Town of Micanopy

 Town Commission

 Minutes Regularly Scheduled Meeting

 Tuesday • January 8, 2019 • 7:30pm

1.Call to Order: 7:30pm

2. Invocation and Pledge of Allegiance to Flag

3. Roll Call

*Commissioners Attending:*

* Timothy Parker, Mayor Present
* Joseph Aufmuth, Mayor Pro Tem Present
* Virginia Mance Absent with notice
* Mike Roberts Present
* Troy Blakely Present
* Debbie Gonano, Town Administrator Present
* Patty Polk, Deputy Town Clerk Present
* Scott Walker, Town Attorney Present

4. Consent Agenda Approval

 A) Agenda Approval

 B) Minutes of Regular Meeting of December 11, 2018

 C) Review and Acceptance of Financial Transactions and Reports

***Motion made and second (Aufmuth/Roberts) to approve the minutes and financial reports as submitted; Passed 4-0***

5. Guests

 A) Carolyn Wallace, Alachua County Library District, Micanopy Branch

Joe Pearce from Mosswood Farms will be presenting a demonstration of wood-fired oven bread baking, the library will be closed on January 21st for Martin Luther King Day, and volunteer income tax assistance will be offered at the library on the second and fourth Tuesdays in February and March and the second Tuesday of April. Appointments need to be made. Headquarters will be offering the Authors Series on January 27th with Steve Berry, who writes historical thrillers.

6. Citizen’s Forum

7. Citizen Boards and Committee Reports

 A) Planning and Historic Preservation Board, Chair Fro Warren

Town Administrator reported that the December 18th meeting had been cancelled. The next meeting is scheduled for January 22nd.

 B) Tree Committee, Committee Member Paul Cohen

Paul Cohen presented a draft version of a tree brochure designed for residents. The brochure detailed tree history, tree ordinance protection and definitions, tree maintenance, and optimum tree planting locations for various species. Town Administrator Gonano clarified that Tree Ordinance 2017-01 protects designated Specimen Trees, whether on Town-owned or private property; clarified that the power company may prune only to the specifications as approved in the Duke Energy Vegetation Management Plan, which is referenced in the ordinance; and removed the necessity of tree permits. Town Administrator Gonano volunteered to work with Mr. Cohen during the coming month so that a draft version of a resident brochure might be ready by the next meeting.

8. Town Attorney Report

 A) Resolution 2019-01 Election Town Commission Seats #1 & #2

Town Attorney Walker read Election Resolution 2019-01 for Town Commission Seats #1 & #2 by title only.

***Motion made and second (Aufmuth/Roberts) to approve Resolution 2019-01 as submitted; Passed 4-0***

 B) Hurricane Irma FEMA Reimbursement Agreement

Attorney Walker and Town Administrator Gonano presented the Hurricane Irma Federally-Funded Subaward and Grant Agreement presented by FEMA in the amount of $10,001.84 ($9,475.43 federal-funded portion and $546.41 state-funded portion). There were two separate projects assigned for Hurricane Irma damages in Micanopy because of cleanup date ranges; therefore, another project will be presented for approval by the Commission. The agreement needs to be approved by the Commission and signed by the Mayor for submission to FEMA.

***Motion made and second (Aufmuth/Blakely) to approve both Hurricane Irma FEMA Reimbursement Agreements (Project #1 and #2 when received); Passed 4-0***

Mayor Pro Tem Aufmuth expressed gratitude for the FEMA reimbursement. Town Administrator Gonano quickly detailed trials and tribulations of working with FEMA for the past 16 months.

9. Town Administrator Report

 A) Town Administrator reported that the Town had been accepted for the Preferred Insurance Company’s 50/50 reimbursement plan of $5,000 towards the Town’s lightning/surge protection expense.

10. New Business

 A) Duke Energy Proposed Vegetation Management Plan Changes

Dorothy Pernu, the Duke Energy Government & Community Relations Manager for Micanopy, was present to review the 2015 Vegetation Management Plan (VMP) and to seek Commission approval for proposed changes to the existing agreement. Also present from Duke were Nick Esposito and Dusty Bremer, Vegetation Specialists; and Ernie Moore, Power Quality Engineer. Mayor Parker and Town Administrator Gonano had reviewed changes to the Vegetation Management Plan (VMP) proposed by Duke Energy. The Mayor and Town Administrator had reviewed the proposed changes and made suggested changes, also. Duke was asking permission to increase the trimming clearance from 8’ to 10’ on each side of the center point of the power line and increase the trimming of branch diameter from 2” to 4” on slow-growing species and from 4” to 8” on fast-growing species of trees. Nick Esposito explained to the Commission that it is nearly impossible for the crew to trim to 8’ power line clearance when only being allowed to cut limbs no larger than 2” in diameter. After discussion, the Commission decided to compromise with Duke and agreed to allow the increase from 2” to 4” branch trimming on slow-growing trees and 4” to 8” on fast-growing trees; however, the 8’ trimming clearance on each side of the center point of the power line would remain unchanged. The Town Administrator offered to re-write the plan incorporating all the proposed changes discussed and agreed to, and she will bring it back to the Commission in February. Additionally, she will look at the Tree Ordinance to incorporate any needed changes there, as well. Mayor Pro Tem Aufmuth suggested that the information be incorporated into the resident tree brochure being worked on by Mr. Cohen, as well.

