

# 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, July 16, 2020 at 7:00 p.m.

**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 First Public Hearing on Ordinance No. 2020-04  
Amending Chapter 62 Zoning & Land Development Regulations  
**AN ORDINANCE AMENDING AND MODERNIZING CHAPTER 62 ZONING AND  
LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE;  
ADDING SECTION 62-386 – WIRELESS TELECOMMUNICATION FACILITIES;  
AND PROVIDING FOR AN EFFECTIVE DATE.**

Call for Public Comment

Close Public Hearing on Ordinance No. 2020-04

Town Attorney Waugh reads by title Ordinance No. 2020-04 Amending Chapter 62  
Zoning & Land Development Regulations.

Town Clerk Lisa Purvis explains that a wireless communications company has requested  
to construct a cellular tower in the Town. The Town's Code does not address cell towers  
therefore, the Town would first have to add to the code prior to the applicant applying for  
a Special Exception to be approved by the Planning & Zoning Board.

No public Comments.

Motion to close the public hearing.

Motion made by Councilman Pickett, 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 WWTP U.S. Submergent grant update.

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.

## **PAYABLES**

### **ITEM-3** July 2020 \$77,695.71

Motion to approve all payables except the payable to Councilwoman Bishop's father,  
Michael Franklin Contracting, Inc.

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

Motion to approve the payable to Michael Franklin Contracting, Inc.

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

## **MINUTES**

### **ITEM-4** 07-02-2020 Regular Meeting 07-06-2020 Special Meeting

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

## **TOWN COUNCIL**

### **ITEM-5** Planning & Zoning Board Recommendation to Town Council – Ordinance No. 2020-04 – Janis Fleet, Land Use Administrator

Land Use Administrator, Janis Fleet is not present at the meeting, Town Clerk Lisa Purvis  
advises that Ms. Fleet has provided in writing to the council the Planning & Zoning  
Board's recommendations to approve Ordinance No. 2020-04.

### **ITEM-6** Ordinance No. 2020-04 – Amending Chapter 62 Zoning & Land Development Regulations – First Reading & Set Second Public Hearing **AN ORDINANCE AMENDING AND MODERNIZING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; ADDING SECTION 62-386 – WIRELESS TELECOMMUNICATION FACILITIES; AND PROVIDING FOR AN EFFECTIVE DATE.**

Attorney Waugh reads Ordinance No. 2020-04 Amending Chapter 62 Zoning & Land Development Regulations.

Motion to adopt Ordinance No. 2020-04 Amending Chapter 62 Zoning & Land Development Regulations.

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

**ITEM-7** Land Use Administrator - Quarterly Report April – June 2020 – Janis Fleet  
Land Use Administrator, Janis Fleet is not present at the meeting, Town Clerk Lisa Purvis advises that Ms. Fleet has provided in writing to the Council her quarterly report for April-June 2020.

**ITEM-8** Building Inspector – Quarterly Report April – June 2020 – Larry Hogan  
Building Inspector, Larry Hogan was present at the meeting and spoke at the meeting stating that this quarter there had been 45 building permits resulting \$9,795 in building permit fees.

**ITEM-9** Code Enforcement – Quarterly Report April – June 2020 – Del Miley  
Code Enforcement Officer, Del Miley presents in writing and verbally to the Council his quarterly report from April-June 2020. Town Clerk, Lisa Purvis comments on the removal of political signs and explains the guidelines on where the signs may be placed as Code Enforcement officer, Del Miley, has already had to remove several. Town Attorney Christian Waugh, questions about vehicles being towed. Council President Beasley, questions Code Enforcement officer Miley about the noise complaints he has received.

**ITEM-10** Parks & Recreation Department – Department & Director Discussion  
Discussion between Town Council Members and Kyle Malucci regarding the Parks & Recreation Department and Director's Job performance and status.

Motion made by Councilwoman Bishop to move discussion to Workshop on 7/21.  
Motion dies due to lack of second.

