

**TOWN COUNCIL REGULAR MEETING**  
**Town Hall Council Chambers**  
**Thursday ~ September 27, 2018**  
**Immediately following close of Public Budget Hearing**  
**AGENDA**

- I. CALL TO ORDER**
- II. COMMENTS FROM THE PUBLIC**
- III. APPROVAL OF AGENDA**
- III. APPROVAL OF THE CONSENT AGENDA**
  - a. Approve Minutes of the August 23, 2018 Regular Meeting
- IV. PROCLAMATIONS AND PRESENTATIONS**
- V. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- VI. SECOND READINGS AND PUBLIC HEARINGS**
  - None.
- VII. FIRST READINGS AND REGULAR AGENDA**
  - a. Consider Request for Lien Reduction as filed by the property owner Dayani Chirino, for property located 5215 Bethany Lane
  - b. Consider appointing Thomas Burns to the Surtax Oversight Committee Member to replace the seat vacated by Bruce Wear
  - c. Consider AECOM's proposal for Engineering Services for the NPDES program for FY 2018/2019
- VIII. REPORTS**
  - Town Attorney
  - Mayor
  - Consultants
  - Town Administrator
  - Committee/Delegate Report
  - Treasurer's Report (included in packet)
- IX. UNFINISHED BUSINESS**
- X. NEW BUSINESS**
- XI. ADJOURNMENT**

Notice: If any person decides to appeal any decision of the Town Council at this meeting, he/she will need a record of the proceedings and for this purpose; he/she needs to ensure that a verbatim record of the proceedings is made. The record must include the testimony and evidence upon which the appeal is to be based, pursuant to F.S. 286.0105. The Town of Haverhill does not prepare nor provide such verbatim record.

In accordance with the provisions of the American with disabilities Act (ADA), this document can be made available in an alternate format (large print) upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting Janice C. Rutan, Town Administrator at the Haverhill Town Hall, 4585 Charlotte Street, Haverhill, Florida. Phone Number (561) 689-0370 Facsimile Number (561) 689-4317

Jay G. Foy, Mayor  
Lawrence Gordon, Vice Mayor  
Mark C. Uptegraph, Council Member  
Remar M. Harvin, Council Member  
Daniel H. Sohn, Council Member  
John Fenn Foster, Town Attorney  
Janice C. Rutan, Town Administrator



**TOWN OF HAVERHILL  
PUBLIC HEARING  
MILLAGE RATE/  
BUDGET FOR FY 2018/2019  
Thursday, September 27, 2018  
7:00 p.m.  
Town Hall – 4585 Charlotte Street**

- I. Call to Order
- II. Invocation and Pledge of Allegiance
- III. Roll Call
- IV. Comments from the Public
- V. Approval of Agenda
- VI. ADOPT MILLAGE RATE FOR 2018/2019
  - a. RESOLUTION 2018-07: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, LEVYING A TAX OF 4.5000 MILLS UPON THE TAXABLE NON-EXEMPT PROPERTY WITHIN THE TOWN OF HAVERHILL FOR THE 2018/2019 FISCAL YEAR RESULTING IN A 6.37 PERCENT INCREASE OVER THE ROLLED BACK RATE OF 4.2304 MILLS.
- VII. ADOPT BUDGET FOR 2018/2019
  - a. RESOLUTION 2018-08: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, ADOPTING THE 2018/2019 BUDGET OF THE TOWN OF HAVERHILL
- VIII. Adjournment

**TOWN COUNCIL REGULAR MEETING**  
**Town Hall Council Chambers**  
**Thursday ~ September 27, 2018**  
**Immediately following close of Public Budget Hearing**  
**OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, September 27, 2018 at the Town Hall, 4585 Charlotte Street, Haverhill, Florida immediately following the close of the final Public Budget Hearing. Those present were Jay G. Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark C. Uptegraph; Council Member; Remar Harvin, Council Member and Daniel Sohn, Council Member. Also present were John Foster, Town Attorney and Janice C. Rutan, Town Administrator.

**CALL TO ORDER**

Mayor Foy called the meeting to order at 7:25 p.m. immediately following the close of the first Public Budget Hearing.

**COMMENTS FROM THE PUBLIC**

None.

**APPROVAL OF AGENDA**

**A motion was made by Council Member Harvin, seconded by Council Member Sohn and unanimously passed (5-0) to approve the agenda as presented.**

**APPROVAL OF THE CONSENT AGENDA**

**Approval of the minutes of the August 23, 2018 Regular Meeting.**

**A motion was made by Council Member Harvin seconded by Council Member Uptegraph and unanimously passed (5-0) to approve the Consent Agenda as amended.**

**PRESENTATIONS**

None.

**COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**

It was noted there was not an officer present. Joseph Roche, Director of Public Services noted that other than a stolen vehicle from Park Lane, there were no crimes to report for the previous two week period.

