

CITY OF WALTHOURVILLE
Mayor Sarah B. Hayes



Elected Officials

Luciria L. Lovette, Mayor Pro Tem
Mitchell Boston
Patrick Underwood
Bridgette Kelly
Robert Dodd

City Administration

Nicolas Maxwell, Fire Chief
Mrs. Ivy Norris, Finance Manager
Christopher Reed, Police Chief
Mr. Dave Martin, Public Works Administrator
Luke R. Moses, City Attorney

*Mayor and Council Meeting
April 8, 2025 @ 6:00 PM
Walthourville Police Department*

- | | | |
|--------------|---|---|
| I. | Call to Order | Mayor Sarah B. Hayes |
| II. | Roll Call | City Clerk |
| III. | Invocation | Appointee |
| IV. | Moment of Silence in Observance of the Fort Stewart Fallen Soldiers | Congregation |
| V. | Pledge of Allegiance | In Unison |
| VI. | Adoption of Meeting Agenda | Councilmembers |
| VII. | Adoption of Meeting Minutes | Councilmembers |
| | <ul style="list-style-type: none">• March 25, 2025 Regular Meeting Minutes• March 25, 2025 Executive Session Minutes | |
| VIII. | Presentation(s) | City of Walthourville |
| IX. | Agenda Item(s) | |
| | 1. LCPC
Boundary Hall Phase 1A Final Plat. | Mrs. Mardee Sanchez |
| | 2. City of Walthourville
Tap-In Fee's. (Return Item from the March 25, 2025 Agenda). | Mayor and Council |
| | 3. City of Walthourville
Millage. | Mayor and Council |
| X. | Department Comments | City of Walthourville |
| | <ul style="list-style-type: none">• Water Department• Fire Department• Police Department | <div>Mr. Patrick Golphin</div> <div>Chief Nicolas Maxwell</div> <div>Chief Christopher Reed</div> |

XI.	Citizens Comments	Walthourville Citizens
XII.	Mayor's Update	Mayor Sarah B. Hayes
XIII.	Elected Officials' Comments	City of Walthourville
	<ul style="list-style-type: none"> • Mayor Pro Tem Luciria L. Lovette • Councilmember Mitchell Boston • Councilmember Patrick Underwood • Councilmember Bridgette Kelly • Councilmember Robert Dodd 	
XIV	Executive Session	None
XV.	Adjournment	Mayor and Council

**When an Executive Session is warranted, it is called for the following:
(Litigation, Personnel and Real Estate)**

City of Walthourville
Mayor and Council Meeting Minutes
March 25, 2025 @ 6:00 PM
Walthourville Police Department

- I. Call to Order: The meeting was called to order at 6:00 PM by Mayor Sarah B. Hayes.
- II. Rol Call: The roll was taken by the City Clerk. In addition to Mayor Sarah B. Hayes, the following members were present:

Mayor Pro Tem Luciria L. Lovette	Councilmember Mitchell Boston
Councilmember Patrick Underwood	Councilmember Bridgette Kelly
Councilmember Robert Dodd	

The attendance of the council constituted a quorum.

Attorney Luke R. Moses was present.

- III. Invocation: The invocation was given by Pastor Richard D. Hayes. He is the Pastor of New Day Community Church in Walthourville, and he is the Chaplain for the Fire Department.
- IV. Pledge of Allegiance. The Pledge of Allegiance was recited in unison.
- V. Adoption of Agenda. The motion to approve the agenda was made by Councilmember Kelly and the second was added by Councilmember Boston. Vote: 4-0: Motion Passed.
All members of Council voted favorably to approve, and Mayor Pro Tem Lovette did not vote.
- VI. Adoption of Meeting Minutes. The motion to approve the March 11th Minutes were as follows:
- March 11, 2025 Regular Meeting Minutes*, the motion to approve was made by Councilmember Boston and the second was added by Councilmember Dodd. Vote: 4-1: Motion Passed.
Councilmembers voting favorably were: Boston, Underwood, Kelly and Dodd.
Councilmember opposed: Mayor Pro Tem Lovette.
- March 11, 2025 Executive Session Minutes*, the motion to approve was made by Councilmember Kelly and the second was added by Councilmember Boston. Vote: 4-1: Motion Passed.
Councilmember voting favorably were: Boston, Underwood, Kelly and Dodd.
Councilmember opposed: Mayor Pro Tem Lovette.
- VII. Presentation City of Walthourville

