



City Commission  
Minutes • March 24, 2026

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City Commission Chamber	Regular City Commission	6:00 PM
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City Hall  
1065 Ridgewood Avenue  
Holly Hill, FL 32117

City Clerk's Office: (386) 248-9441 – Fax: (386) 248-9448

**1. Call to Order**

The meeting was called to order at approximately 6:00 PM.

**Present:**

Mayor John Penny

City Commissioner Debra Snow

City Commissioner Penny Currie

City Commissioner Jeffrey DeLanoy

**Deceased:** Vice Mayor/City Commissioner Roy Johnson, March 23, 2026

Mayor Penny announced to the public that Vice Mayor/City Commissioner Johnson passed away on Monday, March 23, 2026. Mayor Penny asked if everyone could please keep his family in their prayers.

B. Invocation led by City Commissioner Jeffrey DeLanoy

C. Pledge of Allegiance led by Mayor Penny

**2. Presentations**

1. Holly Hill Police Department Swearing-In New Police Officers - Julio Liriano and Brian Gibby

(Requested by Police Chief Byron Williams)

**3. Public Comments**

The following individual came before the Mayor and City Commission:

Mike Cerbo, Holly Hill.

**4. Approval of Minutes**

1. Minutes - March 10, 2026 Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

Motion to Approve.

**Result:** Passed [UNANIMOUS]

**Mover:** City Commissioner Debra Snow

**Second:** City Commissioner Jeffrey DeLanoy

**Ayes:** John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy

**Nays:** None

5. Consent Agenda

Mayor Penny asked if there was any member of the audience who wished to speak on any item on the Consent Agenda or if any member of the City Commission wished to pull an item for further discussion. There was no one.

1. 2026-R-17 - Lift Station 7 Elevation - Florida Department of Environmental Protection Grant

(Requested by Steve Juengst, Deputy Public Works Director)

**RESOLUTION 2026-R-17**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, ACCEPTING GRANT AGREEMENT L0216 WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) COVERING 50% OF THE COST OF THE PROJECT OF THE LIFT STATION #7 ELEVATION PROJECT, UP TO A MAXIMUM OF \$325,000, APPROVING A BUDGET AMENDMENT TO FULLY FUND THE PROJECT PENDING REIMBURSEMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the city has been awarded a grant through the Florida Department of Environmental Protection (FDEP) for up to \$325,000 to support a project to elevate key components of Lift Station #7; and

**WHEREAS**, the elevation of Lift Station #7 will help mitigate future service interruptions of the station during storm events or future sea-level rise; and

**WHEREAS**, a budget amendment in the amount of \$650,000 is needed in order to fully fund the project pending reimbursement; and

**WHEREAS**, funds have been identified in order to provide for a budget amendment.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, Florida:**

**SECTION 1.** That the City Commission of the City of Holly Hill accepts grant agreement L0216 with the Florida Department of Environmental Protection in an amount up to \$325,000 for the Lift Station #7 Elevation Project and authorizes the City Manager to execute the same.

**SECTION 2.** That the City Commission of the City of Holly Hill approves a budget amendment in the amount of \$650,000 and authorizes the City Manager to execute the same

**SECTION 3. Severability.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**APPROVED AND AUTHENTICATED on this 24<sup>th</sup> day of MARCH 2026.**

Motion to Approve.

**Result:** Passed [UNANIMOUS]

**Mover:** City Commissioner Penny Currie

**Second:** City Commissioner Debra Snow

**Ayes:** John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy

**Nays:** None

2. 2026-R-20 - City-Wide Fee Schedule Update - Mid-Year FY2025-2026

(Requested by Michele Moore, Finance Director)

**RESOLUTION 2026-R-20**

**A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING CERTAIN FEES AND INCREASING CERTAIN EXISTING FEES FOR VARIOUS SERVICES, AND PERMITS PROVIDED BY THE CITY, AND ADOPTING A COMPREHENSIVE CITYWIDE FEE SCHEDULE FOR THE FISCAL YEAR 2025-2026.**

**WHEREAS**, on September 23, 2025 a Citywide Fee Schedule was adopted; and

**WHEREAS**, the Commission of the City of Holly Hill has determined that in order to continue providing effective services for the public welfare, the City must establish and increase fees for certain municipal services in order to accurately reflect the City's true cost in providing such services; and

**WHEREAS**, the Commission desires to enact some new fees and increase, decrease, remove, or leave unchanged existing fees for certain services and programs provided by the city and to include the new, increased, decreased, or unchanged fees, in the proposed Citywide Fee Schedule (Attachment A), which is attached to this Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:**

**SECTION 1.** Notice of the public meeting and public hearing at which this Resolution was considered was properly given, and all oral and written presentations made to and heard by the City Commission were properly considered.

