



Town of Ponce Inlet
ESSENTIAL SERVICES ADVISORY BOARD
AGENDA

Thursday
June 13, 2024 - 5:30 PM

Council Chambers
4300 S Atlantic Ave, Ponce Inlet, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town Council or other Town Boards may attend and speak at this meeting.

A complete copy of the materials for this agenda is available for review at the Town Hall.

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL & DETERMINATION OF QUORUM.
4. ADOPTION OF AGENDA.
5. APPROVAL OF MEETING MINUTES.
 - A. March 7, 2024
6. OLD BUSINESS: *None.*
7. NEW BUSINESS:
 - A. Proposed Replacement of Public Works Building “B” – Chief Scales, Public Safety Director
8. REPORT OF STAFF.
 - A. Fire Department – Chief Scales, Public Safety Director
 - B. Police Department – Chief Glazier, Police Chief
 - C. Public Works – Mr. Dunlap, Acting Public Works Director
 - D. Board Liaison – Ms. Cherbano, HR Director/Town Clerk
9. ADJOURNMENT.

Persons who require an accommodation to attend this meeting should contact the Clerk’s office at 386-236-2150 at **least 48 hours prior to the meeting date** to request such assistance.



Meeting Date: June 13, 2024

Agenda Item: 5-A

Report to Essential Services Advisory Board

Topic: Approval of Meeting Minutes

Summary:

Staff has provided the attached set of meeting minutes for the Board's review and approval.

Suggested motion:

To approve the March 7, 2024 meeting minutes as presented or as amended.

Requested by:

Ms. Cherbano, Town Clerk

Ms. Gjessing, Assistant Deputy Clerk

Approved by:

Mr. Disher, Town Manager



Town of Ponce Inlet
ESSENTIAL SERVICES ADVISORY BOARD
REGULAR MEETING MINUTES
March 7, 2024

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

2. PLEDGE OF ALLEGIANCE: Led by Chairman Cox.

3. ROLL CALL & DETERMINATION OF QUORUM: A quorum was established with all members present.

- Board members present:
Mr. Cox, Seat #1; Chair
Mr. McConaughey, Seat #2
Mr. Pulver, Seat #3
Ms. Valerien, Seat #5; Vice-Chair
Ms. Wurst, Seat #4
Mr. Witt, Alternate for Seat #1
Mr. Sustr, Alternate for Seat #2

- Staff members present:
Ms. Cherbano, Town Clerk
Mr. Disher, Town Manager
Ms. Gjessing, Assistant Deputy Clerk
Chief Glazier, Police Chief
Mr. Griffith, Public Works Director
Attorney Hand, Town Attorney
Ms. Hugler, Fire Department Office Manager
Deputy Chief Landreville, Deputy Fire Chief
Chief Scales, Public Safety Director

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

Chairman Cox motioned to adopt the agenda as presented; seconded by Vice-Chair Valerien. The motion PASSED 5-0, consensus.

5. APPROVAL OF MEETING MINUTES:
A. January 11, 2024

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

46 Chairman Cox moved to adopt the January 11, 2024, meeting minutes as presented; seconded by Ms.
47 Wurst. The motion PASSED 5-0, consensus.

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6. OLD BUSINESS:

A. Annual Board member Sunshine Law Training – Attorney Hand provided a review on the annual board member training packet. This training provided a guideline of how board meetings are conducted and the “Do’s and Don’ts” of being on a board under the Sunshine Law. He went over several case studies as examples of Sunshine Law violations. Mr. Witt asked whether non-voting members were allowed to communicate with voting members; Mr. Hand stated they are still not allowed to communicate. Mr. Pulver questioned how it would be determined whether a violation occurred if, as an example, someone was speaking to the member they are sitting next to on the dais; Attorney Hand stated it would be based off probable cause in the same way any Sunshine Law violation claim would be investigated. Chair Cox requested clarification whether members should avoid exchanging pleasantries with each other when attending the same meetings; Attorney Hand stated everyone should act with caution, and diligently find the balance between being courteous and discussing too much.

