

# 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  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## Minutes

Thursday, November 5, 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  
Councilwoman Callie Kay Bishop  
Councilman Jared Wollitz  
Councilman Lee Pickett

## REGULAR MEETING

### ITEM-1 Additions/Deletions to Agenda

Motion to add Item-19, Set Workshop with Nassau County School Board.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

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

## PAYABLES

### ITEM-2 October 2020 \$93,000.94

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

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

## **MINUTES**

**ITEM-3**      10-01-2020 Regular Meeting  
                 10-13-2020 ER Special Meeting TEAMS  
                 10-15-2020 Regular Meeting TEAMS  
                 10-20-2020 ER Special Meeting TEAMS

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

## **PRESENTATION**

**ITEM-4**      2019 Healthy Community Champions Recognition Award – Barb Baptista, Florida Department of Health Nassau County

Florida Department of Health Nassau County, Dr. Seidel reads proclamation from 2019 and presents certificate to Council President John Beasley for the 2019 Healthy Community Champions Recognition Award.

**ITEM-5**      National League of Cities Service Line Warranty Program – Lee Zell

Motion to table this item to the December 3, 2020 regular meeting.

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

## **TOWN COUNCIL**

**ITEM-6**      CARES ACT Hilliard Subrecipient Agreement – Taco Pope, Nassau County Manager

Motion to enter into Cares Act Subrecipient Agreement with Nassau County.

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

**ITEM-7**      Resolution No. 2020-14 – Hilliard Middle Senior High School Homecoming Parade November 6, 2020

**A RESOLUTION AUTHORIZING THE PERMITTING OF A HOMECOMING PARADE FOR THE LOCAL HIGH SCHOOL ON BOTH LOCAL AND COUNTY ROADS, WHICH INCLUDES COUNTY ROAD 108; RESPONSIBILITY FOR TRAFFIC CONTROL; FOR CLAIMS ARISING FROM SUCH EVENT DUE TO ACTION ON THE PART OF OR AUTHORIZED BY THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.**

Council President Beasley reads Resolution No. 2020-14, by title.

Motion to approve Resolution No. 2020-14 – HMSHS Homecoming Parade November 6, 2020.

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

**ITEM-8** Land Use Administrator - Quarterly Report July – September 2020 – Janis Fleet

Land Use Administrator, Janis Fleet is not present at the meeting, Town Clerk Lisa Purvis advises that Mrs. Fleet has provided in writing to the Council her quarterly report for July-September 2020.

**ITEM-9** Building Inspector – Quarterly Report July – September 2020 – Larry Hogan

Building Inspector, Larry Hogan is not present at the meeting, Town Clerk Lisa Purvis advises that Mr. Hogan does not keep record of his inspections because he is paid a set amount for his services verses per inspection. Therefore, he is unable to produce a quarterly report of his inspections without causing additional work on Town staff and that perhaps this requirement can and should be discontinued if he is not going to keep up with his inspections.

Motion to request Building Inspector, Larry Hogan to provide all final inspections and to be reported on a quarterly report similar to that provided by the Land Use Administrator & Code Enforcement Officer.

Motion made by Councilman Sims, Seconded by Councilman Wollitz.

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

**ITEM-10** Code Enforcement – Quarterly Report July – September 2020 – Del Miley

Code Enforcement Officer, Del Miley is not present at the meeting. Councilwoman Bishop questions the miscellaneous section of the report. Town Clerk Lisa Purvis advises that those items may be found in his monthly report that is on the iPads under Shared Documents.

**ITEM-11** Chapter 58 Utilities Code, Section 58-126 Charge for Water Service for Fire Protection Purposes – Discussion & Decision

Motion to execute the Florida Department of Transportation Agreement.

The decision to have Town Attorney Waugh prepare an ordinance repealing / removing section 58-126 from Chapter 58 Utilities for the December 3, 2020 agenda.

**ITEM-12** Set Workshop - Draft Ordinance Amending Town Code Chapter 2 – Administration, Article I General, Division 1 - Purchasing and Procurement Procedures

Motion to move regular meeting on November 19, 2020 to 6:00 p.m. and set workshop to discuss the draft ordinance amending chapter 2 of the Town Code immediately following the regular meeting.

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

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

**ITEM-13** Capital Expense Approval – Chlorine Contact Chamber & Water Treatment Plant  
Ground Storage Tank 1 & Tank 2 – SUEZ Concrete Asset Maintenance Program

Motion to approve the Wastewater Treatment Plant Chlorine Contact Chamber Asset Maintenance Program Agreement and to look at approving the two Concrete Groundwater Storage Tanks Asset Maintenance Program Agreements next budget year.

