Effingham County Georgia
Board of Commissioners

Damon M. Rahn, Chairman at Large
Forrest F. Floyd, District 1
Roger Burdette, District 2
Jamie Deloach, District 3
Elizabeth Helmly, District 4
Phil Kieffer, District 5

REGULAR SESSION MEETING MINUTES
JUNE 03, 2025

The Board of Commissioners of Effingham County, Georgia, Mr. Damon Rahn, Mr. Roger Burdette, Mr. Jamie Deloach, Ms. Beth Helmly and Mr. Phil Kieffer met in regular session at 5:00 pm on Tuesday, June 3, 2025 in the Commissioners Meeting Chambers at the Effingham County Administrative Complex located at 804 South Laurel Street Springfield, Georgia 31329.

STAFF PARTICIPATION

Mr. Tim Callanan – County Administrator, Mr. Edward Newberry – County Attorney, Ms. Stephanie Johnson – County Clerk, Ms. Tasheena Shiggs – Deputy County Clerk, Mr. Clint Hodges – Fire Chief & EMA Director, Mr. Xerxes Sabb – I.T. Support Specialist, Mrs. Sarah Mausolf – HR and Risk Management Director, Ms. Marie Todd - Ms. Danielle Carver – Procurement and Contracts Manager, Ms. Lauren Shuman – Purchasing Technician, Ms. Kimberly Barlett – Community Planner, Ms. Jennifer Rose – GIS Technician, Mr. Tre Wilkins – Project Manager Wilkins, Mr. Joshua Moody – Building Inspector, Mr. Mark Lastinger – Public Information Coordinator, Mr. Mark Barns – Finance Director, Mr. Seth Zeigler – Director of Parks & Landscape, Mr. Griffin Korzeniewski – Solid Waste Coordinator and Mr. Ted Goudeau – Maintenance Director.

CITIZEN PARTICIPATION

Rosanne Brant, Brett Benett, Alissa Landram, Chad Zittrouer, Erica Biezenbos, Blake Floyd, Yvette Youngblood, Sonja R. Scott, Dave Burns, Blake Floyd, Willie Wright, Peggy O'Neil, James Michael Floyd, Josh Yeager, Murray Marshall, Anna Helmey, Chris Helmey, and Amy Miller.

I- CALL TO ORDER

Chairman Rahn called the meeting to order at 5:02pm

II- ROLL CALL

Damon Rahn, Chairman
Forrest Floyd – *Absent*
Roger Burdette
Jamie Deloach, Vice Chairman
Beth Helmly
Phil Kieffer

III – INVOCATION

Co-Pastor and Assistant International Youth Director of Pentecostal Miracle Deliverance Ministry in Guyton, Sonja Scott offered scripture and the invocation.

IV– PLEDGE TO THE AMERICAN FLAG

The pledge was led by Chairman Rahn.

V – AGENDA APPROVAL

Vice Chair Deloach made a motion to approve the agenda as presented. Commissioner Burdette seconded the motion. The motion carried unanimously.

VI – MINUTES

Vice Chair Deloach made a motion to approve May 20, 2025 Board of Commissioners work session and regular meeting minutes. Commissioner Burdette seconded the motion. The motion carried unanimously.

Vice Chair Deloach made a motion to approve Resolution# 025-16 to correct the minutes of the Board of Commissioners meeting held February 18, 2025. Commissioner Burdette seconded the motion. The motion carried unanimously.

VII– PUBLIC COMMENTS

Chairman Rahn stated comments shall pertain to the agenda items only. Should you wish to make remarks, clearly state your full name in the microphone before commencing to speak.

VIII – CORRESPONDENCE

Chairman Rahn stated documents from this meeting are located in the Clerk's office and on the Board of Commissioner's website.

IX – CONSENT AGENDA

Commissioner Burdette made a motion approve the following Consent Agenda items: **(2025-287)** Consideration to approve and execute the FY26 Intergovernmental Capacity Agreement with the Georgia Department of Corrections for inmate housing at the Effingham County Prison **(2025-288)** Consideration to approve to ratify and affirm an Emergency Procurement Contract with Trane U.S. Inc. for critical HVAC system renovations at the Effingham Judicial Complex **(2025-289)** Consideration to approve to allocate opioid settlement funds in the amount of $4,500.00 to cover the cost of enrolling ten (10) Effingham County Sheriff's Office deputies in the "Operational Readiness for Police Officers: Opioid Use Disorder (OUD)" training program *(postponed, 05/20/2025)*. Commissioner Kieffer seconded the motion. The motion carried unanimously.