**SECTION 2.** There is a reasonable relationship between the fees to be collected for the provision of various city services and the city's costs in providing those services.

**SECTION 3.** The fees which are increased, as set forth in the FY 2025-2026 Proposed City-Wide Fee Schedule (Attachment "A" as amended):

1. Do not exceed the actual or estimated reasonable costs to the city of providing the services to which the fees relate;
2. Are reasonable and necessary to enable the City to provide the benefit or privilege, service or product, license or permit, use or rental, fine or penalty, or property development to which they relate;
3. Have been allocated in a manner such that the costs to a payor bear a fair and reasonable relationship to the payor's burden on, or benefits received, from the city; and

**SECTION 4.** The City Commission hereby approves and adopts:

1. The FY 2025-2026 Proposed City-Wide Fee Schedule (Attachment "A" as amended).

**SECTION 5.** Any fee, rate, charge, penalty, fine, table, or schedule contained in the FY 2025-2026 Proposed City-wide Fee Schedule (Attachment "A" as amended), as adopted in this Resolution, will prevail and apply in the event of a conflict with any other fee, rate, charge, penalty, fine, table, or schedule.

**SECTION 6.** The newly created fees, unchanged fees, decreased fees and increased fees listed in this Resolution and set forth in the FY 2025-2026 Proposed City-Wide Fee Schedule (Attachment "A") become effective on April 1, 2026.

**APPROVED AND AUTHENTICATED on this 24<sup>th</sup> day of MARCH 2026.**

Motion to Approve.

<b>Result:</b>	Passed [UNANIMOUS]
<b>Mover:</b>	City Commissioner Penny Currie
<b>Secunder:</b>	City Commissioner Debra Snow
<b>Ayes:</b>	John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy
<b>Nays:</b>	None

**6. Regular Agenda**

1. 2026-R-18 - Pipe Crawler Inspection System

(Requested by Steve Juengst, Deputy Public Works Director)

**RESOLUTION 2026-R-18**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PURCHASE OF A DEMONSTRATION UNIT PIPE CRAWLER INSPECTION SYSTEM FROM PAT’S PUMP AND BLOWER IN THE AMOUNT OF \$85,000, APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF \$7,000 TO FULLY FUND THIS PURCHASE AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, an advanced pipe crawler inspection system demonstration unit with 14 hours of use has become available at a cost of \$85,000; and

**WHEREAS**, proposals for new units have been received at the costs of \$130,288.57 and \$136,948.00 respectively; and

**WHEREAS**, staff have examined the demo unit, find it to be in superlative order and recommend the purchase of the unit; and

**WHEREAS**, funds in the amount of \$7,000 have been identified to provide for a budget amendment in order to fully fund this purchase.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, Florida:**

**SECTION 1.** That the City Commission of the City of Holly Hill approves the purchase of a demonstration unit pipe crawler inspection system from Pat’s Pump and Blower in the amount of \$85,000 and authorizes the City Manager to execute the same.

**SECTION 2.** That the City Commission of the City of Holly Hill approves a budget amendment in the amount of \$7,000 to fully fund this purchase and authorizes the City Manager to execute the same

**SECTION 3. Severability.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**APPROVED AND AUTHENTICATED on this 24<sup>th</sup> day of MARCH 2026.**

**Mayor Penny opened public participation.**

Mike Cerbo, Holly Hill.

**Mayor Penny closed public participation.**

Josef Grusauskas, Public Works Director, spoke on the Pipe Crawler Inspection System and explained to the Mayor, City Commissioners and audience how the pipe crawler would work and what it would be used for.

Motion to Approve.	
<b>Result:</b>	Passed [UNANIMOUS]

<b>Mover:</b>	City Commissioner Debra Snow
<b>Second:</b>	City Commissioner Penny Currie
<b>Ayes:</b>	John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy
<b>Nays:</b>	None

2. 2026-R-19 - Riverside Park Pier Repair - Change Order No. 1

(Requested by Steve Juengst, Deputy Public Works Director)

**RESOLUTION 2026-R-19**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING CHANGE ORDER NO. 1 WITH PAUL CULVER CONSTRUCTION TO REPAIR THE ADDITIONAL DAMAGED SECTION OF THE RIVERSIDE PARK PIER AT A COST OF \$19,008 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; AND PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, a section of pier directly west of the section of the Riverside Park Pier destroyed during Hurricane Milton has also been found to be damaged; and

**WHEREAS**, the engineer of record, Dredging and Marine Consultants (DMC) has inspected the damaged area and created repair details; and

**WHEREAS**, the construction contractor, Paul Culver Construction, has proposed a change order to repair the section of pier according to DMC standards at a cost of \$19,008. DMC has approved this change order pending City Commission approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, Florida:**

**SECTION 1.** That the City Commission of the City of Holly Hill approves Change Order No. 1 with Paul Culver Construction for the additional repairs needed at the Riverside Park Pier and authorizes the City Manager to execute the same.

