"The Crossroads to the Future"

# Town Council Meeting Minutes

**August 17, 2015**
**7:00 P.M.**

**Present at Meeting:** Mayor Rau, Mr. Bass, Mrs. Smith, Mr. Mellecker, Mr. Branham, Mr. Williams, Mrs. Knagge, Mr. Fontes, Mr. Williams, Laura from NCEDB, and two (2) members of the Media.
**Absent:** Mrs. Shaw

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I. ***Call to Order*** – Mr. Bass at 7:01 PM.

II. ***Pledge of Allegiance to Flag & Invocation*** – Mr. Bass

III. ***Visitors Welcomed & Reminded Meeting Minutes are Being Recorded*** – Mr. Bass

IV. ***Persons Wishing to Address Council – 3 Minute Limit*** – None

V. ***Minutes***

- Motion to Approve the Minutes by Mr. Fontes and 2nd by Mrs. Smith.
  - Motion Carried.

VI. ***Presentation***

- Review of Annual Audit
  - Brett Stone of Carr, Riggs, & Ingram
  - Reviewed Audit Findings
  - No Questions from Council or Audience

## VII. *Old Business*

- Resolution 2015-R14 – Nassau County Economic Development Board Donation
  - Read by Title by Mr. Branham
  - Motion to Approve Resolution 2015-R14 in the amount of $500 by Mr. Fontes and 2nd by Mrs. Smith.
  - Discussion:
    - Mr. Fontes stated he had spent some time with Ms. Diabella and the energy is up and things are looking good. He reminded Ms. Diabella that the Board could approach the Board again in the new Fiscal Year which begins in October.
    - Mrs. Smith stated that it looks like things are looking up for our Town and the County and that with the NCEDB's help we are on the verge of good things.
  - Motion Carried.

- Planning & Zoning Board Update
  - Mr. Mellecker stated that after speaking with the Members of the Planning & Zoning Board they have decided to change the time of the meetings to 7:00 instead of 6:00 to allow everyone time to get there from their other obligations.

- Resolution 2015-R15 -- Clerk's Salary
  - Read by Title by Mr. Branham
  - Discussion:
    - Mr. Bass asked what the Clerk's Salary is now. The answer was $9,000 per year.
    - Mrs. Smith stated that she had spent a lot of time thinking & researching this and she has mixed feelings. The Town Code says to pay the Clerk $12 per hour over regular duties and that is what should be followed.
    - Mr. Fontes asked how we would be able to differentiate what is happening now and what will happen in the future. What would be considered over and above regular hours? All Elected Officials work different hours each week, as needed. However, people should be paid a fair wage for a fair day's work: Elected or not. He stated that 6 years ago the Clerk stated it wasn't enough then, and the job has really evolved even more since then it does need to be raised. It will also make it easier to fill the position when the time comes.
    - Mayor stated that Ms. Shaw had sent her thoughts and said the vote could occur during her absence. Her thought was that the Salary shouldn't be more than $1000 a month. He also stated that Mrs. Knagge & Mr. Branham keep us out of a lot of trouble, and the job is worth every bit, if not more, of $15,000 a year.
    - Mr. Bass stated that making an elected position hourly can open the Town up to a lot of problems. He stated we should consider raising the salary, but not keeping hourly times.
    - Mayor stated that we are paying for Ms. Knagge's knowledge which she has been consistently updating since she started with Clerk's School & lots of research & learning what is best for our Town.

        - Mrs. Kirk had nothing to say on the matter.
        - Mr. Mellecker stated that we should just raise the Salary because making it an hourly position is just asking for trouble.
        - Mr. Branham stated that under the Law it can be an hourly position if the Council chooses to go that route.
    - Motion to Raise the Clerk's Salary to $14,500 by Mrs. Smith and 2nd by Mr. Fontes.
    - Motion Carried.
    - Motion to Raise the Clerk's Salary effective October 1st with the New Budget Cycle by Mr. Fontes and 2nd by Mr. Mellecker.
    - Motion Carried.

## VIII. *New Business*

- Fire Department Rental Agreement
    - Mr. Bass stated that the current contract will expire on September 30th, and that the Council needs to decide to leave the contract as is or submit for changes.
    - Mr. Fontes recommended that Mr. Bass & Mr. Williams to meet with the County people to figure out a long term agreement.
    - Consensus of the Council was to leave the Contract as is until the meeting occurs between the Town & County people.

