



**Meeting Date:** June 23, 2016

**Agenda Item:** 7-B

## **Report to Town Council**

**Topic:** Request for a leave of absence for a Code Enforcement Board member

**Recommended Motion:** As determined by Council.

**Summary:** Please see attached staff report.

**Requested by:** Ms. Cherbano, HR Director / Deputy Clerk

**Approved by:** Ms. Witt, Town Manager



## MEMORANDUM

### TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
Through: Kim Cherbano, HR Director/Deputy Clerk   
From: Peg Hunt, Administrative Assistant/Town Board Secretary  
Date: May 25, 2016  
Subject: Request for Leave of Absence, Ms. Kellum - CEB

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**MEETING DATE:** June 23, 2016

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Attached please find an email dated May 24, 2016 wherein Ms. Kellum, seat #7 of the Code Enforcement Board has requested a leave of absence for the months of June, July, and August 2016.

If granted, the Code Enforcement Board will have five (5) active members available for board meetings during those months. Since this Board is a seven-member Board, four members are required to be in attendance in order to determine a quorum.

Pursuant to Resolution 2013-02, "*as a preemptive measure, a Board member may request in writing a leave of absence from the Town Council for illness, family emergencies, etc...*".

As always, please let me know if you have any questions and thank you for your consideration.

  
\_\_\_\_\_  
Peg Hunt, Town Board Secretary

May 25, 2016  
\_\_\_\_\_  
Date

Attachment(s):

1. Ms. Kellum's Leave of Absence request email & response
2. Resolution 2013-02, Uniform Minimum Attendance Standards
3. Code Enforcement Board Attendance Rosters (2015 complete & 2016 to date)
4. Code Enforcement Board Roster - 2016

/ph

## Hunt, Peg

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**From:** Hunt, Peg  
**Sent:** Wednesday, May 25, 2016 8:08 AM  
**To:** 'kellumjeanette@att.net'  
**Subject:** RE: CEB Leave of Absence Request

Ms. Kellum,  
I have received your request for a leave of Absence; I will forward your request to the Town Council for consideration at its June 23, 2016 meeting.

Sincerely,  
Peg Hunt, Administrative Assistant  
Phone: 386-236-2180  
Fax: 386-322-6717

*The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

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**From:** [kellumjeanette@att.net](mailto:kellumjeanette@att.net) [<mailto:kellumjeanette@att.net>]  
**Sent:** Tuesday, May 24, 2016 4:59 PM  
**To:** Hunt, Peg  
**Subject:** CEB Leave of Absence Request

Hello Peg,  
Please be advised that I will be visiting family and friends, in my home town of Chicago, during the summer. I'm requesting Leave of Absence, for June, July and August, 2016. Please confirm that my absence is approved.  
Thank you for your help and have a good summer.  
Jeanette Kellum  
[386-334-2282](tel:386-334-2282)  
*Sent from my T-Mobile 4G LTE device*

**RESOLUTION 2013-02**

**A RESOLUTION OF THE TOWN OF PONCE INLET, FLORIDA ESTABLISHING UNIFORM MINIMUM ATTENDANCE STANDARDS FOR MEMBERS OF TOWN BOARDS; PROVIDING FOR CONFLICTING RESOLUTIONS AND BY-LAWS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Ponce Inlet has several Boards which have been created to specialize in the enhancement of their defined area and to make recommendations for said improvements to the Town Council; and

**WHEREAS**, excessive board member absenteeism has a detrimental effect on a Board's ability to carry out its purpose; and

**WHEREAS**, the Town Council finds it necessary, appropriate, and in the best interest of the Town of Ponce Inlet to limit the number of absences that a board member may have; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA:**

**Section 1. Uniform Minimum Attendance Standards.**

The Town Council does hereby determine that if a Board member has either three consecutive absences from regular meetings or five absences within one rolling year from regular meetings that member shall be automatically removed from the board on which they serve. The Town shall not attempt to differentiate between what one might consider an excused absence vs. an unexcused absence. However, a Board member may appeal to the Town Council for reinstatement if the situation was temporary in nature and he/she is able to resume their responsibilities to the Board. In addition, as a preemptive measure, a Board member may request in writing a leave of absence from the Town Council for illness, family emergencies, etc... A granted leave of absence will not be counted towards the absences of that member for that rolling year.

**Section 2. Conflicting Resolutions and By-Laws**

All resolutions and any by-laws in conflict herewith are hereby repealed to the extent of such conflict; all bylaws are hereby directed to be amended accordingly and without further approval.

**Section 3. Severability**

If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding in no way affect the remaining portion of this Resolution.

**Section 4. Effective Date**

This Resolution shall take effect immediately upon its adoption.

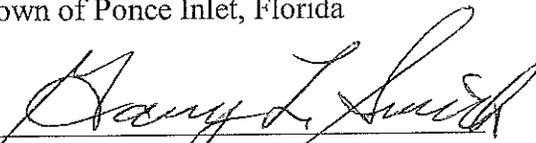
It was moved by Councilmember Lewis and seconded by Vice-Mayor Hoss that said Resolution be adopted. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Smith, Seat #1	Yes
Councilmember Milano, Seat #2	Yes
Vice-Mayor Hoss, Seat #3	Yes
Councilmember Perrone, Seat #4	Yes
Councilmember Lewis, Seat #5	Yes

Passed this 17<sup>th</sup> day of January, 2013.