Chief Nicolas Maxwell and Chief Christopher Reed made a presentation to Mrs. Ivy Norris. A prior celebration was held at City Hall and hosted by Mayor Hayes to recognize the heroics of employee Mrs. Norris. Chief Maxwell stated on the morning of January 12th he received a call from Mrs. Norris stating there was a fire in the Stillwood Subdivision. 911 had been called and upon arrival a fire was detected in

the backyard of an uninhabited home. He added that the quick actions of Mrs. Norris by alerting her neighbors and taking steps to put the fire out with a water hose saved lives and property. Mrs. Norris was enroute to Savannah to take her elderly mother to church; yet she put herself aside to help someone else. She did not have to do that, but she was thoughtful and kind enough to stop and help. She was presented with a badge/coin from the Fire Department. Chief Maxwell stated these coins are not given without merit, and he was proud to bestow this honor to Mrs. Norris.

Chief Reed stated he was proud of the heroics of Mrs. Norris and wanted to present her with a coin from the Police Department. The Chief stated these coins are not normally given out, outside of the jurisdiction of Law Enforcement; however, the heroic deeds of Mrs. Norris were exemplary, and he wanted to present her with the Police Department's coin for her heroic act.

Mrs. Norris stated the house was vacant and the entire backyard was engulfed and had scorched the house. Most of the people in the subdivision were elderly and she had to help. She was enroute to take her mother to church but she did not want anyone to lose their life or property.

VIII. Agenda Items

1. City of Walthourville

Mayor and Council

Travel and Training. Mayor Hayes stated she has received several emails about Elected Officials wanting to stay in Savannah for the Annual GMA Convention. Mayor Pro Tem Lovette, "stated she can't see why she can't stay. She added that it is 49 miles from City Hall to the Trade Center in Savannah. She said the traffic in the mornings is bad and going for 4 or 5 days is tiring.

Councilmember Dodd said he is all for the training. However, he suggests staying overnight should be reserved for over 50 miles. He said there are people that commute daily to Savannah for work. He added that it doesn't look right for the council to travel and stay overnight when the city has financial concerns. Councilmember Underwood said, "going five days straight is a lot on the elected officials, leaving early in the mornings. Councilmember Kelly added that, "she believes a travel policy need to be established, so there will be a guide for future travel.

Councilmember Boston stated, "due to the finances of the city, he was going to pay for his own hotel. Mayor Pro Tem Lovette added that, "there has been several years, she has paid for herself." Mayor Hayes said the council voted to increase training and travel, but we all know the financial situation of the city. She states she attends the training in Savannah, but she drives daily. Councilmember Dodd said another way to curtail the cost would be for all Elected Officials to take the city vehicle and carpool together. Attorney Moses stated it was the Mayor and Council's decision to establish what they wanted, they could implement a policy of 50 or 55 miles to allow them to stay overnight. Councilmember Dodd made the motion to restrict overnight travel unless it is 55 miles or more for two years and one day. The second was added by Councilmember Boston.

Vote: 4-1: Motion Passed.

Councilmembers voting favorably were: Lovette, Boston, Underwood and Dodd.

Councilmember opposed: Kelly.

2. City of Walthourville

Mayor and Council

City Water Rates. Mayor Hayes stated she wanted them to discuss the city's tap in fees. The city is growing and new subdivisions will be erected. With growth comes additional expenses, such as meters and tap in fees. She added that the city currently charges \$5450 per tap in. She would like to see this fee be increased. The city will incur an additional fee from the City of Hinesville for pumping capacity.

The City of Hinesville charges \$ 6250.00 per tap in. The Council wanted to obtain additional information and took no action. This item will be revisited at another meeting.

3. City of Walthourville

Mayor and Council

Auditor Update. Councilmember Kelly is spearheading the recruitment and hiring of the city's auditor. She reported that she has the information on two quotes. The quotes range from \$12,000-\$16,000 for each year of audits. The firm of Campbell Osteen in Jesup, Georgia is one of the firms and she stated they can start immediately. Councilmember Boston added that the Department of Audits have a complete process of steps that need to occur when hiring an auditor. He feels the city should follow the instructions of the Department of Audits and compile and publish a Request for Proposal for an auditor. Mayor Hayes asked the council what did they want to do? The motion to compile and publish an RFP for an Auditor was made by Councilmember Kelly and the second was added by Councilmember Boston. Mayor Hayes asked Councilmember Kelly and the City Clerk to work together to get this RFP accomplished.

Vote: 5-0: Motion Passed Unanimously.