**SECTION 2. Severability.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 3 . EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**APPROVED AND AUTHENTICATED on this 24<sup>th</sup> day of MARCH 2026.**

**Mayor Penny opened public participation. No one spoke.**

Motion to Approve.	
<b>Result:</b>	<b>Passed [UNANIMOUS]</b>
<b>Mover:</b>	City Commissioner Jeffrey DeLanoy
<b>Second:</b>	City Commissioner Debra Snow
<b>Ayes:</b>	John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy
<b>Nays:</b>	None

7. Public Hearings

1. 4 William Drive Demolition Hearing

(Requested by Brian Walker, City Planner)

Brian Walker, City Planner/Asst. City Manager went through the staff report for the Mayor and City Commissioners pertaining to the demolition request for property located at 4 William Drive. Caesar A. Ortiz and Deborah Jo Blessing are the listed owners of the property located at 4 William Drive. Mr. Ortiz is deceased. The whereabouts of Ms. Ortiz are unknown. On December 21, 2024, the structure at 4 William Drive was destroyed by fire. The property owner, Mr. Ortiz and his brother

were killed in the fire. The Chief Building Official, along with Code Enforcement, have conducted inspections of the structure and found it to be unsafe for human habitation. It is deemed structurally damaged, deficient, and a hazard to life and safety. The opinion and recommendation of the Chief Building official is attached as EXHIBIT A in the agenda packet. Certified notices of violation have been sent to the address of record that went unanswered. The Special Master heard testimony on June 27, 2025, regarding the property and found it to be a danger to life and safety and gave 14-days for the structure to be repaired or demolished. If not repaired or demolished within the 14-day time period, approval to demolish the structure was given pending a ruling of the same from the City Commission. The Special Master's order is included in EXHIBIT B in the agenda packet. On October 24, 2025, the Special Master again heard testimony regarding the property and found that the condition of the property had not changed. At that meeting, a fine of \$50 per day per violation was imposed. The property has not been brought into compliance and the property continues to deteriorate. Sample photographs of the property are attached and document the appearance of the property and these are in the agenda packet as well. The property has fines due from a lien recorded on November 9, 2023, totaling \$13,300. Fines from the lien recorded on November 24, 2025, total \$23,750.00 as of March 3, 2026. In total, the amount owed as of 3/3/2026 is \$37,050.00. Magistrate fees totaling \$500 are also owed. A title search was done for the property by the City Attorney, and all interested parties listed in the title report were notified by staff of this meeting and its subject matter via certified mail, return receipt requested. Given the fact that the structure has been destroyed by fire and cannot be repaired and that it has not been demolished despite orders of the Special Magistrate, staff requests the following in accordance with Ordinance 3083:

1. That based on the evidence submitted, the Commission make a finding that a nuisance exists, and has been allowed to exist in violation of Section 3-200.
2. That the Commission give the homeowner (or any responsible party for the property) no more than 7 days from the date of this meeting, to remove the nuisance based on Section 3-200 to the City's satisfaction in accordance with the Code.
3. That if the homeowner fails to remove the nuisance by April 1, 2026, the City Commission authorize city employees, subcontractors, and/or agents, to enter the property and demolish the structure in accordance with Section 3-200, and to further authorize that all expenses incurred by the City for demolition be paid by the property owner, and that if the property owner fails to pay such cost and expenses, that they be recorded as a lien on the property, or if such expenses qualify, that they be added to the property's non-ad valorem portion of the property tax bill.

**Mayor Penny opened public participation.**

Mike Cerbo, Holly Hill.

**Mayor Penny closed public participation.**

Motion to Approve.

