



“The Crossroads to the Future”

Town Council Meeting Minutes

September 16, 2019

7:00 P.M.

Present at Meeting: Mayor Fontes, Mr. Mellecker, Ms. Shaw, Mrs. Kirk, Mrs. Graham, Ms. Smith, Mrs. Knagge, Mr. Branham, Mr. Williams, three (3) members of the Community, and two (2) members of the Media.

Absent: Mr. Bass

- I. **Call to Order** – Mr. Bass at 7:00 PM
- II. **Pledge of Allegiance to Flag & Invocation** – Ms. Shaw
- III. **Visitors Welcomed & Reminded Meeting Minutes are Being Recorded** – Ms. Shaw
- IV. **Persons Wishing to Address Council – 3 Minute Limit** -- None
- V. **Minutes**
 - Motion to Approve the Minutes by Mr. Mellecker and 2nd by Ms. Smith
 - Discussion: None
 - Motion Carried
- VI. **Treasurer's Report**
 - Motion to Approve the Treasurer's Report by Mrs. Graham and 2nd by Mr. Mellecker
 - Discussion: None
 - Motion Carried

VII. **Presentations**

- Justin Taylor, Chairman, Nassau County Board of County Commissioners
 - Mayor – invited Mr. Taylor here to present the Annexation of adjacent 286 acres to the Chairman of the Board of County Commissioners to start the 15-day clock of acceptance or refusal of the County. Commissioner Taylor accepted the proposal at 7:03 PM to start the 15-day clock.

VIII. **Business**

- 1st Budget Hearing
 - Resolution 2019-R17 – Proposed Millage Rate
 - Mr. Branham read by Title
 - Ms. Shaw Closed the regular meeting at 7:04 PM
 - No Public Comment
 - Ms. Shaw Re-Opened the regular meeting at 7:05
 - Motion to Approve Resolution 2019-R17 by Mr. Mellecker and 2nd by Ms. Smith
 - Discussion: None
 - Motion Carried
 - Resolution 2019-R18 – Proposed Budget
 - Mr. Branham read by Title
 - Ms. Shaw Closed the regular meeting at 7:04 PM
 - No Public Comment
 - Ms. Shaw Re-Opened the regular meeting at 7:05
 - Motion to Approve Resolution 2019-R18 by Ms. Smith and 2nd by Mr. Mellecker
 - Discussion:
 - Mayor moved
 - Mayor page 2 w & s loan is 77K would like to make a 50K towards principal
 - Recommending changing accountants for a tighter budget check throughout the year
 - Mrs. Graham – we will need to be hiring this year to replace some and add some additional. Would like to see the Clerks salary go back down to what it was in 2015. Lengthy discussion between the Clerk, Mrs. Graham, and Mrs. Knagge.
 - Motion Carried with Mrs. Graham dissenting
- CDBG Grant Administrators
 - Mayor stated that we only received one BID and it was from Fox & Associates
 - Motion to approve Fox & Associates as CDBG Grant Administrators by Mr. Mellecker and 2nd by Mrs. Graham

- Discussion: None
- Motion Carried
- Milling & Paving Contract
 - Ms. Shaw read quotes of the 3 BIDS, and recommended Duval Asphalt in the amount of \$127,410.00 to pave 4 projects.
 - Motion to Approve Duval Asphalt by Mr. Mellecker and 2nd by Ms. Smith
 - Discussion: None
 - Motion Carried
- Accounting Contract
 - Mayor we went for BID with having 2 difficult auditing years, and just not being happy with current accounting firm.
 - We received 2 BIDS: Crews & Conrad (current) for \$1500 a month & Bookkeeping & Accounting of Florida for \$850 a month
 - I recommend going with Bookkeeping & Accounting of Florida
 - Motion to approve Bookkeeping & Accounting of Florida by Mr. Mellecker and 2nd by Ms. Smith
 - Discussion:
 - Mr. Mellecker will they be cleaning up the books -- Mayor stated that will be done by October 1, and they will be providing the Quick Books service for us, so there is another savings
 - Motion Carried
- SRF Engineering Contract
 - Mr. Fontes - SRF Grant for Waterline extensions – due to time sensitive issues we signed with Mittauer & Associates. They have done our other projects and are very familiar with what we need.
 - Motion to approve the emergency signing with Mittauer & Associates by Mrs. Graham and 2nd by Ms. Smith
 - Discussion: None
 - Motion Carried
- Department of Economic Opportunity Grant Update
 - Working on the Proposal to get lines going.
 - Mellecker – When we put our lines in will it affect the gas lines -- Mayor - we must work around them since they took the best spot.

Review & Approval of Town Expenditures

- General Fund \$27,375.81
 - Motion to Pay the General Fund by Ms. Smith and 2nd by Mr. Mellecker
 - Discussion: None
 - Motion Carried

- General Fund **\$21, 578.19 for September 3rd**
 - Motion to Pay the General Fund by Mr. Mellecker and 2nd by Ms. Smith
 - Discussion: None
 - Motion Carried
- Water & Sewer Fund **\$3291.85**
 - Motion to Pay Water & Sewer Fund by Mrs. Graham and 2nd by Mr. Mellecker
 - Discussion: None
 - Motion Carried
- Water & Sewer Fund **\$13, 201.04 for September 3rd**
 - Motion to Pay the Water & Sewer Fund by Ms. Smith and 2nd by Mr. Mellecker
 - Discussion: None
 - Motion Carried
- Water & Sewer Adjustments -- None
- Water & Sewer Disbursements
 - $373.20 + 171.56 = 544.76$
 - Motion to Disperse \$544.76 by Mrs. Graham and 2nd by Ms. Smith
 - Discussion: None
 - Motion Carried

IX. **Around the Council Table**

- **Mayor**
 - 30th 2nd Budget hearing
 - Mr. Williams and I met with the county before the storm. Presented with contract for fire department rent and talked about annexation
 - Copy of press release for Waste Collection
 - DEO - time for Comp plan – Mr. Branham recommended Northeast Florida Regional Council
 - Purchasing Policy - \$12,400 for drainpipe for old Dixie for Depot Park
- **Mrs. Smith – Park** -- Nothing
- **Mrs. Graham – Water & Sewer** -- Nothing
- **Mrs. Kirk – Treasurer** – Nothing
- **Mrs. Shaw – Streets** -- Nothing
- **Mr. Mellecker – Zoning** – Nothing
- **Mr. Branham – Attorney** – Nothing

- Mrs. Knagge – Clerk -- Nothing
- Mr. Williams – Town Manager -- Nothing
- Mr. Bass – Council President & Fire – Absent

X. Adjourn

- Motion to adjourn by Mr. Mellecker and 2nd by Mrs. Graham
- Motion Carried
- Time: 7:44 PM



John Kenneth Bass, Council President

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.