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Meeting ID: 967 7737 9920 | Passcode: 123456

Having been duly advertised as required by law, Mayor Teeters called this Regular Council Meeting to order at 6:35pm. Karen Smith gave the invocation, and Mayor Teeters led the Pledge of Allegiance. Mayor recognized

Town Council Members Present

Zane Teeters, Jr. – Mayor
Marjorie Boyd – Vice-Mayor
Jeanne Quiros
Kay MacQueen
Cheryl Marinelli

Town Staff

Jennifer Tucker, Town Clerk
Wally Hoagland, Police Chief
David Langley, Attorney
Tom Harowski, Interim Town Planner (absent)

A. CITIZEN'S QUESTIONS AND COMMENTS

Farmer Banks Helfrich – Clay Road District farm tip: peanuts are legumes that love Florida weather. Honesty, Integrity, Character, need more people to make the right decisions and do the right things.

Mike Hopper – 14201 Tennessee Avenue

Thank the public works department for cleaning up & repairs on Tennessee Avenue.

B. AGENDA REVIEW

Update liaison positions

Motion to move item 8 to #1 made by Mayor Teeters, seconded by Councilor MacQueen

Motion approved unanimously by voice vote

C. CONSENT AGENDA

D. APPROVAL OF MINUTES

Approval of Minutes for July 7, 2025, Regular Council Meeting
Approval of Minutes for July 22, 2025, Special Council Meeting

Motion to Approve July 7th & 22,2025 Minutes

1ST Mayor Teeters 2nd Councilor Quiros All in Favor Voice Vote 5:0

E. PRESENTATIONS

Proclamation – Constitution Week – Councilor MacQueen-
First time putting in a proclamation for constitution week. Read the proclamation. Explained the process of the proclamation.

Presentation and Approval of the FY2023-2024 Audit from James Moore
Zach Chalifour presented the draft audit.

E. STAFF REPORTS

Police Department & Code Enforcement – Chief Hoagland

Backpack Give Away was an extreme success. All 5 council members attended the event. Chief appreciates their support.

Appreciates Volunteers – Karen Smith, Dawn Teeters, Brittany Hoagland, Stacy Siudak

School started on Monday without any major glitches or traffic jams.

School Zone Radar Units –We had a meeting last Thursday to select location of cameras. Notification has begun. Advertisement campaign should start this week.

Code Enforcement

Sgt. Calhoun has opened a few new cases. But between code enforcement and public works, the town is starting to look better.

Public Works

Interim Director Chief Hoagland Swaffar Park is refreshed. Sections of sidewalks on Florida and Tennessee Avenues have been replaced. Working on beautification with Councilor MacQueen.

Town Clerk – Jennifer Tucker reported on attendance at FACC. Provided Council with Profit & Loss statement.

Town Attorney – David Langley Fisher Phillips working to finalize their draft of new policy & procedure manual, should have by next Monday.

F. OLD BUSINESS

1. Discussion and election of Director and Alternate for the Heartland League of Cities.

Jennifer Tucker -Council would like a representative to attend the next meeting to explain the purpose of the league.

Motion to Table made by Mayor Teeters, seconded by Vice-Mayor Boyd

Motion approved unanimously by voice vote.

G. NEW BUSINESS

8. Discussion and action on hiring a CFO – Mayor Teeters

Mayor Teeters stated his reasons he feels that hiring a CFO to oversee the town's finances.

Zach Chalifour explained the importance of having oversight of finances, when it comes to TRIM compliance, year end financial statements, stand alone proposal for TRIM and budget purposes, as well as long term perpetual views.

Mayor Teeters explained that we have had multiple budget workshops without having actual numbers to work with. We need to have a final budget completed by October 1st to continue with business and prevent starting over. Doesn't feel \$5,000 is too much to ask to have the budget appropriately presented to comply with the town's needs.

Motion to hire James Moore Company to do TRIM and budget made by Mayor Teeters, seconded by Councilor MacQueen.

