

**DEVELOPMENT AUTHORITY OF THE CITY
OF JEFFERSONVILLE AND TWIGGS COUNTY
REGULAR MEETING
September 24, 2020**

6:30 P.M. Development Authority Office via GoToMeeting

PRESENT: Mr. Douglas Chance, Chair; Mr. Donald Floyd, Vice-Chair; Mrs. Cindie Nobles, Secretary-Treasurer; Mrs. Louise Wimberly, Mr. Eddie Stephens, Mr. Dale Lumley, Board Members; Mrs. Judy Sherling, Executive Director and Mr. Kevin Brown, Attorney.

INVOCATION: Mr. Eddie Stephens.

VISITORS: There were no guests present.

ANNOUNCEMENTS: There were no announcements.

MINUTES: Mr. Floyd made a motion to approve the Minutes of the July 23, 2020 Regular Meeting as presented with a second by Mrs. Wimberly. Unanimous Vote of the seven members present. Motion Carried.

TREASURER'S REPORT:

- **July 31, 2020** - Mr. Floyd made a motion to approve the July 31, 2020 Treasurer's Report. Mrs. Little seconded. Unanimous Vote of the seven members present. Motion Carried.
- **August 31, 2020** – Mrs. Little made a motion to approve the August 31, 2020 Treasurer's Report, seconded by Mrs. Wimberly. Unanimous Vote of the seven members present. Motion Carried.

NEW BUSINESS:

- Mrs. Sherling presented a request from Mayor Charles Williams to have the Second Annual Mayor's Toy Drive here in the office parking lot. After discussion, Mrs. Nobles made a motion to allow the event to be held in the Authority parking area, as requested. Mrs. Little seconded the motion. Unanimous Vote of the seven members present. Motion Carried.
- Mrs. Sherling and Attorney Brown presented items that had been discussed with Project Niblick, including a proposed plan to help finance the installation of a gas line for the county. Terms within the draft Purchase Sale Agreement was discussed and will need further development before a final agreement is reached. Among the items was approval of a proposed 5% commission to CBRE for bringing the project to Twiggs County. Mrs. Nobles made a motion to authorize the Chair and Secretary/Treasurer to sign the Purchase Sale Agreement based on the terms discussed. Mrs. Little seconded. Unanimous Vote of the seven members present. Motion Carried.
- Mrs. Sherling presented a proposal to upgrade the director's office computer from Windows 7 to Windows 10 with all necessary upgrades and to purchase a new computer for the outer office to allow video conferencing by multiple Authority members. The current computer is an XP and no longer serviced by Microsoft. This will also allow an up-to-date computer for any future additional employees. Mrs. Wimberly made a motion to approve the proposed computer upgrades using the Authority's standing IT Service contractor, Prestige Computer. Mrs. Little seconded the motion. Unanimous Vote of the seven members present. Motion Carried
- Mrs. Sherling requested approval to carry over 30 hours from 2020 to 2021 since next year's calendar will include two Christmas and New Year holidays (2020 and 2021) within the Payroll Year. Mrs. Nobles made a motion to approve, seconded by Mr. Stephens. Unanimous Vote of the seven members present. Motion Carried.

ONGOING BUSINESS:

- Mrs. Sherling announced that the County has not yet responded to the Authority's requests for funding so no budget can be prepared without that information. She will continue to request a response and will prepare the budget to be emailed to Authority members for review with final approval at the Dec. 3, 2020 meeting.
- Mrs. Sherling presented a plan in the event she is incapacitated at any future time. Should she have a positive test for COVID or need to quarantine, the office will be cleaned using the current janitorial contractor and Ms. Jade Morey will be brought in on a contract basis to handle the projects and office work until such time as Mrs. Sherling would return to work. This plan is strictly designed as a contingency plan because of the high level of current project activity. No vote was required as this is just a discussion item unless and until implementation is necessary.

- Project Trooper negotiations continue with no actions needed at the present time.

EXECUTIVE DIRECTOR'S REPORT:

Mrs. Sherling gave the following updates –

- Land clearing should begin around the first week of October, weather permitting. Recent heavy rains have delayed the forester from beginning work in Twiggs as there were two jobs before this one.
- The EQUITY grant should be closed out after considerable work on the part of our auditor to submit a report in the format requested by DCA. The absence of the director of that program, Anna Hensley, has caused additional work to be done on our end.
- Unit C's tenant has signed a new lease for 2020-2021 with no increase since no other tenants will be asked to increase rents.
- Mrs. Sherling asked for approval to take vacation time on Oct 22 and Oct 23, if needed, and possibly again in early November. This was approved.
- The research project underway through Georgia Tech Research Institute is nearing completion.
- Mrs. Sherling reported that she is working with Jack Wood and Tim Ingram to explore ways to expand the infrastructure, including sewer expansion and installation of a gas line.
- Mrs. Sherling also reported that she has worked with the City to submit requests for CARES Act funding, with the City receiving over \$42,000 in funds. She has asked the City, once again, to include some level of funding in its 2021 budget.

EXECUTIVE SESSION – there was no Executive Session needed.

ADJOURN: Mrs. Nobles made a motion to adjourn, seconded by Mrs. Little. Unanimous Vote of the seven members present. Motion Carried. The meeting ended at 8:45 PM.

Mr. Douglas Chance, Chairman

Mrs. Cindie Nobles, Secretary-Treasurer