

TOWN OF FORT WHITE, FLORIDA
TOWN COUNCILSPECIAL MEETING
MINUTES
November 5, 2018

CALL TO ORDER

ROLL CALL :	MEMBERS	OTHERS
	Donald Cook	Town Clerk Janice Revels
	Mary Fleming	Town Attorney Fred Koberlein, Sr.
	Ronnie Frazier	
	Matthew Lance	
	James Richardson	

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:
Mayor Frazier led the pledge of allegiance to the flag

Mayor Frazier advised council and the public present that the meeting was changed from a workshop to a Special Meeting which will allow motions that may be required to conduct business.

Mayor Frazier also advised that an error was made in the wording of applications for the town clerk position qualifications. It should have stated qualifications preferred not required.

ITEM #1: Additions, deletions, changes, and approval of the agenda.
A motion to approve the agenda was made/second. Motion carried.

ITEM #2 – Approval of minutes of the regular town council meeting of October 8, 2018.
A motion to approve the minutes of the regular town council meeting of October 8, 2018 was made/second. Motion carried.

ITEM #3 – PUBLIC PARTICIPATION

Mr. Michael Benkoczy addressed council with a suggestion that council rethink the decision to hire a full time town clerk and not having two people in the office for reasons of accountability.

Ms. Pat Davis addressed council with a comment regarding the wording of preferred instead of required on the applications as she felt that required would be the appropriate wording. Mayor Frazier explained that the word required was actually inappropriate as probably none of the applicants would be able to meet all of the items listed.

Ms. Shenise addressed council with a concern over having only one person in the office of the town clerk for reasons of accountability as Mr. Benkoczy had addressed

ITEM #4 – OLD BUSINESS - NONE

ITEM #5 – NEW BUSINESS

A. Discussion and possible action on the town clerk position.

Mayor Frazier advised council that he had received as many as 20+ applications for the position of town clerk After reviewing, he stated that he had chosen seven (7) applicants that met or exceeded the abilities for the town clerk position. He presented council with copies of the

applications for the seven candidates most qualified for the position.

A motion to interview applicants for the position of town clerk was made/second. On discussion, it was decided to use the ranking system to determine the candidates to be interviewed for the position of town clerk. Motion carried.

Council members presented individual ranking sheets to determine the top 3 candidates to be interviewed to the clerk.

A motion to interview and make a decision on the top 3 candidates for the position of town clerk at a Special Meeting on November 19th at 6:00 pm was made/second. Motion carried.

A motion to use the same ranking process for selection of the town clerk position after the interviews was made/second. On discussion, the motion was withdrawn with approval.

On inspection/tallying of the ranking sheets provided by council to the clerk and town attorney, the results were as follows: The top 3 applicants to be interviewed are:

KATYE HUGHES
SHARON A. MCDANIEL
ALISHA NORTON STRAIT

ITEM # 6 ANNOUNCEMENTS – None

ITEM # 7 ADJOURNMENT

A motion to adjourn was made/second

Janice Revels, Town Clerk _____ Date _____