



Town of Ponce Inlet
ESSENTIAL SERVICES ADVISORY BOARD
REGULAR MEETING MINUTES
January 10, 2023

5
6 **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pursuant to proper notice, the
7 meeting was called to Order at 5:30 PM in the Council Chambers, located at 4300 S. Atlantic
8 Avenue, Ponce Inlet, Florida.

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10 **2. PLEDGE OF ALLEGIANCE:** Led by Mr. Cox.

11
12 **3. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with
13 five members present; Mr. Pulver was absent.

14
15 Board members present:

16 Mr. Cox, Seat #1

17 Mr. McConaughey, Seat #2

18 Ms. Valerien, Seat #5

19 Mr. Witt, Alternate for Seat #1

20 Mr. Sustr, Alternate for Seat #2

21
22 Mr. Cox noted that Seat #4 is currently vacant; the position requires CPA/Financial discipline.

23
24 Staff members present:

25 Ms. Cherbano, HR Director / Town Clerk

26 Mr. Disher, Director of Planning & Development / Interim Town Manager

27 Mr. Griffith, Public Works Manager

28 Ms. Hunt, Deputy Clerk

29 Lieutenant Mead, Police Department

30 Chief Scales, Fire Chief / Public Safety Director

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32 **A. Oaths of Office** - Ms. Cherbano administered the Oath of Office to Mr.
33 McConaughey, Mr. Witt, and Mr. Sustr.

34
35 **B. Election of Chair** - Mr. Cox asked if anyone was interested in serving as Chair.

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37 Ms. Valerien nominated Mr. Cox to serve as Chair; seconded by Mr. McConaughey. The motion
38 PASSED 3-0, consensus.

39
40 **C. Election of Vice-Chair** - Chairman Cox asked if anyone was interested in serving
41 as Vice-Chair.

42
43 Ms. Valerien nominated herself to serve as Vice-Chair; seconded by Chairman Cox. The motion
44 PASSED 3-0, consensus.

46 **4. ADOPTION OF AGENDA:** Chairman Cox asked if there were any changes to the
47 agenda; there were none.

48
49 The Board accepted the agenda as presented.

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51 **5. CORRESPONDENCE & COMMUNICATIONS:** None.

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53 **6. APPROVAL OF MEETING MINUTES:**
54 **A. August 4, 2022**

55
56 Chairman Cox asked if there were any changes to the meeting minutes; there were none. [Editor's
57 note: Ms. Valerien's name was misspelled and corrected for the final set of official minutes].

58
59 Chairman Cox moved adopt the August 4, 2022 meeting minutes as presented; seconded by Mr.
60 McConaughy. The motion PASSED 3-0, consensus.

61
62 **7. OLD BUSINESS:**

63 **A. Ponce deLeon Circle Septic-to-Sewer Project Update** - Mr. Griffith reported that
64 there are issues with obtaining the necessary electrical components for the lift station and punch-
65 list items that need to be addressed; then the project will be complete.

66
67 **8. NEW BUSINESS:**

68 **A. Townwide Stormwater System Cleaning Contract** – Mr. Griffith explained the
69 purpose of this request is for inspection of the Town's stormwater drainage system, particularly to
70 assess the condition of the piping and inlets. The inspection would include cleaning and videoing
71 of several components of the system. Staff learned that the City of Orlando, through the
72 competitive bid process, has a contract with Sweeping Corp of America (SCA), which owns USA
73 Services of Florida – the company that sweeps the town's streets. USA Services of Florida has
74 provided services to the town for many years and its performance continues to be exceptional.
75 Staff spoke with representatives of the City of Orlando and SCA, and the City of Orlando has
76 consented to allow the Town to piggyback on the contract; SCA has provided a quote of \$57,500
77 to perform the first round of services. Chairman Cox asked how long it has been since this type of
78 service was performed; Mr. Griffith replied that he is not aware of this type of project ever being
79 done and he is proposing a three-year plan to split the work into phases. Mr. Griffith asked for the
80 board's assistance with spreading the word that vegetation and other debris should be kept clear
81 from the inlets, streets, and curbing. Mr. Witt asked if the \$57,500 is for the first round, is it
82 possible that the costs could increase from year-to-year, and if so, what fund will the expense be
83 paid from? Mr. Griffith noted that staff recommends using funds from the 310-541-9311, Relief
84 Funds account; reimbursement may also be considered by FEMA, and staff is considering creating
85 a stormwater maintenance fee, similar to what the City of Port Orange has, to fund a stormwater
86 system maintenance program. Mr. Witt stated he was pleased to hear that staff is researching this
87 matter adding that in 2007, the then-Town Council considered it, but it has not been looked at it
88 since that time. Chairman Cox asked if there would be additional costs to have problems addressed
89 during the evaluation by SCA; Mr. Griffith stated yes and there will likely be problems discovered.
90 There were no other board questions. Chairman Cox opened public comment – hearing none, he
91 closed public comment.

