

**TOWN OF ST. LEO  
REGULAR COMMISSION MEETING  
APRIL 08, 2013  
7:00 PM**

**OPENING** Mayor Hamilton

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

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

**STAFF** Joan Miller - Town Clerk  
Patricia Petruff, Esquire – Attorney  
Jan Norsoph - Planner

**GUESTS** James Wells Robert Inslee  
Sean VanGuilder James Adcock  
Brian Surak Frank Mezzanini  
Sr. Roberta Bailey Others

**MINUTES** **MOTION: TO APPROVE THE MINUTES OF THE REGULAR  
COMMISSION MEETING HELD ON MARCH 11, 2013.**  
**MOTION BY:** Commissioner Hallett  
**SECOND:** Commissioner Gardner  
Discussion.  
**VOTE:** Unanimous for Approval, 5/0

**EXPENSES AND BUDGET REVIEW**

**MOTION: TO ACCEPT FINANCIAL REPORT DATED  
APRIL 08, 2013.**  
**MOTION BY:** Commissioner Hallett  
**SECOND:** Commissioner DeWitt  
Discussion.  
**VOTE:** Unanimous for Approval, 5/0

**MAYORS REPORT**

**PUD 13 - Benedictine Sisters of Florida Public Hearing**

Participants Brian Surak, Frank Mezzanini and Jan Norsoph were sworn in.

Mayor Hamilton opened the public hearing.

Planner Norsoph provided an overview of the PUD application with the three variance requests. The variances related to vehicular parking surface, location of a stormwater pond on an adjacent property and landscape requirements along Wichers Road.

Brian Surak spoke on behalf of the Benedictine Monastery. He described the proposed PUD and gave justification for the variances requested.

Planner Norsoph gave his staff report and provided the Town Commission review criteria.

A draft drainage easement was requested by the Town so that it could be reviewed prior to execution.

Brian Surak asked for rewording of the parking area requirements.

Resolution 13-10, Section C, Number 5 last sentence was reworded.

Mayor Hamilton asked for public comment.

The need for a drainage pond was discussed.

The public hearing was closed.

**MOTION: TO APPROVE RESOLUTION 13-10 APPROVING PUD #13-A OF THE BENEDICTINE SISTERS OF FLORIDA MASTER PLAN AND VARIANCES, WITH CHANGES OF WORDING TO #5 AS AMENDED.**

**MOTION BY:** Commissioner Hallett

**SECOND BY:** Commissioner Gardner

Discussion.

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

**PROCLAMATION 13-03 Military Family/Community Covenant Day and Operation Strong Families**

Mayor Hamilton read Proclamation 13-03 recognizing April 17, 2013 as Military Family and Community Covenant Day.

**PROCLAMATION 13-04 Donate Life Month – Organ Donation**

Mayor Hamilton read Proclamation 13-04 recognizing the month of April 2013 as Donate Life Month.

**COMMISSIONERS REPORT**

Commissioner Gardner reported that the Pompano issue has been repaired. Stormwater going both over and under the road caused a washout. New information includes a 15 inch clay tile pipe (approximately 300 feet long) on the east side of the road has potentially failed (either by clog or disintegration). It attaches to a pipe running under Pompano to a large drain on the west side of the road in San Antonio. Ownership of the

pipe and who originally installed the pipe is unknown. Stormwater drainage in this area is from both San Antonio and St. Leo and the commission discussed joint municipal responsibility of drainage in this area. Attorney Petruff reminded the commission that in the past we have discussed an interlocal agreement with San Antonio to address this type of issue as well as future maintenance of Pompanic Road. She suggested that the best case scenario would be for the Town to obtain written recorded drainage easements prior to fixing the drainage problems. San Antonio should be approached in an effort to share in the repair of the area.

#### **ATTORNEYS REPORT**

Attorney Petruff was asked to speak about the feasibility of using impact fees for repair of roads within the Lake Jovita Subdivision in town limits. In order for taxpayers dollars to be used to maintain the roads they would have to be dedicated to the public and the public would have to have access to those roads. If someone could be excluded from the public roads it is not then a public road.

Ronnie Deese said that it is not possible to allow everyone into the Lake Jovita Subdivision.

The street lights are also owned by the subdivision and if the town was to pay for lighting and maintenance within the municipal boundaries ownership would have to be transferred to the Town. The expense to transfer the lights and the cost effectiveness will be studied.

#### **PLANNERS REPORT**

Per state statute the Town is required to create a Water Supply Facility Sub Element report to be a supplement to the Comprehensive Plan. This report has been completed and was sent to the South West Florida Water Management District for Review. Once returned, the Town will have a public hearing to officially adopt the plan.

#### **CLERKS REPORT**

The Triploid Grass Carp have all been delivered.

Preliminary copies of the Flood Insurance Rate Map (FIRM) and flood Insurance Study (FIS) report have been received. They are available for review. If citizens have a survey of the finished floor elevations, they can be compared to the maps. Public outreach meetings will begin in June. Environmental Consulting & Technology, Inc (previously hired by the Town) has copies of the maps and will study them against elevations and other criteria. Comments by the citizens and commissioners will be given to ECT, Inc. to supplement their study.

The Community Development Block Grant Application has been completed and submitted to Pasco County for consideration.

The Municipal Association of Pasco meeting will be held at Saint Leo University on May 2<sup>nd</sup> at 6:30pm. Flood Mapping will be discussed. Reservations are required.

The fully executed Building Permitting and Inspection Contract has been received from Dade City and is on file.

A truck attempting a delivery to the Lake Jovita Subdivision recently got stuck in a ditch at the corner of Pompanic and Dunne Road. This is a reoccurring problem. Perhaps placing signs on both Dunne and Pompanic would prevent this problem from occurring.

**NEW BUSINESS**

**Use of Town Hall**

A policy/contract can be written so that citizens of the Town of St. Leo could use Town Hall outside of 8am - 4pm. Attorney Petruff will draft a policy/contract for the commission to consider at a future meeting.

**ADJOURNMENT**

**MOTION: TO ADJOURN MEETING AT 8:40 P.M.**

**MOTION BY:** Commissioner Hallett

**SECOND BY:** Commissioner DeWitt

Discussion.

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

Respectfully, Joan Miller, M.M.C.