

**The Inglis Town Commission  
held the Regular Commission Meeting  
at the Inglis Town Hall Commission Meeting Room  
and Remotely via Zoom  
on April 6<sup>th</sup>, 2021 @ 6:00pm**

**Present Were:**

**Mayor White, Comm. Brennan, Comm. Levesque,  
Comm. Morin, Comm. J. Schwing, Comm. S. Schwing  
Attorney Fugate**

**Prayer and Pledge to the Flag**

**Motion to Adopt Agenda**

**Commissioner Schwing made a motion to adopt the agenda. Commissioner Morin seconded. Motion carried 5-0.**

**Presentation**

**Justin DeMello, Woodard & Curran, Presentation of the Draft Wastewater Collection and Treatment Preliminary Engineering Report.**

Justin DeMello, Principal Project Manager and Professional Engineer with Woodard & Curran, addressed the Commission and the residents in attendance stating he has been involved with this project since the spring of 2018, giving an in-depth presentation on the Wastewater Collection and Treatment Plant for the Town of Inglis.

Mr. DeMello stated there are three reports, the preliminary engineering report, that is required for USDA funding, the facility plan report, that is required for DEP funding, and the environmental assessment report that is done for both applications to move forward, these reports have been drafted and given to the Town Clerk for distribution but again they are in draft format and the intent of today's presentation is to unveil the draft of those findings and discuss the next steps moving forward.

Mr. DeMello stated at this time he will go over the quick agenda which is to review how they got here which is reviewing the feasibility study of the regional project that was done between 2017 and 2019 and then to review the reports that he just discussed those findings, which really focused on just Inglis, so the prior feasibility study was really focused on the subregional area, that included Yankeetown, Inglis areas of unincorporated Citrus and Levy County, these documents that will be discussed today are really focused on purely getting Inglis a sewer system.

Mr. DeMello gave a timeline of the project and what the regional study had found stating in the approximately 18 square mile between citrus and levy county with a population of around 2900 give or take, and again that included not only Inglis but Yankeetown and the unincorporated areas of Citrus and Levy County, 95% of that area was designated as a Rural area of opportunity, and the MHI or Medium Household Income of that area varied between \$23,000 and \$40,000 depending on which specific area was located. That are identified of

about 1400 septic tanks of which only 344 were permitted with the Board of Health. Additionally there were five (5) permitted small packaged wastewater treatment facilities in that study area, those consisted of the Yankeetown School, Sea-Breeze Manor, Inglis Villas, The River Lodge RV Park and Aurora Acres. The Withlacoochee River and Lake Rousseau are state designated outstanding water ways.

Mr. DeMello stated the next phase of what they will be discussing here today are for the four phase for Inglis that are identified in the center of the map.

Mr. DeMello stated in summary what the feasibility study had found is that the treatment facility and collection systems have the technology today to put pipes in the ground and build the wastewater treatment facility.

Mr. DeMello stated the sites have been identified for the design and construction for the most favorable systems included a package wastewater treatment facility coupled with a vacuum collection system and land disposal for treated affluent.

Mr. DeMello stated what this study found was that the capital cost for the Town of Inglis for the collection system and treatment and disposal would be around 19.7 million dollars and that includes the engineering, design, permitting, the construction administration as well as any legal loan/grant management services.

Mr. DeMello stated from the feasibility study that was done previously the estimated number that was submitted was around \$25 million, they have since been able to whittle that number down by identifying two suitable sites, one is closer than the other, these sites may not be available in the future due to property sales, etc.

Mr. DeMello stated the cost may vary depending on which site would be selected, the other thing that has been identified is the O&M cost all of which came to around \$324,000.00 annually, that is the cost to manage staff and all of the elements of that collection system and treatment center and beyond that they recommend putting money away in case of any emergencies or repairs that will need to be done, the estimate is around \$75,000.00 or 15% to 20% of the annual O&M costs. So collectively between the O&M costs and the R&R costs, using round numbers, the O&M costs would be around \$400,000.00 and about \$20 million for the treatment plan costs and collection system and this is what they estimate it would cost for the Town of Inglis.

Mr. DeMello ran through multiple scenarios of what the customer rates would be at varying percentages of grant versus debt funding.

