



Town of Ponce Inlet
ESSENTIAL SERVICES ADVISORY BOARD
REGULAR MEETING MINUTES
March 2, 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.

9
10 **2. PLEDGE OF ALLEGIANCE:** Led by Chairman Cox.

11
12 **3. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with
13 six members present; there were no absences.

14
15 Board members present:

16 Mr. Cox, Chair; Seat #1

17 Mr. McConaughey, Seat #2

18 Mr. Pulver, Seat #3

19 Vacant, Seat #4

20 Ms. Valerien, Vice-Chair; Seat #5 (arrived at 5:41)

21 Mr. Witt, Alternate for Seat #1

22 Mr. Sustr, Alternate for Seat #2

23
24 Staff members present:

25 Ms. Cherbano, HR Director / Town Clerk

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

27 Mr. Dunlap, Assistant Public Works Manager

28 Chief Glazier, Police Chief

29 Ms. Hugler, FD Office Manager

30 Chief Scales, Fire Chief / Public Safety Director

31
32 **4. ADOPTION OF AGENDA:** Chairman Cox asked if there were any changes to the
33 agenda; there were none.

34
35 The Board APPROVED the agenda as presented; 4-0, consensus.

36
37 **5. APPROVAL OF MEETING MINUTES:**

38 **A. January 10, 2023**

39
40 Chairman Cox asked if there were any changes to the meeting minutes; there were none.

41
42 Chairman Cox moved adopt the January 10, 2023 meeting minutes as presented; seconded by
43 Mr. McConaughey. The motion PASSED 4-0, consensus.

44
45 **6. OLD BUSINESS:**

46
47 **A. Annual Boardmember Sunshine Law Training** (*postponed from January 10,*
48 *2023 meeting*) – The Board agreed to postpone this training until the next meeting; 4-0,
49 consensus.

50
51 **7. NEW BUSINESS:**

52
53 **A. Capital Budget requests for FY 22/23 and FY 23/24:** The Board determined
54 that it would be best to allow each department to present its requests and justifications; then
55 provide a question/answer session and motions after all presentations are complete.

56
57 **1. Public Works: Mr. Dunlap, Assistant Director.**

58 **A. Request for additional staffing for FY 22/23 –** Mr. Dunlap
59 explained this request for an additional employee is for maintenance of the water system; the
60 town has been handling the water system reactively and an additional employee would allow
61 them to be proactive and get ahead of any issues that may arise. He explained it takes a year for
62 an employee to be trained to receive their state license. Mr. Pulver asked if the Fire Department
63 assists with hydro-flushing. Mr. Dunlap replied once a year and he explained the water system
64 process. This additional employee would test and flush the system to meet the state requirements.
65 Mr. Sustr asked if the plan was to have a process where the hydrants are flushed year-round. Mr.
66 Dunlap replied that is only one aspect of the water system maintenance process; he listed
67 multiple items that must be conducted. Maintaining the water system is the number one priority
68 of the town outside of safety. It was asked if some of the water system preventive maintenance
69 could be delegated to the Fire Department; the answer was no because the water sample testing
70 must be performed by state licensed technician. Mr. Sustr asked if a job description for this
71 position has been created and if the position justifies full-time. Mr. Dunlap replied that unless the
72 person is already state licensed from another municipality, they would be added to the existing
73 crew and a licensed crew member would be dedicated to water system maintenance; the new
74 employee would work towards state licensing. Chief Scales provided a layperson’s perspective
75 of public works and what they do. He noted that the water fund is an enterprise fund and not ad
76 valorem. Mr. Sustr asked if it would cost the town money if a valve breaks and water is lost; and
77 if it would save the town money if the valves were able to be exercised regularly. Mr. Dunlap
78 replied yes. Chairman Cox asked if outsourcing these responsibilities had been researched. Mr.
79 Dunlap stated that hiring an additional crew member would be less expensive. Mr. Witt asked if
80 the Public Works Department currently has a staff member that is state licensed. Mr. Dunlap
81 stated the entire department is licensed except for one who is a new employee.

