

TOWN OF ST. LEO
COMMISSION MEETING and F/Y 15/16 BUDGET HEARING
September 14, 2015
7:00 PM

OPENING Mayor Christmas

INVOCATION AND PLEDGE OF ALLEGIANCE – Commissioner DeWitt

ROLL CALL Donna DeWitt, O.S.B. – Commissioner
Gregory P. Smith - Commissioner
Richard H. Christmas – Mayor
James Hallett, O.S.B. - Mayor Pro Tem
Curtis Dwyer – Commissioner, Absent

STAFF Joan Miller, MMC - Town Clerk
Andrea Calvert, CMC – Assistant Town Clerk

GUESTS Douglas Torres – A Cup of Organic
San Antonio Commissioner Dennis Berberich
San Antonio resident- Barbara Berberich
Deputy Windsor – Pasco County Sheriff Office
Lieutenant Strube – Pasco County Sheriff’s Office

MINUTES **MOTION: TO APPROVE MINUTES OF THE AUGUST 10, 2015 COMMISSION MEETING.**
MOTION: Commissioner Smith
SECOND: Commissioner Hallett
Discussion.
VOTE: Unanimous for Approval, 4/0

EXPENSE AND BUDGET REVIEW
MOTION: TO ACCEPT FINANCIAL REPORT DATED SEPTEMBER 14, 2015.
MOTION: Commissioner Hallett
SECOND: Commissioner Smith
Discussion.
VOTE: Unanimous for Approval, 4/0

PUBLIC COMMENT – none

MAYOR’S REPORT -

First Reading by title only of Ordinance 15-02

AN ORDINANCE OF THE TOWN OF ST. LEO, PASCO COUNTY, FLORIDA ADOPTING THE FINAL LEVYING OF ADVALOREM TAXES AND MILLAGE RATE FOR THE TOWN OF ST. LEO, FLORIDA, FOR THE FISCAL YEAR ENDING SEPTEMBER 30 2016; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Discussion. Millage rate is .75 mills, which is lower than the rolled-back rate of 1.1874 mills by -36.84%

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First Reading by title only of Ordinance 15-03

AN ORDINANCE OF THE TOWN OF ST. LEO, OF PASCO COUNTY, FLORIDA, ADOPTING A BUDGET FOR FISCAL YEAR 2015 – 2016; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Discussion. The second and final budget hearing is scheduled for September 28, 2015.

Correspondence from Pasco County Property Appraiser Mike Wells, dated August 6, 2015 to Mayor Christmas.

The letter identifies five parcels.

12-25-20-0000-00700-0000 No longer assessed by the Town

12-25-20-0000-00700-0010 No longer assessed by the Town

12-25-20-0000-00200-0000 No longer assessed by the Town

12-25-20-0000-00100-0020 Pending an Annexation Ordinance no action will be taken

12-25-20-0000-01500-0000 A parcel split can be made after an Annexation Ordinance or no action will be taken.

If the Town proceeded to survey the legal boundaries of the Town for the last two mentioned parcels the administrative costs may not offset potential taxes gained, meaning tax dollars may not be wisely spent. With no further action being taken at this time, when the parcels are either developed or zoning uses change, the property owner will have to deal the costs of permitting and surveying.

Holy Name Monastery

Holy Name Monastery has agreed to annex their parcel into the Town. This will be an agenda item for the October 12, 2015 Commission Meeting and Public Hearing.

Town Park

Mayor Christmas has no new information and plans to speak to Sr. Roberta once she is again available.

ATTORNEY'S REPORT

Community Development Block Grant documents requiring an update.

Attorney Petruff advised the commission to adopt the 8/29/1991, Executive Order Policy Indexed as: Deadly Force; Firearms Procedures; Use of Force as referenced by Pasco County Sheriff Jim Gillum in letter dated July 3, 1991.

MOTION: TO ADOPT THE EXECUTIVE ORDER POLICY DATED 8/29/1991, INDEXED AS DEADLY FORCE; FIREARMS PROCEDURES; USE OF FORCE, REFERENCED BY PASCO COUNTY SHERIFF JIM GILLUM IN LETTER DATED JULY 3, 1991.

MOTION: Commissioner Smith

SECOND: Commissioner Hallett

Discussion.

VOTE: Unanimous for Approval, 4/0

Attorney Petruff advised the commission to adopt Amendment No.1 to the Cooperation Agreement with the Town of St. Leo Community Development Block Grant Program, CFDA 14.218 Home Investment Partnership CFDA 14.239

MOTION: TO ADOPT AMENDMENT NO.1 TO THE COOPERATION AGREEMENT WITH THE TOWN OF ST. LEO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, CFDA 14.218 HOME INVESTMENT PARTNERSHIP CFDA 14.239

MOTION: Commissioner Smith

SECOND: Commissioner Hallett

Discussion.

VOTE: Unanimous for Approval, 4/0

Attorney Petruff advised the commission to adopt Resolution 15-05 Authorizing Mayor to Execute Amendment No. 1, Urban County Community Development Block Program.

MOTION: TO ADOPT RESOLUTION 15-05 AUTHORIZING MAYOR TO EXECUTE AMENDMENT NO. 1, URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK PROGRAM.

MOTION: Commissioner Hallett

SECOND: Commissioner Smith

Discussion.

