

**TOWN OF LAKE HAMILTON
MINUTES
SPECIAL MEETING
TUESDAY, JUNE 28, 2022
3:00 PM**

The Town Council of Lake Hamilton held a Special Meeting on Tuesday, June 28, 2022, at 3:00 PM, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 3:00 p.m.

INVOCATION

Invocation was given by Nathan Lewellen.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all.

ROLL CALL

Roberson, O'Neill, Tomlinson, Vice Mayor Wagner, and Mayor Kehoe were present. Irvine and Sandovalsoto were present. Attorney Maxwell was present via virtual conferencing.

SPECIAL MEETING BUSINESS

Town Administrator Separation Agreement-

Mayor Kehoe stated that the item for consideration was the Town Administrator separation agreement. He noted that this agreement has come before the Council due to both himself and the Town Administrator agreed to come to this agreement for review.

Attorney Maxwell stated The Administrator will still have 21 days from the approval of the contract to seek legal counsel review of the agreement before executing agreement. It is not required for her to do this, but the option is available. In the event she accepts the agreement, she will have 7 days from the acceptance date to revoke her acceptance of the agreement.

Administrator Irvine addressed some questions she had regarding the contract. She questioned if it would be considered an hourly position with benefits because the agreement states she will make \$40 an hour.

Attorney Maxwell stated that the benefits would remain the same as they currently are and would consult the labor attorney if needed.

There was discussion about item 14 regarding the return of property. It was noted to amend the wording to note "on the last day of employment".

Mayor Kehoe noted that if the Council approves the agreement, an interim Administrator will need to be appointed as transition would begin the next day. The interim Administrator would take on the entire duties of the Town Administrator.

Attorney Maxwell noted that transition would begin the following day.

Mayor Kehoe noted that the Administrator can at any time sign the agreement before the 21 days if she pleases.

Administrator Irvine stated she reviewed the agreement and has no additional issues with the agreement.

Roberson questioned what would occur if the Administrator does not sign the agreement.

O'Neill noted that she would remain in the position until her contract expires or until Council takes further action.

Mayor Kehoe noted he had a meeting with Administrator Irvine and there were in agreeance with bringing the agreement before Council. He also noted that if she does not wish to move forward with the agreement, the benefits outlined in this agreement would no longer apply and could be substantially less in the future. He believes she deserves some type of compensation for her 9 years of service.

O'Neill stated he appreciated all she has done for the Town and for bringing the town to a new level and wishes her the best.

Motion made by Wagner and a second by O'Neill to approve the Town Administrator's separation agreement between Sara Irvine and the Town of Lake Hamilton. Attorney Maxwell noted to amend the motion to include changing section 14 return of property to 30 days to fall in line with the last day of employment.

No public comments were received.

Motion passed 5-0.

Mayor Kehoe noted that the Council would now have to appoint an interim Administrator.

Motion made by Wagner and a second by Tomlinson to appoint Chief Teague as the interim Administrator.

Mayor Kehoe noted that he has spoken with Chief Teague, and he agreed to act as interim for a 6-month period as well as continuing his position as the Chief of Police. He would like the ability to go back to his role as Chief of Police if he desires not to stay in the position. Mayor Kehoe stated a 5% increase in his salary should be awarded during the time he is acting as interim Administrator. There will be no contract during the transition time. He noted he is currently reviewing applications submitted for the open position.

No further comments were received.

Motion passed 5-0.

O'Neill noted that this affects everyone.

Mayor Kehoe suggested bringing together all employees on Thursday for a meeting to announce the change and how that will affect them.

Mayor Kehoe recommends allowing Administrator Irvine to continue with the FLC conference that she is already registered for. She will just have to cover fuel and meals. Administrator Irvine noted that she would attend if she is in Florida.


ADJOURNMENT:

Motion made by O'Neill and a second by Wagner to adjourn the special meeting at 3:23 PM.

No public comments were received.

Motion passed 5-0.

ATTEST:


Brittney Sandovalsoto, Town Clerk


Michael Kehoe, Mayor


Michael Teague, Interim Town Administrator