



Town Council Meeting
December 12, 2022 at 6:00 PM
Howey-in the-Hills Town Hall
101 N. Palm Ave.,
Howey-in-the-Hills, FL 34737

MINUTES

Mayor MacFarlane called the Town Council Meeting to order at 6:00 p.m.
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag

ROLL CALL

Acknowledgement of Quorum

MEMBERS PRESENT:

Councilor David Miles
Councilor George Lehning
Mayor Pro Tem Marie V Gallelli
Mayor Martha MacFarlane

MEMBERS EXCUSED ABSENT:

Councilor Reneé Lannamañ

STAFF PRESENT:

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Morgan Cates, Public Works Director | James Southall, Public Utilities Supervisor (Zoom) | Rick Thomas, Police Chief | Azure Botts, Code Enforcement Officer | Abigail Herrera, Finance Supervisor | Tom Harowski, Town Planner (via Zoom)

AGENDA APPROVAL/REVIEW

Motion made by Mayor Pro Tem Gallelli to move item #3 before the Consent Agenda; seconded by Councilor Lehning. Motion approved unanimously by voice vote.

Voting

Yea: Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

Nay: None

NEW BUSINESS (Item #3 moved to before the Consent Agenda)

3. Consideration and Recommendation: **County Library Advisory Board (Primary Board Member)**

Mayor MacFarlane introduced this item. Tara Hall, Library Director, explained the duties of the County Library Advisory Board Member.

Mayor MacFarlane asked applicant Michael Ertel to explain why he was interested in filling the position on the County Library Advisory Board. Mr. Ertel explained his interest in the position and his background. Councilor Miles asked Mr. Ertel if his wife was president of the Friends of the Library. Mr. Ertel responded that she was.

Motion made by Councilor Lehning; seconded by Mayor Pro Tem Gallelli. Motion approved by roll-call vote. Motion approved by roll-call vote.

Voting

Yea: Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

Nay: Councilor Miles

CONSENT AGENDA

Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.

1. The approval of the minutes and ratification and confirmation of all Town Council actions at the November 28, 2022 Town Council Meeting.

Mayor MacFarlane spoke about what she thought was important to be included in the Town Council's minutes and that they were supposed to be action minutes, not verbatim minutes. Councilor Miles stated he disagreed with Mayor MacFarlane and he believed that the minutes should be more detailed, especially when there is a contentious item.

Motion made by Mayor MacFarlane to approve the Consent Agenda with the originally submitted minutes for the November 8, 2022 Town Council Meeting; seconded by Mayor Pro Tem Gallelli. Motion approved by roll-call vote.

Voting

Yea: Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

Nay: Councilor Miles

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

2. Consideration and Approval: **Ellen Yarckin applicant for the Planning and Zoning Board**

Mayor MacFarlane asked Town Planner, Tom Harowski, to introduce and explain this item. Mr. Harowski explained the function of the Planning and Zoning Board.

Mayor MacFarlane asked Planning and Zoning Board applicant, Ellen Yarckin, to explain to the Town Council why she would like to serve on the board and what her qualifications were. Mrs. Yarckin stated that she is a licensed underground utility contractor and that she had performed commercial and

subdivision inspections since 2010. Mrs. Yarckin stated that she had served on the Planning and Zoning board for the Town of Windermere.

Mayor MacFarlane opened Public Comment for this item only.

Tim Everline, 1012 N Lakeshore Blvd. – Mr. Everline was upset that public comment for item #3 was inadvertently skipped.

Mayor MacFarlane closed Public Comment for this item.

Motion made by Councilor Miles to appoint Ellen Yarckin to the Planning and Zoning Board; seconded by Councilor Lehning. Motion approved unanimously by roll-call vote.

Voting

Yea: Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

Nay: None

4. Discussion: Capital Improvement Plan (CIP)

Mayor MacFarlane introduced this item. Mayor MacFarlane asked the Town Planner, Tom Harowski, to give a background on the Capital Improvements Element of the Town's Comprehensive Plan. Mr. Harowski explained the Capital Improvements Plan includes a 5-year schedule of projects.

