

"The Crossroads to the Future"

Town Council Meeting Minutes

July 18, 2016

6:00 P.M.

Present at Meeting: Mr. Bass, Mrs. Smith, Mr. Mellecker, Mrs. Shaw, Mr. Fontes, Mr. Branham, Mr. Williams, Mrs. Knagge, Nine (9) members of the Community, Laura Dibella (NCEDB), Pastor Clowers & Maxine Simmons (NEFCIA), Bret Stone & Amy Miller (CPAs), Alexandra Davis & Cathy Barber (ACS), and two (2) members of the Media.

Absent: Mayor Rau

- I. **Call to Order** – Mr. Bass at 6:02 PM
- II. **Pledge of Allegiance to Flag & Invocation** – Pastor Clowers
- III. **Visitors Welcomed & Reminded Meeting Minutes are Being Recorded** – Mr. Bass
- IV. **Persons Wishing to Address Council – 3 Minute Limit**
 1. Alexandra Davis & Cathy Barber – Presented the Council with a certificate of appreciation for their donation to the American Cancer Society's Relay-4-Life.
- V. **Minutes**
 - Motion to Approve the Minutes by Mr. Fontes and 2nd by Mrs. Smith.
 - Discussion: None
 - Motion Carried.

VI. Treasurer's Report

- Motion to Approve the Treasurer's Report by Mrs. Smith and 2nd by Mrs. Shaw.
 - Discussion: None
 - Motion Carried.

VII. Presentation

- Audit Report – Bret Stone of Carr, Riggs, & Ingram, CPAs & Advisors
 - Stated that the Town is in good shape except for the usual findings that can't be fixed at this time due to the size of the Town.
 - Motion to Accept the Audit Report by Mr. Fontes and 2nd by Mrs. Smith.
 - Discussion: None
 - Motion Carried.
- Northeast Florida Community In Action Agency – Pastor Clowers & Maxine Simmons
 - Informed the Council about a Community Wide Project to provide the area children fully stocked backpacks for the upcoming school year.
 - The Event will be Saturday the 23rd from 10 AM – 3 PM.
 - Stated area organizations, businesses, and churches have donated to this event and ask the Town to consider helping with some of the \$700 shortage.
 - With Mayor Rau out it was left to Mr. Bass to make the decision, and due to the time constraints, Mr. Bass decided to give the full \$700. The Council Consensus was unanimous to do the full \$700.
- Nassau County Economic Development Board -- Laura Dibella
 - 8 projects on the Pipeline for the Westside of the County right now.
 - Project MOM is still a very strong contender, and would provide approximately 1750 jobs to the area.
 - Thanked the Council for having Randy Knagge sit on the Board to represent the Town's interest.
 - Asked the Council to consider supporting the NCEDB.
 - Motion to Approve \$500 from the Water & Sewer Enterprise Fund by Mr. Fontes and 2nd by Mr. Mellecker.
 - Discussion: None
 - Motion Carried.
- Assisted Living Facility – Dorothy Young – 54419 Lawhon Rd.
 - Stated that there should be a better option for aging parents that a facility that is 20 miles round trip.
 - Asked the Council to look into helping her find a solution for the community of Callahan.

VIII. Business

- Approval of Bids for Fire Department Maintenance
 - Mr. Williams stated that the windows of the side nearest Flash Foods are plastic and due to the sun have deteriorated. Received 3 bids to replace 8 windows with Vinyl that can be cleaned from the inside:
 - Window World -- \$3,388
 - American Window Products -- \$4,397
 - Company Didn't Respond with Bid
 - Motion to approve Window World to replace Windows by Mr. Fontes and 2nd by Mrs. Smith.
 - Discussion: Mr. Fontes asked if it would be cheaper to replace all of the windows at the same time and Mr. Williams stated the others are in good shape right now.
 - Motion Carried.
 - Looking to accept bids to replace the floors upstairs with something more durable. Will hopefully have bids for this at the next meeting.
 - Also, stated before too long we will need a new roof and gutters.
- Review and Possible Sighting of Tentative Millage Rate
 - Motion to set the tentative Millage Rate at 3.1561 by Mr. Fontes and 2nd by Mrs. Smith.
 - Discussion: Mr. Williams asked the Council to set the Budget Hearings for September 6th and the final on September 19th. Council Consensus.
 - Motion Carried.
- Contract – Carr, Riggs, & Ingram, CPAs & Advisors
 - Motion to the renewal of the Contract with Carr, Riggs, & Ingram for the Annual Audits by Mr. Fontes and 2nd by Mrs. Smith.
 - Discussion: None
 - Motion Carried.
- 1st Public Hearing
 - Ordinance 2016-002 – Chapter 195 Update
 - Read by Title by Mr. Branham.
 - Motion to accept the first Reading of the update to Chapter 195 by Mrs. Smith and 2nd by Mrs. Shaw.
 - Discussion: Mr. Williams stated this update would allow lots to be divided or joined.
 - Motion Carried.