- Coakley Resolution Update
    - Mr. Branham stated that Ms. West asked if the Resolution needs to be redone since it didn't make it to the House floor this year. He didn't see a need to re-do the Resolution.
    - Discussion between Council.
    - Motion to approve Resolution 2015-R16 to read the same as the last by Mr. Fontes and 2nd by Mr. Mellecker.
    - Motion Carried.

- Tanker Purchase -- Ratliff Road Volunteer Fire Department
    - Mr. Williams stated he had been working with the Ratliff Road Volunteer Fire Department on their Tanker Truck. The Tanker that we currently have is past the point of repair.
    - Ratliff Road has asked for $100,000 for the truck which Mr. Williams stated was a very fair price.
    - Mr. Fontes asked if the Tanker would be stored here or there. Mr. Williams answered that our Insurance Company has agreed that we can store it there and still be covered.
    - Mr. Bass stated that having a Tanker there is not only a benefit to the Town citizens, but a huge asset for the Ratliff Road Community.
    - Mayor Rau stated that we need to have an Interlocal Agreement stating that they will keep the building up and running for the storage of the Tanker to protect the Town's Investment.
    - Motion to approve Resolution 2015-R16 to read the same as the last by Mr. Fontes and 2nd by Mr. Mellecker.
    - Motion Carried.

- Records Management Training
  - Mrs. Knagge asked the Council and the Mayor to consider allowing her to offer the office Staff Records Management classes via a Webinar which would save the Town money. She stated it would be done three Wednesday's in a row for two hours. She requested the Authority to close the office on those days for a long lunch. She also invited anyone else to attend and learn the Florida laws on the Records.
  - Council consensus was to grant her request.

## IX. *Recurring Business*

- Water & Sewer Adjustments – None

## X. *Review & Approval of Town Expenditures*

- General Fund **$12,619.81**
  - Motion to Pay the General Fund by Mr. Mellecker and 2nd by Mr. Fontes. Motion Carried.

- Water & Sewer Fund **$8,163.47**
  - Motion to Pay Water & Sewer Fund by Mr. Fontes and 2nd by Mrs. Smith. Motion Carried.

- Water & Sewer Disbursements -- **None**

## XI. *Around the Council Table*

### Mayor

- Very honored to represent the Town at the Florida League of Cities Conference last week.
- Was able to learn lots of new things to help our Town. There was the option to purchase the whole set of Conference for $99, and it would be very beneficial to the Council & the Town.
- Updated the Council on how he voted throughout the Council.
- Urged the Council to consider attending the next one.

### Mrs. Smith – Parks

- Stated that she had been asked by several Town people about the Minutes being online. Mrs. Knagge stated that it is all up to date.
- Asked the Clerk to track her hours.

### Mr. Fontes – Water & Sewer

- Stated that the Water & Sewer department obtained new billing software. Thanks to Michael for his diligence on helping to obtain the best deal possible.
- Would like the Council to address Impact Fees. New construction impacts everything, so we need to do everything we can to utilize that source. Decide if the Impact Fees need to increase, stay the same, or what direction to go.
- Mr. Bass stated that there are so many empty spaces that we need to work on filling. Annexation will help us benefit more from the impending growth.

- **Mrs. Kirk – Treasurer** – Nothing

- **Mrs. Shaw – Streets** -- Absent

- **Mr. Mellecker – Zoning** – Nothing

- **Mr. Branham – Attorney** – Nothing

- **Mrs. Knagge – Clerk**
  - Reminded the Council of the Investiture for Judge Fahlgren on August 20th. Attending will be The Knagge's, Mr. Branham, Mrs. Shaw, Mr. Bass, Mr. Williams, and Mayor & his wife.

- **Mr. Williams – Town Manager**
  - Reminded everyone that the first Budget hearing would be at the next meeting on September 8th.

- **Mr. Bass – Council President & Fire** – Nothing

## XII. *Adjourn*

- Motion to adjourn by Mr. Fontes and 2nd by Mr. Mellecker. Motion Carried.
- Time: **8:22 PM**

**John Kenneth Bass, Council President**

Stephanie Knagge

**Stephanie Knagge, Town Clerk**

*If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*