

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

OPENING – Mayor Hamilton

INVOCATION AND PLEDGE OF ALLEGIANCE – Commissioner Gardner

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
Kerry Barnett – Fire Inspector

IN ATTENDANCE

James Adcock
Robert Christmas
James Hallett, O.S.B.
Marcus Price
Bob Stephens
Mary Stolz

MINUTES **MOTION: TO APPROVE THE MINUTES OF THE COMMISSION MEETING HELD ON FEBRUARY 14, 2011.**
MOTION BY: Commissioner Christmas
SECOND: Commissioner Gardner
Discussion.
VOTE: Unanimous for Approval, 5/0

EXPENSES AND BUDGET REVIEW

MOTION: TO ACCEPT FINANCIAL REPORT DATED MARCH 14, 2011.
MOTION BY: Commissioner Christmas
SECOND: Commissioner DeWitt
Discussion.
VOTE: Unanimous for Approval, 5/0

MAYORS REPORT

SR 52 / Happy Hill/Prospect Road

Construction will soon begin at the intersection. Pepper Contracting Services was selected to upgrade the intersection. Expect delays once work has begun.

Town Hall Repairs

Larkin Construction has provided a bid of \$1,989.00, to upgrade the firewall at the rear of the building.

Clerk Miller was directed to contact Mr. Larkin to begin the repair/upgrade of Town Hall.

COMMISSION REPORT

Commissioner Gardner contacted FDOT, District 7, Survey Department. The most current survey available for SR 52 in the area of the sidewalk project is from 1949. FDOT has a 40 foot right-of way from the centerline of the road to the North and 40 feet to the South. Further to the east of town the right of way is 100 feet total.

It has not been confirmed in writing that the additional 4+ feet will be deeded to the Town by the property owners.

The current location of fire hydrants may be of concern and may need to be moved if the project moves forward.

Adding new light poles is not an immediate issue because new lamps can be added and wattage increased on the existing ones.

Mayor Hamilton will speak to each property owner and ask them for conceptual consent from all property owners to convey by simple deed or easement the necessary ROW to make an 8 foot trail.

MOTION: IF THE MAYOR IS SUCCESSFUL OBTAINING A CONCEPTUAL CONSENT FROM ALL PROPERTY OWNERS TO CONVEY BY SIMPLE DEED OR EASEMENT THE NECESSARY RIGHT OF WAY TO MAKE AN 8 FOOT TRAIL, THEN THE MAYOR OR CLERK CAN IS AUTHORIZED TO HAVE THE SURVEY COMPLETED.

MOTION BY: Commissioner Christmas

SECOND BY: Commissioner DeWitt

Discussion.

VOTE: Unanimous for Approval, 5/0

ATTORNEY REPORT

Pompanic Interlocal Agreement

The City of San Antonio will have this item on their agenda tomorrow evening.

Christmas Drive

A title search has been ordered to determine the current owners of the easement in an attempt for the Town to have a clear title to the road.

Commissioner Christmas gave a brief history of Christmas Drive and how confusion has snowballed over the years regarding the road. The title

search will determine who owns the dirt under the present road. This will assist the Town in obtaining clear title to the road.

Robert Christmas spoke about how the road is used as a turnabout for people exploring the area and the damage that those vehicles are making to areas that are not paved.

CLERKS REPORT

Fire Inspection Software

Fire Inspector Barnett presented a software computer package that he requested the Town purchase. These items would be used specifically for fire inspections detail. The total cost for the notepad, software, training and 2 licenses is \$3,606.50.

It is his opinion that this software will provide the town with digital format of all fire inspections and the inspection history for all buildings inspected. It will provide more efficient record keeping and will allow the office staff to print reports that can be used for invoicing.

MOTION: TO PURCHASE THE CODEPAL SOFTWARE AND NETBOOK WITH ENHANCEMENTS FOR FIRE INSPECTIONS AS DESCRIBED IN THE QUOTE PRESENTED BY KERRY BARNETT.

MOTION BY: Commissioner DeWitt

SECOND BY: Commissioner Gardner

Discussion.

VOTE: Approved 4/1, Christmas nay vote

INSURANCE The clerk noted that she is working on obtaining health insurance quotes for the new fiscal year.

OLD BUSINESS

TOWN HALL SIGN

Two sign contractors attended and were given to the opportunity to provide information about their companies and products that they make. A third company mailed samples for the commission to consider. The quotes provided tonight were based on sign mounted on posts. Color rendering and metal samples were provided.

MOTION: TO DEFER DECIDING TODAY AND TO GO THROUGH THE BID PROCESS FOR A SINGLE SIDE MONUMENT SIGN TO BE PLACED NEAR THE FLAG POLE.

MOTION BY: Commissioner Courtney

SECOND BY: Commissioner Christmas

Discussion.

VOTE: Approved 3/2, Gardner nay vote
Hamilton nay vote

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Discussion continued regarding placement of the sign by the road as opposed to up the hill and also whether the sign should have a vinyl coating instead of the polymer product.

The clerk was directed to request bids from contractors for a monument sign, double sided, with a concrete footer, using the same design as presented this evening, to be placed in the existing sign location, without electricity for lighting.

TOWN HALL FLAGPOLE

MOTION: TO TABLE FLAGPOLE DISCUSSION UNTIL THE NEXT MEETING.

MOTION BY: Commissioner Courtney

SECOND BY: Commissioner Gardner

VOTE: Unanimous for Approval, 5/0

NEW BUSINESS

Security Mayor Hamilton spoke briefly about a security system that could be used at Town Hall. This will be discussed at the next meeting.

SLC March 19th is a Suncoast League of Cities Meeting at the Performing Arts Center in Tampa. Anyone interested is encouraged to RSVP through the Town Clerk.

ADJOURNMENT

MOTION: TO ADJOURN MEETING AT 9:15 P.M.

MOTION BY: Commissioner Gardner

SECOND BY: Commissioner DeWitt

VOTE: Unanimous for Approval, 5/0

Respectfully,
Joan Miller, C.M.C.