

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



**TOWN OF HAVERHILL
FIRST PUBLIC HEARING
ADOPT MILLAGE RATE/
PROPOSED BUDGET FOR FY 2019/2020
SEPTEMBER 12, 2019
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 (items not on agenda)
- V. Approval of Agenda
- VI. Adopt tentative millage rate
 - a. Fiscal Year October 1, 2019 through September 30, 2020
- VII. Adopt tentative budget
 - a. Fiscal Year October 1, 2019 through September 30, 2020
- VIII. Adjournment

**TOWN OF HAVERHILL
REGULAR TOWN COUNCIL
THURSDAY, SEPTEMBER 12, 2019
7:00 P.M.**

(IMMEDIATELY FOLLOWING CLOSE OF PUBLIC BUDGET HEARING)

- I. CALL TO ORDER
- II. COMMENTS FROM THE PUBLIC
- II. APPROVAL OF AGENDA
- III. APPROVAL OF THE CONSENT AGENDA
 - a: Approval of the minutes of the August 6, 2019 Workshop and the July 11, 2019 and August 8, 2019 Regular Meetings
- IV. PRESENTATIONS
- V. COMMENTS FROM THE PUBLIC
- VI. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S DEPARTMENT
- VII. SECOND READINGS AND PUBLIC HEARINGS
 - a. ORDINANCE NO. 476: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, CHANGING THE DATE OF THE MARCH 2020 GENERAL ELECTION TO COINCIDE WITH THE STATEWIDE PRESIDENTIAL PREFERENCE PRIMARY; PROVIDING FOR A QUALIFYING PERIOD; PROVIDING FOR THE COMMENCEMENT OF TERM OF OFFICE; DIRECTING THAT A COPY OF THIS ORDINANCE BE PROVIDED TO THE SUPERVISOR OF ELECTIONS; PROVIDING FOR SEVERABILITY, CONFLICTS; PROVIDING FOR THE CORRECTION OF SCRIVENERS ERRORS AND PROVIDING FOR AN EFFECTIVE DATE

VII. FIRST READINGS AND REGULAR AGENDA

- a. Act on request of Robert Vaughn, property owner at 757 Ivory Lane, for Council consideration of a Code Enforcement lien reduction
- b. Act on request for variation from Section 58-319 (h) to allow for a six foot side yard fence in the front yard setback for the property located at 4915 Club Road as petitioned for by the property owner Mathurin Barthelemy.
- b. **RESOLUTION 2019-05 A RESOLUTION OF THE TOWN OF HAVERHILL FLORIDA; ADOPTING RULES OF PROCEDURE FOR TOWN COUNCIL, BOARD AND COMMISSION MEETINGS; ADOPTING POLICIES GOVERNING PUBLIC COMMENT; ADOPTING SAID RULES AND POLICIES IN COMPLIANCE WITH SECTION 286.0114, FLORIDA STATUTES; PROVIDING FINDINGS; PROVIDING DEFINITIONS; PROVIDING RULES FOR THE CONDUCT OF MEETINGS; PROVIDING RULES FOR PUBLIC PARTICIPATION AND CONDUCT; REQUIRING THE OBSERVANCE OF DECORUM; PROVIDING FOR WAIVERS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**
- c. Approve annual contract for Engineering Services for the NPDES Program between the Town of Haverhill and AECOM for the 2019/2020 Fiscal Year

IX. REPORTS

Town Attorney
Mayor
Administrator's Report
Committee and Delegate Reports
Treasurer's Report (included in packet)

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. 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.

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**TOWN OF HAVERHILL
FIRST PUBLIC HEARING
ADOPT MILLAGE RATE/
PROPOSED BUDGET FOR FY 2019/2020
SEPTEMBER 12, 2019
7:00 p.m.
Town Hall – 4585 Charlotte Street
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 12, 2019 at in Council Chambers, Town Hall, 4585 Charlotte Street. Those present were Jay Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark Uptegraph, Council Member. Also present were Lance Fuchs, Town Attorney; Janice 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

Members present were Mayor Foy, Vice Mayor Gordon, Council Member Uptegraph and Council Member Sohn participated via telephone. Council Member Harvin was not present.

Comments from the Public (items not on agenda)

None.

Approval of Agenda

There being no additions, substitutions or deletions, the agenda stood as presented.

Adopt tentative millage rate

Fiscal Year October 1, 2019 through September 30, 2020

A motion was made by Vice Mayor Gordon, seconded by Council Member Sohn via phone and passed unanimously (4-0), to set the tentative millage rate for the 2019/2020 fiscal year at 4.5000 mills.

