



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 17, 2015 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; and Position No. 3, Anna Maria de Freitas.

Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr were not present.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXECUSED ABSENCE

The Council excused the absence of Councilmembers Ghatan and Starr.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Becky Day, SJI Chamber of Commerce Director, thanked the Council for their contributions to the 2015 Tree Lighting Ceremony at Memorial Park. Ms. Day reported on recent and upcoming community events.

PUBLIC HEARING

2015 Budget Amendments

At 12:09 p.m., Mayor Lacher opened the public hearing concerning budget amendments for the 2015 Town Budget. Draft Ordinance No. 1586 was introduced, amending certain beginning balances, revenue estimates, expenditure appropriations, and ending cash balances in the 2015 Budget. Treasurer Wilson presented an overview of amendments. Administrator Wilson thanked Treasurer Wilson for her diligence throughout the process. Discussion followed regarding the health of the ending fund balance.

At 12:10 p.m., with no public present and hearing no objection, Mayor Lacher closed the public hearing regarding amendments to the 2015 Town Budget.

Ordinance No. 1586

Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1586, amending the 2015 Town Budget. Motion passed 3-0 with Ghatan and Starr absent.

41 **ACTION AND DISCUSSION ITEMS**

42 Public Works Update

43 At 12:11 p.m., Public Works Director, Wayne Haefele, provided a report regarding the Home Trust Sunrise
44 Community’s sewer system (L.O.S.S.). Mr. Haefele explained that the system is in good repair and
45 current with all permitting requirements. Mr. Haefele provided an overview of its mechanics. Mr. Haefele
46 suggested that Town eventually develop an emergency action plan to avoid potential risks and impacts
47 to our system in the event that this or a similar system fail and in need of mutual aid for emergency
48 dumping. Mayor Lacher thanked Mr. Haefele. No action was taken.

49

50 Spring Street Utility Reconstruction – Phase 3

51 At 12:23 p.m., Mayor Lacher introduced authorization of the call for bids for construction of utility
52 improvements in Spring Street. Public Works Director, Wayne Haefele, presented the call for bids and
53 construction schedule. Mr. Haefele explained that the bulk of the work that would be most disruptive to
54 business is planned to occur in the evening, leaving the street passable during the afternoon. Discussion
55 followed regarding sidewalk and crosswalk safety features at the intersection of Nichols Street and Argyle
56 Avenue. **Consensus to add pedestrian improvements as an addendum to the Call for Bids.**
57 Mayor Lacher thanked Mr. Haefele.

58

59 **Moved by de Freitas, seconded by Hushebeck, to authorize a call for bids for the Spring**
60 **Street Utility Reconstruction Project – Phase 3. Motion passed 3-0 with Ghatan and Starr**
61 **absent.**

62

63 Resolution No. 2159

64 At 12:40 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2159 regarding purchase of a
65 chlorine generator for the Water Treatment Plant. Administrator Wilson explained that it is cost effective
66 and eliminates health and safety risks to move away from the current method of transporting and
67 disbursing chlorine into the system. Town received one bid after being duly advertised. Public Works
68 Director, Wayne Haefele, explained the advantages to purchasing the unit. The unit will be a closed
69 system and eliminate hauling chlorine from the mainland and storing the product. Discussion followed
70 regarding the taste of the water and specifications of the model.

71

72 **Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2159, authorizing the**
73 **Mayor to execute a purchase agreement for a liquid chlorine generator at the Water**
74 **Treatment Plant. Motion passed 3-0 with Ghatan and Starr absent.**

75

76 Resolution No. 2160

77 At 12:46 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2160 regarding the Sewer
78 Pump Station Rebuild Project. Administrator Wilson explained that production of final as-built drawing
79 was overlooked in the original scope of work. No discussion followed.

