

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



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Haverhill
Tuesday, January 10, 2017**

NOON

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
 - a. Father Willie Davilla, St. Christopher's Church re: proposed zoning text amendment
- III. Council, Attorney and Staff Reports
 - a. Discuss appointments to Citizens Oversight Committee for sales tax initiative
 - b. Discuss proposed moratorium for group homes
 - c. Discuss roof replacement for pavilion
 - d. Discuss proposed ordinance amendments (competitive bid threshold; telecommunication language, flood plain) and schedule Code and Ordinance Committee Meeting
 - e. March 14, 2017 election
- V. Old Business
 - a. Audit extension/competitive bid
- VI. 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

**TOWN OF HAVERHILL
Town Council Workshop
January 10, 2017
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, January 10, 2017 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor, Jay Foy; Vice Mayor, Lawrence Gordon; Council Member, Remar M. Harvin; Council Member, Mark Uptegraph; Council Member, Jo Plyler; Town Attorney, Lance Fuchs; Town Engineer, Josh Nichols; Town Administrator Janice Rutan; Administrative Assistant, Jean Wible; Director of Public Services, Joseph Roche

I. CALL TO ORDER

Mayor Foy called the Workshop to order at 12:10 pm

II. PRESENTATIONS/PROCLAMATIONS

- a. Introduction of Father Willie Davila, St. Christopher's Church; George Lewis, Esquire (St. Christopher's Church council) and Alicia Gordon, Town of Haverhill resident.
- b. Town Administrator Janice Rutan informing everyone that Father Davila came into Town Hall shortly before the holidays to discuss a project that was started in approximately 2001 regarding the construction of a privacy wall and inside the privacy wall, a columbarium to be constructed. Father Davila explaining with the change of demographics of the area over the years and change of clergy, the project was put on hold and he would like to resurrect the plan now. Town Administrator Rutan contacted Josh Nichols, Town of Haverhill planner and found that there was nothing that affected planning. T/A Rutan also spoke with Town of Haverhill Building Official. Bill Denison who believed only a permit was needed to be submitted. T/A Rutan then contacted Town Hall Attorney John Foster, who told her this type of "depository" falls under a cemetery which is not a permitted use under the current code of Town of Haverhill. Discussion ensued.