7. NEW BUSINESS:

A. Review and Recommendation of Capital Budget Priorities for FY 24/25:

1. Public Works – Mr. Griffith

A. Request for additional staffing and equipment purchases for FY 24/25.

2. Police Department – Chief Glazier

A. Request to purchase a public safety vessel.

3. Fire Department – Chief Scales

A. Request for equipment purchases for FY 24/25.

Chief Scales, Public Safety Director, introduced the [FY 24-25 General Fund and Split-Fund Project Priorities list](#). He explained that since the January Essential Services Advisory Board (ESAB) meeting, the listed items have changed in their priority ranking. He clarified with Vice-Chair Valerien that this priority list is the final version. Chair Cox requested the list be reviewed by order of priority and encouraged board members to ask questions per item. Chief Scales provided an update and explanation to the Stormwater Flap-gate Phase 2 project and explained this is a continuation of a project from last year. He explained the \$180,000 request is the additional funds needed to complete the project. Chief Scales explained the necessity for another water system personnel position. Chair Cox asked for clarification on how the water system personnel would be funded after the initial-year cost projection. A discussion was then held on the request for a replacement fire truck/apparatus, how this would be acquired, the cost, the timeline for acquisition, and the use. Ms. Wurst asked how the maintenance repairs compare between the current fire truck and the new apparatus. Mr. McConaughy explained that he previously met with Chief Scales to express his concerns emphasizing that every firefighter must be trained proficiently with the apparatus and the Town must be willing and able to support that training and maintenance; Chief Scales concurred.

93 Chief Glazier, Police Chief, explained the Police Department has only one capital project,
94 which is the safety vessel previously discussed at the January ESAB meeting. He explained how the
95 public safety vessel would be used by the Police and Fire Department, and provided specifics on the
96 vessel that was chosen and how it would be funded. Mr. Witt asked if there would be any
97 modifications once purchased, and Chief Glazier replied that potential modifications would only be
98 considered in a future budget. Vice-Chair Valerien asked if they had considered a used vessel, and
99 Chief Glazier stated they could not find any and that from his research, it was more practical for the
100 warranty to purchase a new vessel. There was further clarification on how the vessel would be stored,
101 who would operate it, and how the training would factor in.
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103 Chief Scales explained that the second set of bunker-gear, listed as item no. five on the
104 priorities list, was continued from last year's budget considerations. He stated the museum boardwalk
105 has had numerous repairs over the years, but it has reached the point where it must now be replaced.
106 Ms. Wurst questioned whether anyone had thought about doing a fundraiser and Chief Scales
107 explained that while this has been considered in the past, it would not likely fund this project and
108 would be better suited for other projects around the Town. Vice-Chair Valerien asked whether the
109 budgeted amount includes contingencies, and Chief Scales stated this is budgeted for the worst-case
110 scenario so they should be able to fund it with the listed amount. Chief Scales provided a history of
111 the power load stretcher and the procedure when the current one is out of commission. He stated that
112 after discussion with staff, the replacement cascade system and the back-up power load stretcher
113 switched positions on the priority list. While the replacement cascade system is still a priority, the
114 back-up stretcher takes precedence.
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116 Chief Scales itemized the list of requests that can be deferred to FY 25-26 including the
117 replacement backhoe, the public works parking lot expansion, and the public works locker room. He
118 explained the items that were in previous memos but have not been included now. This list includes
119 street revitalization (pavement overlay), stormwater swale and pipe maintenance, and automatic water
120 line flusher. Clarification was provided on items presented on the priorities list between board
121 members and Chief Scales. Mr. Disher, Town Manager, explained the priorities list and how this
122 relates to the full budget projections that will be presented to the Town Council. Ms. Wurst
123 commented that it would be nice to see a volunteer force around the museum and Mr. Disher provided
124 a history on the Town's connection to maintaining the museum.
125

126 Chair Cox opened citizen's participation – Cathy Harvey, 41 Loggerhead Court, asked
127 whether grant funds were included in the vessel estimate. She also requested clarification whether
128 there will always be an EMT on the vessel, and Chief Glazier stated that while the goal is to have
129 both departments certified, he cannot guarantee there will always be an EMT onboard. She asked
130 when the vessel would be in the water and Chief Glazier provided a projected timeline with the
131 necessary approvals. Discussion ensued on the use and capacity of the boat. Chair Cox closed public
132 participation.
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134 Chair Cox moved to forward items one through eight from the FY 24-25 General Fund and Split-
135 Fund Project priorities list to the Town Council with a recommendation of approval in the FY 24-25
136 budget; seconded by Mr. McConaughy. The motion PASSED 5-0, consensus.
137

