

# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Post Office Box 249  
Hilliard, FL 32046

## TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## STAFF

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Kyle Malucci, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## Minutes

Thursday, May 7, 2020 at 7:00 p.m.

## WEBEX PHONE CONFERENCING

Call to Order

Roll Call

Prayer and Pledge of Allegiance

## PRESENT

Mayor Floyd Vanzant  
Council President John Beasley  
Council Pro Tem Kenny Sims  
Councilman Jared Wollitz  
Councilwoman Callie Kay Bishop  
Councilman Lee Pickett

## PUBLIC HEARING

### ITEM-1

Open Public Hearing on Ordinance No. 2020-03  
Amending Chapter 42 Streets, Sidewalks and Other Public Places, Article  
II Culverts

**AN ORDINANCE AMENDING AND MODERNIZING CHAPTER 42 STREETS,  
SIDEWALKS AND OTHER PUBLIC PLACES; ARTICLE II CULVERTS;  
AMENDING SEC. 42-31(C) PERMITS REQUIRED FOR INSTALLATION;  
AMENDING SEC. 42-33 PIPE SIZE; AND PROVIDING AN EFFECTIVE DATE.**

Call for Public Comment

Close Public Hearing on Ordinance No. 2020-03

Town Attorney Waugh reads by title Ordinance No. 2020-03 Amending Chapter 42  
Streets, Sidewalks and Other Public Places, Article II Culverts

No public input regarding Ordinance No. 2020-03.

Motion to close public hearing on Ordinance No 2020-03 Amending Chapter 42 Streets,  
Sidewalks and Other Public Places, Article II Culverts

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.

Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,

Councilwoman Bishop, Council President Beasley.

## **REGULAR MEETING**

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

Motion to add Item-17 Guidance for Reopening Government Office.

Motion made by Council President Beasley Seconded by Councilman Pickett.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

## **PAYABLES**

### **ITEM-3** April 2020 \$230,112.25

Councilman Wollitz questions the invoice from Walt's Wrecker Service for towing of the new Town dump truck for repair. Public Works Director Ritchie Rowe states the Town will be reimbursed for this expense.

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Sims.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

## **MINUTES**

### **ITEM-4** 04-16-2020 Public Hearing & Regular Meeting

Council Woman Bishop wants her comments added regarding Item-9 the Planning & Zoning Board vacancy and the Town Attorney's comment regarding the Notice of Zoning Appeal that will be coming before the Council.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

## **TOWN COUNCIL**

### **ITEM-5** September 30, 2019 Annual Financial Statements – Powell & Jones, Certified Public Accountants

Mr. Richard Powell of Powell & Jones, CPA presents the annual financial report for September 30, 2019. Mr. Powell advises the Town had another successful year. Council President Beasley thanks Mr. Powell and his firm.

Motion to approve the Annual Financial Statements and Audit for the fiscal year ending September 30, 2019, prepared by Powell & Jones, Certified Public Accountants.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

### **ITEM-6** Annual Financial Statements Contract Renew 2020-2022 – Powell & Jones, Certified Public Accountants

Motion to extend the contract for 2020-2022 fiscal year end financial statements with Powell & Jones, Certified Public Accountants.

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

**ITEM-7** Memorandum of Agreement for Installation, Use and Maintenance of WeatherSTEM Stations – Nassau County Emergency Management  
Director Greg Foster

Nassau County Emergency Management Director Greg Foster advises that the Division of Emergency Management contacted Nassau County last year regarding grant funding for the placement of three WeatherSTEM's and Hilliard was selected as one of the sites in Nassau County. Councilman Wollitz ask how do we get the information and who can get the information. Director Foster states the website is weatherstem.com or you can download an app for both Apple and Android phones. You will need the zip code of the area for information and it is available for anyone who logs on. Council President Beasley ask about the placement location in Hilliard and the cost to the Town. Director Foster advises that the State is requiring a 7-year commitment with the grant coving the cost, plus installation and the first 3 years of maintenance as the life span of the equipment is 10 years. The Town would be responsible for 25% of the actual maintenance cost for the committed 7 years which will not exceed \$400.00 per year. Town Clerk Lisa Purvis ask if we should sign tonight with grant funding cycle ending March 1, 2020. Nassau County Emergency Management Director Greg Foster states yes, the grant funding will continue.

Motion to approve the agreement for installation, use and maintenance of WeatherSTEM stations.

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett, Councilwoman Bishop, Council President Beasley.

