

**MINUTES  
TOWN OF MONTVERDE  
SPECIAL TOWN COUNCIL MEETING**

**February 25, 2014**

The Town of Montverde met in special session on Tuesday, February 25, 2014 at 7:00 PM in the Town Hall Auditorium.

**Council Present:**

President Glenn Burns  
Vice President Joe Wynkoop  
Jim Peacock

**Council Absent:**

Jim Pierce  
Arthur Nix

**Staff Present:**

Mayor Troy Bennett  
Mary Gillis, Finance Director and Town Clerk

Mary Gillis called the meeting to order at 7:12 PM and Mayor Troy Bennett led the Pledge of Allegiance.

Mary Gillis performed the roll call and it was determined that a quorum was present.

**NEW BUSINESS**

**Committee Roles and Responsibilities**

Mayor Troy Bennett stated that the purpose of the Special Meeting was to get all of the committee members together, so that they may meet one another, to explain to them their roles and responsibilities, and to give them a chance to interact with Mayor and Council.

Mayor Bennett then stated that he wanted to explain to the committee members "Who They Were". He said that committees are the core of Montverde. They represent the citizens of Montverde, and act as Council's "right-hand-man". He stated that it is the committee's job to come to Council with ideas and visions, and to report to Council.

Mayor Bennett then discussed "Who They Are Not". He said that committee members are not decision makers, and have no vote on Council. He said that members vote among their group, and provide recommendations to Council. He said that committee members cannot bind the Town into a contract, nor can they sign documents or agreements, acting as representatives of the Town.

Mayor Bennett then discussed the Sunshine Law. He said that when it came to the Sunshine Law, that perception was just as important as reality. He said that committee members can talk to Councilman individually. But he told committee members to be careful not to be a conduit from one Councilman to another. He told members to particularly be careful of emails.

The role of Town Hall was then discussed. Mayor Bennett told committee members to utilize Town Hall employees to make copies, put items on the website, and to get general guidance on issues. He said that committee members can call, email, or text him at any time if they have questions or needs.

Mayor Bennett told committee members that their first order of business should be to set a date for their first meeting. He said that they must let the Town Clerk know when each meeting is to occur so that the Town Clerk can properly advertise. He stated that committees should elect a President and Secretary, who takes minutes of each meeting. Minutes should be brought to Town Hall to go into the Council books. He said that Minutes need not be approved before they are included in the Council books. Mayor Bennett also explained that committees should submit an agenda to Town Hall when a meeting is scheduled.

Committee member Jim Ley asked Mayor Bennett where they can have meetings. Mayor Bennett explained that members can meet in the Community Building, Town Hall, Library, Mayor's Office, and Sheriff's Substation. He said that committees should coordinate with Town Hall for meeting sites.

Mayor Bennett also stated that committee members should contact Town Hall if they need documents, supplies, etc. Committee member Bill Broecker stated that he would like to see crime statistics for his committee. Mayor Bennett told him to contact Mary Gillis with that request and she would get the information for him.

Mayor Bennett then asked Councilmembers if they had any direction for committees. The Councilmembers said that they did not. Mayor Bennett stated that he thought a priority for the Cemetery Committee should be to call those people with reservations to find out if they still intend to use them. He stated that he knows that several people who have reservations have passed away, and are buried somewhere else. He stated that the current Cemetery Ordinance has no requirement for follow-up after the reservation is given.

Mayor Bennett stated that there are no Boards here tonight, because they are quasi-judicial, like Council. There is the Planning and Zoning Board and the Code Enforcement Board. He stated that these Boards have different rules and requirements than committees. Mayor Bennett then said that he was thinking that they might put one more committee together for water services, such as the Lowry Road project.

Mayor Bennett advised the Public Safety Committee that they should also work with the Fire Department, not just the Sheriff's Office. He said there are some outstanding issues with the Fire Department that they would like guidance on, such as if there is a need for a certified building inspector.

Mayor Bennett asked Council again if there was anything else they would like to discuss. He reminded the audience that Council could not be completely involved with committees. Councilman Joe Wynkoop stated that he thinks Councilmembers can be involved in committees, they just cannot influence a vote. Councilman Glenn Burns replied that he remembered that Town Attorney Anita Geraci-Carver told Council that it is best to stay away from committee meetings. Mayor Bennett responded that he

remembered that as well, and that it was definitely against Sunshine Law for two Councilmembers to be at the same meeting. Councilmember Joe Wynkoop replied that he knew that two Councilmembers cannot be at the same meeting, but stated again that he thought it was ok for Councilmembers to be involved. Mayor Bennett then replied that it would be redundant for a Councilmember to be involved in a committee.

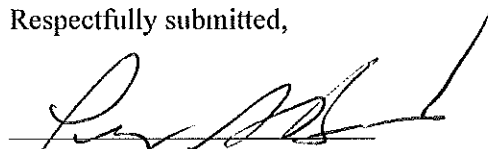
Committee member Jim Ley asked for a listing of other committee members and their contact information. Mayor Bennett responded that he would have Mary Gillis forward each member all contact information.

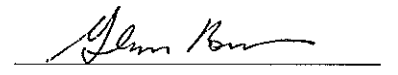
Mayor Bennett then stated that the next 15-30 minutes would be for committee members to get together, exchange information, and ask any questions of Council and staff.

**ADJOURN**

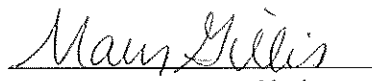
**Meeting adjourned at 8:15PM.**

Respectfully submitted,

  
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Troy A. Bennett, Mayor

  
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Glenn Burns, Council President

ATTEST:

  
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Mary Mason, Town Clerk

