



## **Town Council Meeting**

**April 25, 2022 at 6:00 PM**

**Howey-in the-Hills Town Hall**

**101 N. Palm Ave.**

**Howey-in-the-Hills, FL 34737**

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### **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 George Lehning | Councilor Marie V. Gallelli | Councilor Rick Klein | Mayor Pro-Tem Ed Conroy | Mayor Martha MacFarlane

#### **STAFF PRESENT:**

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Rick Thomas, Police Chief | Morgan Cates, Public Works Director (via Zoom) | Tom Wilkes, Town Attorney (via Zoom) | Tom Harowski, Town Planner (via Zoom)

#### **AGENDA APPROVAL/REVIEW**

Motion made by Councilor Gallelli to approve the meeting's agenda; seconded by Councilor Klein. Motion approved unanimously by voice vote.

#### **Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

#### **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 April 11, 2022 Regular Town Council Meeting.

2. The approval of the minutes and ratification and confirmation of all Town Council actions at the April 11, 2022 Town Council Mid-Year Budget Workshop Meeting.
3. Consideration and Approval: **Town Council authorizes the Mayor and Town Clerk to pursue the annexation of Town owned parcel** (Parcel Number 35-20-25-0100-000-02301, Alternate Key 1257727)

Motion made by Councilor Gallelli to approve all items on the Consent Agenda; seconded by Mayor Pro-Tem Conroy. Motion approved unanimously by roll-call vote.

**Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

**PUBLIC HEARING**

4. Consideration and Approval: **(First Reading) Ordinance 2022-010 Cemetery Maintenance**

Martha MacFarlane, Mayor, read Ordinance 2022-010 by title only:

**AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, PERTAINING TO THE TOWN CEMETERY; REVISING SECTION 73-7 OF THE TOWN'S CODE OF ORDINANCES TO IMPOSE CERTAIN ADDITIONAL RESTRICTIONS AND REQUIREMENTS PERTAINING TO CEMETERY MAINTENANCE; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.**

Mayor MacFarlane introduced this item and asked Azure Botts, Code Enforcement Officer, to answer Town Councilor questions and explain the proposed Ordinance. Officer Botts showed examples of what this Ordinance was expected to address.

Mayor MacFarlane opened Public Comment for this item only. Seeing as there was no comment, Mayor MacFarlane closed Public Comment.

Motion made by Councilor Lehning to approve this Ordinance; seconded by Mayor Pro-Tem Conroy. Motion approved unanimously by roll-call vote.

**Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

**OLD BUSINESS**

**NEW BUSINESS**

5. Consideration and Approval: **Appointment of Vicky Steele to the Parks & Recreation Board**

Mayor MacFarlane introduced this item and invited Vicky Steele to speak on her own behalf. Mrs. Steele explained why she was interested in serving on this board.

Sean O'Keefe, Town Administrator, explained that there was no recommendation from the Parks & Recreation Board in reference to Vicky Steele or Jim Steele being appointed to the board because, due to attrition, the board currently only had 2 members. Mr. O'Keefe explained that, typically, due to

Sunshine Law concerns there would be a staff recommendation not to allow a husband and wife to serve on the same Town Board, but, due to the volunteer work that Mr. & Mrs. Steele have put into the Town and an acknowledgement of the limited power and role of the Parks & Recreation Board, the typical concerns were not present.

Mayor MacFarlane opened Public Comment for this item. There were no comments, so Public Comment was closed for this item.

Motion made by Councilor Lehning to appoint Vicky Steele to the Parks & Recreation Board; seconded by Mayor Pro-Tem Conroy.

**Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

6. Consideration and Approval: **Appointment of Jim Steele to the Parks & Recreation Board**

Mayor MacFarlane introduced this item and invited Jim Steele to speak on his own behalf. Mr. Steele explained why he was interested in serving on this board.

Mayor MacFarlane opened Public Comment for this item. There were no comments, so Public Comment was closed for this item.

