

CITY OF PINE LAKE
SPECIAL CALL MEETING MINUTES
December 19th, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

Call to Order: Mayor Melanie Hammet called the Special Call Meeting to order at 7:00pm.

Present: Mayor Melanie Hammet, Mayor Pro Tem Jean Bordeaux, Council Member Tracey Brantley, 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, Administrative Coordinator Missye Varner, and Assistant City Clerk Ned Dagenhard.

Announcements & Communications

Mayor Hammet announced the beginning of her final City Council meeting as Mayor of Pine Lake, and expressed gratitude to her fellow elected officials, the City staff, and the citizens of Pine Lake.

Administrative Coordinator Missye Varner presented a Citizenship Award to Henry Witherspoon, a young resident of Pine Lake who proposed donation of his personal basketball goal to be used at the Pine Lake tennis court/recreation area. (NOTE: due to restrictive use of the tennis courts, installation was not permitted.) The award was accepted by Henry's mother on his behalf.

Mayor Hammet introduced a Proclamation before Council, stating that for the past seven years, Pine Lake has been governed by all-women leadership. Mayor Hammet listed the women who have held such leadership positions throughout the seven year period, and offered to them gratitude and congratulations.

City Manager Miller-Thornton read a Georgia House Bill presented by Representative Viola Davis recognizing the tenure of Mayor Hammet as Mayor of Pine Lake.

Adoption of Agenda of the Day

Mayor Hammet asked to amend the Agenda of the Day to include New Business item number 6, Resolution R-29-2023. Council Member Castro moved to adopt the agenda of the day as amended; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

Adoption of the Minutes

- Regular Meeting – December 12th, 2023

Council Member Woods moved to adopt the Minutes from the December 12th 2023 Regular Meeting; Council Member Castro seconded, and the motion passed 3-0-1 with Mayor Pro tem Bordeaux, Council Member Castro and Council Member Woods voting in favor of the motion. No members voted

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against the motion and Council Member Brantley abstained.

Old Business

None.

New Business

1. Presentation of FY2022 Audit Report – James Whitaker P.C.

The City’s Auditor James Whitaker presented the FY2022 Audit Report. Mr. Whitaker noted that Pine Lake did not incur any new debt in FY2022, and referred to the City’s financial portfolio as, “in very good shape.” No action was taken by City Council.

2. 2024 Appointment – City Auditor and Letter of Engagement – Auditor Services - For year ending December 31, 2023 – James Whitaker P.C.

City Manager Miller-Thornton presented a Letter of Engagement for continued partnership with the current City Auditor James Whitaker for financial audit and reporting services relevant to the 2023 fiscal year. Council Member Castro moved to approve the Letter of Engagement dated December 18, 2023 and to approve the 2024 Appointment; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

3. 2024 Appointment - City Solicitor – Jonathan Kester

City Manager Miller-Thornton requested Council consideration for continued partnership with the current City Solicitor Jonathan Kester. Council Member Woods moved to approve the 2024 Appointment; Council Member Castro seconded, and the motion passed unanimously.

4. Resolution R-27-2023 – FY2024 Budgets Adoption

City Manager Miller-Thornton presented the FY2024 Budget, with references to all revisions made from initial presentation to date. Council Member Castro commented on the quality of the budget process undertaken by City Manager Miller-Thornton, and added that she had no questions or comments due to the multiple sessions held during the FY2024 budget draft. Mayor Pro Tem Bordeaux moved to approve the FY2024 Budget Resolution R-27-2023; Council Member Castro seconded, and the motion passed unanimously.

5. Resolution R-28-2023 – Confirmation of December 12, 2023 Executive Session

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Council Member Woods moved to approve Resolution R-28-2023 confirming the December 12th, 2023 Executive Session; Mayor Pro Tem Bordeaux seconded, and the motion passed 3-0-1 with Mayor Pro tem Bordeaux, Council Member Castro and Council Member Woods voting in favor of the motion. No members voted against the motion and Council Member Brantley abstained.

6. Resolution R-29-2023 – FY2023 Budget Amendment

City Manager Miller-Thornton presented a FY2023 Budget Amendment for the purpose of reconciling the Capital Improvements Fund. Mayor Pro Tem Bordeaux moved to adopt Resolution R-29-2023; Council Member Castro seconded, and the motion passed unanimously.

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. The FY2024 Budget was presented in lieu of a December 19th, 2023 City Manager report. Please email neddagenhard@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. No Police/Public Safety report was presented for the December 19th, 2023 Special Call Meeting. The Police/Public Safety reports are on file at City Hall for reviewing. Please email neddagenhard@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

January 9th 2024: The first Council meeting of 2024 will feature the swearing in of the new Mayor and two new Council members. There will be a reception in the Clubhouse following the meeting.

January 19th 2024: will be Missye Varner’s last day working for Pine Lake. After ten years keeping City Hall humming, Missye will be retiring to spoil her grand babies, among other things. Stop into City Hall before the 19th to wish her well in her next phase of life.

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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.

Adjournment: Council Member Brantley motioned for adjournment at 8:25pm.

/S/ Ned Dagenhard
Ned Dagenhard
Assistant City Clerk

/S/ ChaQuias Miller-Thornton
ChaQuias Miller-Thornton
Acting City Clerk