



# Town of Orchid

Wednesday, April 3, 2024 at 9 a.m.

Orchid Island Beach Club  
1 Beachside Drive, Orchid, FL 32963

## Town Council Meeting Minutes Regular Meeting

### 1. Call to Order

Mayor Gibbons called the meeting to order at 9:02 a.m.

### 2. Roll Call

**Present:**

**Town Council**

Mayor Robert Gibbons  
Vice Mayor Paul Knapp  
Councilmember Mary Jane Benedetto  
Councilmember John Heanue  
Councilmember James Raphalian

**Town Staff**

Cherry Stowe, Town Manager  
Jane Garcia, Town Clerk  
D. Johnathan Rhodeback, Town Attorney

**Guests**

James Cannon, Intergovernmental Coordinator, St. Johns River Water Management District

### 3. Preliminary matters; agenda additions, deletions, or modifications

There were none.

### 4. Public Participation None

There was none.

### 5. Consent Agenda

Approval of the minutes:

- Regular meeting of March 6, 2024
- Workshop of March 12, 2024

**Councilmember Knapp moved to approve the meeting minutes of March 6, 2024 and the workshop minutes of March 12, 2024.  
Councilmember Heanue seconded the motion.  
All Councilmembers were in favor.**



## 6. Proclamation

Proclamation for April as Water Conservation Month in coordination with the St. Johns Water Management District

A proclamation recognizing April as Water Conservation Month in coordination with the St. Johns River Water Management District was read by the Town Clerk. Mr. James Cannon, Intergovernmental Coordinator from the District, accepted the proclamation and made comments regarding water as a precious commodity in Florida.

## 7. Town Council Business

### A. Building Official Services Agreement with CAP Government

The Town Manager gave an overview of the situation with the current provider of Building Official services and laid out the anticipated benefits of changing providers. She advised that the current contract with M. T. Causley expires November, 2025 but can be canceled with 30 days' notice.

Regarding the newly proposed firm, she advised that the Town Clerk reached out to three municipalities to obtain their view of CAP Government's quality of service, and all three expressed exemplary results, with slow billing as the only negative attribute. The Town Manager described the details of the proposed contract and that it would not be based on an hourly rate, but on a revenue sharing concept with 60/40 split (CAP 60%/Town 40%). Vice-Mayor Knapp noted that this would likely encourage a timelier completion of duties.

After much discussion, it was decided that M. T. Causley should be kept in service until after the Orchid Island Golf & Beach Club's current projects are complete or at a good handing-off point, which was expected to be around April 15, 2024.

**Councilmember Raphaelian made a motion to approve the CAP Government Contract to commence on April 15, 2024.**

**Mayor Gibbons seconded the motion.**

**All Councilmembers were in favor.**

### B. Authorization to Dispose of Surplus Furniture and Equipment

- Panasonic Phone System
- Mesa Safe
- Staff desks (x3)
- Workstation
- Filing Cabinet
- Printer-Scanner
- Refrigerator

The Town Manager gave an overview of the excess furniture and equipment which has remained at the prior Town Hall since the Town's offices were moved to new premises with new furnishings on March 19. She advised that the items listed each have a value which exceeds the \$500 threshold (at time of purchase), and therefore, requires Town Council approval for disposal. She added that there were also five Lenovo



laptops that were previously disposed of and that they had been replaced with three new laptops for staff, with the Town Council's knowledge at the time but without official approval recorded in the minutes then. She said the other surplus items would be listed with GovDeals to try to recoup some of the current value of each item, as had been done with those laptops.

She advised on the realtors reports of recent showings of the former Town Hall. The Town Manager said that one of the prospective buyers expressed interest in the furniture, which could be another avenue for disposition. She noted that the sale of the property would include several other assets for which disposition would be considered approved upon approval of the sale, these included, apart from the building, the air conditioning unit, water heater, hurricane shutters and tile flooring.

**Councilmember Heanue made a motion to declare the listed items (Including the five laptops) surplus and authorize their disposition in the manner deemed most appropriate by the Town Manager.**

**Councilmember Benedetto seconded the motion.**

**All Councilmembers were in favor.**

## **8. Councilmember Matters of Interest and Committee Reports**

Mayor Gibbons advised he had recently approved two applications for Minor Modification of approved site plans of the Orchid Island Golf & Beach Club. He noted that there were no comments or concerns reported to the Town Manager regarding these applications, which had been forwarded to all Councilmembers in advance of approval by the Mayor. He reminded the Council that the applications regarded minor changes to walkways for ADA compliance as well as drainage adjustments for the sports facilities project on the 510 Commercial Property and roof drainage and grease trap infrastructure for the Golf Clubhouse project.

## **9. Town Staff Reports**

The Town Manager advised that the streetlight painting project was underway, and that she was unable to provide an estimate on how long the project would take considering unknown weather conditions.

The Town Manager advised that the qualifying period for the Town Council election began at 8:00 am on April 1, 2024, and would end at 4:00 pm on April 30, 2024. Vice-Mayor Knapp shared that he would be submitting his application within the next week. He asked if the Town could announce who is running throughout the qualifying period. After confirming with the Town Attorney, the Town Manager advised that indeed that information is public record.

The Town Manager advised that available dates for the September budget hearing are Sept 16 & 23, 2024, which are two consecutive Mondays. She advised that she has heard from two Councilmembers confirming availability thus far. She asked for confirmation from those Councilmembers who have not yet confirmed.



The Town Manager reminded the Council that on April 19, 2024 the Treasure Coast League of Cities would hold its only in-person Ethics Class for the year. She advised on the location, time, and registration process, and stated she'd resend the email that included these details, as well as the other options for meeting the annual statutory requirement for class hours. The Town Manager indicated that the in-person class and live webinars provide attendees with proof of attendance with a certificate.

The Town Manager gave an overview of the change in how bank interest is calculated by Valley National Bank. She stated that effective May 1 this would result in a reduction in interest from 5.239% to 4.5% on the Town's checking account balance. Vice-Mayor Knapp suggested that Councilmember Heanue work with the Town Manager to investigate investment options.

The Town Manager provided an update regarding the Indian River County Request for Proposals for waste hauling services and reminded the Council how that process could inform the Town's own procurement process in advance of the expiration of its agreement with Waste Pro at the end of September, 2025. She indicated various options to explore in obtaining a new contract for trash collection, including piggybacking, piggybacking with enhanced services, or contracting directly with a willing vendor. She noted that for recycling services the Town would automatically be included in the County's agreement and would need to negotiate with its selected hauler for garage-side service, for which the Mayor expressed continued preference.

Orchid Island Golf & Beach Club General Manager Rob Tench inquired about the County's future contract in regard to commercial services, and whether the Club would be included in the Town's (piggyback) agreement, to which the Town Manager responded that she was not sure about the details of the County's yet-to-be-negotiated contract, but added that she was aware the Club would like to be excluded from any Town arrangement for trash and recycling collection in the future.

## **10. Confirmation of next meeting date and adjournment**

Mayor Gibbons reminded everyone that the next Town Council meeting is scheduled for Tuesday, April 30, 2024 at 9:00 a.m. at the Orchid Island Beach Club and will include the Budget Workshop.

**Mayor Gibbons moved to adjourn the meeting.**

**Vice-Mayor Knapp seconded the motion.**

**All Councilmembers were in favor.**

The meeting was adjourned at 10:25 a.m.

*These minutes were approved by the Town Council at the regular meeting of April 30, 2024.*

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Jane Garcia, CMC  
Town Clerk

