

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

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, NOVEMBER 18, 2021, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR To call on members of the audience wishing to address the Council on matters not on the Agenda.

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval to a grant septic tank exception for Carey & Dawn Carter for their property located off County Road 108 on Lot 27, Parcel ID No. 17-3N-24-2020-0027-0000.
Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council update following Workshop review and discussion of Ordinance No. 2021-10 permitting the use of golf carts on roads within the Town limits.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council approval of Budgeted Capital Belt Press Repair Project and to set a Workshop to discuss procedures with the Public Works Department regarding Capital Budgeted Projects.
Ritchie Rowe - Public Works Director

ITEM-5 Town Council approval of the Minutes from the November 4, 2021, Public Hearing & Regular Meeting and Workshop and from the November 8, 2021, Special Meeting.
Lisa Purvis, MMC - Town Clerk

ITEM-6 Town Council approval of AECOM, Payable through November 5, 2021, Project Name: New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$4,125.80.
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$58,940.00**

ITEM-7 Town Council approval of AECOM, Payable through October 29, 2021, Project Name: Equipment Storage Building at the Hilliard Airpark in the amount of \$8,373.20.
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$41,980.00**

ITEM-8 Town Council approval of Mittauer & Associates, Inc., Payable through October 29, 2021, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$9,575.00.
**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT
MATCH LUMP SUM CONTRACT \$105,700.00**

ITEM-9 Town Council approval of Quadient Inc., Payable through October 27, 2021, Project Name: Folder Inserter Application Envelope Stuffing Machine in the amount of \$9,475.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,475.00

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2021 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 18, 2021
2. Memorial Day	Monday, May 31, 2021
3. Independence Day Monday	Monday, July 5, 2021
4. Labor Day	Monday, September 6, 2021
5. Veterans Day	Thursday, November 11, 2021
6. Thanksgiving Day	Thursday, November 25, 2021
7. Friday after Thanksgiving Day	Friday, November 26, 2021
8. Christmas Eve	Thursday, December 23, 2021
9. Christmas Day	Friday, December 24, 2021
10. New Year's Eve	Thursday, December 30, 2021
11. New Year's Day	Friday, December 31, 2021



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Nov 18, 2021

FROM: **Lisa Purvis, MMC – Town Clerk**

SUBJECT: Town Council approval to a grant septic tank exception for Carey & Dawn Carter for their property located off County Road 108 on Lot 27, Parcel ID No. 17-3N-24-2020-0027-0000.

BACKGROUND:

Carey & Dawn Carter are requesting a septic tank exception for their property located in the Hilliard Town Limits off County Road 108. The property is just under 1,000 feet from the Town’s sanitary sewer system. (See Attached)

The property with Parcel ID No. 17-3N-24-2020-0027-0000 is zoned A-1. Single family dwelling units are a permitted use in the A-1 zoning district. The parcel must be a minimum of one (1) acre in size and have a minimum lot width of 150 ft. The subject parcel is 10 acres + or – in size and is 333 feet = or – wide. It meets the minimum lot size and width requirements of the A-1 zoning district for construction of a single-family residence on the property.

FINANCIAL IMPACT:

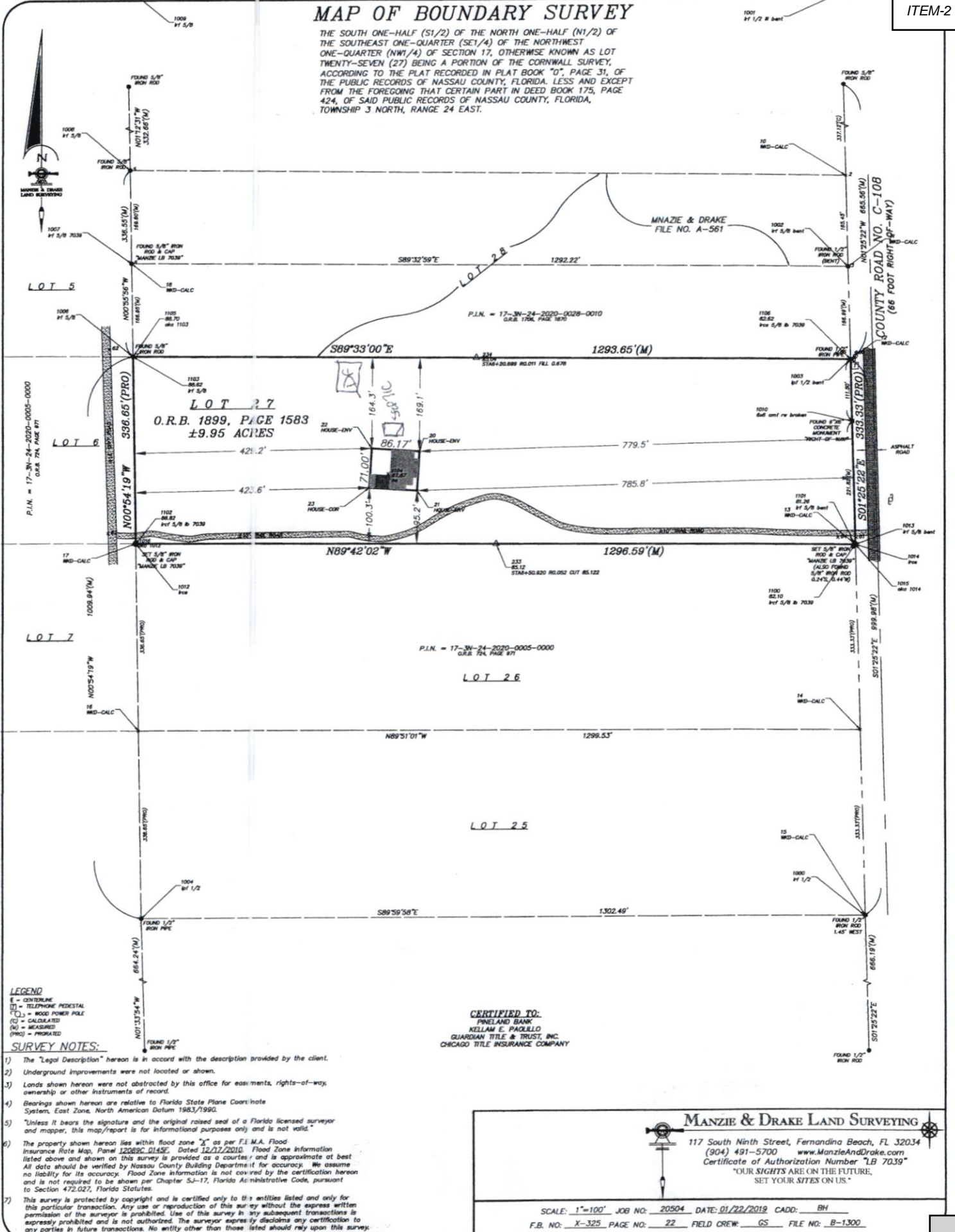
None.

RECOMMENDATION:

Grant request for a septic tank exception to Carey & Dawn Carter, located on County Road 108, Hilliard, FL, Parcel ID No. 17-3N-24-2020-0027-0000.

