



Anderson suggests whoever is the Human Resources Representative will have all job descriptions on file and that the Town Clerk will be the Custodian of those file.

Attorney Anderson recommends adopting the Handbook as it is and then adding a possible chapter within the Handbook for job descriptions.

Commissioner S. Schwing questions the sick pay and how it accrues. What is the accrual rate? 10 days per year with a maximum of 120 hours that can be banked.

No further discussion on Employee Handbook.

Attorney Christopher Anderson read into record: (Resolution)

**RESOLUTION NO. 03-22**

A RESOLUTION OF THE TOWN OF INGLIS, FLORIDA, PROVIDING FOR THE TEMPORARY REDUCTION OF OUTSTANDING WATER LIENS; PROVIDING FOR THE REVERSION TO THE CURRENT BALANCE DUE; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTING RESOLUTIONS AND POLICIES; AND PROVIDING AN EFFECTIVE DATE.

Attorney Anderson states that the list originally had 34 liens and the current list is now down to 24 due to liens that were needing to be released. Original outstanding lien balance was \$60,544.67, total lien reductions \$48,997.82 with a reduced balance of \$11,546.85.

Release of lien fee \$10 charge by county needs to be added to original lien plus a \$25 clerical fee.

**SPECIAL MEETING SCHEDULED FOR MONDAY, MARCH 14, 2022 @6PM. Attorney Anderson will call in for this meeting.**

Attorney Anderson read into record: (Ordinance)

SECOND READING-Adoption

**ORDINANCE NO. 03-22**

AN ORDINANCE OF THE TOWN OF INGLIS, FLORIDA, RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND TO THE FUTURE LAND USE PLAN MAP OF THE TOWN OF INGLIS COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 21-02, BY THE PROPERTY OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR A CHANGE IN LAND USE CLASSIFICATION FROM SINGLE FAMILY, RESIDENTIAL (ONE DWELLING UNIT PER ACRE) TO COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE TOWN OF INGLIS, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

CPA 21-02 (Peterson)

**Motion to adopt Ordinance No. 03-22 by Commissioner J. Schwing, second by Commissioner S. Levesque.**

Commissioner J. Schwing-yes

Commissioner S. Schwing-yes

Commissioner S. Levesque-yes

Motion passed 3-0

Attorney Anderson read into record: (Ordinance)

SECOND READING-Adoption

**ORDINANCE NO. 04-22**

AN ORDINANCE OF THE TOWN OF INGLIS, FLORIDA, AMENDING THE ZONING MAP OF THE TOWN OF INGLIS LAND DEVELOPMENT REGULATIONS, RELATING TO THE REZONING OF LESS THAN TEN CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION , Z 21-02, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM SINGLE FAMILY, RESIDENTIAL(R-1) AND INDUSTRIAL (I) TO HIGHWAY COMMERCIAL DISTRICT (C-2-A) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE TOWN OF INGLIS, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

**Motion to adopt Ordinance No. 04-22 by Commissioner J. Schwing, second by Commissioner S. Schwing.**

Commissioner J. Schwing-yes

Commissioner S. Schwing-yes

Commissioner S. Levesque-yes

**Motion passed 3-0**

**Planning- (Commissioner S. Levesque)**

Sam Hague-Inglis resident interested in serving on the Planning Commission was interviewed by Commissioners and given a chance to tell a little about himself.

**Motion to accept Sam Hague for Planning Commissioner by Commissioner S. Levesque, second by Commissioner J. Schwing. Motion passed 3-0**

Commissioner J. Schwing- yes

Commissioner S. Schwing-yes

Commissioner S. Levesque-yes

Code Enforcement (Code Enforcement Officer Phillip Thompson) report given by Commissioner S. Levesque-updates on number of permits issued, code violations and cases to appear in front of code violation board. RVs and campers continue to be a problem. Code Enforcement classes through Florida Association of Code Enforcement-classes are currently full but Phillip hopes to be able to attend a future class. Permission for Phillip to speak with Attorney Anderson for guidance on legal issues was granted. Legal services are in the budget and Phillip may travel to Ocala to meet with Attorney Anderson in his office.

**Animal Control:** Pam Zadorzany, Animal Control Officer-has been in school the last week for Certified to Euthanize. Pam will need assistance with DEA Registration for supplies for this service. She attended the Yankeetown Meeting and received positive feedback regarding Animal Control services being provided to Yankeetown. Commissioner S. Schwing-states this may add an additional cost to the Town in Animal Control Budget due to increase in hours for Animal Control Officer. No timeline available right now, Commissioner S. Schwing will meet with Danny Pearson, Yankeetown Commissioner and will negotiate services.

