



# Town of Ponce Inlet

## Town Council Regular Meeting Minutes

### January 21, 2016

- 6 **1. CALL TO ORDER:** Pursuant to proper notice, Mayor Smith called the meeting to order  
7 at 6:02 p.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.  
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- 9 **2. PLEDGE OF ALLEGIANCE:** Mayor Smith led the attendees in the Pledge of  
10 Allegiance.  
11
- 12 **3. ROLL CALL:**  
13 **Town Council:**  
14 Mayor Smith, Seat #1  
15 Councilmember Milano, Seat #2  
16 Vice-Mayor Hoss, Seat #3  
17 Councilmember Perrone, Seat #4  
18 Councilmember Paritsky, Seat #5  
19
- 20 **Staff Members Present:**  
21 Ms. Cherbano, Human Resource Director/Deputy Clerk  
22 Chief Fabrizio, Police Chief  
23 Mr. Gunter, General Manager of Public Works  
24 Ms. Hunt, Recording Secretary  
25 Chief Scales, Fire Chief  
26 Attorney Shepard, Town Attorney  
27 Ms. Witt, Town Manager  
28
- 29 **4. ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA.** None.  
30
- 31 **5. PROCLAMATIONS, PRESENTATIONS, AND AWARDS:**  
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- 33 **Mayor presents the State of the Town Address.** Mayor Smith read the State of the  
34 Town Address (Attachment A) into the record.  
35
- 36 **A. Presentation of plaque to the Town's Employee of the Year:** Mayor Smith  
37 presented Fred "Butch" Robidoux, Administrative Assistant, Police Department with a plaque for  
38 Employee of the Year 2016 and congratulated him for his outstanding service to the Town.  
39
- 40 **C. Certificate of Appreciation to the Christmas Parade Committee:** Mayor  
41 Smith presented Mr. Jim Hinson with a Certificate of Appreciation as the Chairman of the  
42 Christmas Parade Committee for the seventh annual Ponce Inlet Christmas Parade. Mr. Hinson  
43 recognized its members and spoke highly about the Christmas Parade Committee.  
44
- 45 **6. CONSENT AGENDA:** Mayor Smith asked Council if there was anything they would like  
46 to remove from the consent agenda or to discuss. Mayor Smith asked for Council comments –  
47 hearing none – closed Council comments. Mayor Smith asked for public comments – hearing  
48 none – closed public comments.

- 49 A. Approval of the Town Council workshop minutes – December 17, 2015.
- 50 B. Approval of the Town Council regular meeting minutes – December 17, 2015.
- 51 C. Approval of payment of legal bill in the amount of \$37,615 (\$35,957 of which is  
52 related to the Pacetta vs. Town lawsuits) – dated January 7, 2016.
- 53 D. Approval of an application being submitted to the Federal Assistance to  
54 Firefighter Grant Program to purchase communications equipment; the  
55 application for a \$128,000 grant would require a five percent match from the  
56 Town, \$6,095 which has been budgeted.
- 57 E. Approval of modification in the technology budget to move forward with the  
58 upgrade of the financial, human resource, and utility billing software and to  
59 postpone the building department upgrade by three months; this will require  
60 additional current year funding in the technology division in the amount of  
61 \$36,500 in the current year, which may be available from other areas of the  
62 budget prior to year end.

63 Councilmember Paritsky moved to approve the consent agenda, seconded by Councilmember  
64 Hoss. This motion PASSED by consensus, 5-0.

66 **7. OLD/NEW BUSINESS ITEMS PREFERRED AT THE BEGINNING OF THE MEETING:**

67

68 **A. Report from the Christmas Parade Committee.** Mr. Hinson, Chairman of the  
69 Christmas Parade Committee, provided Council with the 7<sup>th</sup> annual Ponce Inlet Christmas  
70 Parade report and asked that the remaining balance of funds be rolled over to next year's fund.  
71 He also requested Council's co-sponsorship for the 8<sup>th</sup> Annual Christmas Parade scheduled for  
72 December 3<sup>rd</sup>, 2016, to include continuing the in-kind staff time donation. He stated the parade  
73 was a success and it gets better every year. Mayor Smith commented that although it rained, it  
74 was a great event. Council echoed the Mayor's comments. Councilmember Paritsky made the  
75 motion to accept the parade Committee's report, allow the fund balance to remain in the  
76 account for next year, to approve co-sponsorship for 2016 Christmas Parade and provide an in-  
77 kind donation of \$500.00, seconded by Councilmember Perrone. This motion was APPROVED  
78 by consensus, 5-0.