MAP OF BOUNDARY SURVEY

THE SOUTH ONE-HALF (S1/2) OF THE NORTH ONE-HALF (N1/2) OF THE SOUTHEAST ONE-QUARTER (SE1/4) OF THE NORTHWEST ONE-QUARTER (NW1/4) OF SECTION 17, OTHERWISE KNOWN AS LOT TWENTY-SEVEN (27) BEING A PORTION OF THE CORNWALL SURVEY, ACCORDING TO THE PLAT RECORDED IN PLAT BOOK "0", PAGE 31, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, LESS AND EXCEPT FROM THE FOREGOING THAT CERTAIN PART IN DEED BOOK 175, PAGE 424, OF SAID PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, TOWNSHIP 3 NORTH, RANGE 24 EAST.



LEGEND
 E - CENTERLINE
 TP - TELEPHONE PEDESTAL
 CP - CROCK POT
 (C) - CALCULATED
 (M) - MEASURED
 (PRO) - PROPOSED

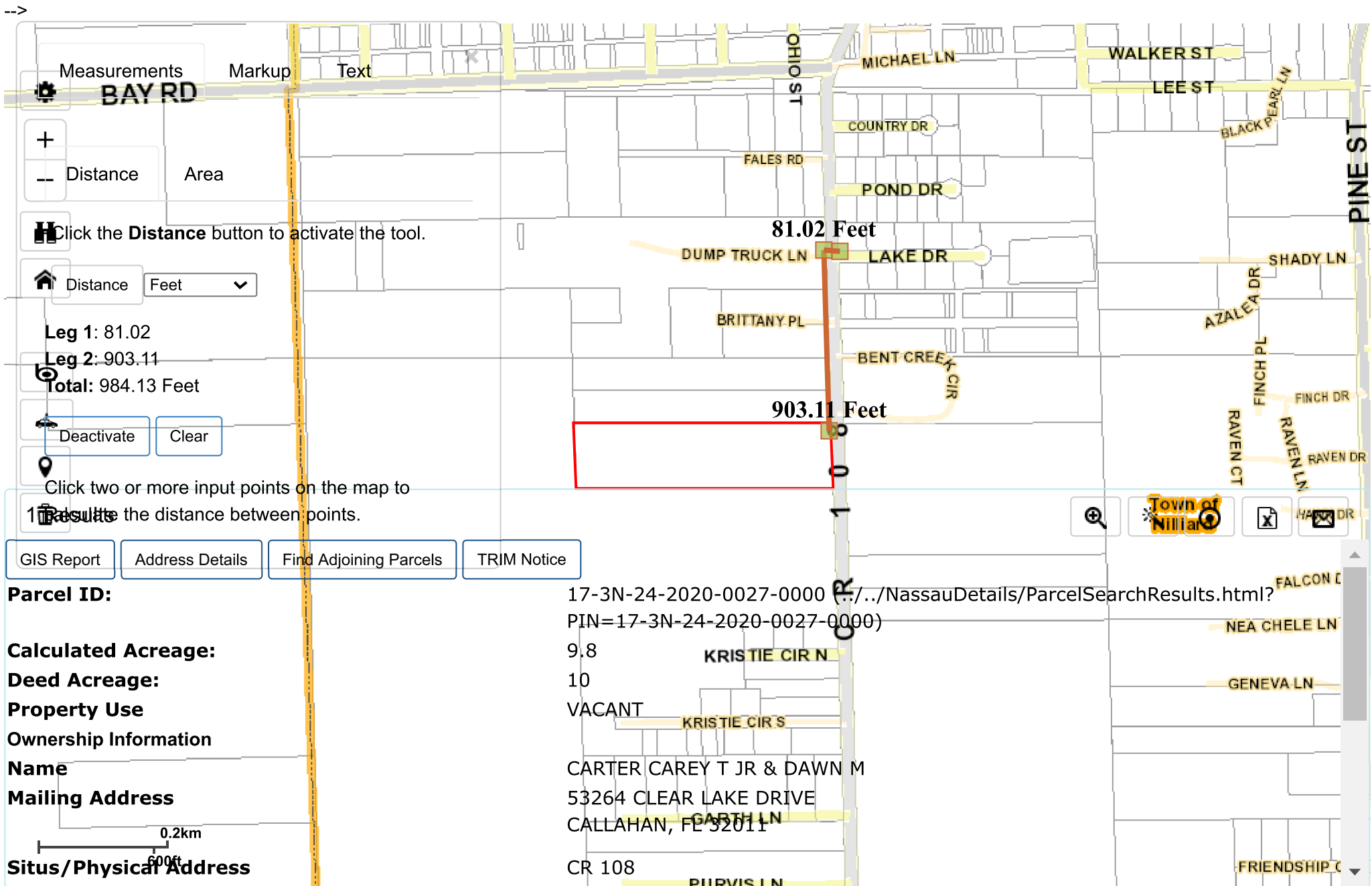
SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings shown hereon are relative to Florida State Plane Coordinate System, East Zone, North American Datum 1983/1990.
- 5) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid."
- 6) The property shown hereon lies within flood zone "X" as per F.L.M.A. Flood Insurance Rate Map, Panel 12089C-0143E, Dated 12/17/2010. Flood Zone Information listed above and shown on this survey is provided as a courtesy and is approximate at best. All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone Information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
- 7) This survey is protected by copyright and is certified only to the entities listed and only for this particular transaction. Any use or reproduction of this survey without the express written permission of the surveyor is prohibited. Use of this survey in any subsequent transactions is expressly prohibited and is not authorized. The surveyor expressly disclaims any certification to any parties in future transactions. No entity other than those listed should rely upon this survey.

CERTIFIED TO:
 PINELAND BANK
 KELLAM E. PAQUILLO
 GUARDIAN TITLE & TRUST, INC.
 CHICAGO TITLE INSURANCE COMPANY

MANZIE & DRAKE LAND SURVEYING
 117 South Ninth Street, Fernandina Beach, FL 32034
 (904) 491-5700 www.ManzieAndDrake.com
 Certificate of Authorization Number "LB 7039"
 "OUR SIGHTS ARE ON THE FUTURE,
 SET YOUR SITES ON US."

SCALE: 1"=100' JOB NO: 20504 DATE: 01/22/2019 CADD: BH
 F.B. NO: X-325 PAGE NO: 22 FIELD CREW: GS FILE NO: B-1300



Measurements
BAY RD

Markup Text
Distance Area

Click the **Distance** button to activate the tool.

Distance Feet

Leg 1: 81.02

Leg 2: 903.11

Total: 984.13 Feet

Deactivate Clear

Click two or more input points on the map to
Results the distance between points.

GIS Report Address Details Find Adjoining Parcels TRIM Notice

Parcel ID:

17-3N-24-2020-0027-0000 (../NassauDetails/ParcelSearchResults.html?
PIN=17-3N-24-2020-0027-0000)

Calculated Acreage:

9.8

Deed Acreage:

10

Property Use

VACANT

Ownership Information

Name

CARTER CAREY T JR & DAWN M

Mailing Address

53264 CLEAR LAKE DRIVE
CALLAHAN, FL 32011

0.2km
600ft
Situs/Physical Address

CR 108

Measurements Markup Text

Distance Area

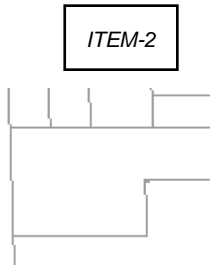
Click the **Distance** button to activate the tool.

Distance Feet

Leg 1: 81.02
Leg 2: 903.11
Total: 984.13 Feet

Deactivate Clear

Click two or more input points on the map to calculate the distance between points.



