

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

Tuesday, May 26, 2020 at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley arrives 6:15 p.m.
Council Pro Tem Kenny Sims
Councilwoman Callie Kay Bishop
Councilman Lee Pickett
Councilman Jared Wollitz

SPECIAL MEETING

ITEM-1 Establish Re-Opening Procedures – Town Hall Facility & Parks & Recreation Facilities

Town Clerk Lisa Purvis leads the discussion with stating that the Florida League of Cities, Florida Municipal Insurance Trust has developed a re-opening procedures guide to assist with suggestions for putting safeguards in place with the re-opening of our facilities. They also offer matching safety grant funding for purchasing of items to safeguard governmental facilities.

Written procedures for staff to follow with the reopening of the Town Hall Facility and the Recreation Facilities is what we should have for staff to follow. Some of the things that we have started looking into are as follows:

High efficiency air filters

Hand sanitizer

Disinfectant

Gloves

Touchless thermometer

Questioner for the public entering facilities.

Signage reminding of the social distancing retirements.

Guidelines for staff regarding disinfecting and hand washing.

The Clerk further states that she is in the process of having staff get with Nassau County Emergency Management Director Greg Foster for safety supplies.

Discussion regarding sending notices with the June or July water and sewer bills advising customers that late charges will start back being assessed on July 15 for any unpaid balances. That customers will be given 90 days from July 15th to bring their accounts current before water and sewer services will be terminated.

The question of if the Town could legally disconnect services due to nonpayment with the COVID-19.

The Clerk will reach out to the Town Attorney to find out if there is any information available.

Town Clerk Lisa Purvis brings up the budgeted funds for the remodeling of the office space in the Town Hall office.

The need for a secure safe drive through window with a secure drop box is a must and that separating the building permits from the utility payments would alleviate the waiting time in the lobby.

Due to social distancing no more than one person can properly distance in the lobby at this time.

Council President Beasley advises that he send the Clerk information questions that his State office has put out that they will be asking the public when they enter their offices.

Town Clerk Lisa Purvis advises that she get with Parks & Recreation Director Kyle Malucci to find out what procedures he has in place.

Town Clerk Lisa Purvis advise that once she has in writing she will bring back before the Town Council for their review.

PUBLIC WORKS DIRECTOR

ITEM-2 Expense Approval -DBI Services Wetland Monitoring Survey & Report

Public Works Director Ritchie Rowe explains that he needs approval for one of the required items for the FDEP WWTP Permit Renewal. The Wetland Monitory Survey & Report at cost of \$750.00. Town Clerk Lisa Purvis explains that although the amount is over the \$499 the department heads approval level that it is an item that is required for him to continue to run the WWTP.

PUBLIC COMMENTS:

No public comments.

MAYOR & COUNCIL CLOSING COMMENTS:

Mayor Vanzant

June Meetings:

Monday, 06-01-2020 @ 6PM

Workshop (Mayor's Duties & Town Clerk Employee Complaint)

Council Member Callie Kay Bishop

Questions that her husband Wayne Bishop received a deposit refund and she did not see it on the payables for approval. Town Clerk Lisa Purvis explains that water and sewer deposit refunds are not expenditures or processed the same as a payable. Therefore, they do not require Town Council approval.

Council President Beasley

Glad to see Councilman Wollitz back and apologizes for being late that he had a late work meeting.

ADMINISTRATIVE STAFF COMMENTS:

Town Clerk Lisa Purvis

Asks Public Works Director if he will have Parks & Recreation Director Kyle Malucci contact the alarm company to resolve the pool alarm issue because currently, he has advised that he is without home internet. Therefore, he cannot view the cameras from home to find out if there is an issue.

Public Works Director Ritchie Rowe

Advises that he will because if the alarm roles over and he is called that he must send one of his employees to find out what is wrong, and they receive call in pay that effects his budget.

Advises that the AMI project is moving along, and the meters should start being changed out in July.

Waiting on SJRWMD to approve the exemption so they can get started changing out the Seventh Avenue.

Parks & Recreation Director Kyle Malucci

Absent.

LEGAL COMMENTS:

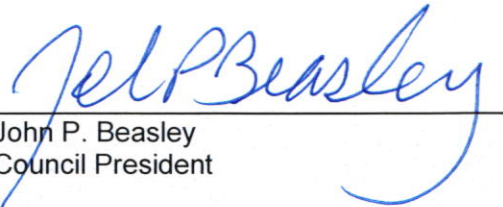
Town Attorney Christian Waugh

Absent.

ADJOURNMENT

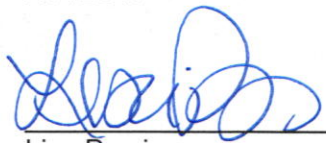
There being no additional business, the meeting adjourns at 7:15 p.m.

Approved this 4th day of June, 2020 by the Hilliard Town Council, Hilliard, Florida.



John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:

Floyd Vanzant
Floyd L. Vanzant
Mayor