Motion approved unanimously by roll call vote.

Vice Mayor Boyd is concerned about making a decision tonight. She would like to contemplate and decide later. She agrees that we need some professional help. Think we should wait until next meeting to decide.

Councilor Marinelli is concerned with inconsistent figures and feels that hiring someone to assist for at least the next year would be beneficial to help us get back on track.

Mayor Teeters worked with Chief Hoagland on his budget and expressed that he was frustrated he couldn't get final numbers to do his budget.

Councilor Quiros inquired about the cost of JMCO attending budget meetings.

Zach provided information and a guideline of how budget meetings would move forward. Contract has a three-month transition period, then it would be a month to month. September 1st deadline is flexible. \$14,000 start up fee to help go live and conversion process.

Councilor MacQueen feels we are in dire need of help.

Motion to hire James Moore Company to oversee monthly financial operations as a CFO for \$57,000 per year made by Mayor Teeters, seconded by Councilor Marinelli.

Motion approved unanimously by roll call vote.

1. Discussion and action on Town's procedure for Human Resources Complaints made by employees against Council Members, Department Heads, or Supervisors.

Attorney Langley – in the process of drafting our new policy and procedure manual and needs to create a policy on how to address employee complaints against council members, department heads or supervisors. Thinks we should engage a third-party firm to handle complaints. Council can provide verbal guidance to the attorney on how to handle complaints and can direct Fisher Phillips to include in the new PPM.

Mayor Teeters - We need a human resources chapter/section included in the new policy manual.

Councilor Marinelli- would like to see draft of Policy Procedure Manual to see what is included.

Chief Hoagland – if we wait for Policy Procedure Manual to be approved, can we make it retroactive to cover current circumstances.

Councilor MacQueen – we need an updated Policy Procedure Manual with HR policy.

Councilor Quiros – we should give Attorney Langley direction to reach out to Fisher Phillips to be assured that HR policy is included in the new PPM.

Attorney Langley – currently HR issues are handled by council but that airs issues that can cause problems. Fisher Phillips has provided a quote on services going forward.

Direct Attorney Langley to make sure an HR section is included in PPM and acquire rates to address issues.

Councilor Marinelli stated that former attorney provided an option to use the legal liaison to handle HR issues.

Motion to table until a draft is received, reviewed and then schedule a special meeting made by Councilor Quiros, seconded by Councilor MacQueen.

Motion approved unanimously by voice vote.

2. Discussion and approval of proposal from Saltus Engineering for Consumptive Use Permit Renewal Mayor Teeters – currently we are pulling more water than we are permitted for. Current permit expires on December 18th. Should have been addressed sooner. Engineer said that the process to prepare the research is approximately six months.

Motion to approve Saltus Engineering contract to renew the consumptive use permit made by Mayor Teeters, seconded by Vice Mayor Boyd.

Motion approved unanimously by roll call vote.

3. Discussion and approval of implementation and use of fuel fleet cards – Chief Hoagland Fuel pump malfunctions, fleet cards track usage, more usage of diesel. Each person will be issued a card to be used for their vehicle. Back up drop of gasoline for emergency purposes.

Motion to approve 1st Mayor Teeters implementation of fuel cards 2nd Vice Mayor Boyd

Motion approved unanimously by roll call vote.

4. Discussion and approval to amend 7.2 Payment in Lieu of Leave/Vacation Time of the Policy and Procedure Manual to allow buy back of accrued vacation time.

Chief Hoagland explained his reasoning for wanting to revise the vacation policy.

Motion to table approval, direct attorney to address concerns with HR firm made by Mayor Teeters, seconded by Councilor Quiros

Voice Vote 5-0

5. Discussion and approval of Plant Technicians Contract Amendment - Jennifer Tucker Town clerk shared the information provided in the amended contract and the extension to include the wastewater treatment plant.

