

**MINUTES
HILLIARD ACTION COMMITTEE
MONDAY, MARCH 7, 2016 @ 7PM**

The Hilliard Action Committee will meet in the Hilliard Town Hall Conference Room, located at 15859 West County Road 108, Hilliard, Florida, to consider the items of interest listed below.

The meeting is called to order by David Buchanan at 7:00 p.m.

MEMBERS IN ATTENDANCE:

David Buchanan, Mayor
Ann Buchanan, Ex-Chair
Lisa Purvis, Town Clerk
Kyle Malucci, Parks & Recreation Director
Myra Cockerham, Town of Hilliard
Skip Frey, Citizen
Len Kreger, Keep Nassau Beautiful
Elder Wilson, LDS Church Sr. Missionaries
Sister Wilson, LDS Church Sr. Missionaries

APPROVAL OF MINUTES:

Motion is made by Ann Buchanan to approve the minutes for the November 2, 2015 Hilliard Action Committee. Seconded by Skip Frey. Motion carries.

DISCUSSION ITEMS:

The following items are reviewed and confirmed:

2016 Hilliard Town Clean Up in Association with Keep Nassau Beautiful

Date & Timeline:	Saturday, April 9, 2016
Refreshments	8:30 am
Clean Up Begins	9:00 am
Cook Out Begins	12:00 pm
Clean Up Ends	12:00 pm
Document Shredding	9:00 am – 12:00 pm (UltraShred)
Blood Alliance Drive	9:00 am – 1:00 pm (Oneblood)

T-Shirt Color – Turquoise – Keep Nassau Beautiful

Free Document Shredding 9:00 am to 12:00 pm – Provided by Ultra Shred

Town Clean Up Duties & Assign Volunteers – HAC Members

- Ann Buchanan will contact the Beta Club's.
- Ann Buchanan will go to business in Hilliard for prizes.
- Skip Frey will go to business in Folkston for prizes.
- Kyle Malucci will go to business in Yulee for prizes.
- Jack Bailey will be asked if he would be willing to go to business in Callahan for prizes.

- Ann Buchanan will take letter to Winn Dixie requesting a donation for am refreshments.
- Elder & Sister Wilson will have several volunteers from their LDS Church Youth.
- David Buchanan advises that the West Nassau JROTC will have several volunteers.

The following items are reviewed:

- Staff – Myra Cockerham
 - Grants & donations from Wal-Mart, Sam's, Target, Lowe's & Home Depot
 - Gloves (Micro Flex)
 - Tickets for prize drawings
 - List of all donations for prize drawing (4 \$50 Prize Bottles and unfound Prize Bottles will be given as prize drawings at the end of the list in \$25 cash increments)
 - Contact Chick Filet for food donation
- Staff – David Thompson
 - Lewis Stokes for metals (white goods) containers
 - Farmer John's Portable Toilets portable toilets and hand wash stations
 - 2 Public Works Department employees to run equipment
 - Banners announcing the event around Town
 - Dumpster/Container signs
- Staff – Del Miley
 - Lil Debbie vendor snack cakes
- Staff – Lisa Purvis
 - Request donations from FPL & OREMC
 - Announcement advertisements in the Nassau County Record and Westside Journal - 4 runs
 - Thank you advertisements in the Nassau County Record and Westside Journal – 1 run
 - Letters requesting donations in cash or door prizes on Town letterhead
 - Letters requesting places of worship to volunteer at Town Clean Up
- Staff – Dawn Carroll
 - Note on Town of Hilliard water & sewer bills for March & April
 - Flyer in Town of Hilliard water & sewer bills for April
- Staff – Tiffany Murphy
 - Flyer on Town of Hilliard web site
 - Create Town flyers announcing the event and happenings
- Mayor - David Buchanan
 - Sheriff trustees assist at the event
- HVFD – Members
 - Cook for the cook out

➤ Volunteers

✓ List of volunteers that pre sign up for the following:

To provide truck with trailer

To sign up for area to pick up

To make donation

To assist at containers

To have items picked up curb side by Town employees

Volunteer to clean up after event

✓ Collect cash prizes and make cash bottles

(4 \$50 Prize Bottles each year and if any unfound to be given as prize drawings in \$25 cash increments)

✓ Collect donated prizes from the following areas:

Hilliard – Ann Buchanan

Callahan – Jack Bailey?