**Discuss responsibilities of Office Staff at Town Hall(Mayor White)**

**Motion to discuss promoting Cery Logeman, currently serving as Water Clerk and Interim Town Clerk to Town Clerk-Commissioner S. Levesque, second by Commissioner S. Schwing.**

Commissioner S. Schwing-states that Cery is his employee and wasn't a part of any of this discussion and Cery has not expressed any interest in the permanent position of The Town Clerk. Commissioner S. Schwing asks Cery for her opinion on the transition. Mayor White-states that Cery has realized she can fulfill all duties required for Town Clerk. Commissioner J. Schwing states that she is going to interrupt, "It's National Women's Day" as Mayor White states that he is speaking and would like to be able to finish. Commissioner J. Schwing states that Commissioner S. Schwing has asked for Cery's opinion, not Mayor Whites and would like to hear from Cery. Mayor White states he is speaking about what he and Cery have discussed.

Cery Logeman, Water Clerk/Interim Town Clerk-states that she does not have a bachelor's degree but has many years of service in Business Administration, Banking(Head Teller for 14 years). Mayor White states that the Commission can waive requirements if needed. Cery states that she has 30 years of experience with Restaurant Administration. Cery is the backbone and the years of experience qualify her for the position.

Commissioner S. Schwing-states that he wishes he would have been included in the discussion over Cery's interest in the position.

Cross training was emphasized by all commissioners. Commissioner S. Schwing states his disappointment with the previous commission for not replacing the Deputy Town Clerk when Darlene Slattery was promoted from Deputy Town Clerk to Town Clerk in 2019. Commissioner S. Schwing states that the positions within Town Hall should be-Town Clerk, Deputy Town Clerk/Accounts Payable and Water Clerk.

**Cery Logeman voted in as Town Clerk-**

**Vote passed 3-0**

Commissioner J. Schwing-yes

Commissioner S. Levesque

Commissioner S. Schwing-yes

Applause from crowd.

Mayor White-asks that the commission think about an ethics training for all office employees.

Commissioner J. Schwing-seeks advice from Attorney Anderson regarding requirements or guidelines for employees and ethics training.

Attorney Anderson-"understands that ethic training is for elected officials but says this is a good idea."

Commissioner J. Schwing-"who needs ethics and spell it out who will need to take it. "

Attorney Anderson-encourages Cery to focus on Notice Requirements for meetings, Sunshine Training.

Town of Inglis

**Ready, Set, Garden (Commissioner J. Schwing)**

**Commissioner J. Schwing motion to move forward with Ready, Set, Garden and have trees installed along fence line, second by Commissioner S. Schwing.**

**Motion passed 3-0**

Commissioner J. Schwing-yes

Commissioner S. Levesque-yes

Commissioner S. Schwing-yes

Shares information regarding a fence that will installed by the community center and basketball park, white railed fence and the placement of trees will help create a nice environment for the area. Watering system-YMCA members will be asked to provide a gallon of water a day to help with this project. This is a volunteer opportunity for YMCA members and Commissioner J. Schwing feels confident that members will assist with watering of the plants

**Reinstate ORI-**

FDLE states that the ORI number is no longer valid for the Town of Inglis, paperwork and application provided to the Town of Inglis for further research.

**Motion to discuss the reinstatement of the ORI-Commissioner J. Schwing, second by Commissioner S. Schwing**

Comm. J. Schwing-what are the fees?

Deputy Town Clerk, Tamara Slagle-states that the application has been received and no fees were attached.

Commissioner J. Schwing-states that she is not in favor of this until the Town of Inglis has encrypted email.

Deputy Town Clerk-states that Go Daddy does provide encrypted emails and will work with Gatorworks(Wallace) to get emails verified and crypted.

John MacDonald-Inglis Fire Chief-states that all background check will go through FDLE website and no emails will be transmitted.

**Motion to accept and reinstate ORI for the Town of Inglis by Commissioner J. Schwing, second by Commissioner S. Schwing.**

Vote 3-0

Commissioner J. Schwing- yes

Commissioner S. Levesque-yes

Commissioner S. Schwing-yes

**Transition all emails for each commission seat into a town owned email.**

**Motion to transition all emails to townofinglis.org-by Commissioner J. Schwing, second by Commissioner S. Levesque.**

**Motion passed 3-0**

Commissioner J. Schwing-yes

Commissioner S. Levesque-yes

Commissioner S. Schwing-yes

All Commissioners will be required to provide usernames and password to their already in place emails for their commission seat.

Betsy Webb-states that she wants to be clear that there are 5 liaison seats and that those 5 liaison emails would be the main one.

Commissioner J. Schwing-states that she can't be agreeable unless access on her phone is granted.

**Welcome To Inglis-sign on Highway 19-**

Sign is currently in bad shape and needs to have some maintenance done. This item has been tabled and will be addressed during the Budget Workshops for the upcoming fiscal year.

