

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



TOWN COUNCIL REGULAR MEETING
Town Hall Council Chambers
Thursday ~ October 27, 2016
7:00 p.m.

- I. CALL TO ORDER**
- II. INVOCATION AND PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. COMMENTS FROM THE PUBLIC**
- V. APPROVAL OF AGENDA**
- VI. APPROVAL OF THE CONSENT AGENDA**
 - a. Approval of the minutes for the October 13, 2016 regular meeting, September 6, 2016 and October 4, 2016 Workshop minutes
- VII. PROCLAMATIONS AND PRESENTATION**
- VIII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. SECOND READINGS AND PUBLIC HEARINGS**
- X. FIRST READINGS AND REGULAR AGENDA**
 - a. Acceptance of roads and final engineer report re: Emerald Cove
- XI. REPORTS**
 - Town Attorney
 - Mayor
 - Town Administrator
 - Committee/Delegate Report
 - Treasurer's Report (included in packet)
- XII. UNFINISHED BUSINESS**
- XII. NEW BUSINESS**
- XIV. 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 COUNCIL REGULAR MEETING
Town Hall Council Chambers
Thursday ~ October 27, 2016
OFFICIAL MINUTES

The regular monthly meeting of the Haverhill Town Council was held on Thursday, October 27, 2016 at the Town Hall, 4585 Charlotte Street, Haverhill, Florida. Those present were Jay G. Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark C. Uptegraph, Council Member; Jo H. Plyler, Council Member and Remar M. Harvin, Council Member. Also present were Lance Fuchs, Town Attorney; Janice C. Rutan, Town Administrator and Joseph Roche, Director of Public Services.

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 with the exception of Council Member Gordon.

(Council Member Plyler excused herself from the dais because of an emergency call).

COMMENTS FROM THE PUBLIC

Janet Long, Bill Rowan, 4910 Luwal Drive: Ms. Long and Mr. Rowan addressed the Town Council and offered the idea that the Council consider reappointing members to the Beautification Committee. The Beautification Committee was responsible for recommending the "House of the Month" to Council for recognition of homes that were well maintained and beautifully landscaped.

Discussion followed and it was agreed that Council would discuss the subject at their November 1, 2016 workshop and if all agreed the committee should be reinstated, they would make appointments at their November meeting.

Council Member Plyler returned to the dais.

APPROVAL OF AGENDA

There being no deletions, additions or substitutions, a motion was made by Council Member Uptegraph, seconded by Council Member Harvin and unanimously passed (4-0) to approve the agenda as presented.

APPROVAL OF THE CONSENT AGENDA

Approval of the minutes for the September 8 and October 13, 2016 regular meeting and the September 6, 2016 and October 4, 2016 Workshop minutes

A motion was then made by Council member Harvin, seconded by Council Member Uptegraph and unanimously passed (4-0) to approve the consent agenda as amended.

PROCLAMATIONS AND PRESENTATION

None.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE

Captain Patrick Johnson, District 1 Commander, was present representing the Palm Beach County Sheriff's office. He reported that during the previous 2 week period, there had been an incident in the Haverhill Park involving marijuana.

Discussion followed. Mayor Foy questioned if the approval of medical marijuana had effected protocol within the PBSO as it related to possession of marijuana.

Council Member Harvin noted that he had served on the Palm Beach County's Criminal Justice Committee and how the "Officers Next Door" program was instrumental in making neighborhoods safer using incentives for officers to move into certain neighborhoods.

Council expressed their appreciation to the Sheriff's Department with all agreeing that the additional funding set aside each year in the budget kept the Town of Haverhill a safe neighborhood.

SECOND READINGS AND PUBLIC HEARINGS

None.

FIRST READINGS AND REGULAR AGENDA

Acceptance of roads and final engineer report re: Emerald Cove

The Town Administrator reported that in compliance with the Town's adopted procedures for acceptance of private roads, the necessary back up and certifications, including the statement made by Jeffrey Schnarrs of Schnarrs Engineering (on behalf of Emerald Cove) attesting that the roads had been constructed in accordance with approved construction plans, had been filed.

A motion was then made by Council Member Harvin, seconded by Council Member Plyler and unanimously passed (4-0) to accept the reports and certifications and to accept Palm Tree Lane as a public road under the jurisdiction of the Town of Haverhill.

REPORTS

Town Attorney

None.

Mayor

Mayor Foy reported that first readings of the Ordinances discussed at the Code and Ordinance Committee meeting would be forthcoming. **(Other matters reported under Committee/Delegate)**

Town Administrator

A discussion ensued regarding the property located at 4968 Cyprus Lane and whether it could be rezoned multi-family. The abutting property which consists of two 12 unit apartment buildings was annexed into the Town under Palm Beach County zoning, as a non-conforming use in the R-1 residential district. The Town Administrator had been contacted by Land Planner Kevin McGinley as to whether the Town Council would entertain the idea of allowing the 4968 Cyprus Land property to be developed in the same manner as the apartment complex. It was agreed to invite Mr. McGinley and his clients to the November workshop.