79

80 **Consideration of appointments to the Canal Dredging Committee, specific to the Emerald**  
81 **Isle and Yacht Haven subdivisions.** Ms. Witt explained that staff received an application for  
82 the Ad Hoc Committee after the deadline; which is before Council for consideration. There was  
83 a brief discussion on whether to allow the application; Council chose to accept the application.  
84 Mayor Smith asked for public comments – hearing none – closed public comments.  
85 Councilmember Perrone made the motion to approve the revised list, with Ellen Pagliarulo's  
86 application, seconded by Councilmember Paritsky. This motion was APPROVED by consensus,  
87 5-0. Mayor Smith read Section 1 of Resolution 2015-17, which outlined the formation of the AD  
88 Hoc Committee and the strict limitations of this committee. Council members were then  
89 provided a voting form, which had the nine applicant's names, to select five Committee  
90 members by numbering them one through nine, with 1 being the first choice and so forth.  
91 Voting sheets were tallied and Ms. Witt announced the five lowest scoring applicants: Marc  
92 Bauerle, Henry Dreifus, Milton Evans, James Mather, and Brandon Roth. Mayor Smith asked  
93 for Council comments – hearing none – closed Council comments. Mayor Smith asked for

94 public comments – hearing none – closed public comments. Mayor Smith made the motion to  
95 approve the appointments to the Canal Dredging Committee as named, seconded by  
96 Councilmember Milano. This motion was APPROVED by consensus, 5-0.

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98 **8. PUBLIC HEARINGS - Quasi-Judicial:** None.

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100 **9. PUBLIC HEARINGS – Non-Quasi Judicial:** None.

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102 **10. CITIZENS’ PARTICIPATION -** None.

103  
104 **11. ORDINANCES (FIRST READING) AND RESOLUTIONS:**

105  
106 **A. Resolution 2016-01, adopting Goals for the Town for 2016 & 2017.** Attorney  
107 Shepard read the resolution by title only. A RESOLUTION OF THE TOWN COUNCIL OF THE  
108 TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA ADOPTING THE GOALS OF THE  
109 TOWN FOR 2016 AND 2017; PROVIDING FOR SEVERABILITY; PROVIDING FOR  
110 CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE. Ms. Witt  
111 explained the data collected at the workshop resulted in the list of goals. She stated that it is  
112 always a good idea to review these goals prior to adoption to ensure that these are in fact  
113 Council’s top priorities for the next two years. She stated that she had reviewed the area of a  
114 master plan with the Director of Planning & Development Aref Joulani, although, there can be  
115 advantages to having a master plan for the town; staff feels that it is not in the Town’s best  
116 interest to attempt to begin work on this within the next two years. Staff does however believe  
117 that revision of the sign ordinance should be included in the goal list. Ms. Witt also brought to  
118 Councils attention a prior discussion concerning a Charter review and if Council would like to  
119 consider beginning that process, it would be best to include it as part of these goals as well.  
120 Council members concurred, stating the Master Plan could be put on the shelf, they liked the  
121 idea of reviewing the sign ordinance and addressing the charter review, especially as it pertains  
122 to terms of office for Council members. Attorney Shepard stated the State wants every  
123 municipality within the same County to be on the same election schedule. He added that it  
124 seems Volusia County is already doing this, however he will get more clarification concerning  
125 this issue. Ms. Witt stated there is current legislation regarding this issue and Home Rule  
126 authority; if this law does not have an impact on the Town, then the Town should unite with  
127 other municipalities to protect the Home Rule authority. Mayor Smith asked for public  
128 comments – hearing none – closed public comments. Councilmember Milano moved to  
129 approve Resolution 2016-01, adopting Goals for the Town for 2016 and 2017, with the  
130 recommended changes as stated by the Town Manager, seconded by Councilmember Perrone.  
131 This motion was APPROVED 5-0, with the following vote: Councilmember Milano – yes,  
132 Councilmember Perrone – yes, Vice-Mayor Hoss – yes, Councilmember Paritsky – yes, and  
133 Mayor Smith – yes.

134  
135 **B. Resolution 2016-02, adopting a Social Media Policy for the Town.** Attorney  
136 Shepard read the resolution by title only. A RESOLUTION OF THE TOWN COUNCIL OF THE  
137 TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA AMENDING THE TOWN’S  
138 PERSONNEL RULES AND REGULATION TO INCORPORATE THE ADOPTION OF A  
139 SOCIAL MEDIA POLICY; PROVIDING FOR SEVERABILITY; PROVIDING FOR  
140 CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE. Ms.  
141 Zengotita, Parks/Rec & Museum Educator, explained that social media is a growing  
142 communications tool which would allow the Town to reach-out to the public and inform them on  
143 current events and information. She stated that the first step would be to create a Facebook®  
144 page that would allow the Town to communicate to residents, property owners and visitors’

145 information concerning town events and what is happening within the town. She stated she will  
146 act as Administrator for the site with oversight and approval of the town manager. Record  
147 retention was briefly discussed and Ms. Witt explained that the records are public records and  
148 requests will be processed like any other; the law requires retention for these types of media  
149 from two to three years. Council agreed that this is a great idea. Mayor Smith asked for public  
150 comments – hearing none – closed public comments. Councilmember Paritsky made the  
151 motion to approve Resolution 2016-02, adopting a Social Media Policy for the Town, seconded  
152 by Vice-Mayor Hoss. This motion was APPROVED 5-0, with the following vote: Councilmember  
153 Paritsky – yes, Vice-Mayor Hoss – yes, Councilmember Milano – yes, and Vice-Mayor Hoss –  
154 yes.

