

**NAVASSA REGULAR COUNCIL MEETING**

August 19, 2010

7:30 P.M.

**MEMBERS PRESENT**

Mayor Eulis Willis  
Councilman Craig Suggs  
Councilman Milton Burns

Councilman Michael Ballard  
Councilman Antonio Burgess  
Councilman Milton Burns

**STAFF PRESENT**

Charlena Alston, Clerk  
Claudia Bray, Administrator  
Al Beatty, Zoning Administrator  
Elton Daniels, Management Advisor

Travis Barnes, Planner  
Chief Taylor, Police  
Steve Pagley, Public Works Supervisor  
Attorney Mac Tyson

**CITIZENS & VISITORS**

Bun Bethel  
Richard Watson  
Darlene Jones  
Clifton Ballard

Roy Robinson  
Dorsey Jones, Jr  
Wade Bray  
John Crowder, LNR

Mayor called the meeting to order.

**AGENDA APPROVAL**

UPON A MOTION BY COUNCILMAN BALLARD AND SECONDED BY COUNCILMAN BURNS THE AGENDA WAS APPROVED AS WRITTEN. ALL VOTED IN FAVOR.

**APPROVAL OF MINUTES**

UPON A MOTION BY COUNCILMAN SUGGS AND SECONDED BY COUNCILMAN BALLARD THE MINUTES FROM THE PREVIOUS MEETING WERE ACCEPTED AND ADOPTED WITH THE NECESSARY CORRECTIONS. ALL VOTED IN FAVOR.

**GOVERNANCE**

Transparency

- Mayor briefed the board about having transparency in the administration and suggested that a sunshine list be started utilizing the CTY notification system.

## **CONSENT AGENDA**

### Environmental Plan

- The Planner briefed the board about the Environmental Plan highlighting it will only need to be updated every five years. Also, Elton Daniels updated the board about the energy grant that was submitted.

## **FINANCE REVIEW**

### Report

- The board reviewed the monthly financial report that were in their packets
- Attorney Mac Tyson reported on the funding for the tractor from BB&T

### Unbudgeted Items

- Chief's back pay  
The Mayor gave a brief about the mistake that was made regarding the Police Chief is Salary for an entire year in the estimated amount of \$14,000.  
COUNCILMAN BALLARD MADE THE MOTION SECONDED BY COUNCILMAN BURNS TO DO A BUDGET AMENDMENT TO CORRECT THE SALARY MISTAKE FOR EMPLOYEE SINCE 2009. ALL VOTED IN FAVOR.
- Tracks for Track hoe  
COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BURGESS TO APPROVE EXPENDITURE OF \$4,000 FOR TRACKS FOR TRACK HOE. ALL VOTED IN FAVOR.

### Budgeted Items

- New Police Car Purchase  
Chief Taylor informed the board that he made contact with Highway Patrol about purchasing a used car now and when the grant is awarded, two new patrol cars can be purchased with those finances.  
Elton Daniels explains that the grant would purchase one car and give a percentage for another with the town matching percentage when awarded.  
COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN SUGGS FOR THE TOWN ADMINISTATOR AND CHIEF TAYLOR TO PURCHASE A CAR FROM HIGHWAY PATROL AND BE GIVEN A BLANK CHECK FOR THE PURCHASE. ALL VOTED IN FAVOR.
- PVC Cutter Purchase  
Al Beatty the Co-Chairman of the Utility Operation Board explained that the item was budgeted and the Utility Board request purchase of equipment for Public Works.  
COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURNS FOR PUBLIC WORKS SUPERVISOR TO PURCHASE PVC CUTTER EQUIPMENT. ALL VOTED IN FAVOR.

## **OLD BUSINESS**

### CDBG Status

- Mayor reported that the work remaining was installation of the road, water, and drainage. Also, all impediments have been removed on M. Brown Lane.
- A meeting will be schedule with Mike Barnette of McDavid Associates in the future for him to give update on project.

### Phoenix Water Status

- Town Administrator reported that Right Angle Engineering wants to issue a notice to proceed next week and still in the process of getting the remaining easements.