**SECOND READINGS AND PUBLIC HEARINGS**

None.

**FIRST READINGS AND REGULAR AGENDA**

**Consider Request for Lien Reduction as filed by the property owner Dayani Chirino, for property located 5215 Bethany Lane**

It was noted that although she had been told of the matter being placed on the Agenda, the property owner was not present. Vice Mayor Gordon expressed his preference that the property owner be present for Council consideration.

Joseph Roche, Code Enforcement Officer gave the history of the property and why the lien had been filed. Council, by General Consensus, took no action stating that by not being present at the meeting, the property owner waived her right for consideration of her request for a lien reduction.

**Consider appointing Thomas Burns to the Surtax Oversight Committee Member to replace the seat vacated by Bruce Wear**

The Town Administrator offered Staff's report. Mr. Burns had served on the Audit Selection Committee and was a valuable member of that Committee, so when Mr. Bruce Wear moved out of Town, and the vacancy on the Surtax Oversight Committee occurred, she asked Mr. Burns if he would be interested in serving on that Committee.

**A motion was then made by Council Member Uptegraph, seconded by Council Member Sohn and unanimously passed (5-0) to appoint Thomas Burns to fill the unexpired seat of Bruce Wear on the Surtax Oversight Committee.**

**Consider AECOM's proposal for Engineering Services for the NPDES program for FY 2018/2019**

The Town Administrator offered Staff's Report. Mayor Foy commented that Karen Brandon of AECOM had been representing the Town of Haverhill's NPDES program for several years and has done a remarkable job. It was his recommendation that the contract be continued.

**A motion was then made by Council Member Sohn, seconded by Vice Mayor Gordon and unanimously passed (5-0) to renew the contract with AECOM to provide Engineering Services for the Town's NPDES program.**

**REPORTS**

**Town Attorney**

None.

**Mayor**

Mayor Foy reported that he had written to Sue Park of Florida Power and Light as a follow up to installing street lights on Belvedere Road, outside of Parkview Place. The Town had hoped to install one light on both sides of the entrance way into New Parkview Place. Ms. Park had responded that the pole to the east was not a possibility, however, it may be possible to install a light on the pole to the west. Joseph Roche, Director of Public Services had followed up with permitting at FP&L and learned that the Town may need to pull its own permits from Palm Beach County.

The Town Administrator had invited representatives from Florida Power and Light to the October 2, 2018 workshop to discuss the LED streetlight conversion program they are offering. The Town pays for 77 streetlights. AN inventory of streetlights and back up material would be forthcoming.

Mayor Foy had written a letter to the County Engineer informing him that the timing of the traffic signal at the corner of Belvedere and Haverhill Roads has been changed and that it impedes rather than improves the traffic flow at that intersection. He was waiting to hear back.

He had sent letters to the residents of Ivywood Road informing them that the Town had received only 5 responses (2 in favor, 3 against) from the 18 letters sent out regarding the Town initiated roadway repairs. As such, the Town would put the effort on hold until such time as the property owners wish to proceed.

He commented that he had written some of the letters as a follow up to verbal conversations that had gone unanswered. As such, he had always lived by the acronym "DGVO" since his days of employment with Pratt Whitney. The acronym stands for "Don't Give Verbal Orders".



### **Town Administrator**

The Town Administrator reported on the Read for the Record Event to take place on October 25, 2018. She announced the League of Cities would be sponsoring the required Ethics training on October 9, 2018 at the Village of Palm Springs and to please let her know if any of the Council Members planned to attend as the RSVP was mandatory.

She had asked for Council's opinion on whether the Town should sponsor a fall festival. By general consensus all agreed to consider a winter festival as there wouldn't be enough time to schedule a fall event.

The Town Administrator expressed her appreciation to the Council for their support in adopting the budget.

The Town Administrator had announced that the Town had been requested to adopt Proclamations declaring November 10, 2018 through November 18, 2018 as National Hunger and Homeless Awareness Week and to declare September 28, 2018 as Childhood Cancer Awareness Day. No objections were raised.

### **Committee/Delegate Report**

A brief report was given on the legal case that was presented during Palm Beach County League of Cities General Membership Meeting. The case addressed sovereign immunity and use of private vehicles for Town business.

The Mayor of Indiantown reported that one of the reasons for incorporation was that it would take up to 18 months to get a permit through Martin County.

### **Treasurer's Report**

Included in packet.

### **UNFINISHED BUSINESS**

Director of Public Services, Joseph Roche reported that he had obtaining quotes for the resurfacing of Concord, Charlotte, Durham and Grove Streets and had also reached out to the County in an effort to enter into an Interlocal Agreement as both Durham and Grove Streets are shared by the Town and Palm Beach County.

### **NEW BUSINESS**

The Town Administrator invited Council Members to participate in the Hospital Bridge Plan that was being offered through Colonial Health.

