

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



TOWN OF HAVERHILL
Regular Town Council Meeting
Thursday, July 28, 2016
Town Hall – 4585 Charlotte Street
AGENDA

- 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 of the June 23, 2016 Regular Meeting and July 12, 2016 Workshop Minutes**
- VII. **COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S DEPT.**
- VIII. **PRESENTATIONS AND PROCLAMATIONS**
 - a. **Presentation of the Annual Financial Statements for the period ending September 30, 2015 – Raquel McIntosh, Grau & Associates**
- IX. **PUBLIC HEARINGS AND SECOND READINGS**

None
- X. **FIRST READINGS AND REGULAR AGENDA**
 - a. **Receive and file Annual Financial Statements for the period ending September 30, 2015**
 - b. **Solid Waste and Recycling Services: Consider Award of Contract**
 - c. **Approve the request of the Criminal Justice Commission for the allocation of FY2016 JAG funds to Palm Beach County in the amount of \$333,395 for the specified projects within Palm Beach County.**
 - d. **RESOLUTION 2016-04: RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, TENTATIVELY ESTABLISHING A MILLAGE RATE FOR THE 2016-2017 FISCAL YEAR; SETTING THE REQUIRED PUBLIC HEARINGS AND PROVIDING AN EFFECTIVE DATE.**
 - e. **FY 2016/2017 Budget Discussion**
- XI. **REPORTS**

Town Attorney
Mayor
Administrator's Report
Committee/Delegate Report
Treasurer's Report (included in packet)
- XII. **UNFINISHED BUSINESS**
- XIII. **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, CMC, 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
Regular Town Council Meeting
Thursday, July 28, 2016
Town Hall – 4585 Charlotte Street
OFFICIAL MINUTES**

Pursuant to the foregoing notice, a regular meeting of the Haverhill Town Council was held on Thursday, July 28, 2016 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Jay G. Foy, Mayor; Lawrence Gordon, Vice Mayor; Remar M. Harvin, Council Member; Mark Uptegraph, Council Member and Jo Plyler Council Member. Town Attorney Lance Fuchs, Director of Public Services Joseph Roche and Town Administrator Janice C. Rutan were also present.

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. Mayor Foy then led the Pledge of Allegiance.

ROLL CALL

The Town Administrator recorded all members were present.

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF AGENDA

The Town Administrator requested that discussion on the proposed budget be removed from the agenda. **A motion was then made by Council member Harvin, seconded by Council Member Plyler and unanimously passed (5-0) to approve the agenda as amended.**

APPROVAL OF THE CONSENT AGENDA

Approval of the minutes of the June 23, 2016 Regular Meeting and July 12, 2016 Workshop Minutes

A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve the Consent Agenda as presented.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S DEPT.

Sergeant James Hightower was present representing the Palm Beach County Sheriff's Office. He reported that there had been one burglary and one stolen car incident. He noted that within the Town limits, there was very little crime.

The Town Council expressed their appreciation to the Palm Beach County Sheriff's office for all they do for the Town of Haverhill. Council Members agreed that the funds budgeted for the extra patrols within the Town was money well spent on behalf of the residents.

PRESENTATIONS AND PROCLAMATIONS

Presentation of the Annual Financial Statements for the period ending September 30, 2015 – Raquel McIntosh, Grau & Associates

Raquel McIntosh, Partner at Grau and Associates presented the September 30, 2015 Annual Financial report to the Town Council. She highlighted certain areas of the report and commented that once again there was a clean audit of the Town of Haverhill with no findings. Council expressed their appreciation to Ms. McIntosh.

PUBLIC HEARINGS AND SECOND READINGS

None

FIRST READINGS AND REGULAR AGENDA

Receive and file Annual Financial Statements for the period ending September 30, 2015

A motion was made by Council Member Uptegraph, seconded by Council Member Harvin and unanimously passed (5-0) to receive and file the Annual Financial Report for the FY ending September 30, 2015.

Solid Waste and Recycling Services: Consider Award of Contract

The Town Administrator offered Staff's Report. She reported that the Proposal Evaluation Committee (Town Administrator Rutan, Director of Public Works Roche and Town Engineer McCarthy) appointed by the Town Council met on July 11, 2016 to publicly open and evaluate the proposals. The evaluations were based on the required criteria which was the three-year contract with emergency debris removal included. Although the request for proposal contained alternative proposal options, the committee looked only at the 3 year required submittals.

Proposals were received as follows:

Waste Pro received April 8, 2016 @ 2:19 p.m.

Republic Services July 11, 2016 @ 9:10 a.m.

Waste Management July 11, 2016 @ 9:25 a.m.

Advanced Disposal July 11, 2016 @ 11:25 a.m.

The Committee announced the proposals would be opened in the order they were received. Each proposal was opened to determine that an original and ten copies were included and that all required attachments were included. Republic Services delivered only an envelope.

Proposal pricing was then reviewed, first to determine that the mandatory response to Section 1 (3-year per month per unit cost and emergency clean up per event) was in the response.

Waste Pro: \$20.07 per month, per unit; \$10.00 per yard per event and stump removal at 25" to 36" \$80.00; 37" – 48" \$120.00 and 49" and larger \$180.

Republic Services: Responded with a letter of "No Bid".

Waste Management: \$37.00 per unit, per month; \$17.00 per yard, per event; did not include stump removal in cost proposal

Advanced Disposal: \$17.75 per unit per month; \$14.50 per yard per event and stump removal as follows: 25" to 36" \$135.00; 37" – 48" \$239.00 and 49" and larger \$400.

