall. 2<sup>nd</sup> by Council Member Dawe. *See attached resolution.***
- Mayor Thomas said that the town lawyer had stated that having a set of master keys in the Town Hall would violate the separation of the executive and legislative branches of the town. Mayor Thomas stressed the need for security of town records, keys, seal, etc. Mayor Thomas also told the Council that David Lawrence has the only key to two buildings beside Town Hall and to the city park second-entrance gate.
- Council Member Cape suggested that consideration of the resolution should be postponed, since it was not listed specifically on the agenda. Council member Holzman said this was on the agenda and had been on the agenda for months.
- **Council Member Johnson called for a vote. Approved 3-0-1(Council Member Cape abstains)**
- **Motion by Council Member Johnson to adopt a resolution providing a key to the Town Council Office to the Mayor Pro Tempore. 2<sup>nd</sup> by Council Member Holzman. *See attached resolution.***
- Mayor Thomas said the town attorney has suggested that this resolution would be a violation of the separation of the executive and legislative. Council Member Cape argued the same point. Mayor Thomas described the duties of the Mayor Pro Tempore. Mayor Thomas' concern is that the Council office is also a records room and should be as secure as possible.
- Mayor Thomas asked the Treasurer and Clerk if they would mind the Mayor Pro Tempore having a key to the town council office. The Treasurer said she would not mind and the Clerk said she would defer to the council.
- Discussion followed regarding record security, charter protocol, the possible need to receive mail and handle emergencies in the absence of the clerk and mayor, the legislative/executive duties, computer use by Council, etc.
- Council Member Johnson read advice from the town attorney supporting the mayor pro tempore having a key. Mayor Thomas read other advice from the town attorney said the mayor should be in charge and that this resolution violated the laws of

Georgia because we are trying to legislate the executive branch by giving a key to the Town Council office to the mayor pro tempore.

- Mayor Thomas said he could not act as mayor in the past year because he could not hire a clerk. Council Member Johnson explained that Thomas had a clerk for most of the year and could have moved to hire one at any time; Council Member Johnson also said we struggled for three months to advertise for a clerk.
- Council Member Cape questioned the validity of, and need for, the resolution. Council Member Cape discussed the roles of the treasurer and clerk and letting them do their job.
- **Council Member Johnson called for a vote on the resolution. Approved 3-1(Council Member Cape)**

### 3. Town Records (update)

- Council Member Holzman asked the Treasurer if there are multiple copies of the town's computerized records. Treasurer George responded that there were two copies and the Clerk also has the password.
- Council Member Johnson asked if all town records are now in Town Hall. Mayor Thomas said he is still finding bits and pieces.
- Council Member Cape questioned the appropriate signatures on payroll checks and suggested one "constant" signature be required. Council Member Holzman suggested one signature could be a council member and one an employee for these checks.
- **Council Member Johnson made a motion to adopt a resolution to require all checks of the town to have two signatures. Second by Council Member Holzman. Approved 4-0. See attached resolution.**

### 4. Building Permits

- Mayor Thomas was asked about a home being built behind the Post Office. Mayor Thomas reported that in January he issued a building permit to Cory Tiller to build this house.
- Council Member Johnson asked what the town was doing to have another person conduct building inspections. Council Member Eddie Cape stated that reviewing and renewing the city's codes should be the first step, and then Council could make the decision of possibly hiring an inspector, contracting with Oconee County, or another method.
- Council Members Dawe and Johnson asked if all the building inspections were on file. Mayor Thomas said that he was not sure, but most of them were not on file. He mentioned something about needing a city clerk to keep those records. Council Member Johnson pointed out that we need to quickly move this out of Mayor Thomas' hands to follow the laws of Georgia. Council Member Johnson suggested that we give the Mayor the power to quickly find another person to do this job. Council Member Dawe also suggested that we relieve Mayor Thomas of this responsibility and that she had information about Watkinsville's building inspector. Council Member Johnson asked her to pass that information on to the Mayor and Mayor Thomas asked her if she would pass this on to the Clerk.