138 Chair Cox continued discussion regarding the three items requested to be deferred to FY 25-
139 26. He questioned why the replacement backhoe is being deferred and Chief Scales explained that

140 due to the amount of funding that went into backhoe maintenance and repairs last FY, staff can get
 141 more use out of it. He commented that while this is sufficient now, it will eventually need to be
 142 replaced. McConaughy requested information on its use. Ms. Wurst requested information on the
 143 South Peninsula Drive revitalization project; Mr. Disher presented a [diagram](#) showing where most of
 144 the septic-to-sewer project is located and explained the Town is in the process of securing a \$10.4
 145 million dollar (100% forgiveness) SRF loan for construction. He explained that all the roads
 146 highlighted in green will eventually have new pavement, and the roads that are not highlighted should
 147 be the focus as there is no current plan for revitalization in those areas. Mr. Disher clarified the
 148 different phases of the project and what it will look like.

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 150 Chair Cox moved that items one through three for requests that can be deferred to FY 25-26 were
 151 forwarded to the Town Council as recommended by staff; seconded by Mr. McConaughy. The motion
 152 PASSED 5-0, consensus.

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 154 **9. REPORT OF STAFF:**

155 A. *Fire Department:* Chief Scales explained how staffing has changed recently and
 156 mentioned the process to fill the remaining vacancies. He stated the design for the Fire Department
 157 modification is being finalized, and the preliminary numbers are currently coming in under budget.
 158 He thanked Deputy Chief Landreville, Ms. Hugler, and the firefighters for all their efforts.

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 160 B. *Police Department:* Chief Glazier discussed the traffic in Town, comparing it to
 161 statistics from last year. He updated the Board on staffing and the process of hiring law enforcement
 162 officers. He stated that crime has been low, and morale has been high within the department.

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 164 C. *Public Works Department:* Mr. Griffith explained that water testing continues, the
 165 department continues to respond to requests, and he provided a brief update on staffing. The boat
 166 dock repairs have been completed, and he provided a history of the project. He explained that staff
 167 have continued to work with the “invasive plant pullers” group and detailed the next steps. He stated
 168 that of the 150 fire hydrant checks, 12 were determined to need replacements, and the purchase order
 169 has been issued. Mr. Griffith provided an update on the in-line valves and explained the most
 170 important thing to do when there is a main line water break is to locate the valves and shut off the
 171 system.

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 173 D. *Board Liaison:* Ms. Cherbano announced the next regularly scheduled ESAB meeting
 174 is July 11, 2024. Chair Cox inquired on the status of the three remaining Alternate seats on the board
 175 and Ms. Cherbano stated there have not been any applications, but to send anyone who is interested
 176 to the department.

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 178 **10. PUBLIC PARTICIPATION:** Chairman Cox opened public participation – hearing none, he
 179 closed public participation.

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 181 **11. ADJOURNMENT:** The meeting was adjourned at 7:26 p.m.

182
 183 Prepared and submitted by:

184
 185 DRAFT

- 186 Stephanie Gjessing
- 187 Assistant Deputy Clerk
- 188
- 189 Attachment(s): FY 24-25 General Fund and Split-Fund Project Priorities List

DRAFT

FY 24-25 General Fund or Split-Fund Project Priorities

Priority	Request	Dept.	Fiscal Year	Cost	Comment	Previous Priority
1	Stormwater one-way valve installation, Phase 2	PW	24-25	\$180,000	Completion of project started in FY 23/24 (not on last year's list, added by Town Council)	--
2	1 Water system personnel	PW	24-25 (mid-year)	\$30,000	Needed to restore 1 crew to previous size (4). Split 50% with Water Enterprise Fund	23/24 #5
3	Replacement fire truck/ apparatus	FD	24-25	\$80,000	Initial down payment. 2-3 year build time from order date. Lease to own, w/ annual payments	--
4	Public safety vessel	PD	24-25	\$80,000	Town council goal. Previously recommended by ESAB in 2022. Not included last year.	--
5	2nd set of fire-fighting gear	FD	24-25	\$52,000		23/24 #6
6	Museum boardwalk replacement	PW	24-25	\$65,000	Safety issue. Deferred from past two budgets, \$25,000 in FY 22/23, \$45,000 in FY 23/24.	--
7	Back-up power load stretcher	FD	24-25	\$50,000	Needed to optimize service delivery for 2 nd patient transport vehicle	--
8	Replacement cascade system	FD	24-25	\$60,000		24/25 #1