Council Member Sohn announced he would be attending the Institute for Elected Officials in Tampa and would miss the October 11, 2018 Council Meeting. He looked forward to Lynn Tipton of the Florida League of Cities' presentation.

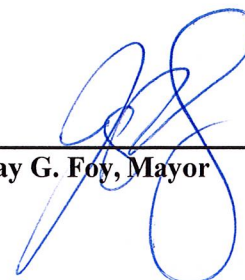
The Town Administrator was requested to schedule a Code and Ordinance Committee meeting.

### **ADJOURNMENT**

**With no further business to come before the Town Council, the meeting adjourned at 8:15 p.m.**

Approved: October 25, 2018

  
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Janice C. Rutan, Town Administrator

  
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Jay G. Foy, Mayor

**TOWN COUNCIL FINAL PUBLIC HEARING  
ADOPT MILLAGE RATE AND BUDGET  
FY 2018/2019  
Town Hall Council Chambers  
Thursday ~ September 27, 2018  
7:00 p.m.  
OFFICIAL MINUTES**

The first public hearing to consider the adoption of the tentative millage rate and budget for the FY 2018/2019 was held on September 27, 2018 at in Council Chambers, Town Hall, 4585 Charlotte Street. Those present were Jay Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark Uptegraph, Council Member; Remar M. Harvin, Council Member and Daniel Sohn, Council member. Also present were Lance Fuchs, Town Attorney and Janice Rutan, Town Administrator.

**CALL TO ORDER**

Mayor Foy called the meeting to order at 7:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Foy offered the Invocation and led in the Pledge of Allegiance.

**ROLL CALL**

The Town Administrator called the roll. All members were present.

**COMMENTS FROM THE PUBLIC**

None.

**APPROVAL OF AGENDA**

A motion was then made by Council Member Harvin, seconded by Council Member Uptegraph and unanimously voted (5-0) to approve the agenda as presented.

**ADOPT MILLAGE RATE for 2018/2019 F**

**RESOLUTION 2018-07: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, LEVYING A TAX OF 4.5000 MILLS UPON THE TAXABLE NON-EXEMPT PROPERTY WITHIN THE TOWN OF HAVERHILL FOR THE 2018/2019 FISCAL YEAR RESULTING IN A 6.37 PERCENT INCREASE OVER THE ROLLED BACK RATE OF 4.2304 MILLS.**

The title was read by Attorney Fuchs.

The Town Administrator presented Staff's report. Mayor Foy noted for the record that there was no public present.

A motion was made by Council Member Harvin, seconded by Vice Mayor Gordon and unanimously passed (5-0) to pass Resolution 2018-07 setting the millage rate at 4.5000 mills for the 2018/2019 fiscal year.

**ADOPT BUDGET FOR 2018/2019**

**RESOLUTION 2018-08: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, ADOPTING THE 2018/2019 BUDGET OF THE TOWN OF HAVERHILL**

The title was read by Attorney Foster.

The Town Administrator presented the proposed budget for the 2018/2019 FY.

Mayor Foy noted for the record that there was no public present.

**A motion was made by Council member Uptegraph and seconded by Vice Mayor Gordon to approve Resolution 2018-08.**

Discussion followed.

Council Member Sohn expressed his desire to see the ballfield being used. He noted the budget included a line item for a ballfield grader and questioned why Staff would recommend such a purchase when the fields were not being used.

In response to Council Member Sohn, Joseph Roche, Director of Public Services responded that the approximate cost to repair the ballfield for a practice field would be \$9,000 and the approximate cost to repair the field for a competitive field would be \$15,000. Repairs included a new score card, fixing the lights, new infield grass, etc.

Discussion followed. The Town Administrator had requested Mr. Roche contact other municipalities and the County to determine their interest in using the Town's fields through an Interlocal Agreement. There was limited interest.

Mr. Roche had been in contact with the Palm Beach Hurricanes and they agreed to look into getting more teams to use the fields so that the cost to repair could be justified.

Council agreed that the purchase of the ballfield grader would not be justified if the fields were not being used.

The Town Administrator responded that the budget before the Council did not include funds for the ballfield repair. If the repairs were to be made, a budget amendment would be required. She suggested leaving the ballfield grader in the budget with the agreement that the grader would not be purchased unless the field was being used on a regular basis.

Council instructed the Town Administrator to have Staff continue to try to work with other municipalities in an effort to use the Town's baseball fields.

**The motion passed unanimously 5-0.**

Vice Mayor Gordon reported on a recent case finding relating to Town Employees using their own vehicles while on Town business that may not be protected by sovereign immunity.

#### **ADJOURNMENT**

**There being no other matters to be considered by the Town Council, the public hearing adjourned at 7:25 p.m.**

**Approved:     October 25, 2018**

  
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Janice C. Rutan, Town Administrator

  
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Jay G. Foy, Mayor