## 5. Business License

- Council Member Fred Johnson and the clerk developed a new form for business license applications, and he presented it to Council and made a motion to accept this new form.
- **Motion by Council Member Johnson to adopt a new form for business licenses pending a favorable review and amendment by town attorney Reitman. 2<sup>nd</sup> by Council Member Dawe. Approved 4-0.**

## 6. Zoning Issues

- Discussion of the PMW zoning questions. Council Member Holzman and Council Member Johnson stated that they would like to come to some resolution of this issue for all parties involved.
- Council Member Johnson asked Mayor Thomas to explain the origin of the PMW business license. Mayor Thomas said that he will not talk about the issue under the advice of the town attorney.
- Council Member Holzman asked if due diligence has been done about the zoning code.
- Sarah Donegan, wife of owner of PMW, said that PMW has agreed to mediation. She expressed dissatisfaction with the way the council has treated this issue.
- Council Member Cape offered to send the town attorney an email and copy everyone else about a resolution for the situation; he said he would do this the following day. Council Member Johnson and Council Member Dawe agreed that Council Member Cape's efforts to move this forward would be appreciated.

## 7. Audit Update (if necessary)

- Mayor Thomas said the 2008 audit was done at the same time as the other audits.

## 8. City Park

- Council Member Cape asked for Council approval to move forward on the "No Parking" signs at the park. Mayor Thomas authorized Cape to get the signs. Mayor Thomas will make sure the utility lines are marked and that the signs are posted.
- Council Member Johnson asked the Council about adding an addition to the park play scape. Council Member Cape suggested that the Town place the item out for bid, and Mayor Thomas suggested that the bidding be placed in the Clerk's hands.
- **Council Member Johnson motioned to move to street improvements; 2<sup>nd</sup> by Council Member Cape. Approved 4-0.**

## 10. Street Improvements

- Mayor Thomas stated that he had discussed with company representatives the specifics to ensure that they were bidding on the same amount of work. Mayor Thomas updated Council and visitors on the project, bid process, etc. The two companies submitting bids were Allied Paving (Pendegrass, Georgia) and All About Asphalt (Bogart, Georgia). Mayor Thomas charged Council with choosing the company that they felt would best suit the town's needs.
- Mayor Thomas opened and read sealed bids for the paving of Jefferson Road from GA Hwy 186 to the intersection of Plantation and Jefferson Roads.

- **Council Member Cape motioned to accept the bid from All About Asphalt. 2<sup>nd</sup> by Council Member Dawe. Approved 4-0.**
- Horst Klein said that he had hired All About Asphalt three or four times and their work was excellent.

#### 8. City Park

- Park Chair David Lawrence and Heike Mueller explained their plans to meet with Carmine Fischetti from UGA about ideas for the future of the park. Heike will return with Mr. Fischetti's input on the park at the next meeting. They have compiled ideas which have been discussed by the Town over the history of the park.
- Park Chair David Lawrence explained that he had erected two signs at the park and had receipts for fuel for bush hogging the park three times.

#### 9. Law Enforcement

- Council Member Dawe reported that she talked with Mayor Luken and Police Chief O'Dillon of Watkinsville who explained that North High Shoals would have to provide a patrol car. After discussion, it was agreed that a sheriff's deputy would be a better option for possible additional patrol of the town. Council Member Cape offered that we might want to look to other counties as a source of extra patrols. Council Member Dawe said she will look into that.

#### 10. Street Improvements

- Council Member Cape reported his findings on placing reflectors on the town's speed bumps. He suggested that the town purchase a box of reflectors and nail glue to mount them at \$155 for a box of 100 reflectors in addition to a couple tubes of glue. He said he would pass the information on to the Town Clerk. Council Member Dawe suggested that the town move forward with Council Member Cape's suggestions.

#### 11. Web Site

- 1996 to 2002 minutes are scanned and posted on the web. Missing years are 2003, 2004, and 2005. Mayor Thomas said he may have them on computer; Council Member Dawe said they may be with the auditor.
- Council Member Holzman reported that he has started the garden page.

#### 12. Fire Department

- Council Member Dawe asked if everyone received an invitation to the May 8<sup>th</sup> appreciation dinner at the Civic Center.
- Council Member Dawe reported that she talked to the fire department about their use of cars and other items for training at the NHS station #6. The fire chief reported that they did use those items actively for training; it is the only place in the county they do this. She asked them to consider planting trees or some type of shield in front of their training facilities.