Adopt tentative budget for the fiscal year October 1, 2019 through September 30, 2020

A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (4-0) to adopt the tentative budget as presented for the 2019/2020 FY.

Adjournment

With no further business to come before the first Public Budget Hearing, the hearing adjourned at 7:10 p.m.

Approved: October 10, 2019

Janice C. Rutan, Town Administrator

Jay G. Foy, Mayor

**TOWN OF HAVERHILL
REGULAR TOWN COUNCIL
THURSDAY, SEPTEMBER 12, 2019
7:00 P.M.
OFFICIAL MINUTES**

CALL TO ORDER

Mayor Foy called the regular meeting of September 12, 2019 to order at 7:11 p.m.

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF AGENDA

A motion was made by Vice Mayor Gordon, seconded by Council Member Uptegraph and unanimously passed (4-0) to approve the agenda as presented.

APPROVAL OF THE CONSENT AGENDA

Approval of the minutes of the August 6, 2019 Workshop and the July 11, 2019 and August 8, 2019 Regular Meetings

A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (4-0) to approve the Consent Agenda as presented.

PRESENTATIONS

Proclamation recognizing Joseph Roche and his twenty-five years of service with the Town of Haverhill and declaring September 27, 2019 Joseph Roche day. Mayor Foy read the Proclamation and presented Mr. Roche with a card and gift card.

A motion was then made by Vice Mayor Gordon, seconded by Council Member Uptegraph and unanimously passed (4-0) to approve the Proclamation honoring Joseph Roche and to approve presenting him with a \$500 gift card as a retirement bonus recognizing his 25 years of service with the Town of Haverhill.

Cake was served. Council expressed their appreciation to Mr. Roche. Mayor Foy called for a 10 minute recess for those in attendance to enjoy a cake break.

The residents of 953 Briarwood introduced themselves and thanked the Town Council for their hospitality and wished Joe Roche the best in his retirement.

At 7:30 p.m., the meeting reconvened.

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S DEPARTMENT

Deputy Kayla Schnell, District 1 Crime Prevention Unit introduced herself to the Town Council. She reported on crime statistics for the previous two week period. There had been a self-initiated graffiti report from the graffiti team; a report of a stolen gun turned out to be a report of a lost gun as the gun was recovered by the rightful owner; there had been a report of shots fired in the Lake Belvedere Estates neighborhood and a report of a stolen dirt bike from 791 Haverhill Road that had been left outside in the open. There had also been 42 traffic stops in the past two week period. All agreed that the permit detail has worked in the favor of the Town. Council expressed their appreciation to Deputy Schnell and the PBSO for continuing to work with the Town of Haverhill.

SECOND READINGS AND PUBLIC HEARINGS

ORDINANCE NO. 476: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, CHANGING THE DATE OF THE MARCH 2020 GENERAL ELECTION TO COINCIDE WITH THE STATEWIDE PRESIDENTIAL PREFERENCE PRIMARY; PROVIDING FOR A QUALIFYING PERIOD; PROVIDING FOR THE COMMENCEMENT OF TERM OF OFFICE; DIRECTING THAT A COPY OF THIS ORDINANCE BE PROVIDED TO THE SUPERVISOR OF ELECTIONS; PROVIDING FOR SEVERABILITY, CONFLICTS; PROVIDING FOR THE CORRECTION OF SCRIVENERS ERRORS AND PROVIDING FOR AN EFFECTIVE DATE

The title was read by Attorney Fuchs. Mayor Foy opened the Public Hearing. **There being no public comment, a motion was made by Vice Mayor Gordon, seconded by Council Member Uptegraph and unanimously passed (4-0) to pass Ordinance 476 on second reading.**

FIRST READINGS AND REGULAR AGENDA

ACT ON REQUEST OF ROBERT VAUGHN, PROPERTY OWNER AT 757 IVORY LANE, FOR COUNCIL CONSIDERATION OF A CODE ENFORCEMENT LIEN REDUCTION

Director of Public Services, Joseph Roche presented Staff's report. He explained that Mr. Vaughn had been living in the home he constructed on Ivory lane without a Certificate of Occupancy and had installed a shed without a permit. A lien in the amount of \$250 per day had been assessed on the property and had accrued for 154 days before the property was brought into compliance.

