

# HILLIARD TOWN COUNCIL MINUTES

**Hilliard Town Hall / Council Chambers  
Post Office Box 249**

**15859 West County Road 108  
Hilliard, FL 32046**

<u><b>MAYOR</b></u> David Buchanan	<u><b>COUNCIL PRESIDENT</b></u> John Beasley	<u><b>COUNCIL PRO-TEM</b></u> Kenny Sims	<u><b>TOWN COUNCIL</b></u> Cris McConnell Lee Pickett Patricia Webb
<u><b>TOWN ATTORNEY</b></u> Steven M. Fahlgren	<u><b>PARKS &amp; RECREATION DIRECTOR</b></u> Joe Michaels	<u><b>TOWN CLERK</b></u> Lisa Purvis	<u><b>PUBLIC WORKS DIRECTOR</b></u> David Thompson

**AGENDA**

- ITEM-1** Regular Meeting Agenda
- Thursday, October 3, 2013
  - Call to Order 7:05 p.m.
  - Roll Call

Mayor David Buchanan	Present
Council President John Beasley	Present
Council Pro Tem Kenny Sims	Present
Councilman Cris McConnell	Present
Councilman Lee Pickett	Present
Councilman Patricia Webb	Present

- Prayer & Pledge of Allegiance
- Additions/Deletions to Agenda

**ITEM-2** Additions/Deletions to Agenda

Motion to add as an emergency item the email received from Nassau County Fire Chief Matt Graves regarding the Hilliard Volunteer Fire Department to Item-13.								
Motion	Result	M	2 <sup>nd</sup>	CM	LP	PW	KS	JB
Approve	Approved	CM	KS	Y	Y	Y	Y	Y

**PAYABLES**

**ITEM-3** September 2013 \$41,805.16

Motion	Result	M	2 <sup>nd</sup>	CM	LP	PW	KS	JB
Approve	Approved	JB	CM	Y	Y	Y	Y	Y

**MINUTES**

**ITEM-4**

09-19-2013	Regular Meeting
09-23-2013	Workshop (Grants)
09-24-2013	Public Hearing & Special Meeting (Budget)

Motion	Result	M	2 <sup>nd</sup>	CM	LP	PW	KS	JB
Approve	Approved	KS	JB	Y	Y	Y	Y	Y

**PROCLAMATIONS**

**ITEM-5** National Long-Term Care Residents’ Rights Month – October 2013

Mayor Buchanan reads in its entirety a Proclamation and proclaims October 2013 as National Long-Term Care Residents’ Rights Month. Ombudsman Kathleen O’Day accepts the proclamation and speaks before the Council in regards to Florida’s Ombudsman Program and Residents’ Rights Month.

**ITEM-6** Domestic Violence Awareness Month – October 2013

Mayor Buchanan reads in its entirety a Proclamation and proclaims October 2013 also as Domestic Violence Awareness Month. Ms. Shandra Riffey, Executive Director speaks before the Council regarding domestic violence and introduces the staff that she has brought with her tonight Barbara Beck, advocate at the Court House, Lauren Birles, advocate for Hilliard Area and Elaine Cotes.

**DONATIONS**

**ITEM-7** Micah’s Place – Shandra Riffey, Executive Director

Mayor Buchanan presents a donation check for \$500 from the Town of Hilliard to Ms. Shandra Riffey, Executive Director for Micah’s Place. Ms. Riffey thanks the Town for their many years of support to Micah’s Place and for the Mayor and all of his years of service.

**TOWN CLERK**

**ITEM-8** Fiscal Year 2013-2014 – Employee Pay Increase

Motion to approve the Fiscal Year 2013/2014 Employee Pay Increases as presented.

Motion	Result	M	2 <sup>nd</sup>	CM	LP	PW	KS	JB
Approve	Approved	CM	JB	Y	Y	Y	Y	Y

**ITEM-9** Water & Waste Water Treatment Plant Project – Financial Update

Town Clerk, Lisa Purvis advises that she just received, signed and sent to USDA Rural Development the first invoice for \$5,000 from Mittauer & Associates, Inc. for the additional approved grant funds for engineering services. USDA Rural Development previously approved a total of \$29,400 for the additional engineering services.

**PUBLIC WORKS DIRECTOR**

**ITEM-10** Water & Waste Water Treatment Plant Project – Construction Update

Public Works Director David Thompson is still waiting on all of Beaches’ sub contractors to sign the new contracts with the Town of Hilliard to complete the project work and that they are currently all tied up on other jobs. Councilman McConnell asks if Mittauer & Associates, Inc. have started working on the approved additional items. David Thompson advises yes that they have started the design phase.

**ITEM-11** CDBG DREF US1 Sewer Rehab Project – Construction Update

Public Works Director David Thompson advises that he is still waiting on the FDOT to approve the permit application for the project. The CDBG DRI grant portion of the funding will expire in December 2013, therefore he will need to request through Nassau County an extension.