92
93 Chairman Cox moved to support the request to piggyback on the City of Orlando’s contract with
94 SCA for stormwater system sweeping services for the proposed cost of \$57,500 and forward to the
95 Town Council with a recommendation of approval; seconded by Mr. McConaughey. The motion
96 PASSED 3-0, consensus.

97
98 **B. Request for Continued Support for the South Peninsula Drive Sidewalk**
99 **Project** - Mr. Disher provided a brief review of the project and explained the purpose of the letter
100 is to reaffirm to the Transportation Planning Organization (TPO) that the Town remains committed
101 to the project in terms of political and financial support of this project, which includes widening
102 the sidewalk to eight feet (8’) for the entire distance within the Town. He noted that the Town was
103 able to reach number three (3) on the DOT’s project list due to the Council’s commitment to
104 increase the percentage of its local match contribution to 15%. He stated there has been an update
105 to the timeframe – through the federal Infrastructure Bill, additional funding has become available
106 which will accelerate the project. The Design Phase is now set for FY 23/24 and will include input
107 from staff and residents; the construction phase will begin in FY 25/26. There were no questions
108 from the Board. Chairman Cox opened public comment – hearing none, he closed public comment.

109
110 Chairman Cox moved to support the request for continued support of the South Peninsula Drive
111 sidewalk project and forward to the Town Council with a recommendation of approval; seconded
112 by Mr. McConaughey. The motion PASSED 3-0, consensus.

113
114 C. 2023 Meeting Dates - Ms. Cherbano presented the tentative quarterly meeting dates
115 and noted that additional meetings will be scheduled based on the budget schedule and possible
116 projects and coordinated with the board members.

117
118 Chairman Cox moved to accept the proposed dates with the understanding that additional dates
119 will be forthcoming; seconded by Mr. McConaughey. The motion PASSED 3-0, consensus.

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121 **9. REPORT OF STAFF:**

122 A. *Public Works:* Mr. Griffith provided a printed report from his department
123 containing a list of current and future projects and tasks and an overview of possible future budget
124 requests (i.e., 2 additional staff members). He noted the following: Tina Maria Circle retaining
125 wall is 75% complete; Elbers Park Rip-Rap revetment project is set to begin in the next month;
126 the Town has purchased one 3-inch and one 4-inch drainage pumps; the TH office renovation
127 project has been awarded; sidewalks are being repaired; and due to the hurricane damage –
128 streetlights, the Ponce Preserve Dune Walkover, Town-owned fences, exterior Town Hall lighting,
129 electrical box replacement at the Museum and the Inlet Point stormwater pond (fountain), and the
130 fire department roof replacement are just a few of the items currently underway, adding that there
131 is a lot of work to do.

132
133 B. *Fire Department:* Chief Scales commented that 2022 was a tumultuous year for
134 everyone; the department is the happiest it has been in years, no employees resigned, and morale
135 is high, a contract has been approved by the union members and will be presented to Council at its
136 next meeting, putting forth advantageous dividends to the community and the employees. He
137 thanked the board for its support. He stated that Public Works is extremely busy and has more

138 responsibility than folks know. He stated that he, along with Mr. Griffith, Mr. Disher, and Ms.
139 McColl, are going to prepare a budget for next fiscal year that meets the needs of the Town and is
140 realistic as there are many things that still need to be done. He reported that the fire department
141 handled 1,200 calls last year and had just over 500 transports - in December, there were nearly 30
142 out-of-town transports and six Ponce Inlet transports; we weathered the storms and learned from
143 them; regarding the accreditation process, the Standard of Cover (SOC) is 75% complete and
144 should be done by the end of this month and published shortly thereafter, then the next phase will
145 begin. He thanked Mr. Griffith and the PW staff, Chief Glazier and the PD staff, and Mr. Okum
146 for their support of his Public Safety Director role. Mr. McConaughy asked if the County has
147 taken any steps to be more responsible for their transports? Chief Scales replied yes, during peak
148 times, a unit is stationed at the corner of Dunlawton and US-1 which slightly reduces the Town's
149 call volume.