 B) Estimates to Remove and Replace Town Hall Cast Iron Drains

Town Administrator Gonano reported that the December incident involving the crack to the toilet tank in the upstairs boys’ restroom had caused a leak and water damage to the library downstairs. An inspection by plumbers had found that the existing cast iron drain pipes had rusted through and needed to be removed and replaced with PVC. The cast iron drain pipes to be removed and replaced in the ceiling space of the library included the pipes in the boys and girls restrooms (sinks, toilets, urinal, and floor drains), janitorial room, kitchen, water fountain, and the vertical drain in the downstairs mechanical room. Despite visits from three plumbers, only two of them (Sunshine Plumbing & Gas, LLC $9,350 and JW Freeman Plumbing, LLC $21,800) had submitted estimates. Commissioner Roberts wanted at least one more estimate. Mayor Pro Tem Aufmuth agreed that a third bid would be nice, if the situation is not critical. Gonano will get a third bid to present next month.

11. Unfinished Business

 A) Softball League Agreement

An agreement had been drawn by Attorney Walker in November, but for the second consecutive month, no members were present for the meeting. Mayor Parker suggested removing them from the agenda, unless they ask to be placed on a future agenda.

B) Solid Waste Request for Proposal (RFP)

Town Attorney Walker had prepared an RFP for solid waste collection and sent it to Town Hall for review late this afternoon, so the Town Administrator hadn’t had an opportunity to properly review the RFP. One change proposed by the RFP is a 10% franchise fee ($800/month); whereas, the previous contract allowed for a $500/month offset fee for administrative and billing. The existing contract with Waste Pro expires on June 30th. The RFP contractor submittals will be due at the end of March.

***Motion made and second (Aufmuth/Blakely) to approve the RFP for solid waste with the correction to a $500/month administrative fee vs. 10% franchise fee; Passed 4-0***

C) Request for Qualifications (RFQ) Engineering Services Response from Mittauer & Associates – Greg Lane

Greg Lane attended the meeting to present an RFQ response from Mittauer & Associates for engineering services. Mr. Lane presented Mittauer & Associates’ 30-year history and Mittauer’s experience in helping mostly small, rural communities that were not being served by larger engineering firms. In addition to engineering services, Mittauer also offers CAD design technology software, and survey services (including the use of drones). Mittauer aggressively seeks alternative grant funding and low-interest loans for their clients. Attorney Walker summarized that there are now four responses to the RFQ, and Town Administrator Gonano recommended that the Town leave the RFQ open to accept any additional responses which might be received. No vote is required, but Mittauer & Associates will be put on the engineering list.

 D) Town Hall Maintenance Project Status

Town Administrator Gonano reported that the upstairs maintenance and paint project is nearing completion, not including carpet, and that the public works crew will soon be working on the inside stairwell. Gonano estimated that the stairwell would be completed by the next meeting date; and she summarized that work was primarily being completed in the morning hours when the Seniors and tutor students were not utilizing the upstairs. Carpet for the upstairs will soon be ordered.

 E) Matthew Palumbo Application for Service on Tree Committee

***Motion made and second (Aufmuth/Roberts) to approve the application from Matthew Palumbo to serve on the Tree Committee; Passed 4-0***

12. Town Commissioner Reports

* Mayor Pro Tem Aufmuth – Hope everybody had good holidays and best wishes for Commissioner Mance’s health; thoughts and prayers are with her.
* Commissioner Mance – Absent with notice.
* Commissioner Roberts – Asked the Commission to consider getting a price to replace all the existing street lighting with LED lights, what the cost might be, and work out a payment plan if needed. Gonano wondered if LED’s might be too bright for some residents. The Commission asked the Town Administrator to bring back some information on options.
* Commissioner Blakely – Hope everybody had a good Christmas and other holidays and complimented the staff on the Christmas decorations; Happy New Year to all.

13. Mayor Tim Parker Report – Christmas season was good, and he’s glad to see that Duke Energy is so willing to work with the Town, thanks to Greg Lane from Mittauer, looking forward to the bread demonstration described by Carolyn Wallace, hope that we all have a fruitful New Year, and hope to see you all next month.

14. Adjourn 8:47pm

**MINUTES APPROVED:**

**As submitted \_\_\_\_\_\_ as amended \_\_\_\_\_ at Town Commission Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Timothy Alvin Parker, Mayor Debbie Gonano, Town Clerk**