Council President Beasley states that there are people here tonight that have come to speak and that the item is on the agenda tonight. Therefore, he would like to talk about tonight. Discussion between Town Council Members and Kyle Malucci regarding the Parks & Recreation Department and Director's Job performance and status continues.

The following members of the public speak regarding the Parks & Recreation Department and Director:

Hailey Thornton, 37152 Power Dr, Hilliard, FL. Ms. Thornton, is the second year Swim Instructor for the Parks & Recreation Department. She spoke concerning her position with Kyle Malucci as her boss.

Alexis Barber, 37154 South Pine St, Hilliard, FL. Ms. Barber, is currently a second year Head Lifeguard for the Parks & Recreation. She spoke concerning her position with Kyle Malucci as her boss.

Carter Knoll, 37098 Southern Glen Way, Hilliard, FL. Mr. Knoll, is currently a first year Lifeguard for the Parks & Recreation. He spoke concerning his position with Kyle Malucci as his boss

Courtney Hengerer, 55248 Bartram Trail, Callahan, FL. Ms. Hengerer, is currently a second year Lifeguard for the Park & Recreation. She spoke concerning her position with Kyle Malucci as her boss.

LeAnn Wollitz, 37024 South Oak Street, Hilliard, FL. Ms. Wollitz expresses her concerns for these lifeguards with their work environment and advises that there needs to be consequences.

Motion to move Parks & Recreation Department / Director Workshop from 6:00 p.m. to 7:00 p.m. on July 21, 2020 and to set a Special meeting regarding a decision on the employment status of the Parks & Recreation Director for 8:00 p.m. on July 21, 2020.

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

**ITEM-11**      Agenda Item Request – Septic Tank Exception Request – Mr. Wayne Bishop

Motion to grant a septic tank exception for Mr. Wayne Bishop, for his property located on West Twelfth Avenue at the corner of Kentucky Street, Block 206, Lots 9-12, due to the sewer line is 2630' from the property line.

Councilwoman Bishop abstains due to Mr. Wayne Bishop being her husband.

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

Abstain: Councilwoman Bishop.

**ITEM-12**      Cancel Workshop – Building Official / Inspector Form 1 Financial Disclosure

Motion to cancel Workshop on Building Official / Inspector Form 1 Financial Disclosure.

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

**ITEM-13**      Set Workshops – Fiscal Year 2020-2021 TRIM & Budget

Motion to set workshop for the fiscal year 2020-2021 Trim & Budget for 7/27.

**July Workshops:**

Monday, 07-27-2020 @ 6PM      Workshop (TRIM)

**August Workshops:**

Monday, 08-10-2020 @ 6PM      Workshop (Budget Streets/W&S & Capital)

Monday, 08-17-2020 @ 6PM      Workshop (Budget Recreation/Fire & Capital)

Monday, 08-24-2020 @ 6PM      Workshop (Budget General/Airpark & Capital)

**If Needed or Alternates:**

Monday, 08-31-2020 @ 6PM

Workshop (Budget)

Monday, 09-14-2020 @ 6PM

Workshop (Budget)

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

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

**ITEM-14 One Monthly Council Meeting – Discussion COVID-19**

Motion to have one Town Council Meeting the first Thursday of the month in the Council Chambers and another by phone the third Thursday of the month for payables only, due to corona virus.

Motion made by Council President Beasley and seconded by Council Pro Tem Sims.

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

**PUBIC WORKS DIRECTOR****ITEM-15 Purchase Approval – Ice Maker**

Motion to approve purchasing of a Hoshizaki Ice Machine, Model #KML-324MAJ3720, total cost \$3,720.00.

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

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

**ITEM-16 Capitol Purchase Approval – US1 & First Street Drainage Repair**

Motion to approve drainage repair to replace 260' of mix match broken culvert pipe on First Street from US1 west 260'. Add two catch basins and replace existing concrete parking lot from US1 back with D.T. Services, Inc. total cost \$38,665.00.