82
83 **B. Request for additional staffing and equipment for FY 23/24 –**
84 Mr. Dunlap stated this request for an additional employe will bring the department to two crews
85 of four and bring the town on par with other municipalities. He is currently conducting daily
86 water testing and other water system maintenance himself. It is unknown if the storm water pipes
87 have ever been cleaned and the retention ponds have ever been dredged. The department wants
88 to implement a storm pipe cleaning program where storm pipes are cleaned each year. Hurricane
89 Ian was a 100-year storm and brought over 22” of rain. Mr. Disher clarified that Hurricane Ian
90 was a 500-year storm and noted that the storm pipe cleaning plan is for Phase II; Phase I was
91 approved by the town council earlier this year. An engineering firm will be hired to oversee the

92 project. Mr. Pulver asked if the town has equipment to do the dredging. Mr. Dunlap replied no;
93 it would be contracted out. Chairman Cox asked if this is a priority for the upcoming budget year
94 or if it can be tabled. Mr. Dunlap stated storm water system maintenance is an immediate need.
95 Chairman Cox asked if the retention pond concerns are related only to storms and what the
96 concern would be if this item does not move forward. Mr. Dunlap stated that when it rains hard,
97 the retention ponds fill up. Mr. Dunlap stated the department researched micro-resurfacing the
98 roads; this process adds a half-inch layer to the roadway. Mr. Griffith has developed a ten-year
99 plan for resurfacing at approximately \$70,000 per year. Resurfacing the roads will save the town
100 money in the long-term because if the roads continue to deteriorate, they will need to be totally
101 replaced. Mr. Sustr asked if this would be done prior to the septic-to-sewer project. Mr. Dunlap
102 stated it would be simultaneously. Chairman Cox asked for an explanation of why the cost goes
103 down over a period of 15 and 20 years. Mr. Dunlap explained it becomes maintenance as needed.
104 Mr. Dunlap stated the dump truck replacement is an immediate need because it is 22 years old,
105 has rust holes in it, and does not rise correctly. Chairman Cox asked what the main purpose is for
106 the dump truck. Mr. Dunlap stated it is used for hauling tree-trimming debris, sand, etc.
107 Chairman Cox asked if a trailer could be used instead. Mr. Dunlap replied no, they do not have
108 the room for a trailer. Chairman Cox asked if the town has a policy for replacing vehicles. Mr.
109 Disher stated yes; ten years for the average vehicle; five years for police vehicles; and 15 to 20
110 years for larger vehicles. Mr. Dunlap stated the department would like to build offices and have a
111 dedicated locker room. The plan is to move the retention area to the adjacent lot to allow for
112 expansion. Mr. Disher explained the lot being referred to is currently zoned residential. Mr.
113 McConaughey asked if the \$30,000 requested is for the design of the facility or if that has
114 already been completed. Mr. Disher stated that the design is not done and the construction cost is
115 for the following year. Chairman Cox asked if off-site storage has been considered. Mr. Dunlap
116 stated it would not be beneficial or feasible. Chairman Cox asked if the construction could be
117 deferred to the next budget year if the design and sitework was approved now. Mr. Dunlap
118 replied that the construction cost is for FY 2024/25. Mr. Dunlap continued with his budget
119 requests and stated that they currently mow all vacant lots in town which are owned by residents;
120 they would like to put that work under contract for a lawncare service as residents should not pay
121 for staff to mow vacant lots. Mr. Disher explained there is an ordinance that requires the town to
122 maintain the right-of-way for those lots; there are approximately 80 vacant lots. Chairman Cox
123 asked how it is a new expense if the town is currently maintaining these lots. Mr. Dunlap
124 explained it would be contracted to a lawn service and a fee charged to the property owner. Mr.
125 Disher explained there is currently no mechanism to recoup that expense. Chairman Cox
126 commented that in lieu of the other items being requested, and considering this is a service the
127 town is currently providing, this item could be reviewed in the future. Chairman Cox opened
128 public comment.

129
130 Skip White, 4885 South Atlantic Avenue - stated he agrees with the cleaning of the stormwater
131 pipes and retention pond excavations as the top two priorities; these items should be part of the
132 resiliency and storm maintenance program. He asked the board to consider the first two priorities
133 and have them become regularly budgeted items going forward.

