

# TOWN OF BAYVIEW

## BOARD OF ALDERMEN

JANUARY 21, 2016

TOWN OFFICE

104 SOUTH SAN ROMAN, BAYVIEW, TEXAS

**Elected Officials Present:** Mayor Steenbock, Alderman Lewis, Alderman Mullendore, Alderman Stachowiak, Alderman Deason.

**Elected Officials Absent:** Alderman Lowder

## REGULAR MEETING

### GENERAL

1. *Call to order.* – The meeting was called to order at 6:30 p.m.
2. *Pledge of Allegiance.* – The Pledge Allegiance was recited.
3. *Mayor's welcoming comments.* – Mayor Bob Steenbock welcomed those in attendance. The Mayor Congratulated Bayview's Building Inspector David Travis for passing his Plumbing Inspectors Exam.
4. *Public Comments and Announcements - This is an opportunity for citizens to address the Town Council on matters relating to Town business, issues, concerns, or interests, including items on the agenda. Speakers are required to state their names for the record and to limit their comments to three minutes. Note: State law does not permit the Mayor/Aldermen to discuss, debate, or act on items that are not on the agenda. Persons making comments and announcements may be referred to Town Staff for follow up or to have items placed on the agenda for a future Town meeting.*

-Ron Heinz had several items he was concerned about:

- a) Poco Parte (The bridge on Camp Rd.) He sent pictures to the town email showing the condition of the road.
- b) Questioned the quote of asphalt to be used on Marks road. He stated that all of Bayview's roads have chip seal. Mr. Heinz noted that price looked high and that Poco Parte gets about 20 times as much of traffic as his road and needs it just as bad.
- c) There have been an accumulation of old Minutes and it seems a little "fishy".
- d) Mr. Heinz is against any variation or ordinance update to allow a variation for signs for the Fire Department. He states it will block the view of traffic.

-Anne Wallace – Brought to the towns attention that the "Bayview City Limits" sign is down on 2480. It was removed during the road work. She was wondering if the officials knew of it and when it could be put back.

## ACTION ITEMS

### Old Business

1. *Approval or rejection of the November financial report.* ~CT – Last month an item was categorized incorrectly. Julia wrote a check that was incorrectly categorized. Connie did not catch it. Alderman Deason mentioned it and it was corrected. A motion to approve the November

financial report was made by Alderman Mullendore. Second: Alderman Deason. All in Favor. Motion Carried.

2. *Approval or rejection of Meeting Minutes October 15, 2015.* ~RS – Alderman Deason pointed out several items he felt were incorrect. Alderman Lewis provided a different perspective on these items. Alderman Stachowiak and Lewis debated how minutes should be done. There was a motion to Table the minutes of October 15, 2015 by Alderman Lewis. Second: Alderman Deason. Alderman Mullendore, Lowder and Stachowiak abstain. Motion carried. After the motion Alderman continued to debate the item. The Board then called for another vote on Alderman Lewis's motion to table the October 15, 2015 minutes, Second: Alderman Deason. All in favor. Motion carries

### **New Business**

3. *Approval or rejection of the December 2015 financial report with current projected balances.* ~CT – Alderman Deason questioned the ERHW water bill and the phone. Mayor Steenbock responded that if the question had been emailed prior to the meeting he could have looked into it. Julia mentioned that the AT&T plan was approved by then Mayor Pro Tem Deason. Alderman Deason questioned the Exced internet bill. Mayor Steenbock explained the history of the bill, overages and outages. Motion was made by Alderman Stachowiak to approve the December 2015 financial report and current projected balances. Second: Alderman Mullendore. All in Favor. Motion Carried.
4. *Approval or rejection of transferring \$6,167.93 from the Ad Valorem account to the General Fund. This transfer is necessary to meet current expenses including completion of audit FYE September 2015. I have added \$1,000, to Connie's projection, to pay the Building Inspector fee.* ~RS. – No Comment by Alderman Lewis, Mullendore and Stachowiak. Alderman Deason detailed the amount the Building Inspection fees brought in and the portion that will be paid to the Building Inspector. He then questioned which employee would be paid out of the \$1,000. Mayor Steenbock questioned Alderman Deason's conclusion and mentioned the town had an obligation to pay the secretary. Alderman Deason stated that the Building Inspector paid his because he brought in that money. Alderman Lewis pointed out the inspection fees come in over a period of time and wanted to know why we keep bring up the Secretary hours. Alderman Deason pointed out we are \$1,100 negative taking out the audit. He asked if this was going to be recurring. Connie Travis explained the money needed to be transferred particularly because two items were not in the budget. \$800.00 for the windstorm certificate and \$265.00 for the hurricane shutter installation. Those items were authorized by the BOA but not included in the budget. Mayor Steenbock mentioned that according to the budget 12,000 is available to move from the Ad Valorem Account to the General Fund Account to pay expenses. A motion was made by Alderman Lewis to move \$6,167.93 from the Ad Valorem Account to the General Fund to pay expenses. Second: Alderman Mullendore. All in Favor. Motion Carried.



