

**MINUTES – ENVIRONMENTAL ADVISORY BOARD  
ORIENTATION MEETING**

January 20, 2023

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The Environmental Advisory Board of the City of Fort Myers, Florida, met in regular session at Oscar M. Corbin, Jr. City Hall, 2200 Second Street, a meeting place in the City of Fort Myers, Florida, on Friday, January 20, 2023, at 1:00 p.m. Present were: Regular Board Members Shandon Anderson, Connie Bennett-Martin, Jerry Higby (Arrived at 1:08 p.m.), Parke Lewis, Sharon Schulman (Arrived at 1:23 p.m.), and Alternate Board Members Christian Casey and Geraldine Reaves. Also present were: Grant W. Alley, City Attorney, Justin Mahon, Environmental Compliance Manager, Gwen Carlisle, City Clerk, and Jennifer Myers, Recording Specialist.

**CALL TO ORDER**

City Clerk Carlisle called the meeting to order at 1:01 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Absent: None

**COMMENTS BY THE BOARD’S ENVIRONMENTAL COORDINATOR (Justin Mahon, Environmental Compliance Manager, Public Utilities Engineering Division)**

Justin Mahon, Environmental Compliance Manager, welcomed the Board Members, introduced himself, and spoke to the potential of the Board.

*Board Member Higby arrived at 1:08 p.m.*

**1. OATHS OF OFFICE (Gwen Carlisle, City Clerk)**

City Clerk Carlisle swore in: Shandon Anderson, Connie Bennett-Martin, Jerry Higby, Parke Lewis, Christian Casey, and Geraldine Reaves.

**2. ELECTION OF CHAIR**

City Attorney Alley opened the floor for nominations of the Board Chair.

Board Member Reaves nominated Board Member Bennett-Martin to be Chair.

City Attorney Alley closed the floor for nominations of the Board Chair.

**MOTION: Board Member Reaves moved to nominate Board Member Bennett-Martin to be the Board’s Chair; seconded by Board Member Lewis; motion carried unanimously.**

**3. ELECTION OF VICE CHAIR**

City Attorney Alley opened the floor for nominations of Vice Chair.

Board Member Bennett-Martin nominated Board Member Higby to be Vice Chair.

City Attorney Alley closed the floor for nominations of Vice Chair.

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**MOTION: Board Member Bennett- Martin moved to nominate Board Member Higby to be the Board's Vice Chair; seconded by Board Member Lewis; motion carried unanimously.**

**AGENDA REORDERED**

**5. REVIEW THE SUNSHINE LAW AND DUTIES OF THE BOARD**

City Attorney Alley introduced himself and welcomed the Board Members. He requested that the review of duties of the Board be moved to the next meeting and requested that the Board read the Ordinance he handed out before the next meeting as he will review it at that time.

*Board Member Schulman arrived at 1:23 p.m.*

City Attorney Alley handed out and reviewed the Government-In-The-Sunshine Manual and the scope of the Public Records Law. He encouraged the Board Members to contact him anytime if they have any questions or concerns.

**AGENDA REORDERED**

**1. OATHS OF OFFICE (Gwen Carlisle, City Clerk) - Continued**

Clerk Carlisle swore in Sharon Schulman.

**4. ELECTION OF MEETING DATES AND TIME**

City Clerk Carlisle outlined the following points in the Ordinance: The Board will have 7 members and 2 alternate members who will serve a 2-year term and must reapply after their term expiration date; Board Members must attend 75% of meetings held during a calendar year, however, excused absences can be granted; The Chair and Vice Chair have a 1 year term with the eligibility of reelection, however, they may not serve for more than 2 consecutive 1 year terms in the same office but may be reelected after a 1 year absence from such position; and a quorum of 4 Board Members must be present to hold a meeting and pass any motion.

City Clerk Carlisle reported that the Board is required to hold meetings at least on a quarterly basis and opened discussion to determine the next meeting date and time. City Attorney Alley noted that regular or special meetings must be requested in a timely manner to be included in the public meeting notice. Mr. Mahon recommended reoccurring monthly meetings. Chair Bennett-Martin suggested meeting on the first Tuesday of each month. Discussion ensued, the Board agreed for the next meeting to be on February 7, 2023 at 12:30 p.m., and the future meeting date and times can be discussed at the next meeting.

City Clerk Carlisle asked when the Board would like to put public comment on the Agenda. Chair Bennett-Martin asked the Board if it would prefer the public comments to be before or after the Environmental Compliance Manager's staff report. Discussion ensued and there was a consensus that public comment be on the Agenda after the Environmental Compliance Manager's staff report, and they will be allowed three (3) minutes. City Clerk Carlisle noted that if any Board Member wants to add something to the Agenda to advise the Clerk's office, Mr. Mahon, or the City Attorney.

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Board Member Schulman asked what are the Council and Mayor priorities that they would like the Board to address. Mr. Mahon replied that he could poll the Council and Mayor on what topics they would like to bring to the Board and noted that some priority topics have been brought to him already. City Attorney Alley replied that the Board will hear from the Mayor and Council and that Mr. Mahon will be advised of priorities.

City Clerk Carlisle reminded the Board that the Florida Commission on Ethics requires that financial information be disclosed by all Board Members and the original form must get returned to the Lee County Supervisor of Elections Office as there is a violation if it is not filed. She advised the form was sent out in each Board Members initial letter of appointment and any Board Member with questions or needs assistance can contact the Clerk's Office.

**PUBLIC INPUT**

Richard Moulton, Public Utilities Director, stated that the Board can be a resource in helping the City find available science and technology options, understand stakeholders' concerns, and make the best decisions for long- and short-term goals.

**ADJOURNMENT:** *Board Member Reaves moved to adjourn the meeting at 2:39 p.m.; seconded by Board Member Anderson; motion carried unanimously.*