

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

Minutes

Thursday, June 4, 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

ABSENT

Councilman Lee Pickett

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions or deletions.

PAYABLES

ITEM-2 May 2020 \$450,951.08

Motion made by Council Pro Tem Sims to approve payables.

Motion made by Council Pro Tem Sims to rescind his motion to approve payables.

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

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

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

Absent: Councilman Pickett.

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

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.

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

Abstain: Councilwoman Bishop.

Absent: Councilman Pickett.

MINUTES

ITEM-3 05-21-2020 Public Hearing & Regular Meeting
05-26-2020 Special Meeting

Motion made by Council President Beasley, Seconded by Council Pro Tem Sims.

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

Absent: Councilman Pickett.

TOWN COUNCIL

ITEM-4 Resolution No. 2020-11 – Amending Personnel Policy Manuel
**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA,
A MUNICIPAL CORPORATION; AMENDING THE TOWN OF HILLIARD
PERSONNEL POLICY MANUAL AS IT RELATES TO TIMEKEEPING; AND
PROVIDING FOR AN EFFECTIVE DATE.**

Attorney Waugh reads Resolution No. 2020-11, by title.

Motion to adopt Resolution No. 2020-11 – Amending Personnel Policy Manuel.

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

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

Absent: Councilman Pickett.

TOWN CLERK

ITEM-5 Position Process – Regular Full Time Administrative Assistant

Motion to approve hiring Macie Franzese at \$14.00 per hour, for the Town Hall Administrative Assistant full time position starting June 22, 2020, with an initial 90 days/3-month probationary period.

Motion made by Councilman Wollitz, Seconded by Council President Beasley.

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

Absent: Councilman Pickett.

ITEM-6 Set Joint Workshop – DEO Planning Grant Comprehensive Plan Draft Review –
Planning & Zoning Board

Motion to set joint workshops for Monday, June 29, 2020 at 6:00 p.m.

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

PUBLIC WORKS DIRECTOR

ITEM-7 Capital Expense – Emergency Replacement WWTP Wetlands Pump #2

Motion to approve Southeast Pump Specialist for the emergency replacement of the WWTP Wetlands Pump #2, due to the shaft breaking at a cost of \$5,500.00.

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

PARKS & RECREATION DIRECTOR

ITEM-8 Position Process – Temporary Summer Camp Bus Driver

Motion to approve, after the fact already went on fieldtrip, hiring Margaret Watson at \$11.00 per hour, for the Parks & Recreation Summer Camp Bus Driver, temporary position.

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

ITEM-9 Spring Youth Soccer Refunds

Motion to refund \$20 per child that signed up and paid to participate in the Spring Youth Soccer 2020, totaling \$840.00, due to only one game being played prior to the COVID-19 shut down.

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

PUBLIC COMMENTS:

Dr. Erick Aguilar thanks the Town for always being a welcoming place.

MAYOR & COUNCIL CLOSING COMMENTS:

Mayor Vanzant

June Meetings:

Monday, 06-01-2020 @ 6PM	Workshop (Mayor Veto & Town Clerk Employee Complaint)
Thursday, 06-04-2020 @ 7PM	Regular Meeting
Thursday, 06-18-2020 @ 7PM	Public Hearing & Regular Meeting – (Appeal)
Monday, 06-29-2020 @ 6PM	Workshop (Joint P&Z Comp Plan Review)

July Meetings:

Thursday, 07-02-2020 @ 7PM	Regular Meeting
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ADMINISTRATIVE STAFF COMMENTS:

Town Clerk Lisa Purvis

No comment.

Public Works Director Ritchie Rowe

No comment.

Parks & Recreation Director Kyle Malucci

No comment.

LEGAL COMMENTS:

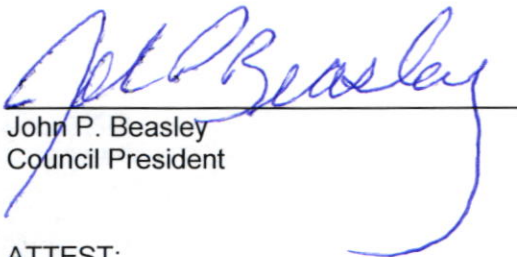
Town Attorney Christian Waugh

No comment.

ADJOURNMENT

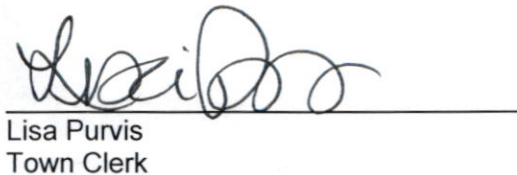
There being no additional business, the meeting adjourns at 7:25 p.m.

Approved this 18th day of June 2020 by the Hilliard Town Council, Hilliard, Florida.



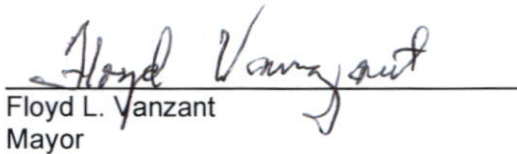
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



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: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY HILLIARD	COUNTY NASSAU
DATE ON WHICH VOTE OCCURRED 10-4-2020	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)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, CALLIE KAY BISHOP, hereby disclose that on June 4, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, Michael Frankin ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Michael Frankin Contracting Payroll had a payable. It is my father's company.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6-8-20
Date Filed

Callie K. Bishop
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.