X – UNFINISHED BUSINESS

CONSIDERATION TO APPROVE TO AMEND AND PUBLISH SECTION 2.02 - EQUAL OPPORTUNITY AND INCLUSION OF THE HUMAN RESOURCES STANDARDS OF PRACTICE (1): *postponed- 05/06/2025, removed-05/18/2025*

HR and Risk Management Director Mausolf explained that one of the changes made was updating the Equal Opportunity Anti-Discrimination policy, including the complete elimination of Section 2.26.

Commissioner Helmy made a motion to approve the update of HR SOP 2.02 Equal

Opportunity and Anti-Discrimination. Vice Chair Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A DEVELOPMENT AGREEMENT BETWEEN GREENLAND DEVELOPERS AND THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS FOR A PROJECT KNOWN AS GOSHEN ROAD APARTMENTS (2): *Postponed, 05/06/2025*

Senior Planner Fernald explained at the May 3, 2022 Board of Commissioners meeting, the sketch plan for the Goshen Extension Apartments was approved. The agreement specifies that the county will provide transportation services as well as water and sewer services in accordance with the will-serve letter.

County Manager Callanan noted that the agreement explicitly states that it will not be signed until Goshen Commercial Drive is acquired.

Commissioner Burdette made a motion to approve the development agreement for Goshen Road Apartments. Commissioner Kieffer seconded the motion. The motion carried unanimously.

MANNING GRAHAM – PUBLIC HEARING (03): Planning Board recommends approving an application by Manning Graham to rezone +/- 33.5 acres located on Old Augusta Road from AR-1 to I-1 to allow for industrial uses Map# 476 Parcel# 4E in the Fifth District (postponed, 05/06/2025)

Senior Planner Fernald explained that the application to rezone 33.5 acres to I-1 for industrial uses was initially submitted on August 20, 2024, at 12:37pm, before the commencement of the moratorium. The application is deemed complete, subject to the conditions outlined in the staff report.

Speaking for: Chad Zittrouer with Kern & Company explained the Board decided to add conditions to the staff recommendations, requiring gated access to be no less than 300 feet from Old Augusta Road and mandating the provision of a berm along Old Augusta with appropriate screening. Mr. Zittrouer stated that the property is under contract for purchase by a non-developer. The application was submitted in conjunction with a permit for an automotive storage yard.

The Board engaged in a discussion regarding the condition of the cars that would be stored, wetlands, and uses.

Commissioner Kieffer made a motion to approve the application, and the application is complete with the following conditions:

1. A Site Plan shall be approved by the Board of Commissioners.
2. All Site Development Plans shall comply with the Water Resources Ordinances, the Local Stormwater Design Manual, and Chapter 34 – Flood Protection.
3. Site Development Plans shall adhere to the Effingham County Code of Ordinance, Section 3.4 – Buffers.
4. The County Engineer shall approve any encroachment onto Old Augusta Road.
5. This development shall be limited to the light industrial use of the Effingham

Code of Ordinance in Section 5.12.1 and shall include warehousing.
Commissioner Burdette seconded the motion. Commissioner Helmly opposed. The motion carried 3 to 1.

MANNING GRAHAM – SECOND READING (04): Consideration to approve the Second Reading of an application by Manning Graham to rezone +/- 33.5 acres located on Old Augusta Road from AR-1 to I-1 to allow for industrial uses Map# 476 Parcel# 4E in the Fifth District *(postponed, 05/06/2025).*

Postponed to 06/17/2025 due to lack of unanimous consent.

CONSIDERATION TO APPROVE THE SECOND READING TO AMEND SECTIONS 5.1 - AGRICULTURAL DISTRICTS, 5.9 - NEIGHBORHOOD COMMERCIAL DISTRICT, 5.10 - GENERAL COMMERCIAL DISTRICT, 5.11 - HIGHWAY COMMERCIAL DISTRICT, 5.12 - INDUSTRIAL DISTRICTS AND 4.1A - TABLE OF PERMITTED USES FOR THE EFFINGHAM COUNTY CODE OF ORDINANCES (5): *1st reading approved, 05/20/2025*

County Manager Callanan addressed and clarified any public confusion regarding the AR districts. The Board engaged in a lengthy discussion regarding other ordinances.