Prepared by and return to:

Eric Eppley
Pro-Tech & Trust LLC
1541 South 14th Street
Fernandina Beach, FL 32034
(904) 718-8534
File No 2021-73

Parcel Identification No 17-3N-24-2020-0027-0000

(Space Above This Line For Recording Data)

WARRANTY DEED

(STATUTORY FORM – SECTION 689.02, F.S.)

This indenture made the 1st day of February, 2021 between Kellam Paolillo, an unmarried man, whose post office address is 1702 Blue Heron Lane, Fernandina Beach, FL 32034, of the County of Nassau, State of Florida, Grantor, to Carey T. Carter, Jr and Dawn M. Carter, husband and wife, as tenants by the entirety, whose post office address is 53264 Clear Lake Drive, Callahan, FL 32011, of the County of Nassau, State of Florida, Grantees:

Witnesseth, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantees, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantees, and Grantees' heirs and assigns forever, the following described land, situate, lying and being in Nassau, Florida, to-wit:

The South One-half (South 1/2) of the North One-half (North 1/2) of the Southeast One-quarter (South East 1/4) of the Northwest one-quarter (North West 1/4) of Section Seventeen (17), otherwise known as Lot Twenty seven (27) being a portion of the Cornwall Survey, according to plat recorded in Plat Book "0", Page 31, of the public records of Nassau County, Florida. Less and Except from the foregoing that certain part in Deed Book 175, page 424, of the said public records of Nassau County Florida, Township 3 North, Range 24 East.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

Subject to taxes for 2020 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

TO HAVE AND TO HOLD the same in fee simple forever.

And Grantor hereby covenants with the Grantees that the Grantor is lawfully seized of said land in fee simple, that Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever.

ITEM-2

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

[Signature]
WITNESS
PRINT NAME: Tamiy O'Shea

[Signature]
Kellam Paolillo

[Signature]
WITNESS
PRINT NAME: Eric Eppley

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (x) physical presence or () online notarization this 1st day of February, 2021, by Kellam Paolillo.

[Signature]
Signature of Notary Public
Print, Type/Stamp Name of Notary



ERIO EPPLEY
Commission # GG 837566
Expires December 5, 2023
Bonded thru Budget Notary Services

Personally Known: _____ OR Produced Identification: [initials]
Type of Identification
Produced: FL DL



A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

ITEM-2



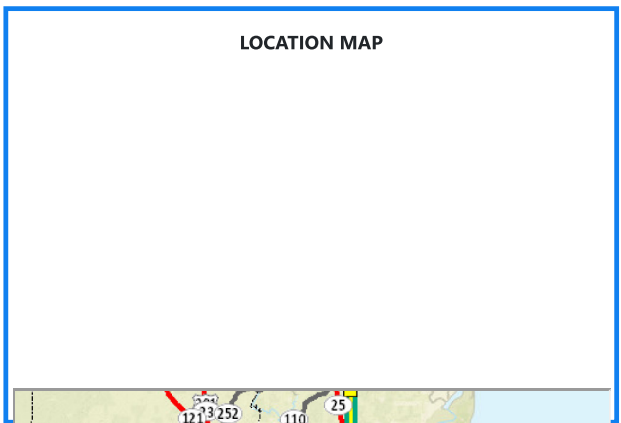
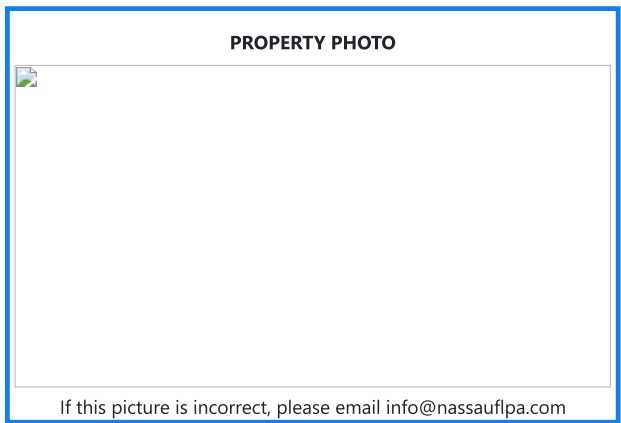
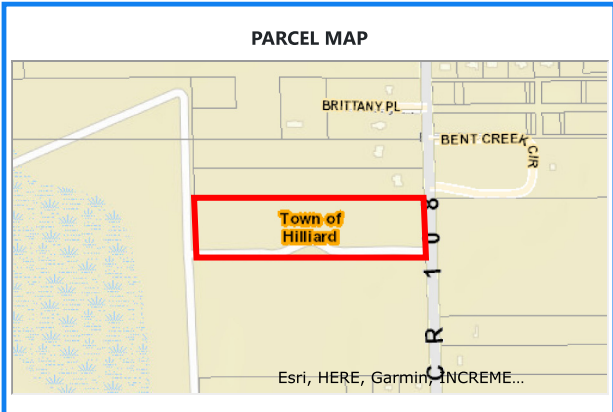
- Change of Address
-
-
-
-
-
-
-

PROPERTY INFORMATION	
Parcel Number 17-3N-24-2020-0027-0000	
Owner Name	CARTER CAREY T JR & DAWN M
Mailing Address	53264 CLEAR LAKE DRIVE CALLAHAN, FL 32011
Location Address	CR 108 HILLIARD 32046
Tax District	HILLIARD
Millage	16.1525
Homestead	No
Property Usage	VACANT 000000
Deed Acres	10.00
Short Legal	LOT 27 IN OR 2429/1333 CORNWALL SURVEY

2021 Preliminary Values	
Land Value	\$90,000
(+) Improved Value	\$0
(=) Market Value	\$90,000
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$19,600
(=) Assessed Value	\$70,400
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$90,000
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$70,400

Note - *10% Cap does not apply to School Taxable Value

- Property Search
- Map This Parcel
- GIS Report
- Property Record Card
- Print Friendly Page



BUILDING INFORMATION										
Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built	Building Sketch

MISCELLANEOUS INFORMATION										
Description	Dimensions L X W	Units	185Year Builts	301	104	295	105	101	111	113

SALES INFORMATION									
Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee		

2021-02-01	2429 / 1333	\$115,000	WD	Q	N	PAOLILLO KELLAM EDWARD	CARTER CAREY T JR & DAWN M (H&W)
2019-02-12	2258 / 1359	\$70,000	WD	Q	N	HATFIELD DONALD	PAOLILLO KELLAM EDWARD
2019-02-12	2258 / 1358	\$100	WD	U	N	BATTEN MITZI HATFIELD ET AL	HATFIELD DONALD
2019-02-11	2258 / 1354	\$0	FJ	U	N	HATFIELD DAVID ESTATE	HATFIELD DONALD ET AL
2013-12-17	1899 / 1583	\$100	PR	U	N	BATTEN MITZI P/R	HATFIELD DONALD
1986-12-01	505 / 707	\$10,000	WD	Q	N		
1979-03-01	287 / 594	\$5,000	MS	U	N		



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: 11/18/2021

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council update following Workshop review and discussion of Ordinance No. 2021-10 permitting the use of golf carts on roads within the Town limits.

BACKGROUND:

July 1, 2021, Mr. Raymond Schmoltdt comes before the Town Council and advises that he would like the Town to consider becoming a golf cart friendly community.

July 12, 2021, Town Council and Planning and Zoning Board hold a joint workshop to review, discuss, and make recommendations to develop policy and procedures regarding establishing the Town of Hilliard as a golf cart friendly community.