134
135 **2. Police: Chief Glazier. A. Request for additional**
136 **staffing** – Chief Glazier stated this request is not due to crime, response times, or calls for
137 service; they average between three and four minutes response times for average calls. They

138 have 13 total sworn officers; 10 are full-time. He referred to Appendix B, breakdown of the
139 road patrols; Alpha, Bravo, Charlie, and Delta; each are 12-hour shifts with three officers on
140 Charlie and Delta and two for Alpha and Bravo. If an officer on the Alpha or Bravo team is
141 sick, injured, in training, or on vacation, an officer would be brought in from Charlie or Delta to
142 do an extra 12-hour shift; if no officers are available, they contact one of the three reserve
143 officers, but they are all have full-time. He, the Lieutenant, and the detective can also fill in;
144 however, there is a degradation of service when they work a shift. He explained that two
145 officers retired in 2021; one resigned and two officers were injured in 2022. If he could get two
146 additional officers, one would be added to each of the Alpha and Bravo shifts. He referred to the
147 license plate readers (LPRs) at the north end of town and noted 13,000 vehicles came into town
148 this weekend with an average of 120,000 to 160,000 vehicles per month. Mr. Witt asked if the
149 shifts rotate. Chief Glazier stated they rotate shifts every three months. Mr. Witt asked if
150 overtime would be eliminated with two additional two officers; Chief Glazier stated not
151 necessarily - his goal for the budgeted overtime was for details. However, if he had three
152 officers per shift, police details. Chairman Cox asked if the department is meeting minimum
153 standards of accreditation. Chief Glazier explained that accreditation does not have a minimum
154 standard, but he would never have less than two officers on patrol as they must always have a
155 back-up. Chairman Cox asked if there is an immediate need for two officers in the upcoming
156 budget year or if one could be added this year and one next year. Chief Glazier replied yes. The
157 cost does not include vehicles but does include equipment. Chairperson Cox noted that public
158 safety and protection of the citizens is important.

159
160 **B. Request for additional/replacement vehicle(s):** Chief Glazier
161 this request is for two new patrol vehicles; the department has ten vehicles, four of which are
162 administrative vehicles and six are patrol vehicles that must be reliable and mission-ready. He
163 explained patrol vehicles run 24/7 and how that puts extra wear and tear on the engines. The
164 challenge with replacing patrol vehicles is supply chain issues; he explained that the vehicle to
165 be replaced this year was ordered two months earlier than usual and he still does not have a
166 timeframe for delivery which is why he is asking for two to be replaced at the same time. New
167 vehicles also have advanced safety features to protect the officers. Mr. Witt asked if there are
168 other manufacturers that may be able to provide patrol vehicles. Chief Glazier replied no; every
169 police department has the same problem with ordering and receiving patrol vehicles. Mr. Witt
170 asked if payment is made upon delivery; Chief Glazier replied yes. Mr. Witt asked when the
171 order would be placed if approval is granted for two new patrol vehicles. Chief Glazier
172 explained there is a window to place orders; the dealership will contact him when that window
173 is open and he will have 10 days to place the order. The dealership places all police vehicle
174 orders within that same 10-day window; it is usually during August for delivery in May or June.
175 He cannot order vehicles at any other time. Mr. Sustr asked if the department has a preventive
176 maintenance program for patrol vehicles. Chief Glazier replied yes; Total Tire in Port Orange
177 does the maintenance. Chairman Cox opened public comment.

