

Town Of Havana

Regular Council Meeting

January 28, 2025 – 6:00pm

Meeting minutes

Call to Order

The meeting was called to order by Mayor Bass at 6:01pm.

Roll Call

A roll call confirmed the presence of the following council members including Councilman McKinnon, Councilman Wesolowski, Councilwoman Nelson, Councilwoman Key, Mayor Bass and Mayor Pro Tem Reed, ensuring a quorum for the meeting. Councilman Seymour was not in attendance for the meeting.

Recognition of Visitors

No visitors were recognized.

Request to Approve Minutes

Motion was made by Councilwoman Key to approve minutes for December 17, 2024 Special Council Meeting and Regular Council Meeting. Seconded by Councilman Wesolowski and the motion carried.

Old Business

Old Elementary School Resolution 2025-14R-01

Ms. Wilkerson, Town Manager, requests approval of Resolution 2025-14R-01 which updates the fines owed by the owners through January 28, 2025, to \$385,515.00. Town staff is sending monthly updates via regular mail to the owners.

Councilman Wesolowski made motion to update resolution with current fines. Councilwoman Nelson seconded, and motion carried.

New Business

MSCOP Resolution 2025-02R

Ms. Wilkerson, Town Manager, reported that the town applied for a grant to fund a road resurfacing project in 2024. However, the project was not funded. The Town has the opportunity to reapply this year and applications are due mid-March 2025. In order to apply, the Council must pass a resolution in support of the project and application. The road selected for this project is 5th Street SE from 9th Avenue to 11th Avenue. Ms. Wilkerson is requesting the Council to approve Resolution 025-02R so that application for grant funding for this project may be made.

Councilwoman Nelson made motion to pass Resolution 2025-02R in support of this project and in order that the grant application for this project be completed and submitted. Councilman Wesolowski seconded, and motion carried.

April Council Meeting Date Change – Election Day

The Town Manager, Ms. Wilkerson, shared that the regular April Council meeting is scheduled for 4/29//2025 which is the same day as our municipal elections. She requests the Council's approval to move the regular scheduled council meeting up one week to 4/22/2025 so that there is no conflict for Council Members, Manager, or residents who wish to participate in the voting process.

Councilman Wesolowski made a motion to approve the April Regular Council Meeting date be changed from 4/29/2025 to 4/22/2025 so that all may participate in the voting process. Councilman McKinnon seconded the motion, and motion carried.

Pole Attachment Agreement

The Town Manager, Ms. Wilkerson, shared that the Town staff have been working with legal counsel to establish a form of Pole Attachment Agreement template for future use. This agreement outlines the terms by which a communications provider, or other utility that wants access to the town's utility poles, may attach to Havana's poles. The poles are valuable utility infrastructure. Entering into such agreement with others who wish to attach to the poles allows the Town to manage use of its property and recover any costs associated with those other utilities that attach to the poles. Ms. Wilkerson requests approval of this template, along with approval to work with legal counsel to negotiate this agreement with any providers who wish to attach to our poles.

Councilman McKinnon made the motion to approve this template and to give approval for the Town Manager to work with legal counsel to negotiate these agreements with any providers. Second made by Councilman Wesolowski and motion carried.

Hazel Baker Roof

Ms. Wilkerson shared that the Town staff noticed a hole in the roof of Hazel Baker Community Center this morning, 1/28/2025. She shared that it was known this roof was at the end of life, the Town did not realize it was this urgent. Thoughts are maybe the weight of the recent snow may have caused the roof to finally give way in several places. There is a flat roof under the existing pitched roof which has acted as a buffer to keep much of the rain out of the facility until now.

Staff have reach out to ESI, Smith Roofing and Loyd Roof, whom have done work for the town in the past and requested quotes. At this time, the only quote received is from ESI and it is included in the packet. For comparison, Town Hall roof cost \$35K and is a bigger building but Hazel baker/Fire Station will likely have

ESI Quote - \$13,000 + \$50/sheet of plywood (Architectural Shingles)
Smith Roofing and Loyd Roofing – Pending

The Town can reallocate \$22,000 in ARPA money which was designated for electric repairs as we will be receiving an unauthorized pole attachment fee from Comcast which is sufficient to cover those projects planned by ARPA. This fee combined with the remaining unobligated ARPA funds would free up \$16,000 towards replacement of the facility's roof and also cover two critical lift station pumps at Dogwood and 12th AVE.

Ms. Wilkerson requests approval to reallocate the ARPA funding from electric projects to the Hazel Baker Community Center roof and also fund the replacement of two lift station pumps. If a budget amendment is required to cover these changes, that process will be followed. Ms. Wilkerson stated all ARPA funds were designated for Revenue Loss so there is no requirement to itemize projects for ARPA reporting.

Ms. Wilkerson also shared there are two other options. The Town has the opportunity to apply for a Hometown Grant and the deadline to apply is March 31, 2025. We are currently waiting n some organizations' letters of support to attach to the application. Ms. Wilkerson shared she is not certain if they will fund prior to deadline of March 31, 2025 if approved. The other option is to apply for a business card at Truist Bank which currently has a 9-month no interest introductory rate and this is an option if we could pay off within 9 months. Currently there is a tarp covering the hole and the sub-roof is aiding in keeping the water out. Chief Lewis and staff are responsible for placing the tarp to prevent any rain entering the building until an immediate resolution could be reached. She is asking for approval to reallocate ARPA funds so that the roof may be replaced real-time.