150
151 C. *Police Department:* Lieutenant Mead reported that the Town has maintained a low
152 crime rate; the department is fully-staffed; Sgt. Doug Rudd, 25-year employee was nominated and
153 selected as employee of the year and will be recognized at the next Town Council meeting; New
154 Year's eve was relatively quiet, and residents using fireworks were educated on the law; there are
155 plans to continue the "Coffee With A Cop" program, hold an "Elder Abuse" fraud workshop, and
156 restart the self-defense classes later this year. The department has been accredited since 2005 and
157 has been re-accredited every three years, adding it is a rigorous process and commended Ms.
158 Manchester for managing the accreditation program. Lt. Mead stated the Town has been awarded
159 the grant for the police boat but has not yet submitted the order to Council, noting that it is difficult
160 receiving patrol vehicles, and it may come to the point where patrol vehicles may have to be pre-
161 ordered due to supply chain issues and materials/parts/labor shortages. Mr. McConaughy inquired
162 if there were other options available. Lt. Mead stated staff is continuing to research other options,
163 including leasing, but the problem is with available stock.

164
165 D. *Planning & Development Department:* Mr. Disher explained that the role of his
166 department after a storm passes is damage assessment, reporting, and permitting; he stated that
167 nearly 800 properties had some type of damage from the hurricanes, 128 emergency permits have
168 been issued to date, equivalent to \$25,000 in waived permit fees; and nine properties on the beach
169 were declared "unsafe." Staff continues to assist residents and contractors with the permitting
170 process and reminded property owners on the east side of Atlantic Ave., permits are required by
171 three agencies (FDEP, Volusia County, and the Town). There were two joint workshops held in
172 Daytona Beach Shores with representatives from those three several agencies and all of the cities
173 located along the east coast were available to answer resident's questions and concerns. The TH
174 office expansion project was approved by Council and is scheduled to begin on February 13th; and
175 due to requests from residents for the Town to consider placement of public electric vehicle
176 charging stations, a discussion will be held at the next Council meeting and will include safety
177 concerns, fire suppression/safety, and a legal review. Chairman Cox asked if there have been
178 requests for EV charging stations? Mr. Disher replied yes, and a permit is required if the property
179 is not equipped with the proper electrical fixture; he stated that the closest public EV charging
180 station is located at the Community Center in Daytona Beach Shores. Mr. McConaughy asked if
181 any of the beachside damaged properties will be negatively affected by changes to the Coastal
182 Construction Control Line (CCCL)? Mr. Disher stated the CCCL has not changed, what has
183 changed is that the State and County have agreed to allow owners to rebuild structures (seawalls,

184 etc.) on a permanent basis and to what existed prior to the storms. Chairman Cox asked if there
185 were plans to reconstruct the dunes? Mr. Disher stated there are no specific plans, but it will take
186 time for Volusia County to determine what was there and obtain the funding to do so. Mr. Disher
187 stated Hurricane Ian reduced the beach height by two to four feet, clearing a path for the waves
188 created by Hurricane Nicole. He noted that Planning staff is currently working on amendments to
189 Comprehensive Plan policies. Mr. Witt asked if the dredging materials from the inlet could be used
190 to help restore the beach. Mr. Disher stated that he had not heard anything specific.

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192 E. *Board Liaison:* Ms. Cherbano welcomed new members and thanked everyone for
193 attending.

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195 **10. PUBLIC PARTICIPATION:** Chairperson Cox opened public participation - hearing
196 none, he closed public participation.

197
198 **11. ADJOURNMENT:** The meeting was adjourned at 6:29 p.m.

199
200 Prepared and submitted by:

201
202 *Peg Hunt*

203 Peg Hunt

204 Deputy Clerk