80

81 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2160, authorizing the**
82 **Mayor to execute an amendment to the agreement with Wilson Engineering for as-built**
83 **record drawings of the Sewer Pump Station Rebuild Project. Motion passed 3-0 with Ghatan**
84 **and Starr absent.**

85

86

87 Resolution No. 2164

88 At 12:49 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2164 regarding the Sewer
89 Pump Station Rebuild Project. Public Works Director, Wayne Haefele, explained that Change Order No.
90 2 reconciles quantities for time and materials. No discussion followed.

91
92 **Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2164, authorizing the**
93 **Mayor to execute Change Order No. 2 to the agreement with Equity Builders for the Sewer**
94 **Pump Station Rebuild Project. Motion passed 3-0 with Ghatan and Starr absent.**

95
96 Resolution No. 2161

97 At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2161 regarding economic
98 development services. Administrator Wilson explained that the Council approved the request by the
99 Economic Development Council for \$17,000 to administer local programs for economic development in
100 year 2016. Victoria Compton, EDC Director, thanked the Council for their continued support. No
101 discussion followed.

102
103 **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2161, authorizing the**
104 **Mayor to execute an agreement with the SJC Economic Development Council for services in**
105 **year 2016. Motion passed 3-0 with Ghatan and Starr absent.**

106
107 Resolution No. 2162

108 At 12:55 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2162 regarding fire protection
109 services. Administrator Wilson explained that both parties desire to extend the agreement an additional
110 five years based on the current rate structure. Discussion followed regarding the position of fire marshal.
111 Councilmember Monin disclosed that he is an employee of Fire District 3 and stated that does not receive
112 any direct or indirect benefit from adoption of the agreement.

113
114 **Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2162, authorizing the**
115 **Mayor to execute an interlocal agreement with SJC Fire District 3 for fire protection services.**
116 **Motion passed 3-0 with Ghatan and Starr absent.**

117
118 Resolution No. 2163

119 At 1:00 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2163 regarding a lease
120 agreement with SJC Department of Emergency Management. Administrator Wilson explained that the
121 lease with DEM has expired and both parties wish to renew. The lease will be renewable in six month
122 increments. No discussion followed.

123
124 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2163 authorizing the**
125 **Mayor to execute a rental agreement with the SJC Department of Emergency Management**
126 **for lease of office space at 165 West Street. Motion passed 3-0 with Ghatan and Starr**
127 **absent.**

128
129 **ADMINISTRATOR’S REPORT**

130 At 1:05 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 131
132
 - 133 • Holiday Cards – The Food Bank and Still Point School wrote to thank Town for its support.
 - 134 • Audit Exit Conference – Town passed the annual audit with no findings. Auditors recommended
135 changes to certain internal policies for fuel and credit card use.
 - 136 • FH Ballfields – Stormwater infrastructure seems to be working properly.
 - Water Transmission Line Project – The loan is looking favorable.

- 137 • Zylstra Lake – The Land Bank purchased the Zylstra Lake property. The Town Engineer has
- 138 provided a technical memo indicating that Town doesn't need to purchase additional water rights.
- 139 • E-cigarettes and E-vaping – SJC Department of Health passed an ordinance establishing rules for
- 140 use of e-cigarettes and e-vaporizers.

141

PAYMENT OF CLAIMS

142 Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 41099 through

144 41151 in the amount of \$161,678.98. Motion passed 3-0 with Ghatan and Starr absent.

145

APPROVAL OF MINUTES

147 Moved by Hushebeck, seconded by de Freitas, to approve the minutes of **December 3, 2015 as**

148 **submitted.** Motion passed unanimously.

149

FUTURE AND NON-AGENDA ITEMS

151 Councilmember Monin asked if OPALCO is bringing their new fiber optic to the edge or into

152 neighborhoods. Discussion followed.

153

CITIZEN RESPONSE

155 No citizen response was forthcoming.

156

157 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting

158 at 1:26 p.m. The next regular meeting is scheduled for Thursday, December 17, 2015 at 5:30 p.m.

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160

161 **These minutes were approved on January 7, 2016. The original document is retained by**

162 **the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday**

163 **Harbor Clerk**