Folkston – Skip Frey

Yulee – Kyle Malucci

✓ Contact and advise the following organizations about volunteering at the event:

Girl Scouts – sumnassau@gmail.com (Shelly) or (904) 421-3499 (Michelle)

Boy Scouts – michael.moore@scouting.org

HES – Elementary Beta Club Members

HMSH – Jr Beta Club Members & Beta Club Members

JR ROTC – West Nassau High School

Division of Forestry (904) 845-3597

St Vincent Primary Care (904) 845-3574

Winn Dixie (904) 845-3782

Southeastern Bank (904) 845-4431

✓ Volunteers for the following assignment the day of the clean up:

Table set up for morning refreshments

Assign areas of Town to pick up right of ways

Table set up to give out gloves, bags and pick up stick

Table set up to give out free I Love Hilliard T-shirts

Table set up to sign up to volunteer

Table set up to fill out prize tickets for drawing at cook out

Kitchen to prep relishes for cook out

Table set up for prize drawing at noon

Take pictures of the event for the Town website

Dumpster duty

Truck with trailer to pick up trash bags & give out water

➤ Keep Nassau Beautiful – Len Kreger

Bottled Water

Yard Debris, Tires, Household Trash & Containers

Pay Tipping Fees

Tires, Trash & Yard Debris

Banners (8) reusable
Glad Trash Bags
Purchase & Deliver T-shirts

- Hilliard Action Committee – David & Ann Buchanan
- Sam's supplies for cook out
Winn Dixie supplies for morning refreshments
Bread Company hotdog & hamburger buns

SAMS LIST:

Hamburgers (250)
Hotdogs (200)
Chips (6 packs)
Cheese (1 pack)
Mayo (1 gallon or 2 bottles & packets)
Ketchup (3 bottles or packets)
Mustard (2 bottles or packets)
Pickle Relish (2 bottles or packets)
Pickles (3/2 jars)
Slaw (6 bags)
Lettuce (6 heads)
Tomato (4 packs)
Onions (5 pounds)
Foil Sheets (1 box)
Plates (2 packs)
Napkins (1 pack)
Forks (1 box)
Styrofoam Coolers (6 count)
Styrofoam Cups (200 count)
Foil Pans (6 large)

WINN DIXIE LIST:

Check Can Sodas (26 – 12 packs)
Doughnuts (8 dozens)
Orange Juice (2 gallons)
Milk (1 gallon)
Chocolate Milk (1 gallon)

MERRITA BREAD CO:

Hamburger Buns (250)
Hot Dog Buns (200)

MISC:

Grills (HVFD)
Coolers (HAC, HVFD & PWD)
Ice (PWD)

OTHER BUSINESS:

- Len Kreger requests to send an Earth Day Resolution for the Town to adopt.
- Len Kreger asks if the Town has someone that they would like to nominate to the Keep Nassau Beautiful Board.
- Mayor Buchanan asks to place on the next Town Council Meeting Agenda to recommend appointment of Skip Frey to the Keep Nassau Beautiful Board.
- Mayor Buchanan advises that he would like to publicly thank Ms. Katherine Vanzant for up keeping the North Welcome to Hilliard sign over the years at the clean up this year.

FUTURE MEETINGS:

- Monday, March 28, 2016 @ 7pm
- Monday, April 4, 2016 @ 7pm

MEETING ADJOURNMENT:

- 7:50 pm

Approved this _____ day of _____, _____ by the Hilliard Action Committee.

TOWN OF HILLIARD

David Buchanan, Mayor