IX. Department Comments

City of Walthourville

Water Department

Mr. Patrick Golphin

Water Department Report was given by Mayor Hayes in the absence of Mr. Patrick Golphin. She reported the Water Department was operating well. A minor problem occurred with one of the lift stations, but it was minor, and the city's water supply was not affected.

Fire Department

Chief Nicolas Maxwell

Fire Department Report was given by Chief Maxwell. The call stats reported since the last meeting totaled 24 Calls: 18 Medical, 1 Motor Vehicle Accidents, 2 Fires and 3 Miscellaneous calls. He reminded citizens to beware of burning, it has been extremely dry the past few weeks. He advised citizens the proper way to determine if something can be burned is; if it is man-made, it cannot be burned.

Police Department

Chief Christopher Reed

Police Department Report was given by Chief Reed. The call stats reported since the last meeting were 248 calls for service, 95 citations with 26 warnings and 23 written incident reports. Neighborhood Watch is being activated and the first meeting will be held on Thursday March 27, 2025, at 6:30 PM at the Police Department. All citizens are invited to attend.

X. Citizens Comments

Walthourville Citizens

No citizens submitted speaker cards.

XI. Mayors Update

Mayor Sarah B. Hayes

Mayor Hayes reported that ESPLOST passed on March 11, 2025. TSPLOST will be on the November Ballot. She added that for the first time there will be a combined Keep America Beautiful Cleanup with the City of Flemington. The cleanup will be held on Saturday April 26, 2025, at Johnnie Frasier Park on Shaw Road from 9:00 AM-1:00 PM. April is Autism Awareness Month, and the cleanup will have an Autism Awareness component. The cleanup will occur from 9:00 AM-11:00 AM and the autism awareness festivities will take place from 11:00 AM-1:00 PM. She encouraged everyone to come out. She asked for

volunteers for the city-wide cleanup. April 12th is Earth Day which will be held at Bryant Commons. There will be a tree give a way, and citizens must sign up to receive the trees and this can be done on the Keep Liberty Beautiful site.

XII. Elected Officials' Comments

Mayor Pro Tem Luciria L. Lovette stated she had no report or comments.

Councilmember Mitchell Boston stated he was given the Master Billing Report for January and February and he found some errors. He reported there was a loss of \$10,000 in revenue, over 1,000 homes were not being billed correctly and 1,084 customers were not billed for bulk trash. He added that the Fire Fee was not being applied to 235 accounts and there were over 250 additional trash cans that were unaccounted for. There were delinquent accounts that were over 60 days. He further reported that in Allenhurst 255 parcels were shown and only 223 were charged the fire fee. He stated the list submitted to Atlantic Waste did not depict customers who had two trash cans. He orated from his report that only two citizens are being charged for two additional trash cans. He feels that the city policy on delinquent utilities need to be enforced. City Clerk Shana T. Moss reminded the Elected Officials in October of 2024 the Council voted not to charge late fees and not to disconnect customers and no reinstatement date was given for disconnects and late fees to resume.

Mayor Hayes added that directions were given by Councilmember Boston in October 2024 to pick up the trash cans (former recycle) then the process was stopped and restarted. Councilmember Boston said the city is losing money. Councilmember Dodd said he proposes that the late fee be applied to all delinquent accounts moving forward, and that the city should abide by the due and late dates on the bills. Councilmember Boston stated he would like to receive the March Master Billing Report. Ms. Moss asked if all members wanted the same report and everyone stated they did. The motion to reinstate the city's late fee and to disconnect accounts monthly per the information that is listed on the back of the utility bill was made by Councilmember Dodd and the second was added by Councilmember Boston.

Vote: 5-0: Motion Passed Unanimously.

Councilmember Kelly asked, can the city's water bill be displayed online with a breakdown of the water usage like the electric companies? Mayor Hayes stated she would check into it.

Councilmember Patrick Underwood had no comments.

Councilmember Bridgette Kelly had no comments

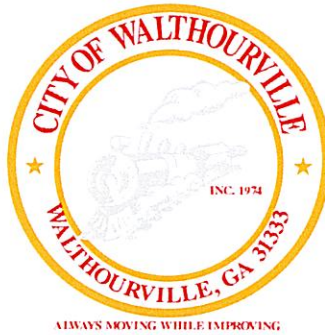
Councilmember Robert Dodd had no comment.

XIII. Executive Session: At 7:32 PM the motion to enter Executive Session for Real Estate and Personnel was made by Councilmember Boston and the second was added by Councilmember Underwood.