Motion to approve TB Landmark’s Change Order No. 2 for the additional cost for dewatering totaling \$1,795.60 and to add 60 days to the project completion schedule. This makes the new total for this contract \$104,234.60.

Motion	Result	M	2 <sup>nd</sup>	CM	LP	PW	KS	JB
Approve	Approved	CM	KS	Y	Y	Y	Y	Y

Mayor Buchanan asks Public Works Director, David Thompson about the Oxford Street manhole issue and for an update. David Thompson advises that he has the area partially barricaded and that he is in the process of getting price quotes now to repair MH 4.

**ITEM-12 Hydrants & Flow Testing – Inspection Results Repairs – Cost Proposal**

Motion to approve the proposal from W.W. Gay Fire & Integrated System Inc. in the amount of \$14,776.00 to replace (2) hydrants numbers 62 and 43 and to repair (3) hydrants 12, 57A and 38 by adding breakaway kits.

Motion	Result	M	2 <sup>nd</sup>	CM	LP	PW	KS	JB
Approve	Approved	CM	KS	Y	Y	Y	Y	Y

**TOWN ATTORNEY**

**ITEM-13 Hilliard Volunteer Fire Department Nassau County Agreement – Update**

Following a lengthy discussion regarding an email received from Nassau County Fire Chief Matt Graves regarding the volunteer fire departments. That stated due to a lack of a having a valid contract for services between the volunteer fire departments and Nassau County volunteers are not authorized to respond to any calls for service. Further the email stated that Hilliard and Callahan may respond within their respective town limits under the authority of their Town Councils and that he recommended that each department contact the State Fire Marshal and request that he complete a compliance inspection as soon as possible. Lastly reserves / support option was still available to each department member.

Motion to send a letter to the Sheriff advising that the Hilliard Volunteer Fire Department is only to be toned out for fire calls within the Hilliard Town limits based on the email received from Nassau County Fire Chief Matt Graves and to attach a copy of the email to the letter and for him to provide to all of his 911 dispatchers.

Motion	Result	M	2 <sup>nd</sup>	CM	LP	PW	KS	JB
Approve	Approved	CM	JB	Y	Y	Y	Y	Y

**ITEM-14 Animal Control Nassau County Agreement – Discussion**

Council President Beasley advises that we will discuss Animal Control when we talk about Fire Agreement.

**PUBLIC COMMENTS**

Hilliard Volunteer Fire Department Member Ben Smith is present and speaks regarding his feelings and the information he has received regarding the email for Chief Graves. Ben Smith advises that the nearest pumper truck is now at Station 40 that they have River Roads 2500 gallon pumper/tanker and that it is now stationed there 24 hours a day and that Callahan also has a pumper truck. Following further discussion between the Council the decision if the Hilliard Volunteer Fire Department is toned they are to respond and if Chief Graves contacts the Town and requests for Hilliard to start back responding, to do so.

Hilliard Action Committee Chairman Jack Bailey states that he would like to comment and thank the members of the Hilliard Action Committee and the Town's employee for everything that they have done and continue to do to make the Veterans Day Ceremony and Timberfest Event such a success.

**MAYOR COMMENTS:**

**September Meetings:**

Monday, 09-23-2013 @ 6pm Workshop (Grants)  
Tuesday, 09-24-2013 @ 7pm 2<sup>nd</sup> Public Hearing (Budget)  
Tuesday, 09-24-2013 @ 7pm Special Meeting (Budget)  
Monday, 09-30-2013 @ 7pm HAC

**October Meetings:**

Thursday, 10-03-2013 @ 7pm Regular Meeting  
Thursday, 10-17-2013 @ 7pm Regular Meeting  
Monday, 10-28-2013 @ 7pm HAC

**Events:**

November 9, 2013 Veterans Day & Timberfest  
November 30, 2013 Christmas Tree Lighting  
December 7, 2013 GNCCC Christmas Parade

**COUNCIL MEMBER COMMENTS**

No Council comments.

**ADMINISTRATIVE COMMENTS**

Parks & Recreation Director Joe Michaels comments on the following items:

1. Due to the Affordable Care Act some companies are going to discontinue the Silver Sneakers benefit and due to that we are going to hold a free seminar from various companies to help the senior's out. I am in the process of gathering information and names of companies to invite.
2. We are looking into the conversion of a large storage room we can utilize for infant care and provide the level of safety we want.
3. I did speak with Mr. Whatley Law of M space about a portable building to lease, but, at the present time it is not something we can do.
4. Basketball signups are underway.
5. I have joined the Florida Park and Recreation Association in order to expand the potential opportunities we may discover for the citizens of Hilliard and the surrounding area.
6. I am planning our first Boot Camp to start the first part of the year

**LEGAL COMMENTS**

No Legal comments.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 9:05 p.m.

Approved this 17th day of October, 2013 by the Hilliard Town Council, Hilliard, Florida.

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John P. Beasley  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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David Buchanan  
Mayor