



Town Council Meeting
December 13, 2021 at 6:00 PM
In Person and via Zoom

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.
Mayor MacFarlane read a poem by Jim Steele, "Grandpa's Advice".

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 | Tara Hall, Library Director | Thomas Wilkes, Town Attorney (Zoom) | Tom Harowski, Town Planner (Zoom) | James Southall, Public Utilities Supervisor (Zoom)

AGENDA APPROVAL/REVIEW

Motion made by Mayor Pro-Tem Conroy to approve the agenda; Seconded by Councilor Gallelli. Motion was 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 July 13, 2021 Town Council Workshop Meeting.
2. The approval of the minutes and ratification and confirmation of all Town Council actions at the July 29, 2021 Town Council Workshop Meeting.

3. The approval of the minutes and ratification and confirmation of all Town Council actions at the November 29, 2021 Town Council Meeting.

Motion made by Mayor Pro-Tem Conroy to approve the consent agenda; Seconded by Councilor Lehning. Motion approved unanimously by voice vote.

Voting

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

Nay: None

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

4. Consideration and Approval: **Appointment of Ariel J. Quinones to the Town's Parks & Recreation Board.**

Mayor MacFarlane asked Mr. Quinones to speak on his behalf. Mr. Quinones explained why he would like to participate in the Town's Parks and Recreation Board and about his background.

Pat Miller, Parks and Recreation Board Chair, thanked AJ Quinones for applying to be a member on the board.

Motion made by Mayor Pro-Tem Conroy to approve the appointment of Ariel J. Quinones as a Board Member to the Parks and Recreation Board; Seconded by Councilor Lehning. Motion approved unanimously by voice vote.

Voting

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

Nay: None

5. Consideration and Approval: **Library Education Center (LEC) – Reservation Form, Agreement, and Addendum**

Marcia Schneider, Library Board Member, presented this item. Mrs. Schneider explained that these agreements were modeled after the Leesburg reservation forms.

Councilor Gallelli suggested that, even though the library would not be charging for the use of the LEC room, they should ask for a donation for the use of the room.

Councilor Lehning asked if the Town's insurance covered the use of the LEC room. Sean O'Keefe stated that he would check with the Town's insurance company to ensure the town was covered.

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

Motion made by Mayor Pro-Tem Conroy approve the Reservation Form, Agreement and Addendum; 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

6. Consideration and Approval: **Talichet Phase 2 – Engineering Plan**

Mayor MacFarlane asked Tom Harowski to present this item. Mr. Harowski stated that the Engineering aspects of the submission were reviewed by the Town Engineer, and he had deemed them acceptable. Mr. Harowski said that the last piece that was in question was the applicant's tree mitigation portion of the submittal. Town Administrator, Sean O'Keefe, presented the applicant's tree mitigation plan and the applicant's arborist report.

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

Motion made by Councilor Gallelli to approve the Talichet Phase 2 Engineering Plans; 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: **Transfer of ownership of the Troop 254 trailer**

Sean O'Keefe, Town Administrator, presented this item and explained the staff report for this item.

Kevin Maxwell, one of the leaders for the troop asking for the transfer of the trailer, answered questions.

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

Motion made by Mayor Pro-Tem Conroy to approve transfer of ownership to Troop 1513 (Troops of St. George) with the caveat of the return of the trailer and its original contents to town ownership if the troop were to dissolve within a 3-year period, as well that any cost of tag, title, and registration would be borne by the troop and managed before the removal of the trailer from Public Works; Seconded by Councilor Gallelli. Motion approved unanimously by roll call vote.

Voting

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

Nay: None

8. Consideration and Approval: **Authorization to execute purchasing agreement for the land for Well #5**

Sean O'Keefe, Town Administrator, presented this item and explained the staff report for this item.

Mayor Pro-Tem Conroy stated that he would like to see a presentation on the proposed water plant at a future meeting.

Mayor MacFarlane opened Public Comment for this item.

