

**TOWN OF WELAKA
CODE BOARD MEETING
May 23, 2023 @ 6:00 P.M.**

Honorable Willie Washington, Jr. Council Room
400 4th Ave., Welaka FL 32193

MINUTES

1. **CALLED TO ORDER** by Chairman John Harris at 6:00 PM
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALLED** by Town Clerk, Meghan Allmon: Chairman John Harris - present; Robert Turnbull - present; Raymond Roerick - present; William Miller - present, Gary Sands, Jr. - present, Code Enforcement Officer Pauline Kinney - absent, Chief of Police Michael Porath - present, and Town Attorney Patrick Kennedy - present.

4. **APPROVAL OF PREVIOUS MINUTES:**

1. May 24, 2022, Code Enforcement Board Meeting Minutes.

Motion Made by Turnbull to accept the 5/24/22 Meeting Minutes and Seconded by Miller.
Passed 5/0.

5. **OLD BUSINESS:** None.

6. **NEW BUSINESS:**

a. & b. Porath wanted to let the Code Board know that the Council appointed him to oversee the Code Board issues and the Town Code Enforcement Officer, Pauline Kinney. He discussed rewriting the Code Department's Policies and Procedures and will be looking at the top 5 Ordinances issues. For example, junk cars, garbage and scrap in resident yards, and tree removal in the Town. He plans to discuss the tree issue with Kennedy – property owners should possibly submit an application prior for the trees they plan to remove, etc.

Porath is hoping to address, in next month's Code Board Meeting, the cases from January 2023. There has been no activity and the residents possibly weren't noticed or followed-up with properly. Porath plans to meet with Kinney regarding the 4 or 5 cases from January and see how they can assess fines/penalties to move these cases forward properly.

Kennedy – Kinney was starting to address some Code violations but didn't make it through it entirely. Regarding the tree regulations, we can try to address this when we're more prepared. There's a state level also. If a forester verifies it's a sick tree, that is what goes.

Porath – possibly pull a permit/survey before trees are removed. Two Town employees had already gone out to the property on CR 309 where the trees were being cut down, to measure and document the types. The old Clerk/Code person that used to do this has not been in the office for 2 years or so. We need to update the Tree Ordinance.

He said this will not be done overnight, but we will work on the top issues and their Ordinances. Harris – the derelict houses/cars ORD has not changed, has it?

Kennedy – we will update the ORD to address issues and do the proper county recording in order to enforce property liens.

Harris – do we need a workshop or a cheat sheet for code issues?

Porath – no, a workshop is not needed. We are an acting Code Board and between the Town staff

and Kennedy, we can update and regulate the ORD. This will be the cleanest way and will not delay.

Roerick – do we have an ORD so the Code Board can levy liens and fines?

Kennedy – yes, we have one. That’s why we’re here. Chief is taking a look at the ORD to see if it needs to be updated.

Porath – without identifying specific properties or cases tonight, he’d like input from the Code Board on the top 4 or 5 Ordinances they’d like to review.

Harris & Roerick – yes, I agree. Let’s look at the Ordinances and Regulations that we can start to update.

Porath – upkept properties, vehicles, and homes are what we will address also. They are eyesores in the Town. These Code cases that have been lingering for a long time.

Kennedy – foreclosure cases – the file maintenance is horrible. What legitimate fine is good? If someone pushes back, we will probably lose because we don’t have the proper documentations.

Porath – he’s looking into this also, and we can use a tracking program and fee schedule to keep it organized.

Kennedy – Public Works is cleaning up properties and not documenting or billing for them. They need to be keeping track of this so we can add it to a lien, if necessary.

Porath – they can keep track of it on a spreadsheet of some sort.

Kennedy – the Public Works continues to do this, and they don’t document it.

Porath – the Town has paid for the plywood to board up abandoned locations or clean up other properties.

Kennedy – the neighborhood had complaints to help clean up these properties and the Town did it but didn’t bill for it.

Harris – with Kinney and Porath – what’s their job descriptions?

Porath – he is Kinney’s supervisor, and she is the Code Enforcement Officer. If a certified letter needs to be sent out and Porath is needed, he will sync with Kennedy in doing the paperwork.

Turnbull – is Kinney still only doing Code work 2 days per week?

Porath – he will be addressing this with Kinney and organizing the Code Dept. much better. If there’s court fees, they will be added to the lien, so we get reimbursed correctly.

Kennedy – he will provide guidance to the Code Officer, but he will not present the cases. The Code Board acts as the judges and he’s here to help stay within the guidelines with state statute documents and regulations. Refer the Code cases to Kinney or Porath.

Turnbull – Municode searches are helpful. Look at the years and search the words for Code and it's great to read the docs and ORD on there.

Kennedy – explained to Miller how to get onto the MUNICODE website and search.

7. REQUEST TO SPEAK: None.

8. PUBLIC COMMENT: None.

9. ADJOURNED: 6:25 PM