- Community Development Block Grant Program (CDBG) – Fred Fox Enterprises, Inc.
 - Resolution 2016-R11 -- Affirmative Action/EEO Policy
 - Read by Title by Mr. Branham.
 - Motion to accept Resolution 2016-R11 -- Affirmative Action/EEO Policy by Mrs. Shaw and 2nd by Mr. Mellecker.
 - Discussion: None
 - Motion Carried.
 - Resolution 2016-R12 -- CDBG Complaint Policy
 - Motion to accept Resolution 2016-R11 -- Affirmative Action/EEO Policy by Mr. Fontes and 2nd by Mr. Mellecker.
 - Read by Title by Mr. Branham.
 - Discussion: None
 - Motion Carried.
 - Resolution 2016-R13 -- Excessive Force Policy
 - Motion to accept Resolution 2016-R13 -- Excessive Force Policy by Mrs. Shaw and 2nd by Mrs. Smith.
 - Read by Title by Mr. Branham.
 - Discussion: Mrs. Smith asked what initiated this policy. Mr. Branham stated that when you receive government monies you have to follow all of their policies.
 - Motion Carried.
 - Citizen's Participation Plan – Resolution 2016-R14
 - Motion to accept Resolution 2016-R14 Citizen's Participation Plan by Mr. Fontes and 2nd by Mrs. Smith.
 - Read by Title by Mr. Branham.
 - Discussion: None
 - Motion Carried.
 - CDBG Procurement Policy -- Resolution 2016-R15
 - Motion to accept Resolution 2016-R15 CDBG Procurement Policy by Mr. Mellecker and 2nd by Mrs. Shaw.
 - Discussion: None
 - Motion Carried.
- Sealed Asphalt Bids for Ewing Park Read by Mrs. Knagge
 1. DT Services -- \$22,413.00
 2. Kudzue 3 Trucking & Paving -- \$29,295.00
 - Motion to accept DT Services Bid for repaving of Ewing Park by Mrs. Smith and 2nd by Mr. Mellecker.
 - Discussion: None
 - Motion Carried.

IX. Review & Approval of Town Expenditures

- General Fund **\$15,091.73**
 - Motion to Pay the General Fund by Mrs. Shaw and 2nd by Mr. Mellecker.
 - No Discussion
 - Motion Carried
- Water & Sewer Fund **\$6,554.33**
 - Motion to Pay Water & Sewer Fund by Mr. Fontes and 2nd by Mrs. Shaw.
 - No Discussion
 - Motion Carried
- Water & Sewer Disbursements **\$690.43**
 - Signed & Approved by Mr. Fontes & Mayor Rau
- Water & Sewer Adjustments
 1. Connie Bernard – Pumpkin Court – Leak under trailer. Mr. Braddock was sick and couldn't look at it, so Billy fixed it.
 - Motion to make an Adjustment of \$103.95 by Mr. Fontes and 2nd by Mrs. Smith.
 - No Discussion
 - Motion Carried
 2. William Hazlet of Oak Trail – Consistent bill every month and then hit with a high bill. Water hose was stretched across the yard when guys went to investigate. Meter not running. Doesn't meet criteria for adjustment. Hold until next meeting to see what the next reading is.

X. Around the Council Table

- **Mayor** – Absent
- **Mrs. Smith – Parks** – Nothing
- **Mr. Fontes – Water & Sewer** – Commended Mr. Mellecker, Mr. Williams, and Code Enforcement for cleaning up the Town.
- **Mrs. Kirk – Treasurer** – Nothing
- **Mrs. Shaw – Streets** – Stated that 5th street light needs to be longer, and we still need more police presence.
- **Mr. Mellecker – Zoning** – Nothing
- **Mr. Branham – Attorney** – Nothing

➤ **Mrs. Knagge – Clerk**

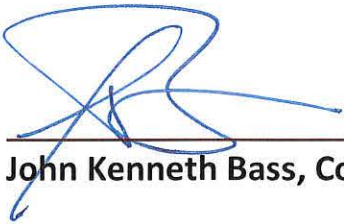
- We received the Grant for Phase 5 of Ewing Park for \$50,000 and the FRDAP Presentation will be August 15th.
- July 28th we will host the “Property Appraiser Town Hall Meeting” in the Fire Station Meeting Room at 5:30 PM.
- Election Packets are available tonight and Qualifying begins August 1st for anyone interested in serving on the Town Council.

➤ **Mr. Williams – Town Manager** – Nothing

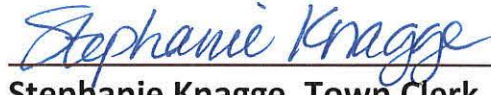
➤ **Mr. Bass – Council President & Fire --**

XI. Adjourn

- Motion to adjourn by Mr. Fontes and 2nd by Mrs. Smith. Motion Carried.
- Time: **7:35 PM**



John Kenneth Bass, Council President



Stephanie Knagge, Town Clerk