

**TOWN OF ST. LEO  
COMMISSION MEETING  
February 14, 2011  
7:00 PM**

**OPENING** – Mayor Hamilton

**INVOCATION AND PLEDGE OF ALLEGIANCE** – Mayor Hamilton

**ROLL CALL** Donna DeWitt, O.S.B. – Mayor Pro Tem  
Richard Christmas – Commissioner  
William E. Hamilton, - Mayor  
John “Jack” Gardner – Commissioner  
Robert Courtney – Commissioner

**STAFF** Joan Miller - Town Clerk  
Patty Petruff – Town Attorney

**ATTENDEES**  
James Hallett, O.S.B.

**MINUTES** **MOTION: TO APPROVE THE MINUTES OF THE COMMISSION MEETING HELD ON JANUARY 10, 2011.**  
**MOTION BY:** Commissioner Christmas  
**SECOND:** Commissioner DeWitt  
Discussion.  
**VOTE:** Unanimous for Approval, 5/0

**EXPENSES AND BUDGET REVIEW**

**MOTION: TO ACCEPT FINANCIAL REPORT DATED FEBRUARY 14, 2011.**  
**MOTION BY:** Commissioner Christmas  
**SECOND:** Commissioner DeWitt  
Discussion. Commissioner Christmas questioned Ricoh maintenance fees and also Clerk Miller pointed out two transfers that she made from the checking to the money market account.  
**VOTE:** Unanimous for Approval, 5/0

**MAYORS REPORT**

**TOWN OF ST. LEO 120<sup>TH</sup> ANNIVERSARY**

Mayor Hamilton read Resolution 11-02 (# corrected) in its entirety.  
**A RESOLUTION OF THE TOWN OF ST. LEO FLORIDA RECOGNIZING 120 YEARS OF INCORPORATION.**  
**MOTION TO ACCEPT RESOLUTION 11-02 AS READ.**  
**MOTION BY:** Commissioner DeWitt  
**SECOND BY:** Commissioner Christmas  
Discussion.

Commissioner Christmas stated that St. Leo is the oldest incorporated municipality in Pasco County, (one month older than the City of San Antonio).

**VOTE:** Unanimous for Approval, 5/0

**ENGAGEMENT LETTER FOR SERVICES PROVIDED BY JOHN E. HENSON, CPA, PA  
MOTION: TO ACCEPT THE LETTER OF ENGAGEMENT FOR  
SERVICES THROUGH THE YEAR ENDING SEPTEMBER 30,  
2011.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

Discussion. Clerk Miller stated that there was no change of monthly fee's from last year's agreement.

**VOTE:** Unanimous for Approval, 5/0

**COMMISSION REPORT**

Clerk Miller stated that the sidewalk letter was mailed and three of the five residents have responded. Saint Leo Monastery and Mr. Harper have responded favorably regarding the multiuse trail. Mr. Midili is undecided and we have not heard officially from the Schrader families as yet. Tom Schrader (family Trustee) will get back to us soon.

TECO has not contacted the town to determine if additional lighting was possible. Mayor Hamilton asked if adding three lights (municipal lights) to existing poles on SR 52 was acceptable to the commission. The commission agreed this was a good idea and Mayor Hamilton would call James Adcock to begin the process.

**ATTORNEY REPORT – NONE**

**CLERKS REPORT**

Clerk Miller prepared a handout to all commissioners that showed the town balanced ending January 31, 2011, compared to December 31, 2009. The report reflects that the town has acceptable limits thus far for revenues and expenditures this fiscal year.

**OLD BUSINESS**

**INTERLOCAL AGREEMENT FOR MUTUAL SERVICES**

**MOTION: TO DIRECT THE MAYOR TO SIGN THE  
INTERLOCAL AGREEMENT BETWEEN THE CITY OF DADE  
CITY, CITY OF SAN ANTONIO, TOWN OF ST. LEO AND CITY  
OF ZEPHYRHILLS, FLORIDA FOR MUTUAL AID FOR  
UTILITIES RELATED SERVICES.**

**MOTION BY:** Commissioner DeWitt

**SECOND BY:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for Approval, 5/0

**COOPERATIVE FUNDING AGREEMENT**

**MOTION: TO DIRECT THE MAYOR TO SIGN THE COOPERATIVE FUNDING AGREEMENT AMONG THE SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT AND THE CITY OF DADE CITY, THE TOWN OF ST LEO AND CITY OF ZEPHYRHILLS FOR THE LOW-FLOW TOILET REBATE PROGRAM (N291).**

**MOTION BY:** Commissioner Gardner

**SECOND BY:** Commissioner DeWitt

Discussion. This opportunity will be advertised on the Town website citizens will be notified by letter of the opportunity to change to low follow toilets

**VOTE:** Unanimous for Approval, 5/0

**CDBG PROGRAM**

**MOTION: TO DIRECT THE MAYOR TO SIGN THE AGREEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CFDA 14.218.**

**MOTION BY:** Commissioner Christmas

**SECOND:** Commissioner DeWitt

Discussion.

**VOTE:** Unanimous for Approval, 5/0

**TOWN HALL SIGN** - Four quotes by sign contractors were given to the commission to consider. Discussion followed.

A motion was started by Commissioner Courtney

**MOTION TO REQUEST A COLOR RENDERING AND A SAMPLE OF THE ALUMINUM PRODUCT THAT THE SIGN IS TO BE MADE FROM.**

It was decided that a motion is not required for this action.

The clerk was directed to request samples from the contractors' regarding the quality of the aluminum products and visual color rendering of the sign graphics.

The colors of green (Saint Leo green) and white were chosen by the commission.

**INSURANCE, HEALTH AND SALARY DISCUSSION**

After discussion, the clerk was directed to explore comparable appropriate insurance policies for less money, with doctor networks in this area, and to shop for medical insurance within an appropriate amount of time prior to the expiration of the current policy.

**NEW BUSINESS**

**TOWN HALL FLAGPOLE**

Our present steel flagpole requires painting annually. Options are available to the Town, one, is to hire an insured painter annually and another is to replace the existing pole with an aluminum flagpole that does not require to be painted. Quotes were provided for consideration. This topic will be discussed at the March meeting.

**MUNICIPAL ASSOCIATION OF PASCO**

Minutes from the February meeting and a handout discussing double taxation (also from that meeting) were distributed. The Town will be asked to sign a resolution at the May, Municipal Association of Pasco meeting based on this information.

**ADJOURNMENT**

**MOTION: TO ADJOURN MEETING AT 8:24 P.M.**

**MOTION BY:** Commissioner DeWitt

**SECOND BY:** Commissioner Gardner

**VOTE:** Unanimous for Approval, 5/0

Respectfully,  
Joan Miller, C.M.C.