5. *Approval or rejection of Meeting Minutes November 12, 2015.* ~RS – Alderman Stachowiak felt the transcription was OK but should not be done every time. Mayor Steenbock responded that Alderman Lewis requested more detail. She was told that she would need to provide said detail and it must be accurate. Alderman Lewis stated she did not feel there should be rules on how much or how little is included. Alderman Stachowiak did not feel it was fair because some people did not have the time to dedicate to a transcription. Alderman Deason was troubled by the fact that the discussion on the website was not more detailed. Alderman Deason supported making a synopsis. Alderman Lewis supported uploading videos to the internet. A Motion was made by Alderman Mullendore to approve the November 12, 2015 Meeting Minutes. Second: Alderman Lewis. Alderman Stachowiak: Abstain. Alderman Deason: Abstain. Motion Carried.
  
6. *Approval or rejection of Meeting Minutes November 19, 2015.* ~RS – Alderman Mullendore had not comment. Alderman Lewis questioned the public comments. Alderman Stachowiak had not comment. Alderman Deason questioned the public comment section and items 6,7,8 and 9. Alderman Deason also questioned how he numbered the agenda when he made it. A motion was made by Alderman Mullendore to approve the November 19, 2015 minutes. Second: Alderman Lewis. Alderman Stachowiak: Yea. Alderman Deason: Abstain. Motion Carried.
  
7. *Approval or rejection of Meeting Minutes December 17, 2015.* ~RS – No comment by any Alderman. A motion was made by Alderman Deason to approve the December 17, 2015 Meeting Minutes. Second: Alderman Mullendore. Alderman Stachowiak: Abstain. Alderman Lewis: Yea. Motion Carried.
  
8. *Approval or rejection of the Building Inspectors report.* ~DT – Alderman Lewis commented on the permit numbers. Alderman Mullendore appreciated the amount of detail the BI puts in his job. Alderman Stachowiak agreed. Alderman Deason agreed and asked about the excel spreadsheet. Mayor Steenbock said it would be reviewed and updated. A motion was made by Alderman Stachowiak to approve the Building Inspectors report December 10, 2015 to January 14, 2016. Second: Alderman Mullendore. All in Favor. Motion Carried.
  
9. *Approval or rejection of Building inspector fees.* ~DT – No comments by Alderman. A motion was made by Alderman Stachowiak to approve the Building Inspectors Fees report December 10, 2015 to January 14, 2016. Second: Alderman Mullendore. All in Favor. Motion Carried.

**Building Inspector Report for December 10, 2015 to January 14, 2016**

Final Inspections	Permit Number	Permit Fee	Pay Rate	Payable to Building Inspector
Ruben Ramirez House 115 San Jose Ranch Road	20150511(A) - Building	\$739.00	50%	\$369.50
	20150511 - Electrical*	\$50.00	2/3	\$33.33
	*First Electrical Permit - Roman's Electric			

20150825 - Plumbing	\$75.00	2/3	\$50.00
201512?? - Electrical**	\$75.00	2/3	\$50.00
**Second Electrical Permit - Bernard's Electric			
201512?? - Propane Tank	\$75.00	2/3	\$50.00

Michael Hufham  
112 Red Crown

20150326 - Building	\$684.00	50%	\$342.00
20150406 - Electrical	\$50.00	2/3	\$33.33
20150421 - Plumbing	\$50.00	2/3	\$33.33

Total Permit and Inspector Fees	\$1,798.00	\$961.49
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Re-Inspections	Reason and Date	Fee
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Ruben Ramirez	Re-inspect final on December 22, 2015	\$75.00	100%	\$75.00
	Re-inspect plumbing on December 23, 2015	\$75.00	100%	\$75.00

Michael Hufham	Re-inspect final on December 23, 2015	\$75.00	100%	\$75.00
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Robert Moya	Re-inspect rough-in on January 12, 2016	\$75.00	100%	\$75.00
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Total Re-Inspection Fees	\$300.00	\$300.00
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Plumbing Inspection Fees***	Reason and Date	Fee
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\*\*\*Plumbing inspections by a third party will no longer be necessary.

