

**CITY OF PINE LAKE
REGULAR MEETING MINUTES
December 12th, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Melanie Hammet called the Regular Session to order at 7:00pm.

Present: Mayor Melanie Hammet, Mayor Pro Tem Jean Bordeaux, Council Member Nivea Castro, and Council Member Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'hudah-Green, City Attorney Susan Moore, and Assistant City Clerk Ned Dagenhard. Council Member Tracey Brantley and Administrative Coordinator Missye Varner were not in attendance.

Public Hearing – FY2024 Budget Proposal

City Manager Miller-Thornton presented the amended draft FY2024 Budget proposal to City Council and attendees. There were no substantial changes made relative to previous drafts. No action was taken by Council

Announcements/Communications

Mayor Hammet reiterated her congratulations to city staff and PLAIN for a successful Lighting of the Lake and Cookie Exchange event.

Adoption of Agenda of the Day

Council Member Castro moved to adopt the agenda of the day; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

Adoption of the Minutes

- Regular Meeting – November 28th, 2023

Mayor Pro Tem Bordeaux moved to adopt the minutes from the November 28th Regular Meeting; Council Member Castro seconded, and the motion passed unanimously.

Consent Agenda

1. 2024 Appointments

- a. City Attorney – Susan J. Moore
- b. City Engineer – Rich Edinger, Clarke Patterson Lee
- c. Legal News Organ – Champion Newspaper

Mayor Hammet introduced the Consent Agenda, and discussed each of the 2024 Appointments. Emphasis was given to the amount of time each appointment has been in partnership with the City of Pine Lake. Council Member Woods moved to approve the Consent Agenda; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

Old Business

1. FY2024 Budget Proposal

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The FY2024 Budget Proposal was formally presented to the Mayor and City Council. No action was taken by Council.

New Business

1. Memorandum of Understanding between Pine Lake Association of Interested Neighbors and the City of Pine Lake

Mayor Hammet introduced the MOU, and emphasized that no substantial changes had been made to the agreement relative to the previous years. The new MOU reflects changes made to how PLAIN events are conducted, as well as a change in officers. The Mayor added that the relationship between City of Pine Lake and PLAIN carries mutual benefit. Mayor Pro Tem Bordeaux moved to approve the MOU; Council Member Castro seconded, and the motion passed unanimously.

2. Employment Agreement between the City of Pine Lake and Judge L'Erin Barnes Wiggins; 2024 Appointment as Municipal Court Judge

City Manager Miller-Thornton introduced the renewal of Judge Wiggins' employment contract with the City of Pine Lake. No changes were made to compensation or expectations within the contract. City Manager Miller-Thornton quoted Judge Wiggins as having expressed appreciation for getting to work with the City of Pine Lake. Council Member Woods moved to adopt the Employment Agreement; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

3. Resolution R-23-2023 – Declaring Results of the November 7, 2023 Election

Mayor Hammet introduced the measure by noting that the DeKalb County Board of Registrations and Elections voted 3-2 along party lines to certify local elections in DeKalb County, including that of Pine Lake. Mayor Hammet noted her specific intent to mention Commissioner Nancy Jester as one of those who voted against certifying the elections. Mayor Pro Tem Bordeaux moved to declare the results of the November 7th, 2023 City of Pine Lake Municipal Election; Council Member Castro seconded, and the motion passed unanimously.

4. Resolution R-24-2023 – 2024 Qualifying Fees

Mayor Hammet introduced the resolution to set fees necessary to qualify for candidacy for elected office in the City of Pine Lake. Council Member Castro inquired to City Manager Miller-Thornton whether the fees (which are established as no more than 3% of the position's annual salary) would reflect recent salaries increase to the Mayor and City Council. City Manager Miller-Thornton clarified that the fee calculation is based on the previous year's salary, and that fees

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would increase beginning in 2025. Member Castro moved to adopt the 2024 Qualifying Fees for elected office; Council Member Woods seconded, and the motion passed unanimously.

5. Resolution R-25-2023 – City of Pine Lake Holiday Schedule

Mayor Hammet introduced the resolution to establish the 2024 public holiday schedule for City of Pine Lake. No comments were made by Council. Mayor Pro Tem Bordeaux moved to adopt the 2024 City of Pine Lake Holiday Schedule; Council Member Woods seconded, and the motion passed unanimously.

6. Resolution R-26-2023 – FY2023 Budget Amendment

City Manager Miller-Thornton introduced an FY2023 Budget Amendment for the purpose of reconciliation. Mayor Pro Tem Bordeaux moved to adopt the Budget Amendment; Council Member Castro seconded, and the motion passed unanimously.

7. Executive Session to Discuss Personnel

Mayor Hammet proposed amending the Agenda of the Day, moving the Executive Session to immediately precede adjournment. Council Member Castro moved to approve the amendment; Council Member Woods seconded, and the motion passed unanimously.

Councilmember Bordeaux made a motion to enter into executive session at 8:09pm; seconded by Councilmember Woods; motion passed unanimously.

Executive session held.

Councilmember Bordeaux made a motion to adjourn executive session and to reconvene regular session at 8:28pm; seconded by Councilmember Woods; motion passed unanimously.

Mayor and Council continued Old Business item no. 1, FY2024 Budget Proposal. Mayor Pro Tem Bordeaux made a motion to use an equitable amount of proposed general fund reserve to issue a one-time, lump sum payout of excessive compensatory time allocations, in lieu of cost of living adjustments for 2024. Comp time payout will exclude comp time held by the City Manager position.

Reports and Other Business

ChaQuias Miller- Thornton — City Manager (Director of Administration, Courts and Public Works)

Please refer to [the link](#) to access the City Manager's report dated December 12th, 2023. The City Manager reports are on file at City Hall for reviewing.

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Please email missyeverner@pinelakega.net to request a copy or call (404) 999-4931 to schedule an appointment to review the copy on file.

Chief Sarai Y'Hudah-Green — Chief of Police, Public Safety

Please refer to [the link](#) to access the Police/Public Safety report dated December 12th, 2023. The Police/Public Safety reports are on file at City Hall for reviewing. Please email missyeverner@pinelakega.net to request a copy or call (404) 999-4931 to schedule an appointment to review the copy on file.

Pine Lake News E-Blast

Upcoming Events

December 19th Council meeting: Please note that the final Council meeting for 2023 will be held on the 19th of December rather than the last Tuesday, which would be December 26th, the day after Christmas.

March 12th Elections: On March 12th, 2024 a special election will be held to fill the vacancy in the office of Pine Lake City Council for the unexpired term of Brandy Hall. Qualifying period will be January 8, 2024 through January 10, 2024 8:30am – 4:30pm. 425 Allgood Road, Stone Mountain, Georgia 30083 [Qualifying Packet](#) is available on the Pine Lake Website.

Holiday Office closing: City offices will be closed Monday, December 25th and Tuesday, December 26th, 2023 in observance of the Christmas Holidays and Monday January 1st, 2024 in observance of New Year's day.

Ongoing

Leaves in the Street: We still have not received delivery of our new Leaf Vacuum/Loader. Public Works is doing the best they can implementing alternate methods to remove leaves. Please do not add to their work by blowing or raking leaves from your property onto the street.

Adjournment: Council Member Castro motioned for adjournment at 8:36pm.

Ned Dagenhard
Assistant City Clerk

ChaQuias Miller-Thornton
Acting City Clerk