#### 13. Code Enforcement

- Holzman talked to Oconee County Code enforcement about working in the city. Council advised him also to contact the Health Department to find more about relief for trash piles left in the city.

#### 14. New City Code

- **Motion by Council Member Johnson to have a work session on this item at 6 pm on April 27. 2<sup>nd</sup> by Council Member Dawe. Approved 4-0.**

#### 15. Meeting Schedule Changes

- **Motion by Council Member Johnson to move meetings to the 3<sup>rd</sup> Monday of the month starting in June 2009 through January of 2010 excluding December of 2009 which will be the 1<sup>st</sup> Monday. 2<sup>nd</sup> by Council Member Dawe. Approved 4-0.**

## New Business

#### 1. Town Clerk Report

- Mayor Thomas mentioned the emailed reports of the Clerk and the Treasurer. He also stated that the clerk and treasurer would attend the election training conducted by the Secretary of State's Office.
- Council Member Johnson thanked the Clerk and the Treasurer for the fantastic job they have done. Council Member Dawe and Council Member Cape echoed this sentiment.

#### 2. Town Treasurer Report

- Council Member Holzman thanked Treasurer George for the report. Treasurer asked the Council to look at her suggestion for division of powers between the clerk and treasurer which she gave to council.
- Mayor Thomas distributed budget copies for Council members to review for discussion in May and approval in June.

#### 3. Minutes 3<sup>rd</sup> Public Hearing

- **Motion by Council Member Johnson to accept notes for 3<sup>rd</sup> public hearing. 2<sup>nd</sup> by Council Member Holzman. Approved 4-0.**

#### 4. Town Budget

- Subject covered under Treasurer's Report.

#### 5. Town Hall Planning

- Item tabled.

#### 6. Town Keys / town Hall

- Item previously covered.

#### 7. Dumpster Day / Tire Amnesty Month

- Council Member Fred Johnson suggested that the clerk research the possibility of a dumpster to be placed at the city park for a few days annually for community clean-up. The clerk stated that the town would first need a complete mailing list, and that she would work on that.
  - **Motion by Council Member Holzman to have the town Clerk make arrangements for a dumpster placed in the park for community use. 2<sup>nd</sup> by Council Member Dawe. Approved 4-0.**
8. Sidewalk Grant – Safe Routes to School program GA-DOT
- Council Member Johnson asked for the Council to ask for the Clerk to start research on this grant program. Mayor Thomas said yes.
9. Town Hall Repair
- Council Member Johnson asked about the town repairing the area over the basement door. Council Member Johnson suggested the item be tabled after discussion.
10. Resolution to Place Mayor Pro Tempore on Park Loan
- Council Member Dawe stated that the bank suggested that the park loan have a second name on it. Mayor Thomas said the bank president said the bank could not have suggested that; he also said the resolution goes against the town attorney's advice about division of power for the Town Council.
  - Treasurer George suggested that the Council could place the Town Treasurer as the second person on the loan and Council Member Cape agreed to that suggestion. Mayor Thomas said we only need one name.
  - **Motion by Council Member Cape to insert Town Treasurer in the place of Mayor Pro Tempore on the motion to as the second person on the park loan. 2<sup>nd</sup> by Council Member Dawe. Approved 4-0. See attached resolution.**
11. Town Seal
- Mayor Thomas said we have a Town Seal, and it is at his home. He will make arrangements for it to be given to the clerk.
12. Bonding
- Council Member Dawe asked if the town clerk and treasurer had been bonded yet. Mayor Thomas said that contact had been made with the town's insurance company to get this done.
13. Insurance
- Council Member Cape suggested that we consider a waiver for people volunteering to work for the city.
14. Establishing a procedure for appointment to Council when required
- **Motion made by Council Member Cape to table items 14 & 15 for next month. 2<sup>nd</sup> by Council Member Holzman. Approved 4-0.**
15. Establishing a code of conduct for Town Council

- Item tabled for next month.