178
179 Charles Burge, Harbour Village Links South - asked if the projection of citations issued would
180 increase as that could offset some of the cost. He asked if projections had been done for how
181 much revenue the two new officers would generate for the town by issuing citations.
182

183 Chairman Cox explained that the public perception for ticket revenue is that those fines come to
184 the town as revenue – that is incorrect as they are state citations. When he was a police officer,
185 only \$4.00 per ticket was received by the town and that money has to go towards training and
186 equipment; it could not be used to offset other costs. Chief Glazier added that last year, based
187 upon tickets issued, only \$35,000 was brought into the town.
188

189 Skip White, 4885 South Atlantic Avenue - commented that the additional officers would help
190 offset overtime costs currently being incurred. He provided videos captured this past weekend at
191 the beach ramp on South Atlantic Avenue showing traffic backed up both north and south and
192 vehicles driving on the sidewalk; cars headed south were backed up to Inlet Harbor Road and
193 residents were unable to get home. He does not understand why Volusia County collects the
194 money received at the toll booths when the town has to manage the traffic. When this situation
195 occurred on Saturday, he contacted Chief Glazier who sent two officers to assist with traffic
196 control; the situation grew worse on Sunday. Sergeant Rudd and another officer managed the
197 traffic; no beach patrol was seen this weekend. There are 57 sworn officers to patrol the beach
198 and he would like to know if those 57 officers include the EMTs because they do not enforce
199 the law. His concern is why the town has to spend its money and where the county money is
200 going. Sergeant Rudd closed the gate and beach patrol arrived 30 minutes later. Sergeant Rudd
201 and another officer had to come back out to manage the traffic twice more the same day;
202 Volusia County was contacted but refused to assist. He noted that the county is considering free
203 driving for Volusia County residents which will increase beach traffic. He asked the board to
204 support the hiring of two additional officers.
205

206 **3. Fire: Chief Scales, Fire Chief/Public Safety Director.**

207 **A. Request for additional staffing and capital projects for FY**

208 **23/24** - Chief Scales stated he is requesting the addition of three firefighters and the acquisition
209 of a second set of bunker gear. They conducted a five-year review of firefighter calls and noted
210 that the call volume has doubled in the last two years as a result of the transport service. He is
211 projecting the call volume to stay what it is and requests for services to stay the same or
212 increase. It is not an immediate need, but the department is trying to secure a Staffing for
213 Adequate Fire and Emergency Response (SAFER) grant through the federal government; he
214 should know by mid-year if they will be awarded the grant. If it is not received, it will be a half-
215 year of personnel cost although the on-boarding cost, equipment cost, etc. will be the same. In
216 addition, some minor station modifications are needed to house more personnel. Chairman Cox
217 asked if the \$375,000 initial request was reduced to \$260,000 because it would be a mid-year
218 hire and if the following year would be the full amount. Chief Scales replied yes; minus the on-
219 boarding cost. Chairman Cox asked for an elaboration on the first phase of the accreditation that
220 supports this. Chief Scales explained the draft Standard of Cover (SOC) document is complete
221 and in final review; the risk analysis conducted for the town supports additional staff as well.
222 All other fire departments within Volusia County staff at least three firefighters per engine; the
223 town only has two so the additional firefighter would bring the town in line with the other
224 departments and the industry standard. Mr. McConaughy commented that NFPA 1710
225 recommends a minimum of four for an engine or ladder company. Mr. Sustr asked if the fire
226 department offers a class for firefighters to become paramedics. Chief Scales replied no; he
227 would prefer to hire a paramedic and send them to fire school because it is a quicker training
228 process. Mr. Witt asked if service would decline if the additional firefighter is not approved and

