



**Brunswick-Glynn County Joint Water & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 6, 2012 at 3:00 p.m.**

AGENDA

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

DISCUSSION

- 1. 1614-19 Newcastle Street (J. Brooks)**
- 2. CRC Property (Fred Freyer)**
- 3. 2307 Gloucester Street (Robert Ussery)**

APPROVAL

- 1. Debt Collection Services – 3rd Option Year Renewal (J. Donaghy)**
- 2. Risk Management & Insurance Services – 2nd Option Year Renewal (J. Donaghy)**
- 3. Teamwork Services, Inc. - 3rd Option Year Renewal (K. Morgan)**
- 4. Banking Services – 2nd Option Year Renewal (J. Donaghy)**
- 5. Lockbox Agreement – 2nd Option Year Renewal (J. Donaghy)**
- 6. Minutes of November 15, 2012 Regular Meeting**

EXECUTIVE SESSION

AGENDA ITEMS FOR NEXT MEETING

All citizens are invited to attend. There is a possibility of a quorum of City or County Commissioners being present



**Brunswick-Glynn County Joint Water & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 6, 2012 at 3:00 p.m.**

MINUTES

PRESENT: Clyde Taylor, Chairman
James Brooks, City Commissioner
Cornell Harvey, City Commissioner
Tony Sammons, Commissioner

ABSENT: Bob Coleman, County Commissioner

ALSO PRESENT: Keith P. Morgan, Executive Director
John D. Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC

Chairman Taylor called the meeting to order and Commissioner Sammons provided the invocation.

PUBLIC COMMENT PERIOD

There being no citizens who wished to address the Commission, Chairman Taylor closed the public comment period.

DISCUSSION

1. 1614-19 Newcastle Street (J. Brooks)

Commissioner Brooks turned the discussion over to Brady Turner, owner of the property, who emphasized that the JWSC should relocate to the Royal Hotel property on Newcastle Street and presented Commissioners with a handout outlining his proposal to bring jobs to downtown Brunswick.

Commissioner Brooks then introduced Reverend Fulton who spoke on the hardship it would place on City residents to cross a busy road to reach the JWSC, and the lack of parking on site.

2. CRC Property (Fred Freyer)

Mr. Freyer stated that the CRC owns the building at 1609 Newcastle and has an agreement with the City of Brunswick that once the building sells the appraised value of the land would be paid to the City of Brunswick out of the sale price. Mr. Freyer stated that the CRC has listed the building for \$795,000, and the four additional lots needed for parking are for sale listed at \$300,000. Mr. Freyer stated that currently the CRC use the Farmer's Market for overflow parking.

Commissioner Brooks stated that the JWSC needs to know more about the state of the title to the property prior to any further consideration being given to this location.

3. 2307 Gloucester Street (Robert Ussery)

Mr. Robert Ussery reviewed the site plan showing proposed placement of the building, parking areas, drive through window, and traffic flow. Mr. Ussery then reviewed the proposed space allocation of each work area on the first and second floors.

APPROVAL

1. Debt Collection Services – 3rd Option Year Renewal (J. Donaghy)

Mr. Donaghy stated that the initial bid was awarded to Contract Callers on November 5, 2009 for one initial year and three one year renewal options. He stated that the JWSC has enjoyed excellent service and has a good working relationship with Contract Callers.

Commissioner Harvey made a motion seconded by Commissioner Sammons that the Brunswick-Glynn County Joint Water and Sewer Commission approve the third option year renewal with Contract Callers, Inc. for Debt Collection Services and go out for bid next year. Motion carried 4-0-0.

2. Risk Management & Insurance Services – 2nd Option Year Renewal (J. Donaghy)

Mr. Donaghy stated that the JWSC issued a Request for Qualifications for risk management and insurance services on October 22, 2010. The price of services for the initial year was \$17,740 with a 5% increase for the first option year and an additional 4% increase for the second year. The JWSC has enjoyed a successful and cooperative working relationship with McGinty Gordon & Association since 2008.

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve exercising the second option year with McGinty Gordon & Associates for provision of risk management and insurance services at an annual cost of \$19,372. Motion carried 4-0-0.

3. Teamwork Services, Inc. - 3rd Option Year Renewal (K. Morgan)

Mr. Morgan stated that Teamwork Services, Inc. provides service to the JWSC in the multifaceted area of Human Resources, such as personnel, payroll, pension administration, health insurance and workers compensation. On December 17, 2009 the Commission voted to approve another three year agreement with annual renewals to end on December 2013 with no increase in rate.

Commissioner Harvey made a motion seconded by Commissioner Brooks to approve the third option year of the three year agreement with Teamwork Services, Inc. for the annual rate of \$122,736 and authorize the Chairman and the Executive Director to sign the agreement subject to legal counsel's review. Motion carried 4-0-0.

Commissioner Sammons recommended that the Executive Director present an Executive Director's Report monthly to the new Commission including items such as workers compensation.

4. Banking Services – 2nd Option Year Renewal (J. Donaghy)

Mr. Donaghy stated that on November 16, 2010 the JWSC issued a request for Banking Services. United Community Bank was selected to provide these services. The JWSC has enjoyed a successful and cooperative working relationship with United Community Bank since 2008.

Commissioner Harvey made a motion seconded by Commissioner Sammons to approve exercising the second option year renewal with United Community Bank for the provision of banking services and to authorize the Chairman, Executive Director and Chief Financial Officer to execute the required banking resolutions and signature cards. Motion carried 4-0-0.

5. Lockbox Agreement – 2nd Option Year Renewal (J. Donaghy)

United Community Bank provides lockbox services to the JWSC as required by an RFP accepted in the proposal by United Community Bank. This subcontracting was included in the United Community Bank proposal.

Commissioner Sammons made a motion seconded by Commissioner Brooks to approve exercising the second option year renewal of the Lockbox Agreement with United Community Bank, Inc. for the period ending December 15, 2013 and authorize the Chairman, Executive Director and Chief Financial Officer to execute the necessary documents. Motion carried 4-0-0.

6. Minutes of November 15, 2012 Regular Meeting

Commissioner Harvey made a motion seconded by Commissioner Sammons to approve the minutes of the November 15, 2012 regular meeting. Motion carried 3-0-1. Commissioner Brooks abstained.

EXECUTIVE SESSION

The JWSC members did not have any items to discuss in an Executive Session.

AGENDA ITEMS FOR NEXT MEETING

The JWSC members did not have any items at this time for the next agenda.

Meeting Adjourned.

Clyde Taylor, Chairman

Attest:

Barbara Rogers