Mr. DeMello stated the last scenario he would like to show is really about what they call increasing that customer base and by increasing the customer base, this is called a readiness to serve and a lot of communities implement this since the pipe is run by the lots and now they would be considered potentially developable. This is something that the Commission can consider and the intent of this is to show that if you add lots, if you add additional customers that are paying into the system, paying into the fee, you can get the monthly average customer rate down, they show this as an example of readiness to serve, this is the same thing as if the system grows.

Mr. DeMello stated if the system grows to 1200 customers or 1500 customers, if Citrus County or Levy County unincorporated area decide to add flow to the system add customers to the system, the customer number goes up but the costs stay relatively the same, the O&M cost would go up a little bit but the capital cost wouldn't go up so by adding customers you reduce the monthly average customer rate and as you can see

here, and this is purely example would bring it down to \$39.00 per month and that would again would be imposing a \$15.00 per month fee on the 318 vacant lots and that again is purely fictitious for the sake of discussion, but what it basically shows is that when you keep the costs the same and increase the customers the average cost per customer goes down.

Mr. DeMello stated so where they are at right now is, they have drafted the two reports and the two reports are essentially across the same lines, the two reports are essentially just applications that would move forward the different funding agencies, one goes to the USDA, one goes to the Florida Department of Environmental Protection, the next step is to solicit input and feedback from the public and businesses, finalize these documents and move them forward, to complete a capital finance plan that would need to be endorsed by the finance director and the Town Attorney, conduct a public participation meeting, to review the final reports, so again this does not constitute the final meeting, to continue the discussion with the regional partners in order to get the number of customers up and the costs down, and to continue to advocate in Tallahassee for the funding of this project, as highlighted here we have achieved three grants so far to date, over a million dollars to get to the point that we are at, with zero dollars of out of pocket expenses for the Town.

Mr. DeMello stated these documents are finishing up and we are looking forward to moving these forward to the USDA and FEDP both of which have hearings coming up this summer and fall for new applications and at that point we would come back to you and say this agency has said they will give you this much funding and this much loan and this much grant, and this agency has come back and said they will give you this much funding with this loan and this much grant, we don't have these numbers yet, that is what finishing these applications, these documents that are going to move forward to take us to that next step in addition there has been an LFI Application filed with the State again, an opportunity to get additional grant funding for this project, there's FDEP small communities wastewater construction grants that are out there and this year with the regime change in Washington the US Federal Earmarks has 1.4 Trillion of discretionary spending that's available and out there for applications in communities just like this to improve Gulf Coast Water Quality.

Mr. DeMello stated the State has made a big push for septic to sewer, in 2020 legislation was passed for mandatory septic inspections, they are still ironing out the details of moving the program from the Board of Health over to the DEP but it's going to make permitting septic tanks more difficult, funding is available now, we don't know if it's going to be available in the future, we talked about the average cost of septic replacements again somewhere between 7 and 15 thousand depending on the your lot and the size of the house and depth to water, we have the average cost of the advanced septic systems, which we know are an option for some of those lots that don't qualify, are a little bit more somewhere between 14 and 20 thousand and again it's very lot specific, it's very individual specific and we have heard rumors that the Basin Management Action Plan is being developed for the Withlacoochee, we don't know for sure, but we've heard rumors that one is being developed.

Mr. DeMello stated with that he has just walked them through a tentative funding, design and construction schedule so here we are at what they call a complete with preliminary engineering report facility plan documents, that's really now through May, in May they will apply for these additional design funding, and that will be through various opportunities that will be from May through October, basically we will come back to you between May and October and state we have finished these reports, we've applied for these different agencies and they've come back to us and said, here's what we'll give you, and again that's just two of the agencies, these reports are just for these two agencies, but we can now use these reports for several other applications that could move forward, if all that came to fruition we could be in design at the end of this year, sometime in October with about a one year design for the treatment plant collection system, land purchases,

things like that, that will be necessary and after that we could be looking at construction starting in June 2022 and I would imagine that for a project this size and this much pipe you're probably going to be looking at about a 4-5yr construction window assuming it is done in phases overtime.

Mr. DeMello introduced Luke Tia, Technical Assistance Provider with SERCAP, South East Rural Community Assistance Project.