**Employee Benefits package**-(Mayor White)-

**Motion to have Deputy Town Clerk review HMOs and Health Plans for Employees by Commissioner J. Schwing, second by Commissioner S. Levesque.**

Vote 3-0

Commissioner J. Schwing-yes

Commissioner S. Schwing-yes

Commissioner S. Schwing-yes

**Discuss developing or participating in the Municipal Youth Council.(Mayor White)**

**Motion to discuss Youth Government by Commissioner J. Schwing, second by Commissioner S. Schwing.**

Discussion follows with questions regarding the funding for this program.

**Motion to pass the Municipal Youth Council by Commissioner J. Schwing, second by Commissioner S. Schwing.**

Motion passed 3-0

Commissioner J. Schwing-yes

Commissioner S. Schwing-yes

Commissioner S. Levesque-yes

**Motion by Commissioner J. Schwing to discuss sign permit fees for the South Levy YMCA, second by Commissioner S. Schwing.**

Signs to be installed on Town Property and do we want to charge or because they are a charity, do we want to charge the YMCA for this fee?

Total of 4 signs to be installed.

**Motion to reinstate Commissioner S. Levesque as Budget and Finance Commissioner-  
Commissioner J. Schwing with a second by Commissioner S. Schwing.**

Motion passed 3-0

Commissioner J. Schwing-yes

Commissioner S. Schwing-yes

Commissioner S. Levesque-yes

Department and Budget Reports Presented by Each Commissioner for:

Budget/Finance-no report

Water Department

Maintenance/R&B

Law/Fire

Land Use/Code Enforcement

Planning

Health, Welfare and Recreation-no report

Animal Control

Fire Chief John MacDonald-states that he overlooked a portion of the contract regarding the Fire Assessment Study fee-originally, he quoted that the study would be \$12,000 that would be paid for by Levy County but there is an additional fee of \$15,000 that he overlooked in the contract. He hopes to be able to absorb this additional \$15,000 within his current budget but will not sacrifice safety or preparedness for the Town of Inglis.

Mastadon Bridge has passed inspection.(Commissioner J. Schwing)

Motion by Commissioner S. Levesque to place Commissioner S. Schwing as Animal Control Commissioner, second by Commissioner J. Schwing

Motion passed 3-0

Commissioner J. Schwing-yes

Commissioner S. Schwing-yes

Commissioner S. Levesque-yes

**Special Meeting- Scheduled for April 7, 2022**

**Code Enforcement Board, Special Hearing. Attorney Christopher Anderson will need to be present for this meeting.**

Pam Zadorzany-Animal Control Officer-fence damage at Animal Control needs to be fixed. She will put a work order in for this.

Civitek National-Credit card payment processing company. This will be discussed after election scheduled for March 15, 2022.

Public Comments: Veronica Reardon-questions regarding employment with the Town of Inglis and why she was terminated.

Commissioner J. Schwing-states that she would like to be able to know which individual is in which position.

Town of Inglis  
Regular Commission Meeting Minutes March 8, 2022

Commissioner S. Schwing-states that he comes into the office and asks how everyone is doing and how things are going and that someone felt threatened and didn't want to discuss things in front of other employees, so that is why he took another employee outside to discuss items with her.

Introduction of Jason (last name unidentifiable) with Levy County Property Appraisers Office will be running for election in a special election August 23, 2022.

Christina Falcon-Property on Lori Street-questions regarding Water Liens and when can she pay the current lien on her property?

Request for Tamara Slagle, Deputy Town Clerk to Attend Summer Conference for the Florida Association of Certified Clerks. Commissioner J. Schwing-states to Deputy Town Clerk, Tamara Slagle that "she will have vengeance against you, I'm so sorry, you're a quitter!" and that this is so unjust and you're such a bully. Commissioner S. Levesque states that Commissioner J. Schwing is making this hostile. Commissioner J. Schwing states, "it's ok, I can!"

Town of Inglis election will be March 15, 2022, 7am-7pm. Location: Inglis Town Hall, Commission Room.

Poll workers and Canvassing Board and certified. Equipment certified on March 10, 2022

Candidate forum will be March 12, 2022 @10am at the Inglis Community Center.

Comments:

Mayor-none currently.

Commission:

Commissioner S. Schwing encourages everyone to try the new ice cream shop, "Sprinkles"

Motion to adjourn by Commissioner S. Schwing, second by Commissioner J. Schwing. Motion passed 3-0

Commissioner J. Schwing yes

Commissioner S. Schwing yes

Commissioner S. Levesque yes

Meeting adjourned at 8:33pm

A verbatim audio CD is available at Town Hall for \$1.25.

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Cery Logeman, Town Clerk

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Michael Andrew White, Mayor