229 the SAFER grant is not awarded. Chief Scales replied that it would remain the same. He stated
230 it is important to have additional firefighters, but he believes there are other items that are of
231 more immediate value to the community; he fully supports the Public Works and Police
232 Departments priorities. Mr. McConaughy commented that the recommendation of the
233 accreditation study was to add personnel; when the department is told what is needed to
234 maintain accreditation, the purpose of the accreditation is null and void if they do not follow the
235 recommendations. Chief Scales replied that the accreditation process provided data that can be
236 used going forward; they are recognizing a need and putting a plan in place to satisfy that need.
237 If a grant opportunity is available, it is incumbent upon him to pursue it even if it delays the
238 process. Chairman Cox asked if all three additional firefighters are needed to balance the shifts
239 or if one can be added this year, one the next, etc. Chief Scales replied it is a three-shift
240 department so he would need all three at one time. Mr. Witt asked how long the SAFER grant
241 pays for the salaries; Chief Scales replied three years. There is no obligation to keep them on
242 after three years but would like to think they would. Chief Scales discussed his request for a
243 second set of firefighting gear and explained the reasoning behind the request; once gear is
244 exposed to a fire, it is contaminated and must be off-gassed and washed. The department
245 currently only has one set of gear. He has looked at grant opportunities, but most grants are for
246 departments to upgrade their equipment not to add a second set. Mr. McConaughy asked if
247 they have their own washer or if an outside company comes in to professionally clean it. Chief
248 Scales replied they have a washer, and he has looked at having an outside cleaning company as
249 well. Mr. Sustr added that a professional gear cleaning company also looks for and repairs any
250 tears in the equipment; he asked how often the equipment is cleaned. Chief Scales replied once
251 per month. Chief Scales deferred his request for vehicles to the subsequent fiscal year as well
252 as the replacement of the Cascade System which he has applied for a grant for. Mr.
253 McConaughy asked if the Fire Department would have the same supply chain issues as the
254 Police Department in procuring vehicles. Chief Scales replied it is a three-year lead time for a
255 new fire engine. Chairman Cox opened public comment.

256
257 Mr. Charles Burge, Harbour Village Links South, commented he has worked in toxic situations,
258 specifically, the World Trade Center and he was told that the air was clean, and to return to
259 work. However, he has since had seven illnesses related to the collapse of the World Trade
260 Centers. More people have died from related illnesses than died on 9/11; there are 68 cancers
261 associated with the World Trade Center. He began speaking at town council meetings
262 specifically to request protective gear for their emergency service workers; Chief Scales is
263 requesting a second set of gear which is primary to their job. There is a building in Harbor
264 Village that has four electric vehicle charging stations which is allowed by law; however, the
265 HOAs do not know what preparations must be done for this. Hydrogen vehicles are also
266 coming; there will be buildings that will have internal combustion engines (ICE) parked next to
267 electric vehicles parked next to hydrogen vehicles. Hopefully, there will not be a situation with
268 a fire that could cause a situation like Surfside. He added that the New York City Fire
269 Department now has a task force because people are charging electric bicycles with a 110-volt
270 outlet that are causing fires in the tall buildings. He reviewed the statistics on fires caused by
271 lithium batteries in New York City. In preparation for this type of catastrophe, we must supply
272 our emergency service workers with the proper protective gear. He is supportive of additional
273 police officers, firefighters and equipment for both. He added that if we do not know where the

274 main sewer lines are located, there will be toxic standing water which will endanger everyone's
275 health and well-being.

276

277 **4. Planning & Development: Mr. Disher, Director** - Mr. Disher stated this
278 request is for a stormwater utility fee which was previously explored and denied in 2008. This
279 system would generate revenue for the sole purpose of stormwater maintenance and could be
280 used for improvements. The previous study amount was \$7.00 per unit per month. This request
281 is to update that study and if completed, would need to be approved by an ordinance by the
282 Town Council to create the fee. The town is the only municipality within Volusia County that
283 does not have a stormwater maintenance fee. He explained how the previous formula was
284 arrived at and the improvements that would be needed. Mr. Sustr asked if there is a way to
285 recoup the cost of the study in the first year if approved and a fee is established. Mr. Disher
286 replied yes. It was asked how a fee would be calculated for condominiums. Mr. Disher
287 explained how fees are calculated will be part of the process if the study is approved for funding.
288 Chairman Cox asked what direction was given regarding these requests; if it needs versus wants.
289 Mr. Disher replied these requests are for needs; to maintain the level of service the town has
290 come to expect and those expectations have increased with time. He noted that the departments
291 were directed to provide a list of needs which the first priority is stormwater improvements. It is
292 the job of staff to identify the needs and to prioritize them through the public process to bring to
293 the Town Council for approval. Mr. Witt asked if these are things that should have had small
294 steps taken towards prior to now. Mr. Disher explained the town went through a period of
295 approximately ten years where most of the effort was focused on legal fees and therefore, things
296 were deferred; now we are trying to get back to a schedule of regular maintenance and being
297 proactive. Chairman Cox asked if each item should be voted on separately and in order; Chief
298 Scales suggested to vote in order of the requests if the board is accepting of the prioritization.