VOTE: Unanimous for Approval, 4/0

COMMISSIONER'S REPORT

Dunne Road At a previous commission meeting Mayor Christmas reported that Pasco County Commissioner Ted Schrader did not support spending money on resurfacing Dunne Road. As an alternative, Commissioner Smith considered the possibility of the Town splitting the cost with the nine property owners outside of municipal boundaries that are served by Dunne Road. He said that the next step would be for a bid to be obtained and then ask those property owners to pay a share of resurfacing. Considering the cost of repairing and resurfacing Lemon Street, Commissioner Smith thought that this may be cost prohibitive. He suggested that Pasco County continue to be contacted to repair the existing road as needed. Discussion continued and Smith agreed to contact Pasco County to see if they are interested in deeding a portion of Dunne Road to the Town.

CLERK'S REPORT

Temporary Use Permit for Fireworks

A complete application was received from Pyrotecnico Fireworks Inc.

MOTION TO APPROVE THE APPLICATION FROM PYROTECNICO FIREWORKS INC. TO HAVE A FIREWORKS DISPLAY EVENT DURING THE FALL FAMILY FESTIVAL AT SAINT LEO UNIVERSITY.

MOTION BY: Commissioner Smith

SECOND BY: Commissioner DeWitt

Discussion.

VOTE: Unanimous for Approval, 4/0

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Temporary Use Permit for the "Rattlesnake Run" (route) within Town

A complete application was received from the Rotary Club of San Antonio.

MOTION TO APPROVE THE APPLICATION FROM THE SAN ANTONIO ROTARY CLUB TO ALLOW THE "RATTLESNAKE RUN" WITHIN A PORTION OF TOWN MUNICIPAL BOUNDARIES.

MOTION BY: Commissioner Smith

SECOND BY: Commissioner DeWitt

Discussion.

VOTE: Unanimous for Approval, 4/0

Pasco County Sheriff Office

Mayor Christmas granted the request by the City of San Antonio to change working hours for the contracted Pasco County Deputies during the Rattlesnake Festival.

Pompanic Street

Saint Leo University has received a bid package from the engineer for Pompanic Street. Several weeks are still needed to receive bids and for the approval process. A start date will be determined during that time.

A Cup of Organic

Doug Torres spoke to the Commission and announced that he is ahead of schedule by meeting the landscaping conditions noted in Resolution 15-03.

Town of St. Leo Pumpkin Patch

Assistant Calvert requested approval for the Towns participation in the October Rattlesnake Festival by undertaking a "Pumpkin Patch". The cost to the Town is \$63 for a banner sign. The Town would be responsible for purchasing a banner, acquiring the pumpkins and participating during the festival.

MOTION: TO SUPPORT THE REQUEST OF APPROVAL FOR THE TOWN OF ST. LEO TO PARTICIPATE IN THE RATTLESNAKE FESTIVAL WITH A "SAINT LEO PUMPKIN PATCH" AND TO PAY FOR AN EVENT BANNER, "SAINT LEO PUMPKIN PATCH", IN THE AMOUNT OF \$63.

MOTION BY: Commissioner Smith

SECOND BY: Commissioner Hallett

Discussion.

VOTE: Unanimous for Approval, 4/0

NEW BUSINESS

Medical Insurance

MOTION: FROM THIS DATE FORWARD THAT WOULD BE THE POLICY OF THE TOWN TO PAY FOR MEDICAL, DENTAL INSURANCE, FOR FULL TIME EMPLOYEES NOT INCLUDING FAMILY, EFFECTIVE OCTOBER 1, 2015.

MOTION BY: Commissioner DeWitt

SECOND BY: Commissioner Hallett

Discussion.

VOTE: Unanimous for Approval, 4/0

Salary Increases

MOTION: TO PROMOTE ANDREA CALVERT TO THE POSITION OF DEPUTY CLERK ON A SALARY BASIS WITH AN HOURLY RATE OF \$15.45 PER HOUR EFFECTIVE OCTOBER 1, 2015.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner Smith

Discussion.

VOTE: Unanimous for Approval, 4/0

MOTION: TO INCREASE THE SALARY OF TOWN CLERK MILLER BY 3% FOR FISCAL YEAR 2015/2016.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner Smith

Discussion.

VOTE: Unanimous for Approval, 4/0

MOTION: KNOWINGLY RECOGNIZING A PREVIOUS CAP ON PART TIME WORKERS AT \$15 PER HOUR, TO INCREASE THE HOURLY SALARY OF TOWN MAINTENANCE PERSON WATSON BY 5% (TO \$15.75 PER HOUR) FOR FISCAL YEAR 2015/2016.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner Smith

Discussion. Keeping the \$15 cap but adjusting for inflation is the intent of this motion.

VOTE: Unanimous for Approval, 4/0

Calvert Vacation Accrual Request

Andrea Calvert asked the commission if they would consider giving her vacation compensation as of October 1, 2015, for time already worked at the Town. This would allow her to begin full time as Deputy Clerk with 10 days vacation already accrued. The commission discussed the possibility and decided this topic could be continued during the Final Budget Hearing on September 28, 2015.

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING AT 8:00 P.M.

MOTION BY: Commissioner Smith

SECOND BY: Commissioner Hallett

Discussion.

VOTE: Unanimous for Approval, 4/0