### Building Inspections

- Town Planner updated the board that the software was up and running and the town had one permit issued thus far. The town will be the Flood Plan Administrator and reminded board members that all permits are issued through the town.

### Phoenix Sewer Status

- Mayor informed the board that 40% of the easements are still needed and still working on the pump station site for the project.
- Still waiting for drawings from the engineer regarding project.
- Councilman Ballard directed Town Administrator to contact engineer about a time frame for getting the drawings for this project.

### Phoenix Park Conceptual Drawings

- Mayor distributes the drawings to council and asked if there were any changes before a preliminary drawing was done by Howard Capps.
- **COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN SUGGS TO GRANT HOWARD CAPPS PERMISSION TO GO FORTH WITH THE PRELIMINARY CONCEPTUAL DRAWINGS. ALL VOTED IN FAVOR.**

## **PLANNING BOARD REPORT**

The Zoning Administrator gave the following report:

- The Planning Board is still working to provide a recommendation to the council on the second round of text amendments to the Town's Zoning Ordinance.
  - The Planning Board is also going to recommend some changes to the town's fee schedule in order to consolidate the planning fees with the inspections fees.
  - The development teams for both River Bend PUD and the Indian Creek PUD held a preliminary discussion with the Planning Board and Town Council on August 5th and the council members are encouraged to submit questions or comments to the town planner. A meeting for the public will be schedule in the near future.
  - The next scheduled Planning Board meeting is Wednesday, September 8<sup>th</sup> at 7:30 pm.
  - The Planning Board requests an update on acquiring a Town Attorney.
- Town Administrator gave an updated that she has received two additional proposals.

Town Planner gave the following report:

- Will be interviewing applicants for the paid Planning Internship in mid-September, the CAMA Land Use Plan and The Blue Way Project will be their assignment.

- The Environmental and Stormwater Advisory Committee has been working on a final draft of the Stormwater Ordinance which should be coming to council in August for the first reading.
- The Green Challenge Deadline is September 1<sup>st</sup> and the Environmental and Stormwater Advisory Committee has recommended that the Town Council adopt the draft Municipal Environmental Plan. Once approved, the Environmental Plan should enable the town to complete the Green Challenge.

### **COUNCIL MEMBER'S REPORTS**

Councilman Ballard reported on the following:

- A meeting that was held on August 13<sup>th</sup> with the Department Heads of DOT regarding issues about entrance to the Public Park in the proposed River Bend Subdivision.
- He will contact DOT regarding the drainage problem that is caused by the drainage pipe being too high for the water to flow properly in front of Roosevelt Toomer's home.

Councilman Suggs reported the following:

- The PUD meeting he attended regarding the two developments that are proposed for the area. Ask that council give input in the beginning stages of the housing developments.
- Stressed the importance of obtaining an attorney for the Planning Department due to the two incoming large developments.

Councilman Burns address the following:

- A citizen inquired about obtaining community service hours for a school project and would like to know what criteria is needed.
- Councilman Merrick asked that all questions be referred to the Town Administrator because she is here doing the week when he is not available.

Councilman Merrick suggested the following:

- The town investigate using privilege license since we are in the processing of having more development within the city limits adding this will only better the town.

### **CITIZENS**

- Dorsey Jones updated the board about the CAC and the feedback received from the recent survey that was done.
- Bun Bethel suggested that each councilman should have a liaison person between them and the citizens in order to get the information out to citizens.

### **UPCOMING EVENTS**

Phoenix Park Committee will meet September 7<sup>th</sup> at 7:00 pm.

Water Board will meet August 24<sup>th</sup> at 4:30 pm.

Storm water Board will meet September 13<sup>th</sup> at 5:30 pm.

**EXECUTIVE SESSION**

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURNS TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL. ALL VOTED IN FAVOR.

COUNCILMAN BURGESS MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO COME OUT OF EXECUTIVE SESSION. ALL VOTED IN FAVOR.

**ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS COUNCILMAN SUGGS MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO AJOURN THE MEETING. ALL VOTED IN FAVOR.

Approved September 16, 2010