Councilman Wesolowski made motion to approve the reallocation of the ARPA funds for the Hazel Baker Community Center's roof replacement and to cover the two lift station pumps. Second made by Councilman McKinnon and motion carried.

Mayor Bass shared that this past week with the snow and severe cold that he came to Town Hall and discussed with Ms. Wilkerson, Town Manager the weather and approximately 12 customers that were disconnected due to non-payment. After discussion, the decision was made to re-connect until the severe weather was over at which time, these services would be reassessed to determine if payment was received.

Town Manager Report

Ms. Wilkerson, Town Manager, shared that in the most recent billing that went out there is an option for Paperless Billing and also reminder of Auto Draft option. Paperless billing is now being offered for any customers that desire to receive their utility billing via email instead of mail. Auto Draft option reminder was sent out as this option is also at no cost to the customers.

Councilman Wesolowski shared that these are great opportunities, especially the Paperless Billing. He has experienced first hand not receiving his utility bill timely as well as the cost saving this could provide for the Town. Ms. Wilkerson confirmed that monthly the staff hear from customers as well as receive returned mail that supports non-delivery issues. The staff have reached out to the Postal Service in Havana and Jacksonville with concerns along with other citizens. Councilman McKinnon inquired is it available to select online or is the form required. Ms. Wilkerson confirmed that currently the form is required and it may be dropped off in drop box or at Town Hall, emailed, mailed or faxed.

Ms. Wilkerson gave an update on staffing. The Gas Supervisor had resigned. However, he agreed to stay on until the PSC inspection is completed. The Electric Supervisor has recently resigned with a last date of employment of 2/7/2025, to pursue another position outside the Town of Havana. With this recent resignation from the electric department, the Gas Superintendent has agreed to stay on. The Town has a Mutual Aid agreement with City of Tallahassee to assist in the event their services are needed. They will be coming Friday morning to do an onsite and review our systems. The Town currently has a Water Technician opening to fill another over-hire position which is budgeted. We have two water employees both retiring end of October 2025.

Jim Arntz, FMPA, will be onsite 2/17-2/21 to assist with FY24 audit. Auditors are currently finishing up FY23.

Rural County Day 3/19 Reception and 3/20 at the Capitol. A flyer was in the council packet if anyone is interested in attending.

Comcast has been in Havana for the past several months doing direct bore to bring internet to Havana. Due to the numerous infrastructure damages, they have caused, they have decided to go aerial and attach to poles for the remainder of this project.

Dr. Newberry will not be officially out of the building until end of February. At that time, Dr. Cameron Browning and the Town Manager will perform a walk thru. This will give an opportunity for Dr. Browning to express his desires as far as what he plans to do and what he would like the Town to do.

Police Department

Ms. Wilkerson shared that the police statistics were attached to the council packet as well as they also placed on the table for anyone interested. She is going to turn it over to Chief Lewis for an update on recent activity.

Chief Lewis shared that on the 12th at 10pm there was an incident on 9th AVE & 1st ST. There were three (3) different guns involved. During this incident of juveniles vs juveniles, one juvenile was hit by shrapnel and carried to the hospital. The juvenile and parents were interviewed and four (4) days later the suspect was captured. Law enforcement worked with local surrounding agencies and it was determined that the suspect had connections in Havana.

Two days later on the 14th, shots were fired into a car on 10th AVE at 4th ST and 3rd ST. The owners of the car live in the county and have no criminal records. It appears they were in the wrong place and the wrong time. The suspect's phone is at Tallahassee Police Department so that it may be cracked.

Fire Department

ISO

1- day seminar at the end of February that ISO is hosting and HVFD will have attendees

4 certified at structures seems to be the key and the month of January HVFD had 5 structures and met the # of certified at all of these. Concord Volunteer Fire Dept continues to be a huge support to HVFD. During the month of January there were numerous calls for cars in ditches and HVFD responded when it was safe to do so. Only 2 in-town structure fires for the month of January.

Recognition of Each Council Member

Councilwoman Nelson thanked Mayor Bass for providing a heater for the HVFD to keep the fire trucks warm and operational.

Councilman McKinnon shared that during his tenure as Town Manager, there was a semi-informal policy to hold on cutoff day during a cold event. Ms. Wilkerson shared that the Town normally will not cut off on a Friday and that January's cut off day was a few days prior to cold event.

Councilman Wesolowski thanked Mayor Bass and the manager for thinking of the citizens during the cold event.

Motion to Pay the Bills

Councilman Wesolowski made motion to pay Town bills. Councilwoman Nelson seconded and motion carried.

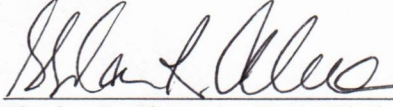
Motion to Adjourn

Councilman Wesolowski made motion to adjourn the January 28, 2025, regular council meeting. Councilwoman Key seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:30pm.


EDWARD N BASS, JR

ATTEST:


Shrylan R. Alexander, Town Clerk