August 5, 2021, Town Attorney Waugh advises the draft ordinance between the Land Use Administrator and himself is complete. Waugh also advises there are things that need to be considered before adopting the ordinance.

October 7, 2021, Mr. Raymond Schmoltdt comes before the Town Council requesting an update regarding the golf cart ordinance.

October 21, 2021, Town Council adopts Ordinance No. 2021-10 on first reading

November 18, 2021, Town Council holds Workshop to establish policy and procedures for golf carts within the Town limits.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to establish policy and procedures regarding golf cart friendly community and hold public hearing and second and final hearing on December 2, 2021.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: November 18, 2021

FROM: ***Ritchie Rowe Public Works Director***

SUBJECT: Belt Press Capital Purchase WWTP

BACKGROUND:

The belt press is used at the WWTP to dewater sludge. It is an integral part of the wastewater treatment process. The press was installed during the 2010 upgrade to the wastewater plant. It is a complex piece of equipment with many moving parts to include 3 pumps, 13 roller drums, two power control panels, and a polymer addition system. This system is very durable, but it now needs evaluation and repair. I am having a Phoenix representative come here to assist with repairs and evaluate the condition to see if other repairs are needed. This repair is sole sourced through Phoenix Process Equipment.

FINANCIAL IMPACT:

\$15,000.00 Capital Budgeted Funds.

THE INVOICE IS \$8,948.71 TB

RECOMMENDATION:

Approval to expend Capital funds in the amount of \$15,000.00 for the Belt Press.



PHOENIX SERVICE QUOTE

TO: Richard Rowe

DATE: October 4, 2021

AT: Hilliard, FL WWTP

EMAIL: rrowe@townofhilliard.com

FROM: Marty Hood

Number of pages: 1

RE: Sold Service Quote

PHOENIX Process Equipment Co. Inspection and Training Service

We are pleased to provide you with information on a paid service contract to assist in the equipment inspection of your Belt Filter Press. The rate for a PHOENIX service and process technician is \$1000.00USD (\$125.00USD per hour) per eight (8) hour day Monday through Friday. Work beyond eight (8) hours on Monday through Friday is charged at \$187.50USD per hour. The first eight (8) hours on Saturday are charged at \$187.50 USD per hour. Work beyond eight (8) hours on Saturday, and all work on Sunday and Holidays, is charged at \$250.00USD. The hourly rate for travel is \$95.00USD per hour and charges will include the technician's travel time and travel costs to the job site. The customer will be asked to sign daily time sheets to verify the charges. All expenses, including air travel, car rental or mileage, lodging, meals, and miscellaneous incidental costs incurred by site-specific situations, will be invoiced at cost.

We estimate the time to assist with belt filter press support/training to be:

- One (1) – Two (2) Days Inspection and Service @ \$1000.00/day, \$ 2,000.00USD*
- One (1) PHOENIX Service Technicians travel, eight (8) hours (one way) \$ 760.00USD*
 - No Charge for travel back to Louisville. \$ 000.00USD
- PHOENIX Estimated Expenses; Hotel, Meals, Auto Expenses \$ 1,700.00USD**
- Estimated Total \$ 4,460.00USD

*Actual time or days from time sheets will be used for invoicing.

**As indicated above, all expenses will be invoiced at cost.

Please sign and return one copy of this e-mail/fax as our authorization to proceed. If you need additional information, contact me at (502) 499-6198, extension 158, fax (502) 499-1079, or e-mail @martyh@dewater.com.

Thank you for choosing PHOENIX equipment. We look forward to working with you.


 Customer Signature _____ Date 10 4 21

Purchase Order Number (if available) WWTP100421RR-02

Best Regards,

Marty Hood
Assistant Service Manager

Cc: J. Yates, K. Perry
Service File (M. Huck)
Job File

CAPITAL PURCHASE



Sales Order

PHOENIX PROCESS EQUIPMENT CO.

2402 WATTERSON TRAIL
LOUISVILLE, KY 40299
(502) 499-6198

Order Number: 0059679
Order Date: 8/27/2021
Salesperson: 0639
Customer Number: HILLIAR

Sold To:

TOWN OF HILLIARD
P.O. BOX 249
HILLIARD, FL 32046

Ship To:

TOWN OF HILLIARD
15859 WEST COUNTY RD. 108
HILLIARD, FL 32046

ATTN:
DAWN CARROLL

Customer P.O.	Ship VIA	F.O.B.	Terms
PARTS QUOTE	BEST WAY	PREPAY AND ADD	NET 30 DAYS

Item Number	Description	Ordered	Shipped	Back Order	Price	Amount
PTS-CH215	TRACKING VALVE, LR5-0201	2	0	0	384.310	768.62
PTS-CH214A	FLOW CNTRL, INWB1391C-104-020	4	0	0	39.250	157.00
PTS-CH825	TRACK VALVE LEVER ARM	2	0	0	49.860	99.72
PTS-CH826	CERAMIC TUBE, .5" x .312" x 4"	2	0	0	47.740	95.48
PTS-CH827	SET COLLAR, 1/4"SS	4	0	0	6.360	25.44
PTS-CH213	OVERTRAVEL, TENSION BELT FAULT VALVE, LR3-0201	2	0	0	259.920	519.84
PTS-CH815	O/T, BLT/BRK LEVER, 802T-W3	2	0	0	48.800	97.60
PTS-CH410-LC8L	SPLASH GUARD,LC800L,B-1020178	2	0	0	149.600	299.20
PTS-CH280-LC8	CYL.,2"X2",M-20-DXP-20,LC800	2	0	0	132.620	265.24
PTS-CH120-LC8A	TRACK.BRG.WEAR PAD, B-1020137	2	0	0	39.250	78.50
PTS-CH100-LC12	DR.BLD,LC1200,DWG.# B-1020222	2	0	0	108.210	216.42
PTS-CH109-LC12	WIPER BAR LC1200 B-1020230	18	0	0	37.130	668.34
PTS-CH125-LC12A	UPPER BELT SUPPORT BAR	1	0	0	79.570	79.57
KIT-435-LC12L	GRAV.ZONE SEAL KIT, LC-1200L	1	0	0	360.320	360.32
PTS-CH422-LC8	SIDE SEAL,71"x3.5",B-1020177	2	0	0	COMPONENT	
PTS-CH420-LC12	REAR SEAL,LC1200, B-1020223	1	0	0	COMPONENT	
PTS-CH401-LC12	UPPER SPRAY BOX SEAL,B-1020224	2	0	0	84.870	169.74
PTS-CH401-LC12A	UPPER SPRY BX SEAL, B-1020221	2	0	0	70.020	140.04
PTS-CH401-LC8B	SPRY.BX.SEAL,4.25",B-1020192	2	0	0	18.040	36.08
PTS-CH401-LC12C	LOW SPRAY BOX SEAL, B-1020226	2	0	0	70.390	140.78



Sales Order

PHOENIX PROCESS EQUIPMENT CO.