Peter Tuite, 300 E Croton Way – Mr. Tuite explained that there was a small town in south Florida that had an issue with their water system getting hacked into and he wanted to make sure that the Town’s water system was safe.

Motion made by Mayor Pro-Tem Conroy to approve executing this agreement pending legal approval; Seconded by Councilor Klein. Motion approved unanimously by roll call vote.

Voting

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

Nay: None

9. Discussion and Approval: **ARPA NEU Staff Payment**

Mayor Martha MacFarlane explained how stay bonuses were paid last year to public-facing employees with CARES Act funds, she then asked Town Administrator, Sean O’Keefe, to present this year’s plan. Mr. O’Keefe explained that the Town had received ARPA funds this year and an appropriate use for some of those funds would be to pay a stay bonus to Town employees that have had to work through the COVID-19 public health emergency and did not have the ability to telework from home. The Town would like to provide a one-time payment from the ARPA earmarked funds to the Town’s employees and this payment would not exceed an aggregate total of \$20,000 for all employees. This would not be a merit-based bonus but would be considered premium pay for working through the COVID-19 public health emergency. The plan would be constructed by the Mayor and Town Administrator to be a total of \$20,000 or less.

Councilor Klein stated that he thought this was a great idea.

Mayor MacFarlane opened Public Comment for this item.

Berniece Hower, 444 Bellissimo Place – Mrs. Hower stated that she thought this was a wonderful idea.

Peter Tuite 300 E Croton Way – Mr. Tuite stated that he agreed, and that this was a great idea.

Motion made by Mayor Pro-Tem Conroy to approve up to \$20,000 from the ARPA funds to be used as a one-time premium pay, with the plan for disbursement, including the individual amounts, to be designed by the Mayor; Seconded by Councilor Gallelli. Motion approved unanimously by roll call vote.

Voting

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

Nay: None

10. Discussion: **County-proposed changes to the Inter-local Service Boundary Agreement (ISBA)**

Town Administrator, Sean O’Keefe introduced this topic. Mr. O’Keefe stated that Lake County Board of County Commissioners Chair, Sean Parks, had sent the town a letter which stated that the County Commissioners were interested in amending the agreed upon ISBA to exclude those areas of land called Rural Protection Areas (RPAs). No development could occur in those areas, nor could annexation or provision of utilities be provided for these RPAs.

Mayor Pro-Tem Conroy suggested that the Town should send a strong message to the County that Town was not in favor of this proposal.

Councilor Lehning and Klein stated that the town should be in charge of the Town's ISBA area and not give up any of that property.

Mayor MacFarlane agreed and stated that she thought this proposal from the county was unacceptable. Mayor MacFarlane stated that the town would draft a letter of response to Commissioner Shields and the other members of the Lake County Board of County Commissioners. This letter would explain that the town wanted to maintain its ISBA boundaries as they stood.

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

11. Discussion: **Downtown Sewer Hookup Plan**

Mayor MacFarlane asked Sean O'Keefe, Town Administrator, to introduce this topic. Mr. O'Keefe explained that the Downtown Sewer Project is almost completed and would give the Town a potential of 20 sewer hook-ups. He suggested that, as a minimum, the Town should require any new construction on these lots should be required to hook-up to the sewer and not install new septic systems. Also, as a minimum, the Town should require residents with access to sewer, to connect to the sewer system if/when their septic system fails.

Morgan Cates, Director of Public Works, stated that the town should look into applying for grant funds to help residents hook up to the sewer without having to pay anything.

Mayor MacFarlane opened Public Comment for this item.

Berniece Hower, 444 Bellissimo Place – Mrs. Hower asked if the Library, Town Hall, Police Station and new modular building were connected to the sewer.

Doug Hower, 444 Bellissimo Place – Mr. Hower indicated that the cost of tying into a sewer system used to be as high as \$8,000 in the late 1980s. Mr. Hower also asked for a definition of septic system failure.