Commissioner Helmy made a motion to postpone it to 08/05/2025. Vice Chair Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE SECOND READING TO AMEND ARTICLE II - DEFINITIONS OF THE EFFINGHAM COUNTY CODE OF ORDINANCES (*1ST READING APPROVED, 05/20/2025***) (6):**

Vice Chair Deloach made a motion to approve the 2nd Reading. Commissioner Burdette seconded the motion. The motion carried unanimously.

CAITLYNN CAVALLO – PUBLIC HEARING (07): Consideration to approve an application by Caitlynn Cavallo for a variance from Section 5.1.4, to allow for a decrease in the required minimum setbacks for AR-1, located at 120 Frances Street. Map # 235A Parcel # 45 in the Third District (*postponed, 05/20/2025*)

Community Planner Barlett explained that the applicant is seeking a variance to reduce the required setbacks in the AR-1 zoning district due to the irregular shape of the parcel. The proposed development involves a mobile home measuring 32 by 80 feet.

Speaking for: Caitlynn Cavallo explained there was an issue with Environmental Health regarding the size of the home relative to the lot. As a result, a three-bedroom, two-bath home was purchased instead of the originally planned 32 by 85-foot home. The new home is smaller, measuring less than 32 by 80 feet.

Vice Chair Deloach stated that there were some concerns regarding the well and septic tank not being placed at a proper distance. He is seeking a sketch design from Environmental Health.

Vice Chair Deloach made a motion to postpone to 06/17/2025 at the applicant's request. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CAITLYNN CAVALLO – SECOND READING (08): Consideration to approve the Second Reading of an application by Caitlynn Cavallo for a variance from Section 5.1.4, to allow for a decrease in the required minimum setbacks for AR-1, located at 120 Frances Street. Map # 235A Parcel # 45 in the Third District (*postponed, 05/20/2025*).

This item was automatically postponed to 06/17/2025 due to previous action.

XI – NEW BUSINESS

CONSIDERATION TO APPROVE THE INTERGOVERNMENTAL AGREEMENTS TO CONDUCT THE NOVEMBER 2025 MUNICIPAL ELECTIONS FOR RINCON, GUYTON, AND SPRINGFIELD, AND THE DECEMBER 2025 RUNOFF ELECTION FOR GUYTON (IF NECESSARY), BY THE EFFINGHAM COUNTY BOARD OF ELECTIONS (1):

Director of Elections and Registrar Bassett explained the three (3) municipalities requested in January that the Board of Elections conduct their municipal elections, including the Guyton runoff in December. The contract has been approved by all parties.

Commissioner Helmly made a motion to approve and sign the intergovernmental agreements. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE FIRST READING OF THE ACCESSORY DWELLING UNITS (ADU) DEFINITIONS (2):

Senior Planner Fernald explained that the steering committee advised the county to permit accessory dwelling units to preserve its rural character while offering alternative housing options.

County Manager Callanan gave an overview of accessory dwelling units, zoning classifications for detached garages, and taxation of accessory dwelling units.

Vice Chair Deloach made a motion to approve the First reading of the definition of Accessory Dwelling Units (ADUs). Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE RESOLUTION# 025-017 TO RELEASE A MORATORIUM ON REZONING FOR B-1, B-2, B-3, LI, HI, DISTRICTS OR CLASSIFICATIONS (3):

There was no discussion on this item.

Commissioner Helmly made a motion to postpone to 08/05/2025. Vice Chair Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE FIRST READING OF THE BUDGET ORDINANCE FOR FISCAL YEAR 2025- 2026 BUDGET (4):

Finance Director Barnes provided an overview of the Fiscal Year 2026 budget, covering key areas such as the financial climate for FY 2026, a General Fund overview, preliminary millage rates, a comparison of millage rates, personnel and details for the General Fund and Special Funds, an overview of capital projects across all funds, and additional relevant information.