Vote: 5-0: Motion Passed Unanimously.

XIV. Adjournment: At 8:40 PM the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Dodd.

Vote: 5-0: Motion Passed Unanimously.



AGENDA ITEM 1

LCPC

Mrs. Mardee Sanchez

Boundary Hall Phase 1A

Final Plat

Developer:

Liberty Properties and
Holding Co., LLC
(Dryden)

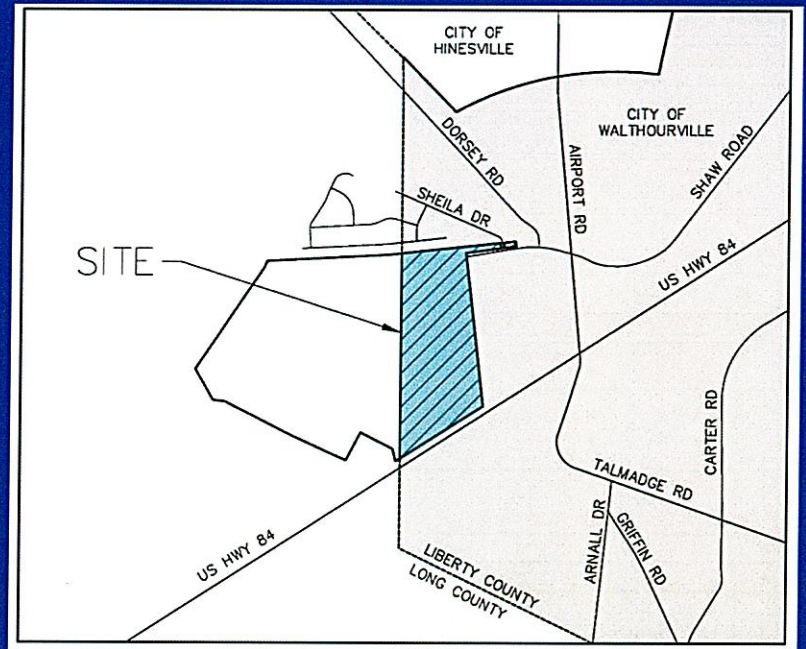
Engineer:

T.R. Long Engineering

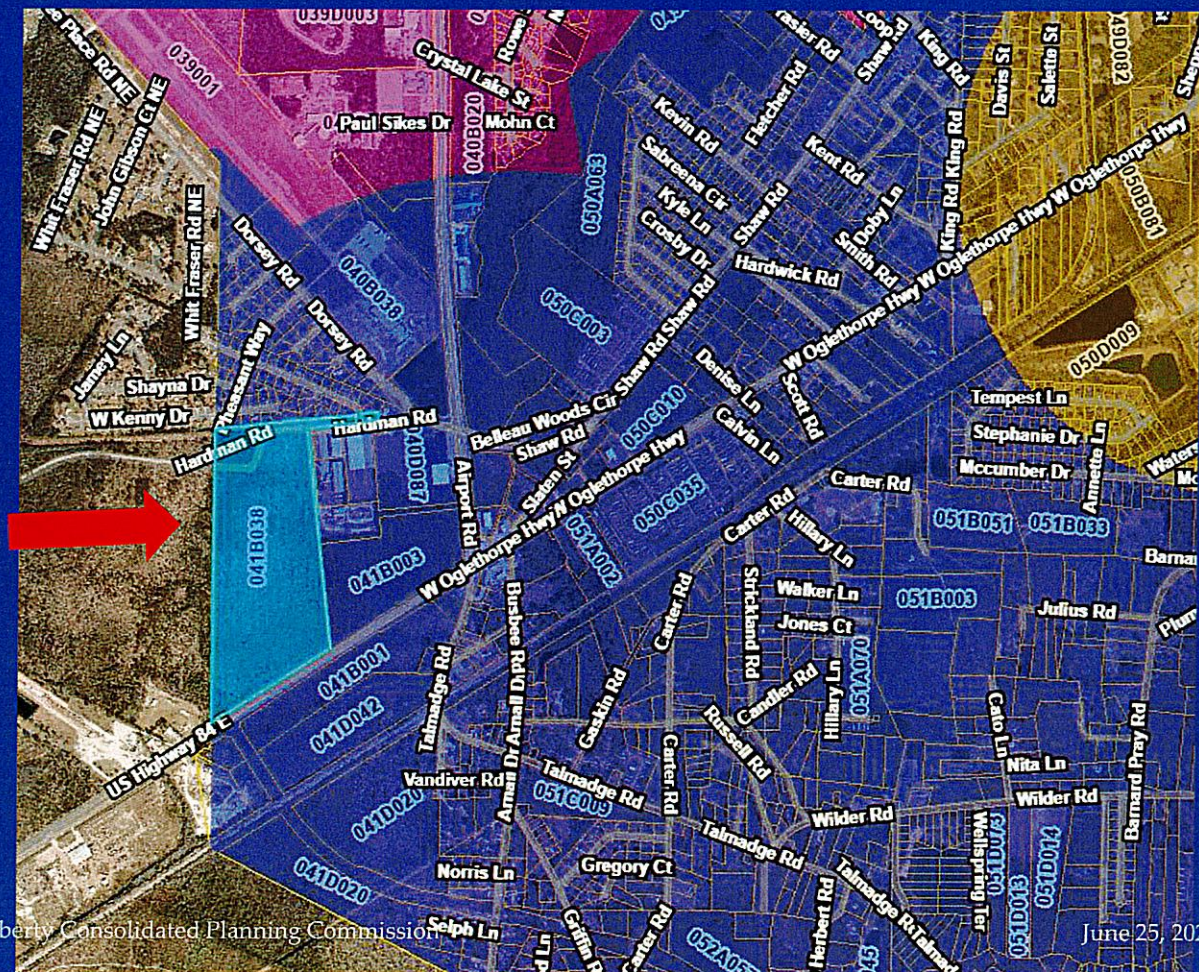
Description:

