

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
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.

Announcements/Communication

Mayor Hammet:

- announced that she was previously interviewed by Faith Jessie of 11Alive News.
- communicated that she received an email from Commissioner Lorraine Cochran-Johnson regarding funding for Poplar Park and budget that was previously drafted by Council Member Hall was presented to Commissioner Cochran-Johnson. The Mayor also stated that she was assembling a panel for the city mural on Rockbridge Road to include, Chief of Staff Alesia Brooks, Chief of Staff to Commissioner Steve Bradshaw, Innocent Nwafor, Owner of Reliance Tires, Inc., Residents Robert Witherspoon and Ilse Padilla and Council member Woods and Castro.
- communicated that DeKalb County and Georgia Power has entered into an agreement to funding and install decorative lighting on Rockbridge Road.

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.

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Public Comments – 3 minutes each please

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; Council Member Woods seconded the motion. 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.

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.

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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.

Public Comments – 3 minutes each please

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.

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Reports/Comments

Administration

ChaQuias Miller-Thornton provided Council with copy of the Administration Report. She asked that they review the report at their leisure and present any questions or concerns to her. Public Works report was also included in the document.

Mayor

Mayor Hammet presented updated badges made by Christina Ward to Council Members and Staff. The beautifully crafted badges were made by Christina Ward and everyone loved and thanked the Mayor for them.

City Council

There were not any comments at this time.

Pine Lake Director of Administration is now Pine Lake City Manager

Pine Lake is proud to announce our first City Manager, ChaQuias Miller Thornton. Ms. Thornton has been serving Pine Lake in the role of Director of Administration. This title change, and the related charter amendments, provide clarity of duties, additional responsibilities, and authority to the previous designation and offers more opportunity for Ms. Thornton to serve the city.

Street Leaf pickup will resume January 18th, 2023

Public works will complete this operation via tractor and truck since our beloved "PigPen" is currently unavailable. Streets scheduled for service will be announced prior to the day of their designated operation.

Employment Opportunity – Court Clerk

Pine Lake is accepting applications for the position of Municipal Court Clerk. The Court Clerk is responsible for the coordination of activities of the Municipal Court. The position will also assist with other Administration Office and Police Administration service functions and operations. The position is a full-time, non-exempt position and is under the general direction of the City Administrator.

If you know of anyone interested, please direct them to: [Employment Opportunities](#) for additional information and application form. 0Clerk.pdf

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Adjournment

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

Missye Varner, Administrative Coordinator