155  
156 **12. OLD BUSINESS:**

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158 **A. Consideration of expanding the salary study to incorporate a comparison**  
159 **of employee benefit packages.** Ms. Witt explained that this request came from the goals  
160 workshop. She noted that the employee benefit packet is comparable to other entities and felt  
161 the reason the town loses employees to other entities is due to salaries. She stated that there  
162 are two proposals for consideration: a cursory study costing \$2,000 or a detailed study costing  
163 \$5,000. Council discussed the benefit of having the benefits review comparison along with the  
164 salary survey for a complete comparison with what other entities offer employees. Mayor Smith  
165 asked for public comments – hearing none – closed public comments. Council consensus was  
166 to expand the salary study to include the detailed study at a cost of \$5,000.

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168 **13. NEW BUSINESS:**

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170 **A. Town manager’s annual performance evaluation.** Mayor Smith stated that  
171 the Town has a manager who does an impeccable job. Ms. Witt thanked Council for their  
172 evaluations and stated that they are a pleasure to work for; she also stated she has an  
173 incredible staff and thanked them and the town attorney for their dedicated work. She stated  
174 that the town has a great citizenry and was grateful to them as well. Council thanked Ms. Witt  
175 for the amazing job she provides to them and the residents. They also spoke about how well  
176 she is respected throughout the County. Mayor Smith asked for public comments – hearing  
177 none – closed public comments. Council consensus was to accept the performance evaluations.

178  
179 **B. Discussion of Board vacancies.** Vice-Mayor Hoss expressed her concerns  
180 with the Boards vacancies and potential quorum issues. She stated she appreciates all Board  
181 members for their volunteer service, but is proposing that membership be reduced from seven  
182 regular seats to five regular seats, with two alternate seats for all Boards, with the exception of  
183 the Accession Committee. She stated that this change could be done through attrition. Mr.  
184 Cannon, Chairperson of Planning Board, had no objection to this proposal. There was a brief  
185 discussion on alternate seats and how a regular vacant seat is filled; Ms. Witt reminded Council  
186 that there is a resolution in place for that process. Council agreed to direct the Town Manager  
187 to prepare a resolution and an ordinance (Parks Board) for the next Council meeting to reduce  
188 the number of Board members from seven to five through attrition.

189  
190 **14. FROM THE TOWN COUNCIL:**

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192 **A. Councilmember Paritsky, Seat #5** – Reported that the homeless subcommittee  
193 has presented its goals to the County for Volusia homeless. This proposal would allow one  
194 individual to coordinate the needs and the services of the homeless and also collaborate with  
195 other interested entities to develop and implement a comprehensive plan that would assist the

196 homeless in the County. She also thanked Ms. Witt for facilitating the goals workshop, noting  
197 that it was well organized and executed.

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199 **B. Councilmember Perrone, Seat #4** – thanked Mayor Smith for coming and  
200 presiding this meeting on his birthday.

201  
202 **C. Vice-Mayor Hoss, Seat #3** – reminded everyone that the dedication of  
203 Timucuan Oaks is Saturday, January 30<sup>th</sup> at 10:30 a.m. which will include a dedication memorial  
204 to Ms. Constance Hunter. She stated that it was a privilege to know Ms. Hunter and that she  
205 provided a lot of assistance and funding to the Town during her residency.

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207 **D. Councilmember Milano, Seat #2** – echoed prior comments and wished  
208 everyone a healthy and prosperous new year.

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210 **D. Mayor Smith, Seat #1** – None.

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212 **15. FROM THE TOWN MANAGER** – Ms. Witt reported that the sewer project on Inlet  
213 Harbor Road is underway and as of today, 156 linear feet of pipe has been installed. She  
214 provided Council with a calendar of upcoming meetings and events; noted that the Volusia  
215 League of Cities Dinner will be held on January 28<sup>th</sup>, and that the annual Ethics Training for  
216 Council is being held tomorrow at the Daytona campus of UCF.

217  
218 **16. FROM THE TOWN ATTORNEY.** Attorney Shepard reported the reply brief was filed on  
219 December 29<sup>th</sup>; his office has not yet received the Order regarding the panel or date for oral  
220 arguments.

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222 **17. ADJOURNMENT.** Mayor Smith adjourned the meeting at 7:44 p.m.

223  
224 Respectfully submitted by:

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226  
227  
228 \_\_\_\_\_  
229 Jeaneen Witt, CMC, Town Manager/Town Clerk  
230 Reviewed by: Kim Cherbano, CMC, Human Resources Director/Deputy Clerk  
Prepared by: Peg Hunt, Administrative Assistant / Board Secretary