- 44 lots on 15.67 ac.
- Single-family dwellings
- Zoned PUD

Location: Hardman Road



Vicinity Map



Standard Lots (42 Lots)

Minimum Gross Lot Area	6,000 square feet
Minimum Usable Lot Area	4,500 square feet
Minimum Lot Width at Building Line	60 feet
Minimum Front Yard	15 feet
Minimum Side Yard (Interior)	7.5 feet
Minimum Side Yard Street	15 feet
Minimum Rear Yard	15 feet

Garden Lots (2 Lots)

Minimum Gross Lot Area	4,500 square feet
Minimum Usable Lot Area	4,000 square feet
Minimum Lot Width at Building Line	45 feet
Minimum Front Yard	15 feet
Minimum Side Yard (Interior)	7.5 feet
Minimum Side Yard Street	15 feet
Minimum Rear Yard	15 feet

Standard Lots
Garden Lots
Community Lot
Pump station

Standard Lots
Garden Lots
Community Lot
Pump station

Overall Plan – Phase 1A Final Plat



Sheet 2 - Parcel Info and Signatures

[illegible]

Dedications to the County:

- New streets (total 0.39 mi.):
 - Hardman Road – 960 feet (extension)
 - Boundary Hall Way– 742 feet
 - Hollis Lane – 356 feet
- Water, sewer and stormwater improvements
- Drainage easements for functional maintenance

Dedications to the HOA:

- Community lot (2½ ac.)
- Drainage easements for daily/general maintenance

The utilities improvements are installed. The installation of the remaining improvements are guaranteed by letters of credit in the following amounts:

- Primary improvements - **\$140,600**
(paving, striping, signage and fencing)
- Secondary improvements - **\$263,400**
(sidewalks and street trees)

A letter of credit in the amount of **\$156,000** for maintenance of the improvements is also in hand.