Motion made by Councilor Lehning to appoint Jim Steele to the Parks & Recreation Board; seconded by Mayor Pro-Tem Conroy. Motion approved unanimously by roll-call vote

**Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

7. Consideration and Approval: **FACC Proclamation**

Mayor MacFarlane read the Proclamation out loud.

Motion made by Mayor Pro-Tem Conroy to approve the proclamation; seconded by Councilor Gallelli. Motion approved unanimously by voice vote.

**Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

8. Discussion: **Date Selection for FY 2023 Budget Workshop Meetings**

Mayor MacFarlane introduced this item and asked other Town Councilors for input into the date and times for the fiscal-year 2023 Budget Workshops.

The Town Councilors choose July 13<sup>th</sup> at 9am and July 27<sup>th</sup> at 2pm.

Mayor Pro-Tem Conroy suggested that department budgets should be mixed in a balanced manner between the two meetings so that all department budgets would have sufficient time to be heard without being rushed.

### **COUNCIL MEMBER REPORTS**

9. Mayor Pro-Tem Conroy

Mayor Pro-Tem Conroy asked that Town Administrator, Sean O'Keefe, should give a report at each meeting instead of just every other meeting. Mr. O'Keefe and Mayor MacFarlane committed to making this happen.

10. Councilor Lehning

Councilor Lehning asked for an update on future events for the Town. Mayor MacFarlane stated that there currently was not an Events Committee, and that Town staff was handling events until another Events Committee would be created. Councilor Lehning also asked for an update on the Well #5 project. Mr. O'Keefe gave an update, including contract negotiation for acquiring parcels necessary for the well's creation.

11. Councilor Gallelli

Councilor Gallelli stated that she and the resident that had previously expressed issues with Cypress Avenue were happy with the repairs that had been performed by the Public Works Department. Councilor Gallelli thanked Public Works Director, Mr. Cates, for his hard work. Councilor Gallelli also asked Mr. Cates for an update on the Public Works Bump-Out maintenance schedule.

12. Councilor Klein

Councilor Klein asked for an update on getting a grant for Sara Maude Mason Nature Preserve's repairs. Mayor MacFarlane gave an update and stated that the Town would need to put out an RFP and hire a consultant to do review and a comprehensive plan for Sara Maude.

13. Mayor MacFarlane

Mayor MacFarlane reminded everyone in attendance that the Town's Founder's Day Citrus Festival would be on May 7<sup>th</sup> at the Howey Mansion and that Councilor Lehning was working to add a Car Show component to the event.

Mayor MacFarlane stated that the Town was looking to do a joint venture with the Howey Men's Club on creating an Oktoberfest event for the Town. Mayor MacFarlane also reminded residents that the Town did need volunteers to serve on the Town's Events Committee.

### **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.*

Kathy Coleman, 706 Santa Cruz Lane – Ms. Coleman stated that she had previously been on the Events Committee when it was disbanded and asked how the Events Committee solicitation for members was being publicized. Ms. Coleman also wanted to remind everyone about the Friends of the Library Masquerade Ball fundraiser on June 11<sup>th</sup> at the Mission Inn. Tickets are \$100 each or a table of 10 tickets for \$900. These tickets could be purchased on Eventbrite or in person at the Town's Library.

Banks Helfrich, 9100 Sam's Lake Road, Clermont FL - Mr. Helfrich stated that he was there representing Lake County Soil and Water Conservation (seat 1). Mr. Helfrich spoke about the Lake County Soil and Water Conservation district and that the group did have money set aside for projects.

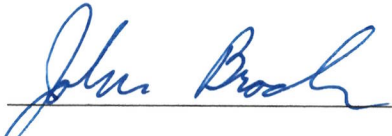
### **ADJOURNMENT**

**There being no further business to discuss, a motion was made by Mayor Pro-Tem Conroy to adjourn the meeting; Councilor Gallelli seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 6:47 p.m. |      **Attendees: 20**

  
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Mayor Martha MacFarlane

ATTEST:

  
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John Brock, Town Clerk