TOTAL COST: \$597,000

Requests that can be deferred to FY 25-26

Priority	Request	Dept.	Fiscal Year	Cost	Comment	Previous Priority
1	Replacement Backhoe	PW	25-26	\$125,000	Split 50% with Water Enterprise Fund.	--
2	Public Works parking lot expansion	PW	25-26	\$120,000	Split 50% with Water Enterprise Fund. Examining alternatives.	24/25 #2
3	Public Works locker room	PW	25-26	\$80,000	Split 50% with Water Enterprise Fund.	#2

TOTAL COST: \$325,000

NOT INCLUDED

	Street revitalization (pavement overlay)	PW	24-25	TBD	First need to study existing pavement conditions and create prioritized schedule	23/24 #11
	Stormwater swale and pipe maintenance	PW	24-25	\$50,000	Part of regular maintenance, town-wide. To be funded out of future stormwater utility fee.	--
	Automatic water line flusher	PW	24-25	\$50,000	Funded 100% out of Water Fund, will not compete with other priority projects for funding	--



Meeting Date: June 13, 2024

Agenda Item: 7-A

Report to Essential Services Advisory Board

Topic: Proposed Replacement of Public Works Building “B”

Summary: It has recently been determined there is a safety issue concerning the on-site storage facility, known as Building “B” at the Public Works Department, and it must be replaced as it is no longer safe. Staff anticipates expending funds related to the preliminary costs in FY 24/25.

Suggested motion: To support the request for the proposed replacement of Public Works Building “B” and forward to the Town Council with a recommendation of approval for the FY 24/25 budget.

Requested by: Chief Scales, Public Safety Director

Approved by: Mr. Disher, Town Manager



MEMORANDUM
Public Works 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: Essential Services Advisory Board
From: Dan Scales, Public Safety Director
Date: May 30, 2024
Subject: Building “B” Replacement at Public Works Facility, 4875 South Peninsula Drive

MEETING DATE: June 13, 2024

Background:

Since our last meeting, the Public Works Department has determined that the current on-site storage facility, known as Building “B,” is no longer safe and must be replaced. This building, which had been used for storage of materials and supplies, is a concrete block structure with a reinforced ceiling. It originally served as the Town's Water Plant and Administrative Office Building and was constructed in 1968.

The safety issue was discovered following the pressure washing of the external walls, which revealed reinforcing steel protruding from the rear walls. This finding contradicted our initial assessment that the building could be salvaged by replacing the windows, doorway, and floor, along with repainting. On March 13th, our Town's Building Official, Hank Baker, conducted a thorough assessment and concluded that the building is in an extremely deteriorated condition and requires demolition.

Proposed Plan:

Staff is developing a preliminary site plan layout and identified major tasks necessary for the building's demolition and replacement. We estimate design, drawings, and demolition of Building “B,” together with relocating the generator/electrical service to cost approximately \$150,000. A more precise estimate of construction costs will be determined after receipt of the final site and architectural plans.

Staff anticipates expending funds related to the preliminary costs in FY 24/25.

The conceptual site plan will be provided to the Board separately before the meeting.



Meeting Date: June 13, 2024

Agenda Item: 8

Report to Essential Services Advisory Board

Topic: Report of Staff

Summary: Department Directors will provide a report and/or update of department projects:

- A. Fire Department – Chief Scales
- B. Public Works – Mr. Dunlap
- C. Police Department – Chief Glazier
- D. Board Liaison – Ms. Cherbano

Suggested motion: At the Board's discretion.

Requested by:

Ms. Cherbano, Town Clerk

Approved by:

Mr. Disher, Town Manager