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**Town of Ponce Inlet  
Charter Review Committee  
Meeting Minutes  
February 17, 2022**

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1. **CALL TO ORDER:** Pursuant to proper notice, Mayor Paritsky called the meeting to order at 1:00 p.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.

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2. **PLEDGE OF ALLEGIANCE:** Mayor Paritsky led the Pledge of Allegiance.

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3. **ROLL CALL:**

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Committee Members Present:

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Mayor Paritsky, Seat #1  
Councilmember Milano, Seat #2  
Councilmember Caswell, Seat #3  
Councilmember Israel, Seat #4  
Vice-Mayor Smith, Seat #5  
Chairman Cannon, Planning Board  
Chairman Villanella, Code Enforcement Board  
Chairman Cox, Essential Services Advisory Board

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A quorum was established with eight members of the Committee present; Chairperson Bell, Cultural Services Advisory Board was absent.

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Staff Members Present:

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Ms. Hunt, Assistant Deputy Clerk  
Attorney Cliff Shepard, Town Attorney  
Ms. Witt, Town Manager

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*Mayor Paritsky moved to approve the agenda as presented; seconded by Councilmember Caswell. The motion PASSED 5-0, consensus.*

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4. **OLD BUSINESS:**

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A. **Approval of the minutes of the Charter Review Committee meeting - January 20, 2022.** Mayor Paritsky asked if there were any changes; there were none.

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*Chairman Villanella moved to approve the January 20, 2022 meeting minutes as presented; seconded by Councilmember Milano. The motion PASSED 5-0, consensus.*

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5. **NEW BUSINESS:**

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A. **Review of all Town Charter changes, as compiled in proposed Ordinance 2022-XX.**

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1. **Public Comment.** Mayor Paritsky opened public comment - hearing none, she closed public comment.

48           **2. Board Discussion.** Attorney Shepard referred to Attachment 1 and explained that  
49 the proposed Ordinance is structured and presented according to law. It includes a Composite  
50 Exhibit, which explains the reason(s) for the changes, the Ballot Title, the Questions (as set to  
51 appear on the ballot), a Summary, and the Text References; in addition, the Proposed Amendments  
52 are attached to the Exhibit and highlight the specific proposed changes. If approved by the  
53 Committee, the Ordinance will be forwarded to the Town Council for two readings before being  
54 placed on the ballot. He commended staff for their assistance with the preparation of this  
55 document. He noted that the questions as outlined in the document will appear on the ballot, not  
56 the entire Charter. Mayor Paritsky referenced the Whereas clauses of the Ordinance and asked if  
57 Town Council should be replaced with Charter Review Committee. Attorney Shepard stated there  
58 have been changes to the Ordinance language to include reference to the Charter Review  
59 Committee. Ms. Witt noted that the Whereas clauses were rearranged in this process and there was  
60 one addition as well. Attorney Shepard read the new and first Whereas clause: *the members of the*  
61 *Town of Ponce Inlet Town Council and each of the Town's Advisory Boards served as a Charter*  
62 *Review Committee for the purposes of reviewing and providing recommendations regarding the*  
63 *Town Charter; the second Whereas clause reads: the members of the Charter Review Committee*  
64 *have, in public meetings, ...; the third Whereas clause reads: Whereas the Charter Review*  
65 *Committee held a series of public meetings ...; and so on. He confirmed that all of the changes that*  
66 *were necessary to accurately reflect what occurred after the first meeting have been incorporated*  
67 *into the revised Ordinance. Mayor Paritsky asked if other members of the Committee had any*  
68 *questions; there were none.*

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70           **3. Public Comment.** Mayor Paritsky opened public comment - hearing none, she  
71 closed public comment.

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73           **4. Board Direction.** Mayor Paritsky moved that Ordinance 2022-XX (Charter  
74 Amendment) as modified on the record, be forwarded to the Town Council with first reading set  
75 for March 17, 2022; seconded by Councilmember Caswell. The motion PASSED 5-0, with the  
76 following vote: Mayor Paritsky - yes; Councilmember Caswell - yes; Councilmember Milano -  
77 yes; Councilmember Israel - yes; Vice-Mayor Smith - yes.

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79 Mayor Paritsky asked if this will be the last meeting of the Committee. Attorney Shepard stated  
80 yes, unless something unexpected comes up that must be addressed, the Committee has fulfilled  
81 its obligation. Ms. Witt reminded Council members that the Committee could be called to  
82 reconvene before the Ordinance is adopted; she suggested Council members use caution when  
83 speaking to board chairpersons and chairpersons with one another, as their fellow Committee  
84 members, until this ordinance has been approved and adopted.

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86           **6. Adjournment.** The meeting was adjourned at 1:12 p.m.

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88 Respectfully submitted by:

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93 Jeaneen Witt, CMC, Town Manager/Town Clerk  
94 Prepared by: Peg Hunt, Assistant Deputy Clerk

95 Attachment(s): 1. Ordinance 2022-XX (proposed Charter Ordinance w/Amendments)