Ruben Ramirez	Final Inspection on December 22, 2015	\$50.00	100%	\$50.00
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Michael Hufham	Final Inspection on December 22, 2015	\$50.00	100%	\$50.00
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Total Plumbing Inspection Fees	\$100.00	\$100.00
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\$2,198.00	\$1,361.49
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10. Approval or rejection of OSSF Inspector's fees on Mackara property. \$100.00 re-plat fee and \$75.00 probe inspection~ RC – Alderman Deason questioned the status of the OSSF forms. Alderman Lewis questioned the amount due verses the amount the town collected. Mayor Steenbock offered explanation. A motion was made by Alderman Lewis to approve the OSSF Inspectors Fee for the Mackara property of 175.00. Second: Alderman Stachowiak. All in Favor. Motion Carried.

11. discussion and possible action on moving forward to a public hearing to allow a change to the Dist. C Commercial Sign ordinance That would allow;  
**Signs in the Commercial District for buildings that house emergency First Responders and the entrances and exits of their emergency vehicles, can be granted latitude as to**



***the size, shape, and placement of those signs, with prior approval of the Board of Aldermen.*** ~LD— Alderman Deason explained his proposal. Alderman Stachowiak supported accommodating the LFFVFD. Alderman Mullendore agreed. The BOA discussed in depth different options on how to handle the Los Volunteer Fire Department Bayview Station sign. The problem is that the sign is too large and has already been purchased. Aldermen Lewis stated that recently another large sign was removed at the BOA's request because it exceeded the town ordinances dimensions. Aldermen Lewis also suggested that the town of Bayview could donate a sign in the appropriate measurements so that the Los Fresnos Volunteer Fire department wouldn't have to spend additional money on a new sign. Mayor Steenbock offered to speak to Chief Daniels and see if they could come to an agreement. Alderman Deason made a motion to Table item number 11. Second: Alderman Stachowiak. All in Favor. Item Tabled.

12. *Approval or Rejection of referring Dr. Kelly D. Hanna to the Building and Standards Commission for failure to comply with Bayview ordinances at 123 Mockingbird Lane.* ~RS— There were several ideas discussed by the Aldermen on how to proceed with handling of this situation. Alderman Deason stated he believed Dr. Hanna was fully aware of the need for a permit. Dr. Hanna read a statement stating that after reading the ordinances he believed that he was in compliance of the ordinances and didn't need a permit since it was just a cosmetic altering. Alderman Lewis she did not like punitive actions and would rather everyone followed the rules. Alderman Stachowiak and Deason made additional comments about moving forward with referral. A motion was made to Table item #12, Approval or Rejection of referring Dr. Kelly D. Hanna to the Building and Standards Commission for failure to comply with Bayview ordinances at 123 Mockingbird Lane, by Alderman Lewis, Second: Alderman Stachowiak. All in Favor. Item Tabled.

13. *Approval or rejection on authorizing the Mayor to manage the town website. This could include shutting down website until such time as we can either update properly or replace. We are currently not in compliance with state regulation on posting of budget. There may be other regulatory issues I have not yet identified.* ~RS— Mayor Steenbock asked Susan Heinz if she would be willing to help with this project. She accepted. After explanation Mayor Steenbock asked if that sounded like a reasonable plan of attack. All alderman agreed. Alderman Deason did not want the website shut down. Alderman Deason agreed with the Mayor on a 48 hour time limit to have it down. A motion was made by Alderman Mullendore to authorize the Mayor to manage the town website. Second: Alderman Stachowiak. All in Favor. Motion Carried.

14. Discussions and possible action on establishing a bi-weekly pay schedule for Town Secretary and Bookkeeper. ~RS. — Mayor Steenbock stated the current pay schedule is in compliance with state law. Connie and Julia both said it would be convenient. Alderman Lewis mentioned the need to approve some of the pay items. Alderman Deason pointed out that he thought this would result in an increase in pay because there would be 26 pay periods. Alderman Deason suggested setting an agenda item to increase the bookkeepers pay. Alderman Lewis questioned Alderman Deason's conclusion that the pay would be increased due to the change. Mayor Steenbock clarified the intention was to set a semi-monthly pay cycle. After additional discussion the Board of Aldermen decided to keep the current monthly pay schedule. A motion was made by

Alderman Deason to not establish a bi-weekly pay schedule. Second: Alderman Mullendore.  
All in Favor. Motion carried.