**ITEM-8** Ordinance No. 2020-03 – Amending Chapter 42 Article II Culverts  
Second and Final Reading  
**AN ORDINANCE AMENDING AND MODERNIZING CHAPTER 42 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES; ARTICLE II CULVERTS; AMENDING SEC. 42-31(C) PERMITS REQUIRED FOR INSTALLATION; AMENDING SEC. 42-33 PIPE SIZE; AND PROVIDING AN EFFECTIVE DATE.**

Town Attorney Waugh reads by title Ordinance No. 2020-03 – Amending Chapter 42 Article II Culverts Second and Final Reading.

Motion to adopt on second and final reading Ordinance No 2020-03 – Amending Chapter 42 Article II Culverts Second and First Reading

Motion made by Council Pro Tem Sims, Seconded by Councilwoman Bishop.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett, Councilwoman Bishop, Council President Beasley.

**ITEM-9** Resolution No. 2020-10 – Amending Culvert Fees  
**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION AMENDING RESOLUTION NO. 2018-20, CHANGING THE SCHEDULE OF FEES FOR STREETS, SIDEWALKS AND OTHER PUBLIC PLACES; AND PROVIDING FOR AN EFFECTIVE DATE**

Town Attorney Waugh reads by title Resolution No. 2020-10 Amending Culvert Fees. Councilwoman Bishop ask about changes to fees. Town Clerk Lisa Purvis explains added 12" pipe and cost increase on pipe.

Motion to approve Resolution No. 2020-10 Amending Culvert Fees.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

## **PUBLIC WORKS DIRECTOR**

### **ITEM-10** Expense Approval – WWTP Dumpster Area Repair Estimates

Public Works Director Ritchie Rowe explains in detail the WWTP Dumpster Area Repair Estimates and states that the repair is part of the WWTP Permit Renewal requirements.

Motion to approve the A One Concrete Services, Inc. proposal in the amount of \$1,810.00.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

Discussion regarding if 2 yards of concrete as described in A One Concrete Services, Inc. proposal is enough or if we should look at D.T. Construction Concepts, Inc. that has 10 yards included in their proposal.

Councilman Pickett withdraws motion and Councilman Wollitz withdraws Second

Motion to approve D.T. Construction Concepts, Inc. in the amount of \$2,750.00

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

### **ITEM-11** Capital Purchase Approval – Cleaning & Inspection Storm Water Drains – Envirowaste Service Group

Assistant Public Works Direct Greg Grooms explains the storm drain work to be done is on West First Street between Pecan Street across US1 to Orange Street and on Wisconsin Street from CR 108 to West Third Avenue. The proposal to perform light & heavy cleaning and inspection and bypass pumping of the storm drains with the cost based on a previous bid City of Ormond Beach contract.

Motion to approve Envirowaste Services Group, Inc. proposal for stormwater cleaning and inspection on West First Street & Wisconsin Street. Utilizing the City of Ormond Beach Bid No. 2018-08 in the amount of \$20,934.00

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

### **ITEM-12** Capital Purchase Approval – Mikkelsen Estate Property Phase II

Public Works Direct Ritchie Rowe request approval of another 30 hours of mulching with NEFL Land & Fence, LLC. Warren Vining, at the \$160 per hour price to continue clearing the property. Director Rowe further advises that he is working with Nassau County to get culvert installed and that he is working with pulpwood companies to cut stand of trees along the back of the property line to put fence up to secure the property. Public Works Direct Ritchie Rowe would also like to cut down pecan trees that are about dead.

Motion to approve NEFL Land & Fence, LLC., Warren Vining for an additional 30 hours of mulching and clearing work at the rate of \$160.00 per hour totaling \$4,800.00

Motion made by Councilman Wollitz, Seconded by Council President Beasley.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

## **PARKS & RECREATION DIRECTOR**

### **ITEM-13** Position Process – Termination Request After School Employee

Motion to terminate Jenni Bradley as a Kid Attendant for the after-school program as she wishes not to continue employment past her 90 days into the summer program.

Motion made by Councilman Pickett, Seconded by Council President Beasley.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

### **ITEM-14** Position Process – Termination Request After School Employee

Motion to terminate Annah Dyal as a Kid Attendant for the after-school program as she wishes not to continue employment past her 90 days and has expressed she is seeking other employment opportunities this summer.