2402 WATTERSON TRAIL
LOUISVILLE, KY 40299
(502) 499-6198

Order Number: 0059679
Order Date: 8/27/2021
Salesperson: 0639
Customer Number: HILLIAR

Sold To:

TOWN OF HILLIARD
P.O. BOX 249
HILLIARD, FL 32046

Ship To:

TOWN OF HILLIARD
15859 WEST COUNTY RD. 108
HILLIARD, FL 32046

ATTN:

DAWN CARROLL

Customer P.O.	Ship VIA	F.O.B.	Terms
PARTS QUOTE	BEST WAY	PREPAY AND ADD	NET 30 DAYS

Item Number	Description	Ordered	Shipped	Back Order	Price	Amount
BLT-SPEC	225" X 47.75" HF7040	2	0	0	610.000	1,220.00
BLT-SPEC	344" X 47.75" HF7040	2	0	0	840.000	1,680.00
PTS-SPEC	BEARING RISER BLOCK	2	0	0	570.000	1,140.00
PTS-CH281-LC8	CLEVIS ASSY., BP-19C	2	0	0	32.890	65.78

[Handwritten Signature] 10/4/21
 WWTP 100421 RR-01
 CAPITAL PURCHASE

Net Order: 8,323.71
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00
 Order Total: 8,323.71

SHIPPING 465.00
 8788.71 17



PHOENIX Process Equipment Co.
 2402 Watterson Trail * Louisville, KY 40299
 502 499 6198 * FAX 502 499 1079

Invoice

Please Remit To:
PHOENIX Process Equipment Co.
P.O. Box 634996
Cincinnati, OH 45263-4996

Invoice Number: 0059801-IN
Invoice Date: 10/26/2021

Order Number: 0059679
Order Date: 9/8/2021
Salesperson: 0639
Customer Number: HILLIAR

Sold To: **Ship To:**

TOWN OF HILLIARD
 P.O. BOX 249
 HILLIARD, FL 32046

TOWN OF HILLIARD
 15859 WEST COUNTY RD. 108
 Ritchie Rowe 904-813-1296
 HILLIARD, FL 32046

United States

United States

Customer P.O.	Ship VIA	Ship Date	F.O.B.	Terms
WWTP 10042/RR-01	BEST WAY	10/26/2021	PREPAY AND ADD	NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
PTS-CH215 TRACKING VALVE, LR5-0201	EACH	2	2	0	384.310	768.62
PTS-CH214A FLOW CNTRL, INWB1391C-104-020	EACH	4	4	0	39.250	157.00
PTS-CH825 TRACK VALVE LEVER ARM	EACH	2	2	0	49.860	99.72
PTS-CH826 CERAMIC TUBE, .5" x .312" x 4"	EACH	2	2	0	47.740	95.48
PTS-CH827 SET COLLAR, 1/4"SS	EACH	4	4	0	6.360	25.44
PTS-CH213 OVERTRAVEL, TENSION BELT FAULT	EACH	2	2	0	259.920	519.84
PTS-CH410-LC8L SPLASH GUARD,LC800L,B-1020178	EACH	2	2	0	149.600	299.20
PTS-CH280-LC8 CYL.,2"X2",M-20-DXP-20,LC800	EACH	2	2	0	132.620	265.24

Continued



PHOENIX Process Equipment Co.
 2402 Watterson Trail * Louisville, KY 40299
 502 499 6198 * FAX 502 499 1079

Invoice

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WWTP 10042/RR-01	BEST WAY	10/26/2021	PREPAY AND ADD	NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
PTS-CH120-LC8A TRACK.BRG.WEAR PAD, B-1020137	EACH	2	2	0	39.250	78.50
PTS-CH100-LC12 DR.BLD,LC1200,DWG.# B-1020222	EACH	2	2	0	108.210	216.42
PTS-CH109-LC12 WIPER BAR LC1200 B-1020230	EACH	18	18	0	37.130	668.34
PTS-CH125-LC12A UPPER BELT SUPPORT BAR	EACH	1	1	0	79.570	79.57
KIT-435-LC12L GRAV.ZONE SEAL KIT, LC-1200L	EACH	1	1	0	360.320	360.32
PTS-CH422-LC8 0	EACH	2	2	0	COMPONENT	
PTS-CH420-LC12 REAR SEAL,LC1200, B-1020223	EACH	1	1	0	COMPONENT	

Continued



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Customer P.O.	Ship VIA	Ship Date	F.O.B.	Terms
WWTP 10042/RR-01	BEST WAY	10/26/2021	PREPAY AND ADD	NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
PTS-CH401-LC12 UPPER SPRAY BOX SEAL, B-1020224	EACH	2	2	0	84.870	169.74
PTS-CH401-LC12A UPPER SPRY BX SEAL, B-1020221	EACH	2	2	0	70.020	140.04
PTS-CH401-LC8B SPRY.BX.SEAL,4.25",B-1020192	EACH	2	2	0	18.040	36.08
PTS-CH401-LC12C LOW SPRAY BOX SEAL, B-1020226	EACH	2	2	0	70.390	140.78
BLT-SPEC 225" X 47.75" HF7040	EACH	2	2	0	610.000	1,220.00
BLT-SPEC 344" X 47.75" HF7040	EACH	2	2	0	840.000	1,680.00
PTS-SPEC BEARING RISER BLOCK	EACH	2	2	0	650.000	1,300.00
PTS-CH815 O/T, BLT/BRK LEVER, 802T-W3	EACH	2	2	0	48.800	97.60

Continued



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WWTP 10042/RR-01	BEST WAY	10/26/2021	PREPAY AND ADD	NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
PTS-CH281-LC8 CLEVIS ASSY., BP-19C	EACH	2	2	0	32.890	65.78

Fifth Third Bank, Cincinnati, OH
 PHOENIX Account # 7140514063
 ACH Payments: ABA # 083002342
 Wire Transfers: ABA # 042000314
 SWIFT: FTBCUS3C

Net Invoice:	8,483.71
Less Discount:	0.00
Shipping/Handling:	465.00
Sales Tax:	0.00
Invoice Total:	8,948.71

A 3% surcharge will be added for credit card payments.

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

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, NOVEMBER 04, 2021, 7:00 PM

NOTICE TO PUBLIC

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WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PUBLIC HEARING

- ITEM-1 PUD Rezoning No. 20210809 - Rezoning A-1 to Establish the Greenbrier PUD Ordinance No. 2021-09 - Open Public Hearing
An Ordinance of the Town Council of the Town of Hilliard, Florida, Rezoning the Property Located on the Westside of U.S. 301 (U.S. Highway 1/State Road No. 5) to the South of the Intersection with Henry Smith Road, and West of Old Dixie Highway/Kings Road, Described in Attachment "A", Legal Description from A-1, Agricultural to PUD, Planned Unit Development, Specifically Described in Attachment "B" Written Description, and Attachment "C" Site Plan; Providing for Severability, Repealer, and Setting an Effective Date.
Town Attorney Waugh

Disclosure of Ex Parte Communication

Applicant: Rodgers Towers, P.A. and National Land Partners II, LLC, authorized agents for Hilliard Equity Resources, Property Owner

Courtney Garver introduces members and reviews PowerPoint regarding rezoning A1 to a PUD, which consists of 161.2 acres with the Council.

Call for Public Comment

Ursula Jones, 27207 Pond Drive Hilliard, Florida asks about vacating Right of Way, since Ms. Garver stated they have one to vacate.

Skip Frey, 37132 West Fourth Street Hilliard, Florida inquired about School Bus Stops and where they will be placed. Courtney Garver responds, and states Section 4 addresses this issue and that they will coordinate with Town of Hilliard as well as the Nassau County School Board for School Bus Stops. Mr. Frey also mentions school concurrency, Courtney Garver states that was submitted to the Town in August or September 2021 and the Town sends to Nassau County School Board.

