

# MINUTES

CHARLOTTE COUNTY CONSTRUCTION INDUSTRY LICENSING BOARD  
Administration Center, County Commission Meeting Room #119  
18500 Murdock Circle, Port Charlotte, Florida 33948-1094

January 6, 2022 at 6 pm

Charlotte County Board of County Commissioners does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the County's functions, including access to and participation in meetings, programs, and activities. FM Sound Enhancement Units for the Hearing Impaired are available at the Front Security Desk, Building A of the Murdock Administration Complex. Anyone needing other reasonable accommodation or auxiliary aids and services please contact our office at 941.743.1381, TDD/TTY 941.743.1234, or by email to [David.Lyles@charlottecountyfl.gov](mailto:David.Lyles@charlottecountyfl.gov).

**A. CALL TO ORDER**

Vice-Chairman Michael Melton calls meeting to order at 6:00PM

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**MEMBERS PRESENT:**

Michael Melton  
Rick Castro  
Louis Green  
Michael Ferrara  
Patricia Aho

**NOT PRESENT:**

Christopher Knight  
Charles Hackbarth  
Robert Overcash

**STAFF PRESENT:**

Ben Bailey, Community Development Director and Building Official  
Daryl Dillow, Deputy Building Official  
Glinda Pruitt, Assistant County Attorney  
Robert H Berntsson, Board Attorney  
Shawn Horton, Code Enforcement & Zoning Manager  
Gail Gursky, Supervisor, Code Compliance  
Tom Atkinson, Certified Licensing Officer  
Ken Garcia, Certified Licensing Officer  
Maria Di Pompo, Senior Administrative Assistant, Clerk to the Board

**NOT PRESENT:**

Wendy Welch, Certified Licensing Officer

**D. OPENING STATEMENT**

Vice-Chairman Michael Melton

**Please See Appendix D.1**

- E. **NEXT MEETING DATE**  
February 3, 2022 at 6:00 pm
- F. **APPROVAL OF MINUTES**  
**MOTION:** Michael Ferrara made motioned to approve the minutes from December 2, 2021 meeting. Louis Green seconds. Motion was passed unanimously.
- G. **AGENDA CHANGES**  
Glinda Pruitt announced changes to Item N and Item P.1
- H. **SWEARING IN OF ALL THOSE GIVING TESTIMONY**  
Maria Di Pompo administered oath to those who gave testimony
- I. **PUBLIC INPUT**
- Robert Elie, Elie Electric Services LLC  
1512 Nina Street in Port Charlotte, Florida
  - USL&H insurance, United States Longshoremen & Harbor Works Act
  - Mr. Elie suggested:
    - A mass e-mail be sent out stating they must have this insurance
    - Punish contractors who are doing work without proper insurance
  - Appendix I.1: Sign in Sheet.
- J. **EXAMINATION**  
NONE
- K. **LICENSE REVIEW**  
NONE
- L. **CONSENT – AFFIDAVITS OF NONCOMPLIANCE FINES**  
All matters listed under this item are considered to be routine and action will be accomplished by one motion without separate discussion of each item. If discussion is desired by a member of the Board, that item(s) will be removed from the Consent Agenda and considered separately. **Each case has been assessed with an additional \$20.00 for the cost of recording the lien.**  
NONE
- M. **CONTESTING CITATIONS**  
NONE
- N. **REINSTATEMENT**  
~~RONALD E SCRIBNER JR~~ ~~Tom Atkinson~~  
~~SCRIBBS ALUMINUM ENCLOSURE LLC~~  
~~F.K.A. SCRIBNER CONTRACTING OF SOUTH FLORIDA INC~~  
~~CERTIFIED RESIDENTIAL CONTRACTOR~~  
~~LICENSE NO. CRC1328423~~ **Continued to Feb. 3, 2022**
- O. **OLD BUSINESS**  
None
- P. **DISCIPLINE CASES**  
Glinda Pruitt: Asks Continuation to February 3, 2022 of Cases # 2 and #3 to ensure appropriate and legal service is effectuated. Contractors not present for either cases.

1. **ARTEM A KIRICHENKO**  
**Polar Bear Services LLC**  
**Certified Air Conditioning Contractor**  
**License No. CAC1817007**  
**CIL-20-00646**

**Wendy Welsh**

**Continued to Aug. 4, 2022**

2. **TIMOTHY J VAN HOUTEN - Not Present**  
**Metal Tech Roofing LLC**  
**Certified Roofing Contractor**  
**License No. CCC1330522**  
**CIL-19-00559**

**Ken Garcia**

**Continued to Feb 3, 2022**

**MOTION:** Louis Green made motioned to continue the case to February 3, 2022. Rick Castro seconds. Motion was passed unanimously and carries.

3. **NIGEL P NOEL- Not Present**  
**JNL Home Services LLC**  
**Certified Air Conditioning Contractor**  
**License No. CAC1818517**  
**CIL-20-00602**

**Tom Atkinson**

**Continued to Feb 3, 2022**

**MOTION:** Louis Green made motioned to continue the case to February 3, 2022. Patricia Aho Castro seconds. Motion was passed unanimously and carries.

**Q. REPORT FROM THE LICENSING MANAGER**

Interim Licensing Manager, Shawn Horton: December was quiet. After recent storm nothing amiss to report. We are in good shape.

**R. REPORT FROM THE BUILDING DEPARTMENT**

Ben Bailey: Nothing much to report. Busy December month.