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

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

**ITEM-14** Capital Expense Approval – John Deere Backhoe – Florida Sheriffs Association  
Florida Association of Counties Heavy Equipment Contract

Motion to purchase John Deere Backhoe – Florida Sheriffs Association Florida Association of Counties Heavy Equipment Contract # FSA20-EQ018-0 in the amount of \$109,393.

Motion made by Councilman Pickett, Seconded by Councilwoman Bishop.

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

**ITEM-15** Water Treatment Plant Transfer Switch High Service Pump #1 – Problem &  
Solution

Public Works Director Ritchie Rowe explains that he would like to have Osprey I & E Inc. provide and install one transfer switch to water plant to run one pump motor in case of generator failure. This will allow safe connections to the pull behind generator used for lift station and to have them install one manual transfer switch with generator connection matching existing power cord with needed cord and adaptor and provide training necessary for correct operation.

Motion to have Osprey I & E Inc. provide and install the services discussed in the amount of \$5,300.

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

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

**PARKS & RECREATION DIRECTOR**

**ITEM-16** Position Process – Temporary Position to Regular Part-time Position (1)  
After School Kid Attendant & Child Watch Attendant

Motion to move Makalya Vroman from temporary position to regular part-time position of after school kid attendant & child watch attendant.

Motion made by Council Pro Tem Sims, Seconded by Councilwoman Bishop.

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

**ITEM-17** Position Process – Temporary Position to Regular Part-time Position (2) After School Kid Attendant & Child Watch Attendant

Motion to move Shelby Turner from temporary position to regular part-time position of after school kid attendant & child watch attendant.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

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

**ITEM-18** Monthly Summary Report HPR – October 2020

Parks & Recreation Director Gabe Whittenburg presents a monthly summary report for Hilliard Parks & Recreation. Council Members congratulates Director Whittenburg with providing such an impressive report in only 3 weeks.

**ADDED ITEMS**

**ITEM-19** Set Workshop with Nassau County School Board

Motion to set a joint workshop with Nassau County School Board for February 1, 2021.

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

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

**PUBLIC COMMENTS:**

No public comment.

**MAYOR & COUNCIL CLOSING COMMENTS:**

**Council President Beasley**

Comments on the approval from FAA & FDOT with regards to the fireworks set for December 31, 2020 at 6 p.m. and is proud to see that the 3 were re-elected because he knows that they make decisions based on the Town's best interest and not their wallet.

**November Meetings:**

Thursday, 11-19-2020 @ 6PM

Regular Meeting (PAYABLES ONLY)

Workshop (Draft Ordinance Amend Chapter 2)

**December Meetings:**

Thursday, 12-03-2020 @ 7PM

Regular Meeting

Thursday, 12-17-2020 @ 7PM

Regular Meeting (PAYABLES ONLY)

**Councilman Pickett**

Thank you for all the support.

**Councilman Wollitz**

Thanks voters and for the 80% turnout.

**Councilwoman Bishop**

Congratulates Councilman Pickett, Councilman Wollitz & Council Pro Tem Sims on winning the election.

**ADMINISTRATIVE STAFF COMMENTS:**

**Town Clerk Lisa Purvis**

Congratulates all 3 re-elected Council Members.

**Public Works Director Ritchie Rowe**

Congratulates all 3 re-elected Council Members.

**Parks & Recreation Director Gabe Whittenburg**

Advises the Council that he has spoken to Hal Keen with regards to a trade allowing competition cheerleaders use of the Town Gym in return for approximately \$6,000.00 in gymnastic mats, Town Attorney Waugh is working out details.

**LEGAL COMMENTS:**

**Town Attorney Christian Waugh**

Congratulations on 4 more years to the re-elected Council Members.

**ADJOURNMENT**

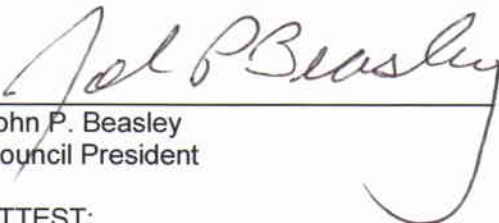
There being no additional business.

Motion to adjourn the meeting at 8:35 p.m.


Motion made by Councilman Pickett. Seconded by Council Pro Tem Sims.

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

Approved this 3<sup>RD</sup> day of December, 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