

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL SPECIAL MEETING  
TUESDAY, February 27, 2024  
6:00 PM**

The Town Council of Lake Hamilton held a Special Meeting on Tuesday, February 27, 2024, at 100 Smith Ave., Lake Hamilton, FL 33851.

**CALL TO ORDER**

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

**INVOCATION**

The invocation was given by Cora Roberson.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all.

**ROLL CALL**

Roberson, Slavens, Tomlinson, Wagner, and Kehoe were present.

**Staff:** Clerk Borja, Attorney Maxwell, and Finance Director Pettus were present.

**SPECIAL MEETING BUSINESS**

**The Approval of Asphalt Paving Systems Bid for 2024-01 Road & Drainage Project.**

The Town of Lake Hamilton received a grant from the FDRP, awarded back in 2022. It was decided that the grant would be used for the Road and Drainage Improvement and the bid was sent out. One bid was received on 2/14/24 from Asphalt Paving, Inc. The Town Administrator recommends the approval to give this award of Bid to Asphalt Paving, inc. to move forward to repair and replace the town roads.

**Motion made** by Wagner and a second by Slavens to approve the Bid 2024-01 Road & Drainage Project to Asphalt Paving Systems, inc.

A roll call vote was taken. Slavens aye, Wagner aye, Tomlinson aye, Roberson aye, Kehoe aye.

**Motion passed 5-0.**

**The Approval of Public Works Director Pay Increase**

The Town of Lake Hamilton has researched what other municipalities are paying for Utility Directors, and the current pay here is low compared to the other towns. Bringing our Utility Director into the range is essential for retention for the Town's growth. The financial impact is \$11,373.00 which the Town can absorb in the current water income, where \$326,000 was budgeted, transferring \$11,373.00 into the salaries portion will not impact the budget in a negative. The Town Administrator recommended the approval of this Budget.

**Motion made** by Wagner and a second by Slavens to approve Public Works Director pay increase in the amount of \$11,373.00.

A roll call vote was taken. Roberson aye, Slavens aye, Tomlinson aye, Wagner aye, Kehoe aye.

**Motion passed 5-0.**

### **The Approval of Police Department Pay Increase**

The Town of Lake Hamilton is seeing growth and needs to continue to retain and invest in staff. The Police Department has seen a turnover, and it is mainly due to pay. Staff have researched surrounding agencies and noticed there have been board increases. Staff recommended increasing the hourly rate of the following positions: Officer, Corporal, Sergeant. For the Lieutenant position an increase of \$13,000 a year, which is \$6.25/hour. Cost estimate minimum of \$26,208 this fiscal year, and with the Lieutenant increase would be total for the Police Department of \$58,000 in salaries in wages. For the fiscal year current year of the budgeted \$797,053, the expenditure is currently \$244,544.50- 30% spent with 70% remaining, with the increase will put the budget at 40% through the fiscal year.

**Motion made** by Slavens and a second by Wagner to approve Police Department Pay Increase. A roll call vote was taken. Roberson aye, Slavens aye, Tomlinson aye, Wagner aye, Kehoe aye.  
**Motion passed 5-0.**

### **Requesting Town Administrator to rescind resignation letter**

Mayor Kehoe pulled out the agenda item due to the Town Administrator decision to proceed with his resignation letter.

Slavens mentioned he would like to have a discussion at the next meeting as to what led the the resignation of the Town Administrator and why it keeps happening it.

Roberson mentioned she would like to bring to discussion the next meeting the process to find a Town Administrator.

### **Consideration and Appointment of the Interim Town Administrator position**

With the resignation of Town Administrator Steven M. Hunnicutt effective March 1,2024, the council needs to appoint an interim Town Administrator until position is permanently filled. Mayor Kehoe recommended that the council appoint Police Chief Michael Teague as Interim Town Administrator with an allowance of \$1,000 per pay period for acting out of capacity during the period of acting as Interim Town Administrator. Interim Town Administrator receive an allowance of \$1,000 per pay period of acting out of capacity during the period as acting Interim Town Administrator.

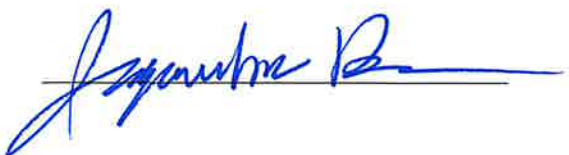
**Motion made** by Roberson and a second by Tomlinson to approve the appointment of the Interim Town Administrator position.

A roll call vote was taken. Roberson aye, Slavens aye, Tomlinson aye, Wagner aye, Kehoe aye.  
**Motion passed 5-0.**

### **ADJOURNMENT:**

**Motion made** by Slavens and a second by Roberson to adjourn the special meeting at 6:28 PM.  
**Motion passed 5-0.**

ATTEST:



Minutes prepared by Jacqueline Borja

  
Michael Kehoe, Mayor  


Jacqueline Borja, Town Clerk

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Michael Teague, Interim Town Administrator