Brian Patton, 2504 Safe Harbor Fernandina Beach, Florida states that he is a father of three and his mother was a Superintendent for most of her working life and assures the Council and the Public that they will do their best to make the school happy.

LeeAnn Wollitz, 37024 South Oak Street Hilliard, Florida asks if they will offer to buy out the property next to this development versus these homeowners having 350 homes in their back yards. Mrs. Wollitz also asked if the Town will take over street light bill payments upon completion and what the cost will be.

Henry Vorp, AVA Engineers, 4201 Baymeadows Road, Jacksonville, Florida gives estimates on street light cost per year.

Brian Patton, 2504 Safe Harbor Fernandina Beach, Florida states he did not consider buying out other properties.

Ritchie Rowe, Public Works Director asks about sewer connects.

Close Public Hearing on Ordinance No. 2021-09 at 7:40 p.m.

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

Planning and Zoning Board recommendation of Town Council approval of Ordinance No. 2021-09 Greenbrier PUD

Janis Fleet, AICP - Land Use Administrator

REGULAR MEETING - Town Council Action

Town Council First Reading on Ordinance 2021-09 Greenbrier PUD and Set Public Hearing & Final Reading for Thursday, January 6, 2022, at 7:00 p.m.

Council Pro Tem Sims stated he would like to see a buffer added on Henry Smith of trees.

Councilman Wollitz stated School Bus Stops are in accordance with Nassau County School Board.

Land Use Administrator Fleet advises development will be in phases.

Town Attorney Waugh states we have been asked if we could add right of way vacating in the PUD ordinance upon adoption if a procedure is not yet in place for vacating easements, right of ways or alleyways.

Council Pro Tem Sims states easement vacating should be done at no cost to the Town if included in the PUD Ordinance. Land Use Administrator Fleet inquires on if this can be added.

Town Attorney Waugh states he will look into and advise.

Courtney Garver states the developers can add a 10-foot tree buffer along Henry Smith Road, Bus Stops in accordance with Nassau County School Board, and would like to request the vacating of the Right of Way.

Motion to adopt on First Reading with the conditions of 10-foot buffer along Henry Smith Road of trees and vegetation, School Bus stops in accordance with Nassau County School Board, and to request in the PUD Ordinance vacating of Right of Ways at the developers cost.

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

MAYOR **To call on members of the audience wishing to address the Council on matters not on the Agenda.**

Wanda Nicholes, Event Leader for Relay for Life, 45075 Old Dixie Highway, Callahan, Florida presents a letter of appreciation for the Town of Hilliard for the Town's \$500.00 donation and Mayor Floyd Vanzant accepts on behalf of the Town.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No items are added to or deleted from the agenda.

ITEM-3 Town Council approval to request Legislative Appropriation Funding for the Construction and Paving of Sixth Street.

Douglas D. Adkins - Dayspring Health

Douglas D. Adkins, Dayspring Health, P.O. Box 1080, Hilliard, Florida states that there are American Rescue Funds for one-time projects and the Legislative Budget deadline is November 17, 2021, to request funds. Mr. Adkins asks for \$170,000.00 to pave Sixth Street, Curb and Cutter, Engineer and Design.

Council President Beasley asked if the sidewalks will be like those in Boulogne.

Councilman Wollitz states the Town needs sidewalks to Winn-Dixie and has letters to our Representatives already, and now Mr. Adkins is asking for another letter to be written. Councilman Wollitz also asks if the Town does not write the letter will Mr. Adkins still pave Sixth Street.

Douglas D. Adkins, Dayspring Health, P.O. Box 1080, Hilliard, Florida replies he will but reiterates the Town can ask for several projects at a time.

Councilwoman Bishop asks if Mr. Adkins will pay for the Lobbyist.

Councilman Wollitz also asks this question.

Council Pro Tem Sims clarifies that Councilwoman Bishop is asking if Mr. Adkins is paying the Lobbyist for what the Town needs as well.

Douglas D. Adkins, Dayspring Health, P.O. Box 1080, Hilliard, Florida states that he is a local person.

Councilman Pickett asks that since Sixth Street being paved will be serving Mr. Adkins proposed project, will Mr. Adkins be interested in paying for the sewer issue as well.

Councilwoman Bishop asks if attorney must write the letter, would Mr. Adkins be willing to pay the attorney fees.

Douglas D. Adkins, Dayspring Health, P.O. Box 1080, Hilliard, Florida states he only needs a motion from the Council. Town can put in several projects.

Council Pro Tem Sims states he is okay with doing the letter but would like to have Hilliard's items included in the letter.

Motion is made for the Force Maine from Oxford Street Lift Station to Main Lift Station, Waterline from County Road 108 along US Highway 1 to Eastwood Road, Eastwood Road to County Road 108, Community Center/Hurricane Shelter, Pave Sixth Street, Curb & Gutter, and Sidewalk, and Sewer Rehabilitation added for the Town to add to the Legislative Appropriations Request.

Motion is withdrawn by Council Pro Tem Sims, Second is withdrawn by Councilman Pickett.

Motion to set Special Meeting to finalize Item-3 for Monday, November 8, 2021, at 7:00 p.m.

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

ITEM-4 Town Council approval for the Minor Subdivision Application #20210908
Property Owner - Mr. William Pokorski
Parcel ID No. 08-3N-24-2380-0084-0010
Janis K. Fleet, AICP - Land Use Administrator

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

ITEM-5 Town Council approval to accept Town Clerks recommendation to move Town Hall Administrative Assistant Alicia Head from Introductory Probationary status to Regular Full Time Employment status.
Lisa Purvis, MMC - Town Clerk

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

- ITEM-6 Town Council approval of the Minutes from the October 21, 2021, Regular Meeting.
Lisa Purvis, MMC - Town Clerk
- Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-7 Town Council approval of Nassau County Council on Aging Donation for Fiscal Year 2021-2022, to assist Seniors in Hilliard with their Water and Sewer Bills in the amount of \$10,000.00.
BUDGETED DONATION FROM WATER AND SEWER PENALTY FEES COLLECTED
- Motion made by Council President Beasley, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-8 Town Council approval of The Kenton Group dba Baldwin Quality Plumbing, Pay Request No. 1 through September 30, 2021, Project Name: Gravity Sewer Overflow Pipe on 4th Street Project in the amount of \$29,542.50.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$110,075.00
- Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-9 Town Council approval of The Kenton Group dba Baldwin Quality Plumbing, Pay Request No. 2 through October 29, 2021, Project Name: Gravity Sewer Overflow Pipe on 4th Street Project in the amount of \$49,050.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$11,075.00
- Motion made by Councilman Wollitz, Seconded by Council President Beasley.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-10 Town Council approval of AECOM, Payable through October 8, 2021, Project Name: New Box Hangar & Hangar Repairs at the Hilliard Airpark in the amount of \$3,258.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$58,940.00
- Motion made by Councilman Wollitz, Seconded by Council President Beasley.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-11 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 1 through October 31, 2021, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at Hilliard Airpark in the amount of \$98,344.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$515,857.00**

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

- ITEM-12 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 2 (Change Order No. 1) through October 31, 2021, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at Hilliard Airpark in the amount of \$28,300.00.
FAA CARES 100% FUNDED HANGAR REPAIR PROJECT CHANGE ORDER NO. 1 TOTALING \$28,300.00

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

- ITEM-13 Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 1 through October 26, 2021, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$40,375.00.
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$165,000.00**

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

- ITEM-14 Town Council approval of AECOM, Payable through October 8, 2021, Project Name: Security Improvements at Hilliard Airpark in the amount of \$2,959.00.
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$51,370.00**

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

- ITEM-15 Town Council to set a Special Meeting to Discuss and Decide on the Classification and Compensation Study for the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk

Motion made to table Item–15 to Special Meeting, Monday, November 8, 2021, at 7:00 p.m.

