

Town of Indian Shores

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ADMINISTRATIVE AND FINANCE COMMITTEE

MINUTES - SEPTEMBER 21, 2010

The Administrative and Finance Committee convened at 2:00 P.M. Those present were: Mayor Lawrence, Chairman; Councilor Irelan, Vice Chair; and Steve Uhlhorn, Alternate Citizen Member.

Also Present: Vice Mayor Herndon; Councilor Smith; Councilor Sutch; Elaine Jackson, Deputy Clerk; Mary Karayianes, Director of Finance and Personnel; Chief Williams, Town Administrator.

Absent: Art Newsome, Citizen Member

1.0 Consideration of approving Committee Agenda for September 21, 2010.

Motion by Councilor Irelan, seconded by Mr. Uhlhorn to approve Agenda for September 21, 2010, subject to adding Item # 4.0, Request for Carryover of Annual Leave and Item #5.0 Update on buoy line. Motion carried 3-0.

2.0 Consideration of approving Minutes of Committee meeting held on August 3, 2010.

Motion by Councilor Irelan, seconded by Mr. Uhlhorn, to approve Minutes of meeting held on August 3, 2010. Motion carried 3-0.

3.0 Consideration of approving contract with Office Furniture Center to provide furniture for the Town's new Municipal Center.

Chief Williams briefly reviewed his memo relative to the selection of Office Furniture Center (OFC) as vendor to provide office furniture for the new municipal center. He stated that Bonnie Dhonau had produced a spreadsheet of items needed to ascertain consistency for bidding purposes. All bids came within same price range of \$86,000. Councilor Irelan and staff members visited several vendors and reached a consensus regarding the laminate color, style of desks, guest chairs, task chairs, filing cabinets, benches and chairs for common areas and library shelving offered by OFC.

At the Council meeting on September 22, 2010, the Building Committee will recommend Council approval of OFC as office furniture vendor.

James J. Lawrence
Mayor

Joan G. Herndon
Vice Mayor

Carole Irelan
Councilor

Steve Sutch
Councilor

William F. Smith
Councilor

E.D. Williams
Town Administrator
Chief of Police

Mary Karayianes
Director of Finance
and Personnel

Marcia Grantham
Town Clerk

James Yacavone
Town Attorney

Lawrence G. Nayman
Building Code
Administrator

A representative from OFC is scheduled to meet in the library with each Council and staff member on the afternoon of Wednesday, September 29th to finalize specifics.

Committee discussed the feasibility of selling existing furniture, and using some of the existing equipment that is in good condition.

Councilor Irelan praised Bonnie Dhonau for the enormous amount of work done in providing the spreadsheet for price comparisons.

4.0 Consideration of request for carryover of annual leave into FY 2010/2011.

Chief Williams explained that he and Major Hughes were unable to use vacation hours in excess of 240 hours, and requested they both be allowed to carry the hours over into FY 2010/2011, with the understanding they take the time off before December 31, 2010.

Motion** by Councilor Irelan, seconded by Mr. Uhlhorn, to approve extending vacation hours for Chief Williams and Major Hughes into FY 2010/2011, provided the hours are taken before the end of the calendar year 2010. **Motion carried 3-0.

5.0 Update relative to buoy line.

Chief Williams reported only 2 buoys remained out of 34 buoys originally launched prior to beach re-nourishment, as a water safety issue to keep boats from coming in too close to shore. Problems evolve from the water being too shallow and crabbers cutting the lines, as traps become entangled with the crab traps. The town has spent more than \$46,000 in buoy maintenance since the project's inception, with some expenses being reimbursed by FEMA. Recently a citizen complained that boats were coming in too close to the shore line and were endangering swimmers and reported this to the Fresh Water Game Commission (FWGC).

The Chief recommended Council de-activate the buoy permit, since the program is not working, maintaining them is costly, requires placement by professionals who must deploy in compliance with statutes and GPS coordinates, and additional buoys will have to be re-permitted and placed further from shore. He recommended repeal of the Ordinance which established a buoy line and safety zone and sending a letter to FWGC notifying of the repeal. This matter will come before the Council for consideration on October 12, 2010.

The Administrative and Finance Committee meeting adjourned at 2:37 P.M.

Elaine Jackson
ELAINE JACKSON, MMC
Deputy Town Clerk