Mr. Tia addressed the Commission stating SERCAP is a non-profit organization that helps rural communities with their water and wastewater systems, their mission is to improve the quality of life by providing affordable services such as water and wastewater.

Mr. Tia stated because of the grant funding they receive they are able to offer their services free of charge to provide technical, managerial and financial assistance through a wide range of services such as rate studies, income surveys, grant assistance and asset management plans, the team includes technical assistance providers with expertise in funding, regional collaboration, operations and maintenance, and more.

Mr. Tia stated SERCAP has been working with the Town of Inglis on the regional wastewater project since 2019, and in that time they have provided regional collaboration training and hosted public outreach meetings.

Mr. Tia stated SERCAP serves as a neutral third-party technical assistance provider and their goal is to improve the quality of life in the community.

Mr. DeMello stated this concludes the presentation and will take any questions at this time.

Mayor Morin asked Mr. DeMello what the cost would be for a new septic on a small lot, like a quarter of an acre versus an acre lot, 75% of the homes located on the west side of 19 are on the smaller side by side lots.

Mr. DeMello stated the septic cost really depends on the actual physical site, if there's a high water table and poor soils there then a septic tank is going to be required to be mounded, if the lot requirement is so small they cannot put a mounded system in then you will have to put in what's called an advanced septic system which basically uses air and other things to get the effluent falling down, so it's basically a miniature treatment plant.

Mr. DeMello stated what they have here is the average cost of septic replacement, I'd put something like the advanced system somewhere on the higher side around \$15,000.00 as opposed to something on the lower side around 3 or 4 thousand, again each individual customer is going to be different.

Discussion followed.

Peggy Page asked how the Minimum Household Income amount was arrived at.

Mr. DeMello stated this was based on the information received from residents during the 2002 Census.

Rhonda Kline commented.

Jamie Friesen commented.

Ralph Walker asked if the cost for the construction and decommission of the septic tanks or will that be an additional cost to the residents.

Patricia Tully stated as a resident of Inglis for 47 years she has seen what has happened to the river and feels what needs to be discussed is what can be done to benefit the Town especially those residents that live on a fixed income and if a grant can be acquired to cover the entire cost then it should be looked into.

Loretta Ferris stated she has done some research into this issue and the grant process takes time and feels the town needs to proceed with acquiring the funding so that Inglis is not left in the dark in the future and the financial pressure is placed on the citizens.

James Sparkman commented on the water quality in the river and also asked what the rate for commercial property will be since the only discussion so far has been for residential rates.

Mr. DeMello stated at the planning level it was assumed that all things were equal and there has been no differentiation made to date this will be done by the Commission at a future date.

Ron Zadorzany commented.

Attorney Fugate stated the Project will be presented at a Public Meeting to the residents before it will be voted on by the Commission.

Mr. DeMello stated the application process through DEP requires a Commission vote before the funds can be allocated, then the next step will be a final method document, advertising in the Citrus Chronicle, hold a Public Meeting based on what was presented today and assuming there are no changes made by the Commission, then the Commission votes to again move the funding forward into the application process then once we agree that the reports are finished, we would like to move forward with each application cycle, that would need to happen in a public setting, that way the public has the information it needs to be able to vote.

**Commissioner Levesque made a motion to move item 4A in New Business up in the agenda. Commissioner Schwing seconded. Motion carried 5-0.**

### **Comments, Ordinances, ETC.**

#### **1. Attorney Comments:**

##### **New Business:**

- A. Commission to discuss Town Attorney(s) Blake Fugate, Norm Fugate. (Comm. Schwing)**
  - 1. Will the Commission desire to explore other legal options?**
  - 2. Discuss Town Attorney contract options. Goal—save money for the residents of Inglis.**
  - 3. Must the Town Attorney attend every monthly Town Meeting?**

Commissioner Joyce Schwing asked the Town Attorney if they need to attend every Town Meeting?

Attorney Fugate stated after discussion with Norm regarding this and there is no legal requirement but Inglis would be the only municipality that they know of that doesn't have the Attorney attend the meeting, they do not advise the seating of a meeting without legal representation in attendance.

Commissioner Joyce Schwing stated the Town employs him as the Town Attorney, but there have been times that Norm Fugate was in attendance and the rate charged was more.