Committee/Delegate Report

Mayor Foy reported that there would be a new pollutant assessment program under the present NPDES program.

Mayor Foy reported the Town would not be appealing the FEMA modeling as the County would be flying LIDAR which would provide Haverhill better modeling. Discussion followed as to actual and former flooding within the Town.

Treasurer's Report

Included in packet.

UNFINISHED BUSINESS

None.


NEW BUSINESS

None.

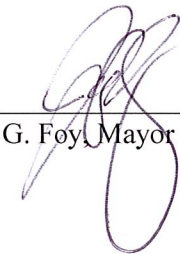
ADJOURNMENT

With no further business to come before the Town Council, the meeting adjourned at 8:00 p.m.

Approved: December 15, 2016



Janice C. Rutan, Town Administrator



Jay G. Foy, Mayor



Field Observation Report

McLeod • McCarthy & Associates, P.A.

1655 Palm Beach Lakes Blvd
Suite 712
West Palm Beach, FL 33401

Project Name: Town of Haverhill/Emerald Cove Report #1

Project Location: Haverhill FL

Date and Time of Observations: September 3, 2015 10:00am

Weather: Clear

Contractor Staffing:	Todd McLeod	Engineer
	Joe Roche	Director Public Services/Haverhill
	Brian Venezia	Superintendent/D.R. Horton

Observations: The purpose of this visit was to review the project.

Brian Venezia was advised prior to the final lift of asphalt, a walk through with Tim Meloy, Field Rep. with SCHNARS Engineer Corp and myself.



Field Observation Report

McLeod • McCarthy & Associates, P.A.

1655 Palm Beach Lakes Blvd
Suite 712
West Palm Beach, FL 33401

Project Name: Town of Haverhill/Emerald Cove Report #2

Project Location: Haverhill FL

Date and Time of Observations: November 10, 2015 3:00pm

Weather: Clear

Contractor Staffing: Tim Meloy SCHNARS Engineering Corp
Todd Blum Proline Vactor Services

Observations: The purpose of this visit was to lamp the previously constructed storm drain system. The inlets and R.C.P were clean and free of any obstructions. The sump in the existing structure that receives the 24" RCP outfall line is full of sand. The contractor was in the process of cleaning the sump. The structure will be reviewed at the final inspection.

Submitted by:
James L. Snelgrove



Field Observation Report
McLeod • McCarthy & Associates, P.A.
1655 Palm Beach Lakes Blvd
Suite 712
West Palm Beach, FL 33401

Project Name: Town of Haverhill/Emerald Cove Report #3

Project Location: Haverhill FL

Date and Time of Observations: January 20, 2016 9:00am

Weather: Clear

Contractor Staffing: Joseph Roche Town of Haverhill
Asphalt Specialists Paving Contractor

Observations: The contractor was in the process of placing the final lift of S-III asphalt on the roadway.

NOTE: I spoke with Tim Meloy with SCHNARS Engineering via phone. He will be visiting the site several times throughout the paving process.

The work was being completed in an acceptable manner.

Submitted by:

James L. Snelgrove



Field Observation Report
McLeod • McCarthy & Associates, P.A.
1655 Palm Beach Lakes Blvd
Suite 712
West Palm Beach, FL 33401

Project Name: Town of Haverhill/Emerald Cove

Report #4

Project Location: Haverhill FL

Date and Time of Observations: July 22, 2016

11:00 AM

Weather: Clear

Contractor Staffing:

Tim Meloy

SCHNARS Engineering Corp

Todd Blum

Proline Vector Services

Observations: The purpose of this visit was to review the final paving, striping, and signage for the project roadway. All final thermoplastic and traffic paint striping was complete and signage was in-place at the time of the visit. This is anticipated to be the final observation visit for the project.

Submitted by:

James L. Snelgrove

September 29, 2016

Janice Rutan, MMC
Town Administer
Town of Haverhill
4585 Charlotte Street
Haverhill, FL 33417

RE: Emerald Cove
Schnars Engineering Corp. Project No. 11114

Ms. Rutan:


As a registered professional engineer in the State of Florida, to the best of my knowledge, information, and belief, it is my professional opinion that the paving and drainage improvements associated with the above referenced project, based on field reviews under my responsible charge, have been constructed in substantial accordance with the approved construction plans.

Please call me if you have any questions or require further information.

Sincerely,

SCHNARS ENGINEERING CORPORATION

SEP 29 2016


Jeffrey T. Schnars, P.E.
President
Civil Engineer
FL Registration No. 46697
For the Firm
Certificate of Authorization No. 6640