Town of Ponce Inlet, Florida

  
\_\_\_\_\_  
Gary L. Smith, Mayor

ATTEST:



Jeaneen P. Clauss, CMC  
Town Manager/Town Clerk



TOWN OF PONCE INLET/PLANNING  
**CODE ENFORCEMENT BOARD**  
**MEETING ATTENDANCE REPORT – 2015**

MEMBER'S NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL # OF MEETINGS	# ABSENCES
Seat #1 Hinson, Jim	P	P	A	P	P	P	P	Meeting Canceled	P	P	P	Meeting Canceled	<b>10</b>	1
Seat #2 Villanella, Joe	P	P	P	P	P	P	P	Meeting Canceled	P	P	P	Meeting Canceled		0
Seat #3 Finch, Peter	P	P	P	P	P	P	P	Meeting Canceled	P	P	P	Meeting Canceled		0
Seat #4 Roth, Brandon	P	P	A	P	A	P	A	Meeting Canceled	P	P	A	Meeting Canceled		4
Seat #5 Judy DiCarlo	P	P	A	P	P	P	P	Meeting Canceled	P	P	P	Meeting Canceled		1
Seat #6 Michel, John	P	P	P	P	P	P	P	Meeting Canceled	P	P	P	Meeting Canceled		0
Seat #7 Kellum, Jeanette	P	P	P	P	P	LOA		Meeting Canceled	LOA	A	P	Meeting Canceled		1
Alternate #1 VACANT														
Alternate Seat #2 VACANT														

**Legend:** P = Present A = Absent R = Resigned C = Meeting Canceled LOA = Leave of Absence

**NOTE(S):** Mr. DiSanti (seat #5) removed under FS (Ch. 162) requirements on 10/01/15; Ms. DiCarlo automatically moved to Seat #5, 10/01/15; and Mr. Roth re-appointed by TC on 10/15/15 (term expires 12/31/15); and Ms. Kellum granted one additional month (September) – LOA by TC on 10/15/15.

Prepared & submitted by Peg Hunt, Board Secretary

Per F.S. Chapter 162.05(3)e: if any member fails to attend two of three successive meetings without cause and without prior approval of the chair, the enforcement board shall declare the member's office vacant, and the local governing body shall promptly fill such vacancy.



TOWN OF PONCE INLET  
**CODE ENFORCEMENT BOARD**  
**MEMBER ATTENDANCE REPORT – 2016**

MEMBER'S NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL # OF MEETINGS	# ABSENCES
Seat #1 Hinson, Jim	P	P	P	P	P									
Seat #2 Villanella, Joe	P	P	P	P	P									
Seat #3 Finch, Peter	P	P	P	P	P									
Seat #4 Irvin, Jim	P	P	P	P		Resigned								
Seat #5 Judy DiCarlo	P	P	P	P	P									
Seat #6 Michel, John	P	P	P	P	P									
Seat #7 Kellum, Jeanette	P	P	P	P	P									
Alternate #1 VACANT														
Alternate Seat #2 VACANT														

**Legend:** P = Present A = Absent R = Resigned C = Meeting Canceled LOA = Leave of Absence

**NOTE(S):**

Prepared & submitted by Peg Hunt, Board Secretary

*Per F.S. Chapter 162.05(3)e: If any member fails to attend two of three successive meetings without cause and without prior approval of the chair, the enforcement board shall declare the member's office vacant, and the local governing body shall promptly fill such vacancy.*



TOWN OF PONCE INLET  
**CODE ENFORCEMENT BOARD**  
**MEMBERSHIP ROSTER**

Name & Address	Phone #'s	Appointed	Term Length	Term Expires
<b>Seat #1</b>				
Jim Hinson 4745 S. Atlantic Ave #405 E-mail: <a href="mailto:mlhinson@aol.com">mlhinson@aol.com</a>	760-5448	12/2009	3 Years	<b>12/31/2018</b>
<b>Seat #2</b>				
Joe Villanella, Chair 46 Jana Drive E-mail: <a href="mailto:jjvillane@ymail.com">jjvillane@ymail.com</a>	788-4617 973-441-7602 (cell)	10/2010	3 Years	<b>12/31/2016</b>
<b>Seat #3</b>				
Peter Finch, V-Chair 106 Rains Drive E-mail: <a href="mailto:vstarpete@yahoo.com">vstarpete@yahoo.com</a>	492-7899 973-570-8281 (cell)	8/2012	3 years	<b>12/31/2017</b>
<b>Seat #4</b>				
<i>Vacant</i>			3 Years	<b>12/31/2018</b>
<b>Seat #5</b>				
Judy DiCarlo 32 Caribbean Way E-mail: <a href="mailto:jjkorky@me.com">jjkorky@me.com</a>	386-304-1211 508-788-0988	7/2014	3 Years	<b>12/31/2016</b>
<b>Seat #6</b>				
John Michel 4321 S. Peninsula Drive E-mail: <a href="mailto:paulfishbeach5@aol.com">paulfishbeach5@aol.com</a>	609-287-2770	10/2012	3 Years	<b>12/31/2017</b>
<b>Seat #7</b>				
Jeanette Kellum 4740 Dixie Drive (mailing address PO Box 290892, PO 32129) E-mail: <a href="mailto:kellumjeanette@att.net">kellumjeanette@att.net</a>	334-2282	3/2012	3 Years	<b>12/31/2017</b>

**ALTERNATES\*:**

<b>#1 – Vacant</b>	1 Year	12/31/annually
<b>#2 – Vacant</b>	1 Year	12/31/annually

*\*Per Resolution 2016-03, reduced through attrition to a 5-member Board.*

**Support staff:**

Robert Bailey, Chief Building Official/CFPM  
David Hooker, Code Enforcement Officer  
Peg Hunt, Town Board Secretary