- Circa 288 SFR permits issued. Close to 50% increase from last year's
- Open positions and hiring for 3-4 plan review positions and inspector positions
- Deputy Building Official Daryl Dillow retiring next month and his position is open
- Propose revising hearing dates to the following dates. Can't go beyond 2 months without a hearing
- Board agrees on hearing date changes proposed
- See Appendix E.1 and Appendix E.2

<b>January 6,2022</b>
<b>February 3, 2022</b>
<b>April 7, 2022</b>
<b>June 2, 2022</b>
<b>August 4, 2022</b>
<b>October 6, 2022</b>
<b>December 1, 2022</b>

S. **REPORT FROM THE ASSISTANT COUNTY ATTORNEY**

Glinda Pruitt, Assistant County Attorney Brief Intro and brief hello

T. **BOARD ATTORNEY COMMENTS**

**Proposal to make agenda more compact and subject to consensus of the board**

- Item O. PLEDGE OF ALLEGIANCE: Consensus of board obtained to remove
- Item D. OPENING STATEMENT: Consensus of board obtained to revise

U. **REPORT FROM CONSTRUCTION INDUSTRY LICENSING BOARD MEMBERS**

- New Member Welcome: Patricia Aho
- One open Consumer Advocate position

V. **ADJOURNMENT**

Any person who decides to appeal a decision of this Board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Louis Green made the motion to adjourn and Rick Castro seconds the motion. Motion was passed unanimously at 6:18pm.

CHARLOTTE COUNTY  
CONSTRUCTION INDUSTRY LICENSING BOARD  
MINUTES OF January 6, 2022  
READ AND APPROVED ON February 3, 2022



Charles Hackbarth, Chairman

ATTEST:



Maria Di Pompo  
Sr. Administrative Assistant  
Community Development Department  
Code Enforcement and Contractor Licensing Division

Complete files of all cases, as well as taped recordings of all proceedings of this meeting, are kept in the Community Development Department and are available to the public.

Any person who decides to appeal a decision of this Board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**Appendix I.1**

**Please See** appendix D.1 & D.2

Appendix I.1 Sign in Sheet

**PLEASE SIGN NAME AND ADDRESS BELOW**

**CONSTRUCTION INDUSTRY LICENSING BOARD  
January 6, 2022**

**PLEASE PRINT**

Name <u>Robert E. L.</u> Address <u>1512 N. rd Sr</u> _____	Name _____ Address _____ _____
Name _____ Address _____ _____	Name _____ Address _____ _____
Name _____ Address _____ _____	Name _____ Address _____ _____
Name _____ Address _____ _____	Name _____ Address _____ _____
Name _____ Address _____ _____	Name _____ Address _____ _____
Name _____ Address _____ _____	Name _____ Address _____ _____

## Appendix D.1 Current Opening Statement proposed for revision

### OPENING STATEMENT

Good evening.

- This is the regular monthly meeting of Charlotte County Construction Industry Licensing Board.
- We are the Board of Examiners for licensing construction contractors within the County for various types
- of contractor licenses, Responsible for conducting hearings to determine the validity of violations alleged by the County, and for disciplining contractors found in -violation.
- There is a set agenda set for each meeting and no interruptions are permitted.
- Any person speaking out of turn, interrupting, or otherwise disrupting the meeting will be considered Out of Order, and will be removed from the meeting.
- This is a quasi-judicial hearing and subject to the Florida Sunshine Act.
  - o All persons giving testimony must be sworn; and
  - o Board Members must not discuss with each other any matter which comes before them, or visit any site relevant to a matter before them with another Board Member, unless such discussion or site visit occurs at a hearing advertised and open to the public.
- Only persons whose property is a part of the County's disciplinary case may testify in a hearing. Absent direction from the Board, testimony shall be limited to 5 minutes.

#### Disclosures

- Before hearing any matter, Board Members must disclose whether they have had any contact, orally or in writing, with any person who has an interest in a matter before the Board.
- A Board Member must recuse himself or herself from voting on any matter in which they have a personal interest.
- A Board Member with personal knowledge concerning a case, should advise both sides of that knowledge and allow each side to address that concern.
- If any Board Member needs to make such disclosures, please do so now.

## Appendix E.1 and Appendix E.2

### Appendix E.1: Current Hearing Dates for 2022

<b>Current CILB 2022 Hearing Dates</b>
Hearing Dates
Room 119
6pm
January 6, 2022
February 3, 2022
March 3, 2022
April 7, 2022
May 5, 2022
June 2, 2022
<b>July</b>
August 4, 2022
September 1, 2022
October 6, 2022
November 3, 2022
December 1, 2022

### Appendix E.2: Proposed and Approved Hearing Dates for 2022

<b>Proposed CILB 2022 Hearing dates</b>
Hearing Dates
6PM
Room 119
January 6, 2022
February 3, 2022
April 7, 2022
June 2, 2022
August 4, 2022
October 6, 2022
December 1, 2022

<b>Approved CILB 2022</b>	
<b>Hearing Dates</b>	<b>Pre-Agenda</b>
<b>Room 119</b>	
<b>6pm</b>	<b>9am</b>
<b>January 6, 2022</b>	<b>December 29, 2021</b>
<b>February 3, 2022</b>	<b>January 28, 2022</b>
<b>April 7, 2022</b>	<b>March 30, 2022</b>
<b>June 2, 2022</b>	<b>May 25, 2022</b>
<b>August 4, 2022</b>	<b>July 27, 2022</b>
<b>October 6, 2022</b>	<b>September 28, 2022</b>
<b>December 1, 2022</b>	<b>November 30, 2022</b>