The Committee then ranked two proposers (Waste Pro and Advanced as per the RFP up to 75 points for cost and up to 25 points for experience, qualifications, performance, equipment, personnel, community involvement, etc.

Individual ranking sheets were presented to Council and resulted in the following average ranking for each proposer:

McCARTHY	COST	OTHER	TOTAL
Waste Pro	66.33	25.	91.33
Advanced	75	25	100

ROCHE	COST	OTHER	TOTAL
Waste Pro	65	25	90
Advanced	75	20	95

RUTAN	COST	OTHER	TOTAL
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Waste Pro	66	25	91
Advanced	75	17	92

TOTAL AVERAGED POINTS AS FOLLOWS:

WASTE PRO: 90.776
 ADVANCED DISPOSAL: 95.666

Discussion ensued. Tim Bowers from Waste Pro addressed the Town Council. JR Romero of Advanced then addressed the Town Council. Each proposer presented the benefits of their individual companies and how they could best serve the Town of Haverhill.

The Council then discussed the proposals received. Vice Mayor Gordon expressed his concern that the cost for debris removal needed to be considered. He noted that one event, if not reimbursed by FEMA could severely deplete the Town's reserves. Mayor Foy inquired as to the costs paid for stump removal from prior hurricanes.

Questions were asked of staff as to the procedure in awarding the contract and whether Council could award a five or seven-year contract without negotiation.

Council member Plyler, having just returned from being out of Town for 6 weeks, agreed that reviewing the matter in workshop might answer many of the unanswered questions. Mayor Foy suggested starting the workshop at 11:30 a.m. to allow ample time for discussion.

A motion was then made by Council Member Plyler, seconded by Council Member Uptegraph and unanimously passed (5-0) to move the matter of solid waste and recycling proposals to the August 2, 2016 workshop to begin at 11:30 a.m.

Approve the request of the Criminal Justice Commission for the allocation of FY2016 JAG funds to Palm Beach County in the amount of \$333,395 for the specified projects within Palm Beach County.

Mayor Foy reminded all that this matter comes before the Council each year.

A motion was then made by Council member Harvin, seconded by Council Member Uptegraph and unanimously passed (5-0) that in compliance with the State of Florida Rule 11D-9, F.A.C., the Town of Haverhill approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUB GRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
TOTAL		\$333,395

RESOLUTION 2016-04: RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, TENTATIVELY ESTABLISHING A MILLAGE RATE FOR THE 2016-2017 FISCAL YEAR; SETTING THE REQUIRED PUBLIC HEARINGS AND PROVIDING AN EFFECTIVE DATE.

The Town Administrator offered staff's report. She noted that in keeping with Council's desire, the millage rate was being proposed at the current 4.5000 rate and that the public hearings would be held on the scheduled regular meeting nights of Thursday, September 8, 2016 and Thursday, September 22, 2016.

A motion was then made by Council member Harvin, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve Resolution 2016-04 setting the tentative millage rate at 4.5000 and setting the Public Hearing dates.

~~FY 2016/2017 Budget Discussion~~

REPORTS

Town Attorney

None.

Mayor

In response to Mayor Foy's inquiry, Attorney Fuchs reported that Attorney Foster would be attending the Municipal Attorney's conference at which time he would research the County's assertion that it has complete jurisdiction over their Right of Way even if within the Town's limits.

Vice Mayor Gordon reported that the Town of Lantana had a similar situation regarding the bridge and after entering into negotiations with the County, received some sort of reimbursement.

Mayor Foy expressed his dismay at the prospect of losing home rule to the County in this regard.

Administrator's Report

The Town Administrator reported that she continues to receive notifications of development from the County for projects that located on the Okeechobee, Southern and Belvedere corridors that will have an adverse effect on traffic. As such, she is concerned that the County will place the laning of Belvedere Road back in its traffic improvement plan.

Typically, in response to these notifications, a letter would be sent raising no objection as long as the development would not have an impact on roads within the Town of Haverhill. She suggested, and Council concurred that the letter be revised to state that the Town does have an objection as the cumulative development approvals will have a negative impact on Town of Haverhill roadways, specifically Belvedere and Haverhill Roads.

Director of Public Services Roche reported that 20 feet of drainage piping had been replaced in the Woodland Avenue drainage ditch.

Committee/Delegate Report

Vice Mayor Gordon and Council Member Harvin had attended the Palm Beach County District II and III luncheon during which the following topics were discussed:

- State Attorney Committee on Sober Homes
- Golf Carts on local roads
- Sales Tax initiative – "One County, One Penny".
- Clarence Anthony, Executive Director Florida League of Cities

Treasurer's Report

Included in packet.

UNFINISHED BUSINESS

Council member Uptegraph inquired as to permitted hours of construction. Not specific to only construction, noise heard beyond the property line is not permitted between the hours of 11:00 p.m. and 7:00 a.m.

Mayor Foy inquired as to the status of the Engineer's report for Cyprus and Park lanes. The Town Administrator would follow up with Todd McLeod.


NEW BUSINESS

Mayor Foy gave a brief update on the recent incorporation of Westlake (f/k/a/Minto in the acreage). He noted that the County Engineer estimated that being a 180 million dollar deficit to build the needed roads.


ADJOURNMENT

There being no further business to come before the Town Council, the meeting adjourned at 8:45 p.m.

Approved: August 11, 2016



Janice C. Rutan, Town Administrator



Jay G. Foy, Mayor