15. *Approval or rejection on establishing a working group to develop a long range road plan. ~RS –*  
Mayor Steenbock expressed his desire to have a plan outlining future road work. Alderman Deason gave the history of road work and the difficulty of doing it with loans. Alderman Deason proposed that he, Alderman Stachowiak and Mayor Steenbock be the working group that would develop a long range road plan. A motion was made by Alderman Stachowiak to establish a working group to develop a long range road plan spear headed by these three officials. Second: Alderman Mullendore. All in Favor. Motion Carried.

16. *Approval or Rejection of proposal from Alderman Mullendore for the repair of West Reparo. Mr. Villafranca has told Alderman Mullendore he would provide a backhoe and operator. ~ MM*

30 Tons Asphalt	\$1,950.003
Dump Truck Loads	\$450.00
Small Roller	\$140.00
Total	\$2,540.00

Alderman Mullendore stated that it's been a number of years since anything has been done to this road. Alderman Mullendore wants West Reparo circle to be referred to by its name and not as his road. The last time anything was done was when the slurry was put down. Alderman Deason stated that the road does not have a base. The road is full of pot holes and lumps where instant road repair has been put in. The estimate was obtained through Roger Mantony. The quote is for asphalt. Alderman Mullendore received the above bid from Rodger Mantony and said this proposal is the bare minimum. Half of West Reparo is a county road which further complicates the matter. Alderman Deason suggested a firm quote and suggested increasing the amount. There was discussion on the Poco Parte bridge as who uses it and what part of Bayview it is in. There was a lot of disagreement on prioritizing West Reparo, East Reparo and Poco Parte bridge. Alderman Lewis suggested a short term road plan to deal with these roads. A motion was made by Alderman Mullendore to Table item number 16 and make these 3 roads priority. Second: Alderman Deason. All in Favor. Motion Carried.

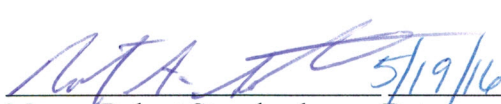
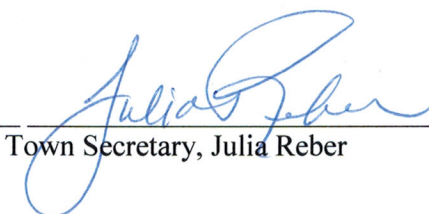
- 17 *Future Agenda Items – Any current member of the Board may add one agenda item to the agenda of a future meeting specified by that Alderman. No agenda item added by an Alderman may be removed, altered or modified without the written consent of the Alderman adding the agenda item unless the language or content of the agenda item conflicts with state or local laws. None Added.*



## Discussion Items

1. *Rio Grande Regional Water Planning Group- Solicitation of Nominations.* – No nomination.
2. *Emergency management updates Tom Rodino.* Mr. Rodino was not present. Mayor Steenbock related there may be grant money at some emergency management seminars. Tom and Jeneria are interesting in attending.
3. *Progress report on items paid by "Auto Pay" drafted on debit card. Julia Reber* - A list was recited and all auto payments, debits are in order. One Check is written to the ERHW.
4. *Report on obtaining wind storm certificate. Robert Steenbock* - There is another engineer that has filed a WPI 1 on this certificate. Mayor Steenbock is working on getting this problem resolved.
5. *Discussion on the need for the Town office to have a professionally installed and monitored video surveillance system for both the office & meeting room, along with cameras for the exterior of the building. Scott Stachowiak.* Alderman Stachowiak will collect more information.
6. *Update on key control. Robert Steenbock.* – It is still uncertain how many sets of keys are floating around to the town office. Alderman Deason thinks changing the locks is imperative.
7. *Update on internet usage. Robert Steenbock* – The excessive, unexplained usage had been logged and has slowed down to the original 10GB.
8. *Discussion on the speed bump drive around problem on North San Roman. Robert Steenbock.* – many ideas were discussed, but no decision made.
9. *Discussion on the 2480 road project final inspection. Leon Deason.* Dick will compile a list.
10. *Discussion on the proper place to file Article X certified copy of 11/19/2015. Robert Steenbock.* – Mayor Steenbock will find an appropriate place to keep the certified Article X copy.

A Motion to adjourn the meeting was made by Alderman Deason. Second: Alderman Stachowiak  
All in Favor. Motion Carried. Time- 8:34

	5/19/16		5/19/16
Mayor, Robert Steenbock	Date	Town Secretary, Julia Reber	Date