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

ADDITIONAL COMMENTS

PUBLIC

Raymond Schmoltdt, 37138 Lee Street Hilliard, Florida 32046 states Mr. Adkin’s statement regarding having Picnic Tables on his property for public use were untruthful due to there being no trespass signs posted.

MAYOR & TOWN COUNCIL

Mayor Vanzant reads the upcoming meeting dates

November Meeting:

Monday, 11/08/2021 @7PM Special Meeting
Thursday, 11/18/2021 @6PM Workshop (Gold Cart Ord.)
Thursday, 11/18/2021 @7PM Regular Meeting

Councilman Pickett states that the Veterans Day Event has been cancelled on Saturday, November 6, 2021, due to incoming bad weather.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis
Public Works Director, Ritchie Rowe
Parks & Recreation Director, Gabe Whittenburg

TOWN ATTORNEY

Town Attorney, Christian Waugh reads letter hand signed by Mrs. Amanda Rau and Mrs. Jobeth Vanzant apologizing to the Town Clerk, Lisa Purvis, and to the Town Council for actions at the beginning of the October 7, 2021, Regular Meeting.

ADJOURNMENT

Motion to adjourn at 9:12 p.m.

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

Approved this _____ day of _____, _____ by the Hilliard Town Council,
Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

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TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, NOVEMBER 04, 2021, 9:15 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PRESENT

P&Z Chair Wendy Prather
P&Z Vice Chair Charles Reed
P&Z Member Harold "Skip" Frey
P&Z Member Dallis Hunter
Parks & Recreation Director Gabe Whittenburg
Public Works Director Ritchie Rowe
Kathie Sciullo, Nassau County Record
Tiffany Bowden, Deputy Town Clerk
Hannah Nicks Bray, Administrative Assistant
Michael Franklin, Citizen
Brenton Franklin, Citizen
LeeAnn Wollitz, Citizen
Paul and Tracy Lucas, Citizens

WORKSHOP

ITEM-1 Town Council Review and Discussion with Land Use Administrator.
Janis Fleet, AICP – Land Use Administrator

Councilwoman Bishop starts the Workshop discussion by stating that she would like to discuss Land Use Administrator Janis Fleet's professionalism and customer service.

Councilwoman Bishop, Council Pro Tem Sims, and Councilman Wollitz all speak at length regarding the Land Use Administrator and ask several questions of the Land Use Administrator regarding development within the Town.

Council Pro Tem Sims specifically asks Land Use Administrator about the meeting she had with Brenton Franklin.

Land Use Administrator Janis Fleet responds by stating what was discussed at meeting where she advised Brenton Franklin of his options.

Harold "Skip" Frey, 37132 West Fourth Street Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Wendy Prather, 27061 Country Drive Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Dallis Hunter, 361770 Pine Street Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Charles Reed, 37008 Illinois Street Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Brenton Franklin, 37387 Henry Smith Road Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Tiffany Bowden, 37246 Bossman Lane Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Hannah Nicks Bray, 95132 Woodbridge Parkway Fernandina, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Tracy Lucas, 27029 West Third Avenue Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

Michael Franklin, 151012 CR 108, Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

LeeAnn Wollitz, 37024 South Oak Street Hilliard, Florida spoke regarding development and the Land Use Administrator in Hilliard.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion to adjourn at 10:40 p.m.

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

Approved this _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
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TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, NOVEMBER 08, 2021, 7:00 PM

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**CALL TO ORDER
PRAYER & PLEDGE OF ALLEGIANCE
ROLL CALL**

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

MAYOR **To call on members of the audience wishing to address the Council on matters not on the Agenda.**

No public wish to address the Council.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Town Council approval to request Legislative Appropriation Funding for the Construction and Paving of Sixth Street.

Douglas D. Adkins - Dayspring Health

Town Clerk, Lisa Purvis explains that she spoke with Dee Alexander, Legal Aid for Senator Aaron Bean, Fred Fox, Fred Fox Enterprises the Town's grant writer and Tim Norman, Mittauer & Associates the Town's engineers regarding all the projects that were discussed at the November 4, 2021, meeting. Ms. Alexander advised that the Town could not put items together unless they were related and that the Town should consider presenting at the Nassau Delegation to be held at the Nassau County Commission Chambers this Wednesday, November 10, 2021, at 4:00 p.m. Town Clerk Lisa Purvis further advises that she then worked with the Town's grant writer and engineer to develop cost estimates and narratives of the items discussed and has prepared a draft list to bring up at the Nassau Delegation and would like Council approval to do so.

Motion is made for the Town to submit Legislative Appropriations Requests for a Force Maine from Oxford Street Lift Station to Main Lift Station; Waterline from County Road 108 along US Highway 1 to Eastwood Road, Eastwood Road to County Road 108; Community Center/Hurricane Shelter; Pave Sixth Street, Curb & Gutter, and Sidewalk; Sewer Rehabilitation; and add Recreation funds to supplement funds received from FRDAP grants. With Dayspring Health's to pay all cost associated with The Legis Group LLC to Lobby all Town of Hilliard Projects submitted at the Nassau Delegation.

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

ITEM-3 Town Council to set a Special Meeting to Discuss and Decide on Classification and Compensation Study for the Town of Hilliard.

Lisa Purvis, MMC – Town Clerk

Motion to set a Special Meeting for Monday, November 29, 2021, at 7:00 p.m. to review the raw data being sent from Mark Holcomb of Evergreen Solutions, LLC. Added to the Special Meeting a Resolution Amending Fiscal Year 2020-2021 Budget for adoption.

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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

Council President Beasley states to remember our Veterans this Veterans Day that this has been a very hard year.

ADMINISTRATIVE STAFF

Town Clerk, Lisa Purvis updates everyone regarding the Tree Lighting and advises that Mr. Charlie Hahn will be putting together a Community Choir to sing Christmas Carols and the event will be held Saturday, November 27, 2021, on the lawn outside the Hilliard Life Care Center.

Council President Beasley asks Public Works Director Richie Rowe if he needs a lift to put the lights on the tree and states his brother has one that the Town can use.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion made to adjourn at 7:58 p.m.

