

**TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, AUGUST 2, 2022
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday August 2, 2022, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 6:00 p.m.

INVOCATION

Invocation was given by Angie Hibbard.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all.

ROLL CALL

Roberson, Tomlinson, Wagner, and Mayor Kehoe were present. O'Neill was absent. Interim Town Administrator Teague and Town Clerk Sandoval were present. Attorney Maxwell was present.

SCHEDULED PRESENTATIONS

Proclamation for Florida Water Professionals Month-

Mayor Kehoe read the proclamation for Florida Water Professionals Month for the record.

- O'Neill arrived at 6:04 PM

Ridge Scenic Highway, Ryan Kordek, Polk County-

Ryan Kordek gave an update on the Scenic corridor and presented a power point presentation of the projects and improvements that have been done along Scenic Highway.

Bobby Green, Ridge League of Cities-

Bobby Green, the Executive Director for the Ridge League of Cities was present and gave an overview of the Ridge League of Cities and what they are and what they do. He announced the next RLC dinner would be on a Tuesday due to the budget meetings being held by the cities.

CONSENT AGENDA

Motion made by Roberson and a second by Tomlinson to approve consent agenda item a, and b. No comments.

Motion Passed 5-0.

RECOGNITION OF CITIZENS

There were no citizens signed in to speak.

OLD BUSINESS

Future Planning Items Update/Action on WUP/AWS/WW-

Interim Town Administrator Teague noted that the Florida Department of Environmental Protection permit for the wastewater treatment facility should be done by Friday. He also gave an update on the Heartland money for roads/stormwater system.

NEW BUSINESS

Resolution R-2022-12 Notice of Budget Hearing Date and Millage Certification-

Attorney Maxwell read the title for the record.

A resolution of the Town of Lake Hamilton, Florida; setting the proposed millage rate pursuant to section 200.065(2)(b) of the Florida Statutes, and setting the date, time, and place at which a public hearing will be held to consider the proposed millage rate and tentative budget for the fiscal year 2022/2023; providing for conflicts; providing for severability; and providing for an effective date.

Roberson questioned about the rolled back rate in which it was noted that the Town was budgeting for the rolled back rate.

No public comments were received.

Motion made by Wagner and a second by O'Neill to approve Resolution R-2022-12.

A roll call vote was taken, Roberson aye, Tomlinson aye, O'Neill aye, Wagner aye, Kehoe aye.

Motion passed 5-0.

Consider ADG Software purchase-

Mayor Kehoe noted that this software was a government software to handle the finances. Interim Town Administrator Teague noted that the current software was not sufficient for what the Town needs. Staff went to Davenport to see the software in the works and received a bid from the company. He was able to get the bid lowered to \$42,800.

Motion made by Wagner and a second by Roberson to approve the purchase of the ADG software in the amount of \$42,800. No public comments were received. **Motion passed 5-0.**

Consider Certipay and HR Software and service purchase-

Interim Town Administrator Teague addressed the council regarding the Certipay and HR software. He noted that payroll is currently being done by hand and it takes hours to reconcile. He also noted a lot of issues arise from trying to hand write payroll. The company is located in Winter Haven, and it will do the complete payroll system for the Town including w2's, payroll, and deductions. Employees will be able to sign in on the computer and clock in and out. The supervisors will have to sign for approval before it is sent off. It also has an HR module for onboarding and benefit packages which transmits to the IRS. They offered a reduced price due to the size of the Town. Staff recommends approval. The total annual cost will be \$8,050. There will be additional costs for new employees. The implementation cost for set up is \$2600 to get it up and running. The said it will take about 30 days to get it completed. There will be a monthly fee of \$2.75 to enroll \$3.00 per employee and \$2.50 each month per employee.

Motion made by O'Neill and a second by Wagner to approve the Certipay contract and HR software and service purchase. No public comments were received. **Motion passed 5-0.**

Consider Town Attorney Contract-

Mayor Kehoe noted that the Attorney has not updated her contract with the Town since 2013 and she has continued to work at the same rate since that contract was approved. She was working at a rate of \$150 per hour. The new rate noted in the contract is for \$175 per hour. It also includes \$1500 max for conferences. It notes in the contract that the Town will provide the attorney with health insurance, but she will pay the premiums out of pocket. She has been with the Town for a long period of time, and she is a charter officer. It is subject to the underwriter for the insurance company.

Motion made by O'Neill and a second by Roberson to approve the Town Attorney's contract. No public comments were received. **Motion passed 5-0.**

Consider Town Clerk Contract-

Mayor Kehoe presented the contract for the Town Clerk and noted that Section 8.1 should say 6 months instead of 6. The current contract expires on 10-1-2022. He noted that the Town Clerk has taken on additional responsibilities, and she is requesting the contract to take effect on August 1, 2022. In the contract it is stated that she must "use the town vehicle, and she requested it to say "should "due to issues if it is not feasible to do so.

Motion made by Roberson and a second by Tomlinson to approve the Town Clerk's contract with changes to section 8.1 adding months after the number 6 and changing the effective date to August 1, 2022. No public comments were received. **Motion passed 5-0.**

Staff Reports-

Town Administrator- Interim Administrator Teague noted that a budget workshop and special meeting is needed and suggested August 16th at 5:00 PM. The Bynes grant needs approved by the 18th, and he will have an insurance update for that meeting. He noted that the Senior Planner and Public Works Director positions need to be posted. Council consensus to take down the ad for the Town Administrator position and for the finance position.

Town Clerk- included in packet.

Police Department- Included in packet.

Code Enforcement- There was discussion regarding the current state of code enforcement and what can be expected in the future.

Community development- included in packet.

Public Works- Interim Town Administrator Teague noted that one of the board members resigned after the last meeting. He had a meeting with the PW employees and concluded that they need to focus more on customer service skills. There will be changes including the mowing of both sides of Kokomo Road. He noted signs have been ordered for Detour regarding no tractor trailers and no truck parking. He noted that trucks will no longer use that road.

ATTORNEY COMMENTS: No comments

COUNCIL COMMENTS: Mayor Kehoe noted that Chief Teague is now taking on the role as interim Town Administrator and Public Works Director and after speaking with him, noted that he is requesting a stipend of \$500 per pay period until a decision has been made regarding his position.

Motion made by Wagner and a second by O'Neill to approve a temporary stipend of \$500 per pay period for Interim Town Administrator Teague.

No public comments were received. **Motion passed 5-0.**

ADJOURNMENT:

Motion made by Roberson and a second by Wagner to adjourn the meeting at 7:07 PM. **Motion passed 5-0.**

ATTEST:


Brittney Sandoval Soto, Town Clerk


Michael Kehoe, Mayor


Michael Teague, Interim Town Administrator