Mayor Pro Tem Gallelli explained that she felt the way that the funding source was listed on the 5-year schedule was confusing. It was suggested that a legend on the 5-year schedule be added so that it would be clearer as to what the expected funding source would be for each project. Mr. O'Keefe committed to a legend being added in a future iteration of the 5-year schedule.

Councilor Miles stated that he believed that the \$1,500 threshold for projects to appear on this 5-year schedule was too low. Councilor Miles stated that he thought that it should be changed in the future to \$10,000. Councilor Miles also stated that he was not in favor of the organization of the schedule and that currently it didn't seem like the organization of the schedule was consistent. Councilor Miles suggested that the 5-year schedule be organized by funding source or by category.

Mayor MacFarlane asked Mr. Harowski about why Table 20A's items were separated from the rest of the 5-year schedule items. Mr. Harowski explained that the projects listed under Table 20A were part of the Town's "Fair Share" Project, which had been designed to have developers pay their fair share to improve transportation needs in Town that would be impacted by the growth in their developments.

Councilor Miles stated that he believed that it is a problem that there are no sewer projects in the 5-year schedule, and he would like to see more sewer-related projects added. Councilor Miles also stated that the Town should have a one-to-two-page document that is filled out for each project, so that people can understand the scope of each project on the 5-year schedule.

Mayor Pro Tem Gallelli stated that she felt that the Town needed to have its own sewage treatment plant, and that the creation of this item should be added to the 5-year schedule. Councilor Lehning agreed and stated that the Town should either build or buy its own sewage treatment plant.

Mayor MacFarlane stated that she believed that the Town needs a Town Administrative Building, and she believed that the "Design for New Town Hall" funding should be moved to 2023 or 2024. Mayor MacFarlane stated that the "Purchase Land for New Park" project should be moved from 2027 to 2025 and that the land she thought would be appropriate for this project was the 10.25 acres of land at the end of South Mare Ave. Mayor MacFarlane stated that she believed that the amount listed for the "Repair/renovate Sara Maude Park" project was much too low and would need to be increased.

Councilor Miles suggested that the Town Council hold a workshop on this item in January 2023 in an effort to do a comprehensive review of the entire Capital Improvement Plan. Town Manager, Sean O’Keefe, suggested merging Councilor Miles’ workshop with the Strategic Planning Workshop that he was working on organizing for January. Councilor Lehning suggested that the Planning and Zoning Board and Town Council both review the Capital Improvement Plan and combine both sets of comments into a new document to be voted on by the Town Council.

Councilor Miles suggested that the Town use a standard (one-to-two-page) form for the description of each project. Councilor Miles stated he would compose a form and give it to the Town Manager for his review. Mr. O’Keefe committed to the Town using some sort of form and each project owner completing a form for each project.

Mayor MacFarlane opened Public Comment for this item only.

Tom Ballou, 1005 N Tangerine Ave. – Mr. Ballou had questions about funding sources.

Tim Everline, 1012 N. Lakeshore Blvd. – Mr. Everline had questions about the Venezia Park and why the Town would put any money into it. Mr. Everline would like to see more projects for the enhancement of Lakeshore and the Little Lake Harris area.

Mayor MacFarlane closed Public Comment for this item.

DEPARTMENT REPORTS

5. Town Hall

Town Clerk, John Brock, explained that the Town Hall report had been submitted to the Town Councilors in their packet for the Meeting and that he was available to the Town Councilors for questions.

6. Police Department

Police Chief, Rick Thomas, stated the Police Department had received a lot of complaints about underage kids driving golf carts in Town. Chief Thomas stated that since the Town is “golf cart friendly”, the age that someone can drive a golf cart in Town is fourteen.

7. Code Enforcement

Mayor MacFarlane explained that the Code Enforcement monthly report was included in the meeting’s packet and that if anyone had any questions they should email Azure Botts, the Town’s Code Enforcement Officer.