Commissioner Kieffer made a motion to approve the 1st reading of the FY 2026 budget. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO AWARD A CONTRACT TO JA LONG INC. FOR THE CONSTRUCTION OF SINGLE-LANE ROUNDABOUTS AT THE INTERSECTIONS OF HODGEVILLE ROAD WITH KOLIC HELMEY ROAD (I-4B) AND GOSHEN ROAD (I-8B), IN ACCORDANCE WITH INVITATION TO BID NO. 25-ITB-073 (5):

County Engineer Hulme explained the Effingham County Board of Commissioners issued an invitation to bid for two (2) roundabouts, one at Hodgeville and one at Hodgeville-Kolic Helmey. The total bid amount was $6,081,487.54, with a contract duration of 18 months. J.A. Long, the contractor for the Hodgeville Blue Jay roundabout, is already mobilized and has started work on the second roundabout. Five (5) contractors expressed interest in the project, but only one bid was submitted due to the proximity of the two (2) roundabouts and the tight timeline. I recommend proceeding with the current contract.

County Manager Callanan recommended proceeding with the current contract. If an incentive-based payment is agreed upon to expedite the timeline, the Board will be approached for approval via a change order to amend the agreement.

Commissioner Burdette made a motion to approve the award of contract to JA Long Inc. as presented. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AND PUBLISH NEW JOB DESCRIPTIONS AND JOB TITLES FOR FACILITIES MAINTENANCE (6):

HR and Risk Management Director Mausolf explained Facilities Maintenance proposed two (2) new job titles and descriptions. The Level Three position is intended for current staff with expertise in electrical work, while the Crew Leader position is designed for current staff to serve in a supervisory capacity.

Vice Chair Deloach made a motion to approve the job descriptions and authorize publication and distribution. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AND PUBLISH A NEW JOB DESCRIPTION AND JOB TITLES FOR DEVELOPMENT SERVICES (7):

HR and Risk Management Director Mausolf explained these promotions would involve the permit technician overseeing support staff and the senior planner revising certain qualifications.

Vice Chair Deloach made a motion to approve the job descriptions and authorize publication and distribution. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE REAPPOINTMENT OF LUCY POWELL AND THE APPOINTMENT OF REBECCA BOSTON TO THE AGING SERVICES COUNCIL (8):

County Clerk Johnson explained Ms. Lucy Powell is willing to continue serving until there is interest from another citizen. Ms. Rebecca Boston has applied for consideration of appointment. The term of office will expire on June 30, 2028.

Commissioner Kieffer made a motion to approve reappointing Ms. Lucy Powell and appointing Ms. Rebecca Boston to the Aging Services Advisory Council. Commissioner Helmly seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO APPOINT JOANNA CARTRETTE AND REAPPOINT HANK HELLER AS REPRESENTATIVES FOR THE LIBRARY BOARD (9):

County Clerk Johnson explained that Mr. Hank Heller, representing District 5, has served on the Board for an extended period and wishes to be reappointed. Ms. Joanna Cartretle will replace Ms. Bridget Neesmith as the representative for District 2. Both terms are three-year appointments, effective through June 30, 2028.

Commissioner Burdette made a motion to approve to appoint Joanna Cartrette and reappoint Hank Heller to the Library Board. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE TO CANCEL THE JULY 1, 2025 BOARD OF COMMISSIONERS MEETING (10):

The Board engaged in a discussion regarding a quorum being present.

Commissioner Burdette made a motion to deny. Vice Chair Deloach seconded the motion. The motion carried unanimously.

XII – REPORTS FROM COMMISSIONERS & ADMINISTRATIVE STAFF

Commissioner Burdette

- Goshen Road update

Commissioner Deloach

- DOT update on temporary red light on highway 80 and Sandhill
- Commended Staff on the two (2) spots patched on Honey Ridge

XIII – EXECUTIVE SESSION

At 8:05pm, Commissioner Kieffer made a motion to go into an executive session for discussion of personnel, property, and pending litigation. Commissioner Helmly seconded the motion. The motion carried unanimously.

At 8:58pm, Vice Chair Deloach made a motion to reconvene. Commissioner Burdette seconded the motion. The motion carried unanimously.

XIV – EXECUTIVE SESSION MINUTES

Commissioner Helmly made a motion to approve May 20, 2025 executive session minutes. Vice Chair Deloach seconded the motion. The motion carried unanimously.

XV – PLANNING BOARD – 6:00 pm

JAMES & MYRTLE HALL – PUBLIC HEARING (01): The Planning Board recommends approval of a request by James & Myrtle Hall to rezone +/- 5.00 acres located at 270 Cypress Point Road from AR-1 to AR-2 to allow for permitted uses in AR-2 Map# 367 Parcel# 7 in the Third District.