**Result:** Passed [UNANIMOUS]

**Mover:** City Commissioner Penny Currie

**Second:** City Commissioner Debra Snow

**Ayes:** John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy

**Nays:** None

## 8. Communications

- a. City Manager - Mr. Forte stated for those who may be interested in the services for Commissioner Johnson, they are as follows:  
Service will be Friday, April 10, 2026, at 1:00 PM at the Holly Hill Church of Christ Church, 1725 Ridgewood Avenue and a procession immediately following to Bellevue Cemetery, 1425 Bellevue Avenue, Daytona Beach.
- b. Mayor Penny announced the upcoming events for the city: Saturday, March 28th, starting at 10:00 AM - 12:00 PM is the city's 23rd Annual Easter Egg Event in front of City Hall; on Sunday, March 29th, the Riverside Market will be having an "Easter at The Market" event from 9:00 AM - 2:00 PM at Sunrise Park. Tomorrow, Wednesday, March 25th, from 3:00 PM - 5:00 PM, the Utility Billing Department are hosting an event called "Set It & Forget It" informational event here at City Hall. Mayor Penny wanted to bring up an issue that's called, "Toilet to Tap" and it's being discussed in several neighboring communities within Volusia County. This topic has been presented in several Volusia County cities and Daytona Beach has taken action to support the concept of a voter referendum for the November 3, 2026, ballot. Mayor Penny stated that he is aware that discussions have taken place at the County level, where the Volusia County Council has reviewed proposals related to this issue, and that there are ongoing grassroots efforts encouraging communities across the County to support a voter-driven approach. Mayor Penny informed the Commission that at this time, this matter had not been formally brought before Holly Hill. He believes that there is value in ensuring that the residents of Holly Hill have an opportunity to provide input, and a referendum may be an appropriate way to accomplish that. Mayor Penny asked the Commission if they could give staff direction to draft an Ordinance and bring it back to the Commission for consideration for the November 3, 2026, ballot. ***There was consensus from the Commission to move forward with drafting an Ordinance for first reading for consideration.***

Mayor Penny mentioned that they will need to appoint a new representative to fill Commissioner Johnson's seat on the Transportation Planning Organization (TPO) Board. Currently, Commissioner Snow is the alternate member. Mayor Penny asked if Commissioner Snow would like to fill that seat. Commissioner Snow said, yes.

*Commissioner Currie made a motion to **APPOINT COMMISSIONER SNOW AS THE CITY'S REPRESENTATIVE ON THE TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD TO FILL COMMISSIONER JOHNSON'S SEAT**, seconded by Commissioner DeLanoy.*

**Mayor Penny opened public participation. No one spoke.**

**PASSED, 4-0.**

Mayor Penny stated that Commissioner Johnson was the Vice Mayor and that role needs to be filled.

*Commissioner Snow made a motion to **APPOINT COMMISSIONER CURRIE TO FILL THE ROLE AS VICE MAYOR**, seconded by Commissioner DeLanoy.*

**Mayor Penny opened public participation. No one spoke.**

**PASSED, 4-0.**

- c. Commissioner DeLanoy shared his concerns about the "toilet to tap" Ordinance and the issues surrounding it.
- d. Commissioner Snow asked if it was possible to see if the city could get the flag lowered at half-staff on behalf of Commissioner Johnson. She was going to reach out to the Governor. However, Mayor Penny mentioned that he will reach out to our local representatives, probably Senator Tom Leek, and see if he can get them to assist instead of going straight to the Governor's office.
- e. Commissioner Currie shared the following in honor of Commissioner Johnson: *"I had the privilege of serving alongside Roy for all 14 years of my time on this commission. That kind of shared service gives you a perspective that goes beyond titles—it allows you to truly see the person behind the role. Roy served this city as both Mayor and City Commissioner with dedication and a deep sense of responsibility. He understood what it meant to serve, and he never took that responsibility lightly. But beyond his service, what stands out most to me is who Roy was as a person. He was a proud Air Force veteran, and that commitment to service carried through every part of his life. He believed in doing what was right, in showing up, and in being someone others could count on. He had a special place in his heart for young people. Roy didn't just talk about supporting youth—he lived it. Whether it was encouraging programs or simply showing up, he understood that investing in the next generation was one of the most important things we could do as a community. And on a personal level, nothing meant more to him than his family—especially his grandson, Dallas. He loved watching and supporting Dallas in his passion for baseball. That pride, that joy—that's the side of Roy that many of us were fortunate to see, and it speaks volumes about the kind of man he was. Roy's impact on this city will be lasting. His fingerprints are on the decisions we've made, the direction we've taken, and the foundation we continue to build on today. To his family, thank you for sharing Roy with this community for so many years. We know that kind of service comes with sacrifice, and we are grateful. It was truly an honor to serve alongside him. His legacy will remain with us—not just in what he helped build, but in the standard he set for all of us who continue this work. He will be missed."*

## **9. Adjournment**

The meeting adjourned at approximately 7:25 PM.