8. Public Works

Morgan Cates, Public Works Director, stated that he thought the Town’s Christmas Festival was very successful.

9. Library

Tara Hall, Library Director, thanked the volunteers that assisted during the Friday portion of the Town’s Christmas Festival.

10. Parks & Recreation Advisory Board / Special Events

None

11. Town Attorney

None

12. Finance Department

None

13. Town Manager

Town Manager, Sean O'Keefe, review the attached item that he included in the meeting's packet about the Town's retired landfill. Mr. O'Keefe summarized the Town Engineer's review of the land and its uses. A wastewater or town administrative building would not be an advisable use for the land, but a recreational use such as a park could be. Mr. O'Keefe stated he would have the Town Engineer complete a proposal of recreation park uses. Councilor Miles stated he believed the Town Engineer needs to do an analysis of any hazards that are remaining in the property from its decades as a landfill.

Mr. O'Keefe stated that the Beucher family had sold Mission Inn to a new owner and that he and the Mayor had recently met with the new managers of the property. Mr. O'Keefe stated that he and the Mayor had separately met with the Silver Springs representatives and that there was positive talk about utility provisions. Mr. O'Keefe also thanked all the town employees and volunteers for making the Town's Christmas Festival a success.

COUNCIL MEMBER REPORTS

14. Mayor Pro Tem Gallelli

Mayor Pro Tem Gallelli said that she had received positive comments about the Town's Christmas Parade, but that the Town needed to bring vendors back, a banner advertising the festival was needed, the Town should get at least 4 food trucks next year, and Town needed a larger tree in front of the library next year.

Mayor Pro Tem Gallelli stated that she thought the last meeting was too long and the Town Councilors needed to respect the public's time and give them plenty of time for public comments. Mayor Pro Tem Gallelli also suggested that the DRC might need a resident on the committee.

15. Councilor Lehning

Councilor Lehning stated he would like a workshop early next year to review documents that are given to developers in relation to what the Town wants from developers. Councilor Lehning would like to see the Town create a set of documents with minimum standards that would be allowed for developers. Councilor Lehning would like the Planning and Zoning board to take the first steps in creating this.

Councilor Miles stated that he would like the Town Manager to give a proposal to the Town Council, during the first January meeting, as to when the Planning and Zoning board would have a Workshop on PUDs and when that item would come to Town Council. Councilor Miles also stated that he would like the Town Manager to propose a time for the CIP workshop during the first meeting in January.

Councilor Lehning stated that he had attended an MPO meeting recently, and that Howey-in-the-Hill's sidewalk extension plan had been funded.

16. Councilor Miles

None

17. Councilor Lannamañ

Councilor Lannamañ was absent, no report was given.

18. Mayor MacFarlane

Mayor MacFarlane stated that currently the Town can not buy any sewage treatment capacity from the CDD, and there is no need to run further sewage lines in old Howey until the Town can get more capacity.

Councilor Lehning thanked Kathy Coleman for helping to get participants for the Christmas Car Show.

Mayor MacFarlane stated that she had met with the Town's new State Representative Taylor Yarkosky, and that he was supportive of the Town Water Project. Mayor MacFarlane asked residents to sign petitions in favor of the Town Water Project and its appropriation from the state legislature.

Mayor MacFarlane thanked the Police Department and Public Works department for their participation and support during the Town's Christmas Festival. Mayor MacFarlane also thanked the Town Clerk, John Brock, for his work during the Town's Christmas Festival.

PUBLIC COMMENTS

Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.

None

ADJOURNMENT

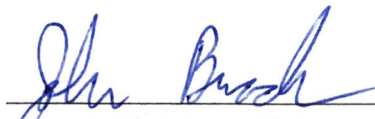
There being no further business to discuss, a motion was made by Councilor Lehning to adjourn the meeting; Councilor Miles seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 8:00 p.m. | **Attendees: 25**



Mayor Martha MacFarlane

ATTEST:



John Brock, Town Clerk

John Brock, Town Clerk