

**MINUTES OF THE REGULAR MEETING OF THE CHARLOTTE COUNTY  
CONSTRUCTION INDUSTRY LICENSING BOARD  
18500 Murdock Circle, Room 119  
Port Charlotte, Florida 33948**

**July 9, 2015**

**CALL TO ORDER**

Thomas Burns called the meeting to order at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Members Present:**

Pamela Alexander  
Thomas Burns  
Stephen Gardiner  
Charles Hackbarth  
Erik Howard  
John Damon  
Kenneth Lowe  
Robert Overcash  
Glenn Siegel, Board Attorney

**Absent:**

Carleton Strong – Excused

**Staff Present:**

Erin Mullen-Travis, Certified Code Compliance Officer, Licensing Manager  
John Drown, Code Compliance Officer, Licensing Investigator  
Lorraine Lundblad, Certified Code Compliance Officer, Licensing Investigator  
Pooja Patel, Assistant County Attorney  
Sandra Williamson, Administrative Assistant I

**NEXT MEETING DATE**

August 6, 2015

**APPROVAL OF MINUTES**

*Pam Alexander* moved to approve the minutes of June 4, 2015. The motion was seconded by *Robert Overcash* and was passed unanimously.

**SWEARING IN OF ALL THOSE GIVING TESTIMONY**

*Sandra Williamson* administered oath to those who gave testimony.

**AGENDA CHANGES**

*Erin Mullen-Travis* gave an update on the agenda changes.

**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 \$10.00 for the cost of recording the lien:**

- |    |   |                   |
|----|---|-------------------|
| A. | Elias Andres - Citation No. 3996 - \$1,000.00 | Lorraine Lundblad |
| B. | John Frey - Citation No. 3390 - \$1,000.00    | Lorraine Lundblad |

**MOTION:** *Pam Alexander* motioned to accept the fine as stated in the Affidavit of Noncompliance. *John Damon* seconded and was passed unanimously.

**CONTESTING CITATION**

None

**REINSTATEMENT**

None

**LICENSE REVIEW**

None

**EXAMINATION**

None

**OLD BUSINESS**

- |    |  |                   |
|----|--|-------------------|
| A. | Jeffrey S. Davis<br>d/b/a PGA, LLC<br>Local Aluminum/Concrete Contractor<br>License No. AAA005762<br>Case No. CIL-14-00325 | Lorraine Lundblad |
|----|--|-------------------|

*Lorraine Lundblad* Certified Code Compliance Officer, Licensing Investigator, provided testimony as stated in the investigative report. *Jeffrey Davis* was present and provided testimony to the board.

**MOTION:** *Erik Howard* made the motion that *Jeffrey Davis*' extend the temporary permitting privileges until September 3, 2015. *Jeffrey Davis* must reappear before the Board on September 3, 2015, to provide the Board with an update on all outstanding permits. The motion was seconded by *Charles Hackbarth* and was passed unanimously.

- |    |                |                    |
|----|----------------|--------------------|
| B. | Corey J. Lynch | Erin Mullen-Travis |
|----|----------------|--------------------|

d/b/a Heights Seamless Gutter, Inc.  
Local Aluminum Contractor  
License No. AAA0010565  
Case No. CIL-13-00472

*Erin Mullen-Travis* Certified Code Compliance Officer and Licensing Manager, provided testimony as stated in the investigative report. *Corey Lynch* was present and provided testimony to the board.

**MOTION:** *Erik Howard* made the motion that *Corey Lynch's* new permitting privileges be extended until September 3, 2015. *Corey Lynch* must reappear before the Board on September 3, 2015, to provide the Board with an update on all outstanding permits. The motion was seconded by *Kenneth Lowe* and was passed unanimously.

#### **CITIZEN INPUT**

None

#### **REPORT FROM THE LICENSING DIVISION MANAGER**

- Since there are not cases for the August hearing *Erin-Mullen-Travis* announced the August meeting has been cancelled. The next scheduled hearing will be September 3, 2015.
- The county is in the process of hiring two new license investigators.

#### **REPORT FROM THE BUILDING OFFICIAL**

None

#### **REPORT FROM THE ASSISTANT COUNTY ATTORNEY**

Announced that the Board does not have the ethics training class, but they still have to provide the County with a financial disclosure report.

#### **BOARD ATTORNEY COMMENTS**

None

#### **REPORT FROM CONSTRUCTION INDUSTRY LICENSING BOARD MEMBERS**

*Pam Alexander* made the motion to hold the next meeting date to September 3, 2010. *Robert Overcash* seconded the motion and it was approved unanimously.

#### **ADJOURNMENT**

*Tom Burns* made the motion to adjourn and *Robert Overcash* seconded the motion and it was approved unanimously at 6:45 pm.

CHARLOTTE COUNTY  
CONSTRUCTION INDUSTRY LICENSING BOARD  
MINUTES OF JULY 9, 2015

Read and approved on September 3, 2015:



---

Tom Burns, Chairman of the  
Charlotte County Construction  
Industry Licensing Board

ATTEST:



---

Sandra Williamson  
Administrative Assistant I  
Community Development Department  
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 insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.***