Motion made by Councilman Wollitz, Seconded by Councilwoman Bishop.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

### **ITEM-15** Position Process – 2020 Hiring Temporary Summer Staff

Motion to hire temporary summer staff for the Aquatics Center and 2020 Summer Camp Program as presented by the Parks & Recreation Director. Positions will start May 11, 2020 to allow training time and will end with the summer season.

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.

Amendment to the motion to start Summer Camp Program as soon as we are legally able to since school will not be going back for the 2019/2020 school year.

Amendment to the motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.

Amendment Vote

Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

Motion as Amended Vote.

Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

## **TOWN ATTORNEY**

### **ITEM-16** Town Clerk Employee Complaint & Response

Town Attorney Waugh explains and advises that the Town Council is the highest authority therefore complaint is being referred to the Council.

Motion to table this item until the Council can set a workshop to discuss in person.

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.  
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett,  
Councilwoman Bishop, Council President Beasley.

**ADDITIONAL ITEM****ITEM-17** Guidance for Reopening Government Office.

Town Clerk Lisa Purvis explains that the Nassau County Emergency Management ONE NASSAU Program has sent out some guidelines to reopening Nassau.

Council President Beasley states that we are currently in Phase and we are now working on going into Phase II on May 18, 2020 and Government Office will open to appointments, which Town is now doing.

Councilwoman Bishop states the County Tax Collector Office have opened back up at the counter and window.

Council Pro Tem Sims wants to open the drive thru with plexiglass.

Councilwoman Bishop agrees with plexiglass if that is what we want.

Council President Beasley states that we can use basket to hand money back and forth.

Town Attorney Waugh brings up opening back up for meetings and Councilman Wollitz and Council Pro Tem Sims state that they would like to be back in the Chambers holding meetings no later than June 4, 2020. The Mayor states that will wait until next week and decide whether or not to open meetings back in the Chambers on May 21, 2020.

Town Clerk Lisa Purvis advises that it will not be Friday that the window opens back up that they will have to make preparations first.

**PUBLIC COMMENTS:**

Dr. Eric Aquilar 13245 Atlantic Blvd, Jacksonville, FL - Reminds everyone that he is still running for Congress and wishes Town Clerk Lisa Purvis and Councilwoman Bishop a Happy Mothers Day. Councilwoman Bishop thanks Dr. Aquilar. Dr. Aquilar thanks the Town Council for how much business they are taking care of for the Town during this time.

**MAYOR & COUNCIL CLOSING COMMENTS:****Mayor Vanzant**

Thanks Councilman Pickett with the Helping Hands on giving out the Chicken Dinners on Saturday to the community.

**May Meetings:**

Monday, 05-04-2020 @ 6PM

Thursday, 05-07-2020 @ 7PM

Thursday, 05-21-2020 @ 7PM

Workshop (Audit) WEBEX

Public Hearing & Regular Meeting (Culverts)  
WEBEX

Regular Meeting - COUNCIL CHAMBERS

**Council Pro Tem Kenny Sims**

Wants to get back to normal.

**Council Member Jared Wollitz**

Thanks the Helping Hands for giving out dinners to our community.

**Council President Beasley**

Advises that the Parks & Recreation Director Kyle Malucci is having phone issues and he will be calling him tomorrow so he can tell him about his department information discussed tonight. Thanks Mr. Erick Aquilar for being consistent and thanks Helping Hands.

**ADMINISTRATIVE STAFF COMMENTS:**

**Town Clerk Lisa Purvis**

Thanks Mr. Eric Aquilar.

**Public Works Director Ritchie Rowe**

No comment.

**Parks & Recreation Director Malucci**

Absent due to phone issues.

**LEGAL COMMENTS:**

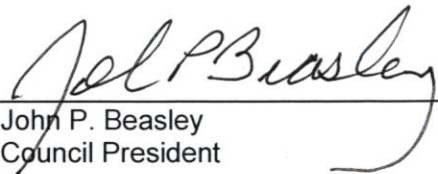
**Town Attorney Christian Waugh**

Congratulates the Town for such a good financial audit.


**ADJOURNMENT**

There being no additional business, the meeting adjourns at 8:43 p.m.

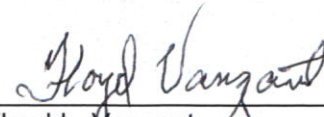
Approved this 21<sup>st</sup> day of May, 2020 by the Hilliard Town Council, Hilliard, Florida.

  
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John P. Beasley  
Council President

ATTEST:

  
\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

  
\_\_\_\_\_  
Floyd L. Vanzant  
Mayor