Motion made by Councilman Wollitz, Seconded by Councilwoman Bishop.

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

**ITEM-17 Capital Purchase Approval – WWTP Action Item Permit Renewal**

Motion to approve U.S. Submergent Technologies renegotiated price and narrowed scope of work to the minimum required to satisfy the action item. U.S. Submergent new proposal cost \$41,386 with the Town's 50% cost being \$20,693. To remove grit from the trash trap at the Wastewater Treatment Plant.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

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

**PUBLIC COMMENTS:**

Bo Hodges, 37141 Coyote Dr, Hilliard, FL. Mr. Hodges, reads the Nassau County Ordinance regarding the citizens of Nassau County that they have to wear face masks.

**MAYOR & COUNCIL CLOSING COMMENTS:**

Mayor Vanzant

**July Meetings:**

Tuesday, 07-21-2020 @ 6PM  
Tuesday, 07-21-2020 @ 8PM  
Monday, 07-27-2020 @ 6PM

Workshop (P&R Department)  
Special Meeting (P&R Department)  
Workshop (TRIM)

**August Meetings:**

Thursday, 08-06-2020 @ 7PM  
Monday, 08-10-2020 @ 6PM  
Monday, 08-17-2020 @ 6PM  
Thursday, 08-20-2020 @ 7PM  
Monday, 08-24-2020 @ 6PM

Public Hearing & Regular Meeting (Cell Towers)  
Workshop (Budget)  
Workshop (Budget)  
Regular Meeting (By Phone – Payables)  
Workshop (Budget)

**Council President Beasley**

States that even though we did not hire a lobbyist this past year we still were successful in securing two Florida Recreation Development Assistant Program grants from the Department of Environmental Protection totaling \$400,000.00.

**ADMINISTRATIVE STAFF COMMENTS:****Town Clerk Lisa Purvis**

States that she also is very excited about receiving funding for the Town Hall Park Phase I and the Oxford Street Phase IV.

States she is very thankful that the Council approved moving to one full in person meeting per month.

**Public Works Director Ritchie Rowe**

No Comment.

**Parks & Recreation Director Malucci**

No Comment.

**LEGAL COMMENTS:****Town Attorney Christian Waugh**

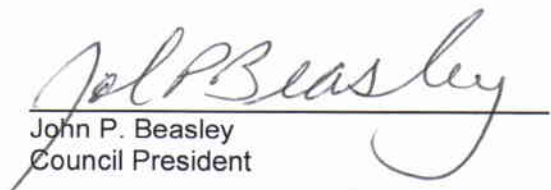
Will miss not having the second in person meeting each month.

States that he was able to speak to Nassau County Manager/Attorney Mr. Mike Mullins today and that he advised that Nassau County is very close to being able to by interlocal agreement assist the Town on an as needed basis with building permit inspections. Congratulates the Clerk on receiving \$400,000.00 in grant funding for the Town's.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 10:00 p.m.

Approved this 6<sup>th</sup> day of August, 2020 by the Hilliard Town Council, Hilliard, Florida.

  
John P. Beasley  
Council President

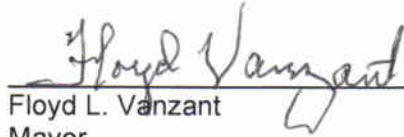


ATTEST:

A handwritten signature in cursive script, appearing to read "Lisa Purvis", written over a horizontal line.

Lisa Purvis  
Town Clerk

APPROVED:

A handwritten signature in cursive script, appearing to read "Floyd Vanzant", written over a horizontal line.

Floyd L. Vanzant  
Mayor

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME BISHOP, CALLIE KAY		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HILLIARD TOWN COUNCIL	
MAILING ADDRESS 15977 COUNTY ROAD 108		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY HILLIARD	COUNTY NASSAU	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 7-16-2020		NAME OF POLITICAL SUBDIVISION: TOWN OF HILLIARD	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)



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