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Meeting ID: 982 3255 2741 | Passcode: 123456

Having been duly advertised as required by law, Mayor Teeters called this Regular Council Meeting to order at 6:01pm. Karen Smith gave the invocation, and Mayor Teeters led the Pledge of Allegiance.

**Town Council Members Present**

Zane Teeters, Jr. – Mayor  
Marjorie Boyd – Vice-Mayor  
Jeanne Quiros  
Ryan Wilbur  
Kay MacQueen

**Town Staff Present**

Jennifer Tucker, Town Clerk  
Wally Hoagland, Police Chief  
David Langley, Town Attorney

Roll Call was performed, confirmation of the meeting notification was acknowledged, and it was determined that a quorum was present. Mayor Teeters welcomed participants and outlined the protocol for public comments. He also noted that the meeting was accessible via Zoom for public participation.

**A. CITIZENS' QUESTIONS AND COMMENT** - None

**B. AGENDA REVIEW** - None

**C. APPROVAL OF MINUTES** - None

**D. CONSENT AGENDA** - None

**E. STAFF REPORTS**

***Police Department – Chief Hoagland***

Chief Hoagland expressed his gratitude to Cowboy Don for his thoughtful donation of peanuts to the staff. He also provided updates on the department's new vehicles, which have been fully outfitted and are now actively in use, noting that plans are underway to sell the old fleet. Additionally, Chief Hoagland reported on a recent meeting with Council Member Wilbur and Attorney David Langley, focusing on the development of a potential noise ordinance to better serve the community's needs. Lastly, he mentioned ongoing collaborations with Ms. Murva to organize another food drop, reinforcing the department's commitment to community support and engagement.

***Interim Public Works Director – Chief Hoagland***

Chief Hoagland provided an update regarding the Aqua Gold permit with DEP. He confirmed that the permit was indeed covered under the initial application. This clarification came after a thorough review by the team, which prevented unnecessary expenditures. Chief Hoagland credited Jennifer and Plant Technicians for their diligent work in resolving the matter, and he directed any further inquiries about the permit to Jennifer, as she has direct communication with the DEP and understands the specific details involved.

***Town Clerk – Jennifer Tucker***

Nothing new to report at this time.

***Town Attorney – David Langley***

Attorney David Langley reported on his recent activities, noting that he has completed several assignments given to him by the council over the last couple of meetings, while others are still in progress. He expressed a critical issue for the special meeting: the need for additional support to catch up on documenting council minutes. Emphasizing the importance of this task from a legal perspective, Langley urged that it should be a priority focus.

## **F. OLD BUSINESS**

### ***Discussion and Approval of Job Descriptions and Pay Scales***

The council conducted a thorough review of job descriptions and deliberated on the pay scales for various positions. Following detailed discussions, they reached a consensus on the specified pay ranges.

Deputy Town Clerk, which evolved from a financial and clerical assistant position, has been set with a pay range of \$18.00 to \$24.00 per hour, dependent on qualifications. The schedule for this position includes a 36-hour workweek from Monday through Thursday.

The administrative assistant position is initially designated as part-time, with the potential to transition to full-time based on the discretion of the town clerk. This flexibility allows the town clerk to adjust the assistant's hours according to the demands of specific projects or operational needs. The pay range for this role is between \$15 and \$17 per hour.

Public Works Director, the council designated the role as "Supervisor/Director," which would allow for adjustments based on the selected candidate's skills, qualifications, and the evolving needs of the department. The starting salary range for this hybrid position is between \$42,000 and \$50,000, which may accommodate a range from supervisor to director salary, depending on qualifications. The position is structured as a full-time role, working Monday through Friday.

The pay and conditions for a full-time Public Works position are with a pay range of \$18 to \$20 per hour. This role is designated as Monday through Friday, 40 hours per week, and includes full benefits, with the town covering all associated costs. This decision applies only to new hires, not current employees, and there was consensus among the council members to proceed with advertising the position at the agreed-upon rate and conditions.

The council discussed the integration of the full-time Parks and Recreation position into Public Works, given the overlap in responsibilities, current operational scope, and resource allocation, especially in park maintenance. A legal and budgetary review confirmed that the funds designated for the Parks and Rec position could be reallocated to Public Works. The transition plan models the new role after the existing Public Works position, with a pay range of \$18 to \$20 per hour, working 40 hours per week, Monday through Friday, which will also necessitate a budget amendment to allocate more funds to cover the difference in pay and hours between the two positions.