### **Mayor's Update:**

*(All requests to be on the agenda must be submitted at least 7 days before a meeting. Direct your agenda items to Council Member Steve Holzman directly or to him through the Clerk or Mayor Thomas. Look for the agenda for the next council meeting on the town's web site one week before the next meeting. **The next council meeting will be held at 7:30 pm on Monday, May 11, 2009.**)*

1. Council Member Dawe asked the Town Council approve her checking on streetlights with a Georgia Power representative. Council agreed.
2. Town Council thanked David Lawrence for making all the arrangements for the 3<sup>rd</sup> public hearing on the town charter at High Shoals Elementary School.
3. **Motion by Council Member Cape to adjourn. Second by Council Member Johnson.  
Approved 4-0.**

Document Prepared by:  
Council Member Fred Johnson, Post 5  
Town Clerk Carolyn Pritchett

**Resolution**  
**Establishing that a master set of keys to all town locks be kept in the Town Council Office in the Town Hall**

Whereas the Town Council of the Town of North High Shoals desires to secure all the property of the town and maintain orderly access to that property.

Therefore, be it resolved that the Town of North High Shoals shall maintain a set of master keys to all town locks in the Town Council Office in the Town Hall of North High Shoals.

Approved and adopted under the authority granted by the Constitution and Laws of the State of Georgia by the Town Council of the Town of North High Shoals the day and year set forth below.

By: \_\_\_\_\_  
Jeff D. Thomas – Mayor

\_\_\_\_\_  
Adoption Date

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

ATTEST: \_\_\_\_\_  
City Clerk

**Resolution**  
**Assigning a key to the Town Council Office to the Mayor Pro Tempore**

Whereas the Town Council of the Town of North High Shoals desires to secure all the property of the town and maintain orderly access to that property.

Whereas the Town Council of the Town of North High Shoals desires the mayor pro tempore to be able to perform perfunctory duties for the Town Council.

Whereas the Town Council of the Town of North High Shoals desires the mayor pro tempore to be able to conduct the duties of the mayor if that need arises.

Therefore, be it resolved that the Town of North High Shoals shall provide the mayor pro tempore with a key to the Town Council Office in the Town Hall of North High Shoals.

Approved and adopted under the authority granted by the Constitution and Laws of the State of Georgia by the Town Council of the Town of North High Shoals the day and year set forth below.

By: \_\_\_\_\_  
Jeff D. Thomas – Mayor

\_\_\_\_\_  
Adoption Date

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

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Member of Council

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Member of Council

ATTEST: \_\_\_\_\_  
City Clerk

**Resolution**  
**Requiring all of the checks of the Town of North High Shoals to have at least two of the following office holders as signatories: Mayor, Mayor Pro Tempore, Town Clerk, or Town Treasurer**

Whereas the Town Council of the Town of North High Shoals desires to assure town residents that all financial transactions are approved by the Town Council.

Whereas the Town Council of the Town of North High Shoals desires to provide a further check and balance measure for the payment of the town's bills.

Therefore, be it resolved that the Town of North High Shoals requires at least two of the following office holders to sign every check issued by the Town Council of North High Shoals: Mayor, Mayor Pro Tempore, Town Clerk, or Town Treasurer.

Approved and adopted under the authority granted by the Constitution and Laws of the State of Georgia by the Town Council of the Town of North High Shoals the day and year set forth below.

By: \_\_\_\_\_  
Jeff D. Thomas – Mayor

\_\_\_\_\_  
Adoption Date

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

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Member of Council

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Member of Council

ATTEST: \_\_\_\_\_  
City Clerk

**Resolution**  
**For the placement of the Town Treasurer on the Town of North High Shoals City Park Loan with Oconee State Bank**

Whereas the Town Council of the Town of North High Shoals desires to assure town residents that all financial transactions approved by the Town Council are open for review by at least two officers of the town.

Whereas the Town Council of the Town of North High Shoals desires to provide a further check and balance measure for town loans.

Therefore, be it resolved that the Town of North High Shoals shall place the town treasurer on the city park loan at Oconee State Bank loan #10083624.

Approved and adopted under the authority granted by the Constitution and Laws of the State of Georgia by the Town Council of the Town of North High Shoals the day and year set forth below.

By: \_\_\_\_\_  
Jeff D. Thomas – Mayor

\_\_\_\_\_  
Adoption Date

\_\_\_\_\_  
Member of Council

\_\_\_\_\_  
Member of Council

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Member of Council

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Member of Council

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Member of Council

ATTEST: \_\_\_\_\_  
City Clerk