Staff Recommendation

Boundary Hall Phase 1A

APPROVAL of the FINAL PLAT

and acceptance of dedications

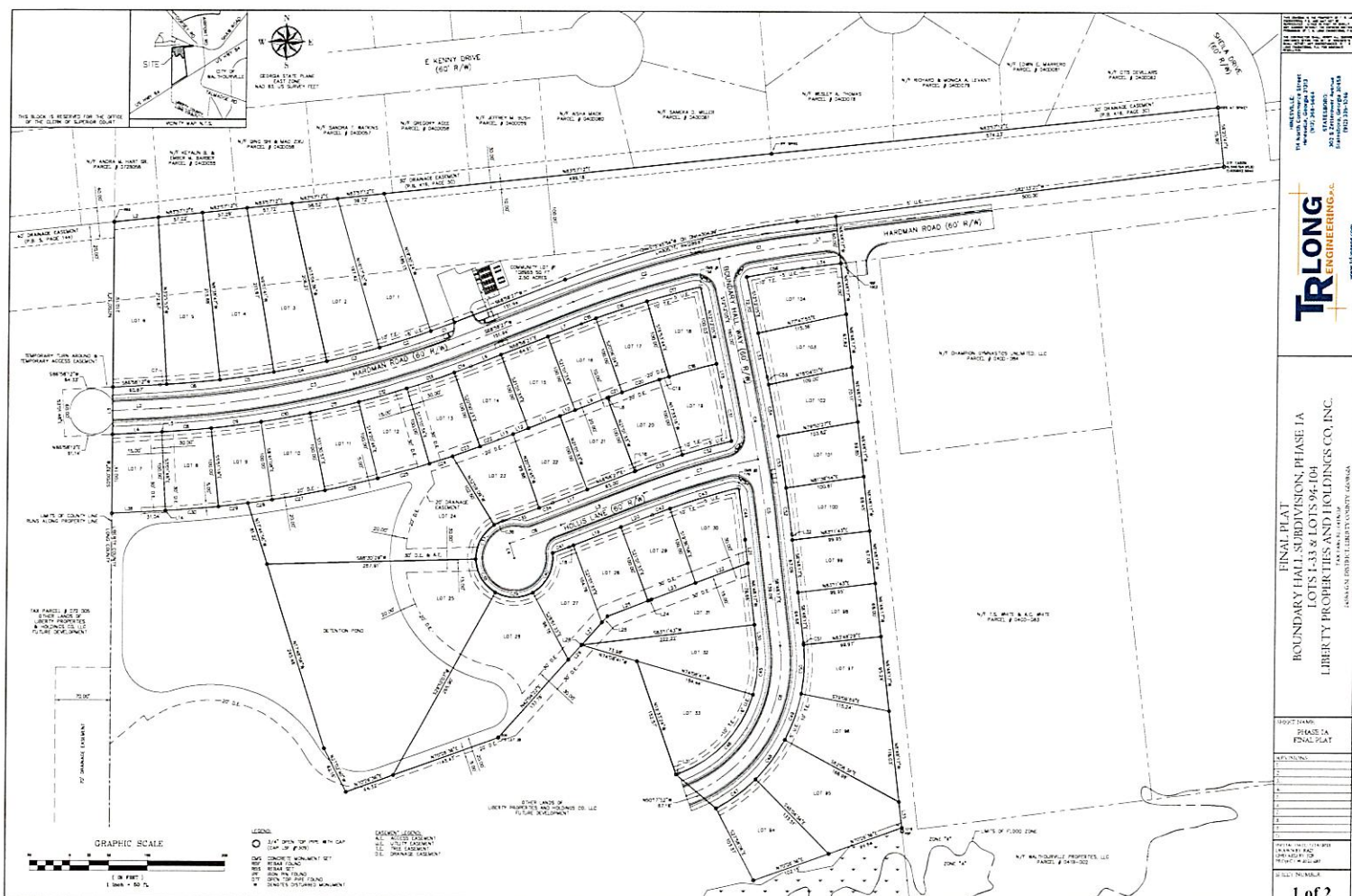
with standard and special conditions

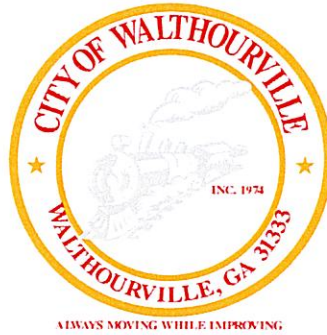
LCPC Standard Conditions

1. The applicant must obtain all required local, state and federal licenses and permits prior to commencement of any construction.
2. All plans, documents, materials, and statements contained or implied in this application are considered a condition of this action.
3. No change or deviation from the conditions of approval are allowed without prior notification and approval of the Director of the LCPC or the Planning Commission, and the approving governmental authority.

Special Conditions

1. Certificates of occupancy shall not be issued for any house in this phase until the fencing around the pond is installed.
2. The City will not accept the dedication of the drainage easement for the pond until the entirety of the pond has been final platted.

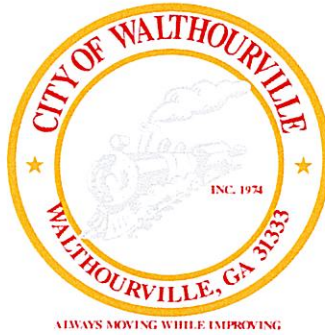




AGENDA ITEM 2

City of Walthourville

Mayor and Council



AGENDA ITEM 3

City of Walthourville

Mayor and Council