Senior Planner Fernald explained the applicant seeks to rezone five acres to AR-2, intending to allocate one acre to their grandson and one acre to their granddaughter. The rezoning is necessary as AR-1 zoning requires a minimum of five acres per lot to conform.

Vice Chair Deloach made a motion to approve the application, and the application is complete with the following conditions:

1. Development Services shall review and sign the plat. Then, the plat shall be recorded so the zoning can take effect.
2. There shall be no further subdivision than the 3 proposed lots.

Commissioner Burdette seconded the motion. The motion carried unanimously.

JAMES & MYRTLE HALL – SECOND READING (02): Consideration to approve the Second Reading of a request by James & Myrtle Hall to rezone +/- 5.00 acres located at 270 Cypress Point Road from AR-1 to AR-2 to allow for permitted uses in AR-2 Map# 367 Parcel# 7 in the Third District.

Vice Chair Deloach made a motion to approve the 2nd Reading. Commissioner Burdette seconded the motion. The motion carried unanimously.

TIM ONEILL – PUBLIC HEARING (03): The Planning Board recommends denial of a request by Tim O'Neill to rezone +/- 2 out of 12.85 acres located on Green Morgan School Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map# 363 Parcel# 14 in the Third District.

This item was withdrawn by the applicant during the meeting.

TIM ONEILL – SECOND READING (04): Consideration to approve the Second Reading of a request by Tim O'Neill to rezone +/- 2 out of 12.85 acres located on Green Morgan School Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map# 363 Parcel# 14 in the Third District.

This item was withdrawn by the applicant during the meeting.

CHRIS ROSS – PUBLIC HEARING (05): The Planning Board recommends approval of a request by Chris Ross to rezone +/- 1.13 acres located at 4426 Midland Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map# 418 Parcel# 35 in the Second District.

Senior Planner Fernald explained the applicant has submitted a request to rezone 1.13 acres to AR-2 due to property line adjustments and a land exchange with their neighbor. The Future Land Use Map designates this parcel as Agricultural Residential.

Speaking for: Chris Ross explained the plan involves exchanging equal quantities on both sides of the line.

Commissioner Burdette made a motion to approve the application, and the application is complete with the following conditions:

1. Development Services shall review and sign the plat. Then, the plat shall be recorded so the zoning can take effect.

Commissioner Kieffer seconded the motion. The motion carried unanimously.

CHRIS ROSS – SECOND READING (06): Consideration to approve the Second Reading of a request by Chris Ross to rezone +/- 1.13 acres located at 4426 Midland Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map# 418 Parcel# 35 in the Second District.

Commissioner Burdette made a motion to approve the 2nd Reading. Vice Chair Deloach seconded the motion. The motion carried unanimously.

ANNA HELMEY – PUBLIC HEARING (07): The Planning Board recommends approval of a request by Anna Helmey to rezone +/- 0.50 acres located at 615 Nease Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map# 375 Parcel# 35 in the Second District.

Senior Planner Fernald explained the applicant is seeking to rezone 0.50 acres to AR-2 zoning. The minimum lot area requirement for AR-2 zoning is 0.50 acres, and the future land use map designates this parcel as agricultural residential.

Commissioner Burdette made a motion to approve the application, and the application is complete with the following conditions:

1. Development Services shall review and sign the plat. Then, the plat shall be recorded so the zoning can take effect.

Vice Chair Deloach seconded the motion. The motion carried unanimously.

ANNA HELMEY – SECOND READING (08): Consideration to approve the Second Reading of a request by Anna Helmey to rezone +/- 0.50 acres located at 615 Nease Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map# 375 Parcel# 35 in the Second District.

Commissioner Burdette made a motion to approve the 2nd Reading. Vice Chair Deloach seconded the motion. The motion carried unanimously.

XVI – ADJOURNMENT

At 8:58pm, there being no further business, Vice Chair Deloach made a motion to

adjourn the meeting. Commissioner Helmly seconded the motion. The motion carried unanimously.

Damon Rahn, Chairman

Stephanie D. Johnson, County Clerk

APPROVED BY THE BOARD OF COMMISSIONERS
JUNE 17, 2025