The council deliberated on enhancing the pre-employment screening process to include full background checks, drug testing, and physical examinations, recognizing these as prerequisites for employment. It was noted that the town has not enforced physical exams, which are mandatory, prompting a call for immediate implementation. Additionally, the council discussed the importance of including these requirements in job postings to ensure transparency. They also talked about including details in the job listings, such as full health insurance benefits for full-time employees after a two-month probationary period, including the option for employees to add family members to their plans at their own cost. Lastly, emphasis on including the veterans' preference policy to ensure veterans are given due consideration.

A motion was made by Councilor Quiros to approve all job descriptions and pay scales, seconded by Councilor Wilbur.

Motion approved unanimously by roll call vote.

**Yea:** Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

**Nay:** None

### ***Discussion and Action to Post Job Openings***

The responsibility of posting job openings has been primarily assigned to Town Clerk Jennifer Tucker, with Mayor Teeters requesting that she collaborate with Wally for effective placement of these job advertisements. The discussion highlighted the utilization of a board at Lake Tech and the potential use of GOVTJOBS.com, Mayor Teeters expressed confidence in Jennifer and Wally's ability to determine the best venues for these postings without needing direct oversight from the council, except perhaps for final approvals.

Chief Hoagland and Town Clerk Jennifer Tucker are tasked with managing the hiring process for new positions, noting that department heads should handle preliminary screenings and interviews, selecting the best candidates to forward to the council for final approval. The discussion centered on the duration for job postings, with a suggestion to post until positions are filled, allowing for bi-weekly interviews to occur as applications are received.

The council discussed the responsibility levels associated with various positions, agreeing that while department heads could autonomously hire for lower-level positions, more critical roles like the deputy town clerk and any supervisory roles in public works should require council approval after the interview process.

A motion was made by Councilor Wilbur to post all open job positions with the Deputy Town Clerk and the Public Works Supervisor/Director position coming before council for approval or being hired. The public works positions be posted and hired for department heads' discretion, and the administrative assistant being hired at department heads' discretion, seconded by Vice-Mayor Boyd.

Motion approved unanimously by roll call vote.

**Yea:** Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

**Nay:** None

#### **G. NEW BUSINESS** - None

#### **H. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS**

##### ***Legal/Ordinances/Economic Development – Mayor Zane Teeters, Jr.***

Nothing to report at this time.

##### ***Finance/Grants – Vice Mayor Marjorie Boyd***

Vice Mayor Boyd briefly touched on finance, referring to the buzz about Gov. DeSantis's discussion on eliminating property taxes and how that could impact the Town financially. Attorney Langley noted that eliminating property taxes would require significant legal and legislative actions, as local governments depend on these taxes for revenue. Town Clerk Jennifer Tucker added that Governor DeSantis had expressed support for reducing property taxes but noted that implementing such a change would require overcoming numerous logistical hurdles, possibly including the introduction of a state income tax to offset the loss of property tax revenue. Vice-Mayor Boyd recommended that the council be cautious in spending town funds with so much uncertainty in possible changes.

##### ***Public Safety/Code Enforcement – Councilor Jeanne Quiros***

Nothing new to report.

##### ***Public Works/Streets – Councilor Ryan Wilbur***

All good.

##### ***Land Development Regulation – Councilor Kay MacQueen***

Nothing to report.

#### **I. REVIEW**

***Items for Workshops and possible dates*** - None

***Items for Next Regular Council Meeting***

Attorney Langley discussed amending the council's rules of order, particularly regarding the submission timeline for council materials. The proposed amendment requires council members to submit all materials to Town Clerk Jennifer Tucker seven business days prior to a council meeting to ensure thorough preparation and review. Although not yet officially approved, the council aims to adopt this new timeline to enhance efficiency and transparency. Additionally, the council discussed upcoming ethics training. These changes are part of an effort to streamline council operations and ensure timely access to meeting agendas for both council members and the public.

***Items for Special Meetings and Possible Dates - None***

**J. COUNCIL MEMBER MISCELLANEOUS COMMENTS**

Council Member Wilbur praised the council for the excellent progress and positive energy during their discussions, emphasizing the importance of maintaining this momentum despite potential disagreements. His sentiments were supported by other council members and staff.

**K. ADJORNMENT** – 7:14pm

Respectfully submitted,

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Zane Teeters, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Tucker, Town Clerk