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

Approved this _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462
Tel: 813-286-1711
Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis
TOWN OF HILLIARD
15859 West County Road 108
Hilliard, FL 32046
United States

Invoice Date: 10-NOV-21
Invoice Number: 2000558351

Agreement Number: 60600917-1
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60600917 Project Name : 01J NEW BOX HANGER & HANGER REPAIRS TO-13
Bill Through Date : 09-OCT-21 - 05-NOV-21
Bill Prange

Project Number	Phase Lump Sum Description	Percent		Earned	Previous	Current
		Fee	Complete			
60600917	01J NEW BOX HANGER & HANGER REPA	58,940.00	77.00%	45,383.80	41,258.00	4,125.80
Total Phase Lump Sum:						4,125.80
Project Total : 01J NEW BOX HANGER & HANGER REPAIRS TO-13						4,125.80

Invoice Summaries	
Total Current Amount :	4,125.80
Retention Amount :	0.00
Pre-Tax Amount :	4,125.80
Tax Amount :	0.00
Total Invoice Amount :	4,125.80

Billing Summaries						
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete	
Billings	4,125.80	41,258.00	45,383.80	58,940.00	77.00	
Tax	0.00	0.00	0.00			
Billing Total :	4,125.80	41,258.00	45,383.80			

Outstanding Invoices		
Invoice Number	Invoice Date	Invoice Balance
2000558351	10-NOV-21	4,125.80
2000549545	15-OCT-21	3,258.00
Outstanding Total :		7,383.80

RECEIVED
NOV 15 2021
TOWN OF HILLIARD



Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N

7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462
Tel: 813-286-1711
Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis
TOWN OF HILLIARD
15859 West County Road 108
Hilliard, FL 32046
United States

Invoice Date: 08-NOV-21
Invoice Number: 2000557655

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60611456 Project Name : 01J EQUIPMENT STORAGE BUILDING SA16
Bill Through Date : 21-NOV-20 - 29-OCT-21
Bill Prange

Project Number	Phase Lump Sum Description	Percent		Earned	Previous	Current
		Fee	Complete			
60611456	01J EQUIPMENT STORAGE BUILDING S	41,980.00	84.00%	35,263.20	26,890.00	8,373.20
Total Phase Lump Sum:						8,373.20
Project Total : 01J EQUIPMENT STORAGE BUILDING SA16						8,373.20

Invoice Summaries		
Total Current Amount :		8,373.20
Retention Amount :		0.00
Pre-Tax Amount :		8,373.20
Tax Amount :		0.00
Total Invoice Amount :		8,373.20

Task Billing Summaries			
Task Number/Name	Current	Prior	Total
01	540.49	1,116.13	1,656.62
02	0.00	4,935.00	4,935.00
Task Billing Total :	540.49	6,051.13	6,591.62

Billing Summaries					
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	8,373.20	26,890.00	35,263.20	41,980.00	84.00
Tax	0.00	0.00	0.00		
Billing Total :	8,373.20	26,890.00	35,263.20		

RECEIVED
NOV 15 2021

TOWN OF HILLIARD

MITTAUER &
 ASSOCIATES, INC.
 580-1 WELLS ROAD
 ORANGE PARK, FL 32073
 904-278-0030



Invoice 21496

ITEM-8

BILL TO

Town of Hilliard
 P.O. Box 249
 Hilliard, FL 32046
 Attn: Lisa Purvis

DATE	PLEASE PAY	DUE DATE
11/02/2021	\$9,575.00	11/22/2021

M&A PROJECT NO.

9610-52-1

DESCRIPTION	AMOUNT
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CDBG 20 NR WATER MAIN REPLACEMENT
 CDBG CONTRACT NO. 20DB-OO-04-55-02-N08
 TOWN OF HILLIARD, FLORIDA

Engineering services concerning the CDBG 20 NR Water Main Replacement project for the Town of Hilliard including progress toward construction administration and resident project representative services during the period September 25, 2021 through October 29, 2021.

LUMP SUM CONTRACT AMOUNT: \$105,700.00

- Item A. Preliminary Engineering, \$3,100 (100% complete)
- Item B. Basic Engineering, \$39,300 (100% complete)
- Item C. Construction Administration, \$10,000 (50% complete)
- Item D. Resident Project Representative Services, \$28,300 (50% complete)
- Item D. Additional Engineering Services, \$25,000 (80% complete)
 (Topographic Surveying, \$20,000 | Permit Applications, \$3,000 | Record Drawings, \$2,000)

AMOUNT PREVIOUSLY INVOICED: \$71,975.00

Amount Earned This Period	9,575.00
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Thank you for your business.

TOTAL DUE	\$9,575.00
------------------	-------------------

THANK YOU.

TOWN OF HILLIARD
60537552-3229813
15859 County Road 108
HILLIARD, FL 32046-6712

RECEIVED
NOV 02 2021
TOWN OF HILLIARD



TOWN OF HILLIARD
Attention: Accounts Payable
PO Box 249
Hilliard FL 32046-0249

Office Number: 2320

Due Date	Billing Period	Order/Contract No.	Invoice Date	Invoice No.	Page
25-NOV-2021	-	16820444	26-OCT-2021	16522126	1
Duns No.	Federal ID Number	Postage Account Number	Payment Terms	PO/ERA #	
080708241	94-2388882		30 NET	Not Provided	

#	Item #	Serial #	Description	Unit Price	Qty	Amount	Tax
1	DS64I-INT3SE		3ST Exp CIS Multi Lic	9475.00	1	9475.00	
	DS64IE3SBAS	21HB2162	HCVS	0.00	1	0.00	
	E		DS64i 2.5ST Expert Base	0.00	1	0.00	
	DS64IHCVS	21FA2237	DS64i HCVS	0.00	1	0.00	

Customer Reference Number:	TOTAL AMOUNT DUE	\$9,475.00
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For billing inquiries please contact us at 1.800.636.7678. For service requests or to place a supply order please contact your local representative Quadiant NORTH CENTRAL FL 1.800.881.6245

Payment Stub

To ensure proper credit to your account, please write your customer number and invoice number on your check. Please detach and return this portion with your payment.

To pay your invoice, manage your postage and more, visit us at www.myquadiant.com.

Invoice No.
16522126

Amount Due
\$9,475.00

Amount Paid

Make checks payable to remit address:

Quadiant, Inc.
Dept 3689
PO Box 123689
DALLAS, TX 75312-3689

Customer No. 60537552-3962472

Customer Name: TOWN OF HILLIARD

1 60537552 16522126

000947500 9

Consignee
 TOWN OF HILLIARD
 15859 COUNTY ROAD 108
 HILLIARD
 FL 32046-6712 US

Trailer # 661643

Shipper
 QUADIENT INTERNATIONAL SUPPLY
 177 EAST WINGO RD
 BYHALIA
 MS 38611 US

ITEM-9

FedEx Freight Economy

PIECES	PKG	H/U	HM	DESCRIPTION	WGT(LBS)	NMFC	PCF	CLASS	RATE	TOTAL CHARGES
2				PO# 16820444 MAILROOM EQUIPMENT : INSIDE DELIVERY PREPAID : LIFTGATE DELIVERY-PPD NEM INSPECTING TERMINAL 0035 CUBIC FEET DIMENSION INSPECTION PEAK SURCHARGE FUEL SURCHG LTL SHPT27.70% 487625224-106-0-164 DISC AMT/MIN CHG FLR APPL *FXF 100001/04/21 LT 27145	225			070		
2			1	PREPAID - WILL INVOICE THIRD PARTY	225					

BY ACCEPTING THE SHIPMENT, YOU AGREE TO BE FULLY RESPONSIBLE FOR ANY ADDITIONAL APPLICABLE CHARGES FOR DELIVERY SERVICES RENDERED INCLUDING BUT NOT LIMITED TO DETENTION CHARGES SUBJECT TO CHANGE **

Bill of Lading Number 0000038939 0.00

Delv. Driver & #:

P.O. Number 16820444 Page 1 of 1


Date: Arrive: Depart:

of Skids: # of Pcs: OS&D #:

Shipment received in apparent good order with wrap intact unless otherwise noted.

Received by: _____

Over Damage Exceptions:
 Short Wrap Broken



fedex.com/fastfreight

P.O. BOX 840
 HARRISON, AR 72602-0840
fedex.com 1.866.393.4585

CONSIGNEE DELIVERY RECEIPT