299

300 Chairman Cox moved to support the recommendations of priorities one through twelve to go
301 forward to the Town Council for consideration for next year's budget; seconded by Mr.
302 McConaughy. The motion PASSED 4-0, consensus.

303

304 Chairman Cox moved to remaining four requests be deferred to the budget discussion for FY
305 2024/25.. The motion PASSED 4-0, consensus.

306

307 **8. REPORT OF STAFF:**

308 A. *Fire Department:* Chief Scales stated the Fire Department just received delivery
309 of new SCBAs that will be put into service that are state of the art. They also put into place a
310 new records management system that has been a challenge. Call volume has stayed steady.
311 They are fully staffed and have ratified the contract with the fire union.

312

313 B. *Police Department:* Chief Glazier stated crime numbers remain low; they have
314 had a couple of property crime incidents where a couple of expensive mountain bikes were
315 stolen. They identified the suspect, who is a career criminal and warrants are issued for his
316 arrest. He has a relative that lives in town. The other property crime was at Off the Hook; 16
317 boats had the GPS screens stolen. They identified those suspects; it is a crew from South Florida
318 that have worked their way up the coast hitting multiple marinas from Miami north. They were
319 arrested and are in jail in Coral Springs; LPR readers in Volusia County helped to identify those

320 suspects. He noted that it was Sergeant Ryan, not Rudd, that assisted with traffic this weekend.
321 He did speak with Chief Etheridge from Volusia County Beach Safety regarding the traffic issue;
322 he does a great job and is always responsive. It was a noon high tide which is when the
323 approaches close to beach driving; Ponce Inlet is the last one to close so drivers moved this
324 direction as the approaches closed. There are still several approaches closed due to storm
325 damage. The vendors did not do a good job and were understaffed which contributed to the
326 problem. He added that drivers have to renew their beach passes at the beginning of the season
327 which takes three to five minutes to handle which also contributed to the back-up. They offered
328 a meeting with Beach Safety, the vendors, and the town which he is going to accept. Mr.
329 McConaughy asked if there is a possibility to erect a sign that states the ramp is closed or there
330 is a wait to keep the vehicles from backing up. Chief Glazier agree that is a great idea; either
331 Public Works or the Police Department are going to ask for mobile, electronic signs in the
332 upcoming budget. They are also looking for a grant for those.

333
334 C. *Planning Department:* Mr. Disher provided an update on the South Peninsula
335 Drive sidewalk project; FDOT is accelerating the project by a couple of years. In subsequent
336 meetings, it was noticed the amount they programmed was significantly less than what was
337 estimated; he has discussed with the River to Sea TPO and they admitted a mistake was made
338 and they promised the town would not be on the hook for the difference. The town pledged 15%
339 of the project and will be working with Volusia County for design and construction. They are
340 Local Agency Program (LAP) certified which means they are qualified to manage federal
341 projects; one option available with the local match is to fund the design locally which he is
342 looking into; then the county can work with FDOT and the TPO to construct the project between
343 2026 and 2028.

344
345 D. *Public Works:* Chief Scales provided an update on the Ponce de Leon septic to
346 sewer project; the final change order went before the Town Council last month. He received an
347 email from the contractor that the initial start-up worked and Port Orange has accepted the lift
348 station. Public Works will be doing tree trimming, brushcutting, etc. They are doing a great job
349 and work hard with a positive attitude.

350
351 E. *Board Liaison:* Ms. Cherbano announced the next board meeting will be the first
352 Thursdat in July; training will also be in July. They are still looking for an alternate-finance
353 position. Chairman Cox stated if anyone has a suggestion to fill that seat, please let Ms.
354 Cherbano know.

355
356 **9. PUBLIC PARTICIPATION:** Chairman Cox opened public participation - hearing
357 none, he closed public participation.

358
359 **10. ADJOURNMENT:** The meeting was adjourned at 6:29 p.m.

360
361 Prepared and submitted by:

362
363 *Debbie Stewart*

364 Debbie Stewart

365 Assistant Deputy Clerk