Blake Fugate stated he is the Town's Attorney but there were times that there was conflicts and Norm had to cover them.

Commissioner Joyce Schwing asked the Commission if they would be interested in looking at other options for legal services and possibly going out for bid.

Commissioner Steve Schwing asked if this will need to be advertised.

Attorney Fugate stated an analysis was done previously and the cost the Town was charged by the previous Law Firm was 150% more monthly than what the Fugate Law Firm had charged.

Discussion followed.

**Commissioner Joyce Schwing made a motion to go out for an RFP bid for an Attorney. Commissioner Levesque seconded. Motion carried 5-0.**

James Sparkman commented on the Attorney's charges.

John MacDonald, Inglis Fire & Rescue addressed the Commission regarding the discussion on contacting the Town Attorney stating if he has to wait for the monthly Commission meeting to get approval to contact the Attorney that could be an issue.

Commissioner Levesque stated the Department Heads did not need to wait for a monthly meeting they could contact their Liaison and get approval.

A disgruntled resident addressed the Commission stating she had been asked personally by Commissioners Levesque, Joyce Schwing, Steve Schwing and Mayor White to attend this Commission meeting regarding a certain topic and she has been sitting there listening to them argue for the last two and one-half hours about the wastewater collection and attorney contracts.

**Commissioner Levesque made a motion for all the Department Heads to get approval from their Commission/Liaison prior to contacting the Attorney. Commissioner J. Schwing seconded. Motion passed 5-0.**

## 2. Ordinance/Resolutions:

- A. **Second Reading of Ordinance 01-21, An Ordinance of the Town of Inglis, Florida relating to an Amendment of ten or less acres of land to the Future land Use Plan Map of the Town of Inglis Comprehensive Plan.**

Attorney Fugate read Ordinance 01-21 by title only into the record.

Commissioner Joyce Schwing stated if she understands this correctly the Ordinance is changing the property from Industrial/Residential to Commercial and after speaking to the residents doesn't seem to think this will be a good change for the residents.

Commissioner Steve Schwing commented.

Jennifer Molzen-Naja, realtor for the seller/purchaser, addressed the Commission stating the amendment request is only for the front parcel that is currently zoned Industrial/Residential, there is no request to change the second parcel, that is staying residential it is the one with the home on it. The front parcel has an old mobile home on it that was being used as a caretaker's dwelling, but this is being removed and will not be replaced.

Dave Banton, Land Use/Zoning/Code Enforcement Officer addressed the Commission regarding this amendment request stating the Commission is confusing the two parcels, the front parcel currently is zoned Industrial/Residential and the amendment request is to only change that parcel to Highway Frontage Commercial, the back parcel is not being changed at all.

John Adams, property owner, addressed the Commission stating there are two separate parcels, the residential parcel is not being changed, there have been improvements made to the home to make it habitable for the family that will be living there.

Discussion followed.

Attorney Fugate stated what this is, is part of the first steps that must be taken before a development order can be discussed to keep it in line with the Comp Plan and the Zoning Map.

**Commissioner Levesque made a motion to Ordinance 01-21. Commissioner Morin seconded. Motion carried 5-0.**

**B. Second Reading of Ordinance 02-21: An Ordinance of the Town of Inglis, Florida relating to an Amendment to the Zoning Map of the Town of Inglis Land Development Regulations, Relating to the rezoning of less than ten contiguous acres of land.**

Attorney Fugate read Ordinance 02-21 by title only into the record.

**Commissioner Levesque made a motion to change it. Commissioner Morin seconded. Motion carried 5-0.**

### **3. Contracts/Agreements:**

#### **Consent Agenda**

**1. Minutes: Regular Meetings 03/02/2021  
Budget Workshops  
Budget Hearings  
Workshops**

**Public Hearings  
Special 03/23/2021**

**2. Financial Statements: February 2021**

**Commissioner Morin made the motion to accept the Consent Agenda. Commissioner Joyce Schwing seconded. Motion carried 5-0.**

**Regular Agenda**

**1. Planning:**

Commissioner Morin stated the next Planning Commission Meeting will be held on the 04-13-2021 @ 6:00pm.