12. Discussion: **OnSyte Grant Award Implementation**

Town Administrator, Sean O'Keefe, explained that the Town was successfully awarded a \$400,000 grant for implementation of a Distributed Wastewater replacement System, such as Onsyte. Lake County also applied for this grant and was awarded \$1,000,000. These grants were through the Florida Department of Environmental Protection. These grants are designed to cover half the cost of a landowner switching over to these systems, which are better for the environment. Staff recommendation would be to proceed forward with offering this program to residents, to establish a level of interest, and determine the minimum number of required customers to ensure successful implementation.

Mayor MacFarlane opened Public Comment for this item.

Peter Tuite, 300 E Croton Way – Mr. Tuite stated that he didn't think that the Onsyte system would work, and he was not in favor of them.

DEPARTMENT REPORTS

13. Town Hall

John Brock, Town Clerk, presented the November 2021 Town Hall Report. Mr. Brock stated that in November, Town Hall hired Brianna Pino to be the new front counter Administrative Assistant. Also, Mr. Brock is in the process of implementing the Municode Agenda and Meetings application. Mr. Brock gave the permits and bad debt reports for November 2021.

14. Police Department

Chief Thomas gave the department report for the Police Department and gave a re-cap of the police involvement with Town Christmas Festival. Chief Thomas stated that Town's new emergency sign board is in and was currently being used. Also, Chief Thomas stated that he was helping Town Hall acquire a new 86" smartboard for the Town Hall Chamber.

15. Code Enforcement

Chief Thomas stated that Code Enforcement Officer Botts has been busy working on rewriting some of the Town's ordinances. Also, Officer Botts will be going to school to become a certified fire inspector for the Town in January 2022.

16. Public Works

James Southall, Public Utilities Supervisor, presented the monthly report for Public Services.

17. Library

Library Director, Tara Hall, gave the monthly report for the library.

18. Parks & Recreation Advisory Board / Special Events

Pat Miller, Parks & Recreation Board Chair, welcomed AJ Quinones to the Board and Morgan Cates to the Town.

19. Town Attorney

None

20. Town Administrator / Finance Manager - Finance and Development Reports

Town Administrator, Sean O'Keefe, presented the monthly Finance and Development report. Mayor Pro-Tem Conroy suggested that the Town pay off the Seaside small business loan to save 4.75% interest that the Town is paying on it. Mr. O'Keefe explained that the CDD has requested that the Town host a meeting which would bring together all developers that have not yet reserved capacity for wastewater with the CDD.

COUNCIL MEMBER REPORTS

21. Mayor Pro-Tem Conroy

Mayor Pro-Tem Conroy explained that he has been elected to the MPO executive board and the Town needs to designate an alternate member to the MPO.

22. Councilor Lehning

Councilor Lehning asked if there were any dates set for the upcoming Charter amendment workshop.

23. Councilor Gallelli

Councilor Gallelli welcomed Morgan Cates to the Public Works Director position.

24. Councilor Klein

Councilor Klein wished everyone Merry Christmas.

25. Mayor MacFarlane

Mayor MacFarlane thanked all the participants and sponsors of the Town's Christmas Festival. Councilor Lehning expressed that the Town owes a round of applause to Mayor MacFarlane for chairing the Christmas Festival committee and all the hard work she put into making it a success.

CITIZEN 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.

Berniece Hower, 444 Bellissimo Place – Mrs. Hower wished everyone a Merry Christmas.

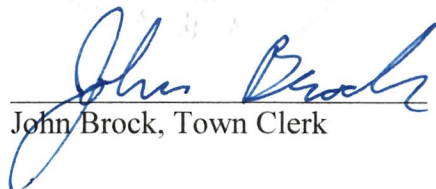
ADJOURNMENT

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 8:27 p.m. | **Attendees: 29**



ATTEST:


John Brock, Town Clerk


Mayor Martha MacFarlane