At our wastewater treatment plant, we will be responsible for the maintenance of the plant as of Nov 18, 2025.

Mike Hopper – suggested that the town sell the wastewater treatment plant to relieve the town of the liability.

Motion to approve Plant Technicians amended contract made by Councilor MacQueen, seconded by Mayor Teeters

Motion approved unanimously by roll call vote.

- 8:41 Motion to extend the meeting by Mayor Teeters, seconded by Councilor MacQueen
Motion approved unanimously by voice vote

6. Discussion and approval of quotes for change-out of water treatment plant auto-flushers - WH Mayor provided approval for two lower cost quotes. Council just needs to approve the other two quotes.

Motion to approve quotes to replace chlorine flushers made by Mayor Teeters, seconded by Vice Mayor Boyd

Motion approved unanimously by roll call vote.

7. Discussion, update and action on gWorks and PowerDMS - ZT

PowerDMS was purchased to benefit all departments of the town. Logins and passwords can begin to be issued possibly by the end of next week.

gWorks – Town Clerk will follow up with company to move forward with onboarding.

9. Mayor Teeters - Discussion and announcement of Cheryl Marinelli attending FLC Conference August 14-16 -2025.

Councilor Marinelli received a scholarship to attend conference. Congratulations to her.

10. Mayor Teeters - Discussion, update and action on bids for meeting minutes transcription –

Motion to table until the next meeting to allow for further review made by Mayor Teeters, seconded by Vice Mayor Boyd.

Motion approved unanimously by voice vote

11. Mayor Teeters -Discussion and action on mulch project at Joe Swaffar and Kirkwood Parks -

Lake County previously allocated funds to acquire a parcel near the boat ramp in combination with the town. Due to the grossly increased purchase price of the parcel, both Lake County and Astatula backed out. A request by the mayor was made to the county to reallocate the funds of \$100,000 to be used for improvements to our parks.

Councilor MacQueen expressed the need to have water at Kirkwood Park.

Honey Crowe – appreciates the clean up and work being done by public works on Tennessee Avenue.

H. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS

Public Works / Streets – Mayor Zane Teeters, Jr.

Nothing to report at this time.

Finance / Grants – Vice Mayor Marjorie Boyd

We need to really evaluate the money being spent to prevent the taxes being set at 7.5%. Needs to make sure town has money in case of emergency.

Public Safety / Code Enforcement – Councilor Jeanne Quiros

Nothing to report at this time.

Legal / Ordinances / Economic Development/Town Clerk’s Office & Administration– Councilor Cheryl Marinelli

Nothing to report at this time.

Land Development Regulations / Community Outreach & Education – Councilor Kay MacQueen

Excited about voting event on Saturday.

Second Gathering event went well. Please inform her of opportunities to contribute to community.

TUESDAY, AUGUST 12, 2025

REGULAR MEETING

I. REVIEW

Items for Workshops and possible dates
Mayor will open and close workshop in order to cancel the meeting.

Items for the next Regular Council Meeting

Items for a Special Meeting and possible dates
Langley will notify council of potential date when needed.

J. COUNCIL MEMBER MISCELLANEOUS COMMENTS

K. ADJOURNMENT 9:24pm

IMPORTANT DATES

Budget Workshops – Thursday, August 14 @ 5:00pm **CANCELLED**
Planning and Zoning Meeting – No August Meeting
Regular Council Meeting – September 9, 2025 @ 6:30pm
Solid Waste Hearing – Thursday, September 11, 2025 @ 6:30pm
1st Budget Hearing – Thursday, September 11, 2025 @ 7:00pm
2nd Budget Hearing – Thursday, September 25, 2025 @ 7:00pm

Town of Astatula is inviting you to a scheduled Zoom meeting.

Topic: **Regular Council Meeting 08/12/25**

Time: **Aug. 12, 2025 06:30 PM** Eastern Time (US and Canada)

Join Zoom Meeting

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