**2. Code Enforcement:**

**A. Discuss requirements for filling vacancy on the Code Enforcement Board. (Town Clerk)**

Town Clerk Darlene Slattery stated she had placed this item on the agenda due to the passing of one of the Code Enforcement Board Members. The Board consisted of six members

**Commissioner Levesque made a motion to appoint Kelly Salter as the alternate on the Code Enforcement Board. Motion seconded by Commissioner Joyce Schwing. Motion passed 5-0.**

**3. Old Business:**

**4. New Business:**

**B. Drainage – Parcel 12711-000-00 is for sale, water flows from north side of 40 under road to this parcel, water flows from this parcel to Mastadon then empties into the Withlacoochee River. This parcel controls the flow of water by retaining it within a large holding area pit. If this pit were filled in residents would experience flooding. Town would benefit from acquisition of this parcel.  
(Comm. Joyce Schwing)**

THIS ITEM WAS POSTPONED UNTIL THE MAY MEETING.

**5. Dept Report by Commissioners:**

**A. Budget & Finance.**

Commissioner Levesque gave the report for the month of February.

Commissioner Levesque asked Commissioner Brennan if he had any information to forward to him as the previous Budget & Finance Commissioner.

Commissioner Brennan stated he had nothing to forward.

### **B. Water Dept.**

Commissioner Steve Schwing gave the report received from the Water Department.

### **C. Maintenance/R&B.**

Commissioner Joyce Schwing stated she is currently working on obtaining grant funds for the town roads and is also working on getting grant funding for a type of buffer around the retention pond area at the Community Center.

Commissioner Joyce Schwing stated there has been some erosion at the Mastadon Bridge and is currently in negotiations with the engineering firm and the contractor to get this repaired before the rainy season starts in June.

Commissioner Joyce Schwing read the report from the Maintenance and Roads & Bridges Departments.

### **D. Law/Fire.**

Commissioner Steve Schwing read the report for the Sheriff's Department stating he is currently looking into why the report reflects a different number than the county log sheet he was given.

Commissioner Stee Schwing stated he will be placing an agenda item on next months meeting regarding the Sheriff's Department.

Commissioner Steve Schwing read the Inglis Fire Rescue report.

### **E. Land Use/Code Enforcement.**

Dave Banton, Code Enforcement Officer addressed the Commission stating the properties that had been noticed were being cleaned up.

### **F. Planning.**

Dave Banton, Land Use/Zoning Officer addressed the Commission regarding the upcoming Planning Commission Meeting.

### **G. Health/Welfare/Rec.**

Commissioner Brennan stated he had been in contact with the representative for the Children's Table, spoke to Levy County Mike Joyner about Meals on Wheels, he spoke to Helen Ciallella about the Kidz Eat Program and reminded all in attendance about the Farm Share Food Give-Away that will be held on 4-21-2021.

Discussion followed.

**H. Animal Control.**

Commissioner Morin stated at this time there are not any animals at the Animal Control Facility.

Pam Zadorzany addressed the Commission regarding a comment she had heard regarding the possible sale of the Inglis Municipal Building, asking if this in fact will be done will it be brought before the Town's people for discussion and vote.

**6. Public Comments:**

Ron Zadorzany commended the Town Employees stating they are not commended enough.

Lenny Licata addressed Commissioner Brennan stating he has a contact for We-Care and will be more than happy to get with him.

Jim Peterson addressed the Commission regarding tree trimming.

Dave Banton, Land Use/Zoning/Code Enforcement stated this is a discussion for the Planning Commission Board.

**7. Workshops & Special Meetings:****8. Town Clerk:**

Town Clerk Darlene Slattery stated the Auditing Firm of James Moore & Associates is tentatively set to be at the next Commission Meeting to give the 2019-2021 FY Financial Statements.

**9. Comments:****A. Mayor:**

Mayor White stated he is planning a 4<sup>th</sup> of July Celebration and asked the Commission if they were on board with him about asking for donations from the business owners.

**B. Commission.**

**Commissioner Joyce Schwing made a motion to adjourn. Commissioner Levesque seconded. Motion carried 5-0.**

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**Attested By: Town Clerk**

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**Approved By: Mayor**

Transcribed By: Darlene M. Slattery