III. NEW BUSINESS

- a. Appointments to Citizens Oversight Committee for sales tax initiative. Town Administrator Janice Rutan wanted to bring this issue up to see if Council is still considering appointing their own oversight committee (with only one project) or would they consider "coat tailing" on the League of Cities. Mayor Foy feels the Town can come up with three (3) residents to sit on the committee. Council member Remar Harvin stating Alicia Gordon is here on behalf of joining the appointed committee. Town Administrator Rutan will put on the agenda for Town Council meeting to be held on January 26, 2017. Discussion ensued.
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- b. Discuss proposed moratorium for group homes. Town Administrator Janice Rutan informing that the City of Boynton Beach adopted a moratorium on the issue. Town attorney Lance Fuchs asking what exactly are we putting a moratorium on as the Town of Haverhill's codes currently allow these types of facilities and we cannot treat someone different because now, we are entering a Constitutional challenge/problem. Vice Mayor Lawrence Gordon asking Town Attorney Fuchs if this means we would have to put a moratorium on **all** Congregate Living Facilities and Attorney Fuchs responds, yes. Discussion ensued.
- c. Pavilion roof replacement brought up for information purposes only. Town Administrator Janice Rutan explaining Council previously authorized her office to spend up to \$7,500.00 for repairs without Council approval. There is a severe rotting issue with the Pavilion roof. Director of Public Services Joseph Roche, received 4 quotes with recommendation to replace the roof from the following companies: Paul Bange Roofing, Rich Moore Roofing, LLC, Bossler Roofing, Inc. and O'Neal, Jr. Roofing, Inc. Joseph Roche discussed all quotes received with the Town of Haverhill Building Official, Bill Denison. They both feel the best quote was received by Bossler Roofing. Discussion ensued.
- d. **Competitive bid threshold:** Town Administrator Janice Rutan reiterating that currently the Town Administrator's threshold to bid without Council approval is \$7,500.00 and to go out for competitive bid is currently \$20,000.00. She is informing of a conversation she had earlier in the day with Town Attorney's John Foster and Lance Fuchs in which John Foster's recommendation will be to increase the out to bid competitive threshold to \$25,000.00 for general and \$100,000.00 for infrastructure. (Re: public works projects). **Telecommunication language:** Mayor Foy stating this needs to be done as soon as possible so we can update Town of Haverhill's Code & Ordinances. Town Administrator Janice Rutan stating Town Attorney, John Foster, is not waiting for a Code & Ordinance meeting rather he has scheduled a first reading for next Town Council meeting to be held on Thursday, January 12, 2017. Mayor Foy stating he has discussed his concern to Town Attorney John Foster regarding the size (of cell antenna) and limit of size especially if there are going to be multiple units on a single pole. **Flood plain:** Town Administrator Janice Rutan stating that FEMA has sent the Town of Haverhill a sample Flood Plain Ordinance and is suggesting perhaps the Town may want to create a sub-committee of the Towns Planner, Engineer and Attorney to participate. Mayor Foy saying we have to adopt the new flood maps or the penalty would be no assistance from FEMA. Discussion ensued.
- e. Town Administrator Janice Rutan will schedule a Code & Ordinance Committee meeting and will notify all of date.
- f. March 14, 2017 upcoming election. Mayor Foy stating there are three (3) seats up for election at this time and they are as follows: Mayor Foy, Vice Mayor Lawrence Gordon and Council member Mark Uptegraph. Town Administrator Janice Rutan is stating she has everything ready for the election. All Legal ads have been sent out. Discussion ensued.

IV. OLD BUSINESS

- a. Town Administrator Janice Rutan notifying Council that at next Council meeting to be held Thursday, January 12, 2017, they will have to rescind their vote taken to extend the
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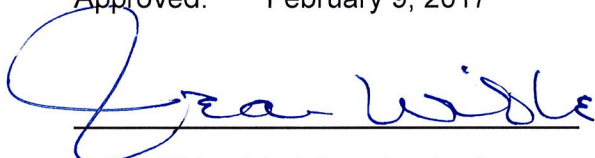
existing contract with the Town's auditing company Grau & Associates as it was brought to her attention (by Grau) that it was never included in the initial bid to automatically extend. Discussion ensued.

- b. Council member Remar Harvin stating to his recollection, the Town of Haverhill was always in the flood zone but it was never shown on the map. His concern is that residents will think Council was not sensitive in their need to notify them they are in a flood zone and need to have flood insurance. Mayor Foy stating the Town has always had portions that are in the flood zone but because the Town was so small, a map was never published for our Municipality. Mayor Foy saying FEMA was supposed to publish a map for every Municipality and because they did not, the Town was under the assumption we had no flood zone areas and therefore, some residents didn't purchase flood insurance. Mayor Foy explaining the Town will have to adopt an Ordinance within 6 months of FEMA formally adopting the maps and as of now, they have not done so. Mayor Foy stating the Town will act expeditiously once FEMA adopts their maps.

V. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:10 p.m.

Approved: February 9, 2017




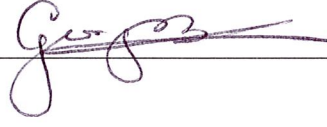
Jean Wible, Administrative Assistant



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
January 10, 2017 12:00pm**

Name	E- Mail Address	Signature
Janice Ruten		
Jean Wible		
Joseph Roche		
Jo Pflizer		
Alicia Gordon	Remar/Resident	
John Willie Davick	wrdavick@njia.net	
George Lewis, Esq	GBDLR@a.com	
Jay Fay		
Mark Uptegraph		
Lance Fuchs		
Remar Harvin		
Lawrence Gordon		