Mr. Vaughn, proprietor of Blue Eyes 3 LLC, owner of the property addressed the Town Council. He explained that he had been going through a very difficult time personally and was unable to deal with meeting the demands of the Town. He apologized for his oversight.

Staff reported that the property was now in compliance. Mr. Vaughn had obtained the permit for the shed and paid 4 times the permit fee and had since obtained his Certificate of Occupancy and had paid for his Solid Waste Assessment.

Taking Staff's recommendation and Mr. Vaughn's hardships into consideration, a motion was made by Vice Mayor Gordon, seconded by Council member Sohn and unanimously passed (4-0) to reduce the lien to the amount of \$1,500, which would cover the actual costs incurred by the Town with the proviso that the lien be paid in full within 30 days or the lien would revert back to the full amount of \$40,000.

Mr. Vaughn raised no objection to the time limit imposed.

ACT ON REQUEST FOR VARIATION FROM SECTION 58-319 (H) TO ALLOW FOR A SIX FOOT SIDE YARD FENCE IN THE FRONT YARD SETBACK FOR THE PROPERTY LOCATED AT 4915 CLUB ROAD AS PETITIONED FOR BY THE PROPERTY OWNER MATHURIN BARTHELEMY.

The property owner was present to address any questions raised by the Town Council. **Director of Public Services, Joseph Roche, presented Staff's report.** He explained that the 6' fence would serve as a deterrent to trespassers who currently cut through the property at 4915 Club Road from Orleans Court. The homeowners wanted the additional level of safety for their family. It was his recommendation that the Town Council approve the request for variation.

A motion was made by Vice Mayor Gordon, seconded by Council Member Uptegraph and unanimously passed (4-0) to approve the request for variance to allow for a six-foot fence to be installed on the east side yard lot line at 4915 Club Road.

RESOLUTION 2019-05 A RESOLUTION OF THE TOWN OF HAVERHILL FLORIDA; ADOPTING RULES OF PROCEDURE FOR TOWN COUNCIL, BOARD AND COMMISSION MEETINGS; ADOPTING POLICIES GOVERNING PUBLIC

COMMENT; ADOPTING SAID RULES AND POLICIES IN COMPLIANCE WITH SECTION 286.0114, FLORIDA STATUTES; PROVIDING FINDINGS; PROVIDING DEFINITIONS; PROVIDING RULES FOR THE CONDUCT OF MEETINGS; PROVIDING RULES FOR PUBLIC PARTICIPATION AND CONDUCT; REQUIRING THE OBSERVANCE OF DECORUM; PROVIDING FOR WAIVERS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Per the request of Attorney Fuchs, a motion was made by Vice Mayor Gordon, seconded by Council member Uptegraph and unanimously passed (4-0) to table any action on Resolution 2019-05 until Attorney Foster was present to address the matter.

APPROVE ANNUAL CONTRACT FOR ENGINEERING SERVICES FOR THE NPDES PROGRAM BETWEEN THE TOWN OF HAVERHILL AND AECOM FOR THE 2019/2020 FISCAL YEAR.

A motion was made by Vice Mayor Gordon, seconded by Council member Uptegraph and unanimously passed (4-0) to approve that annual contract between the Town of Haverhill and AECOM to perform NPDES monitoring and reporting services in an amount not to exceed \$9,000.

REPORTS

Town Attorney

None.

Mayor

Storm Recovery and Emergency Management was the topic of discussion at the District 2&3 luncheon held the previous day.

Administrator's Report

The Town Administrator reported on notices received from Palm Beach County regarding proposed development orders. The Town Administrator would send letters of objection on behalf of the Town Council if the approval by the County would result in increased traffic through the Town's jurisdictional boundaries.

She announced that she and the Mayor would be meeting with Representative Willhite and his staff to discuss the Town's legislative priorities and appropriations for the upcoming session.

Committee and Delegate Reports

Council Member Sohn thanked the Town Council for allowing him to participate in the meeting via telephone.

Treasurer's Report

Included in packet.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Town Administrator presented Staff's report on the upcoming holiday meeting schedule and holiday closure schedule.

It was staff's recommendation that the regular monthly meetings for the month of November be cancelled and be rescheduled to Thursday, November 21, 2019 at 7:00 p.m.

It was staff's recommendation that the regular monthly meeting scheduled for December 12, 2019 remain scheduled and that the regular meeting for December 26, 2019 be cancelled.

The following holiday closures were approved by general consensus:

THANKSGIVING:

Wednesday, November 27, 2019, Town Hall to close at noon and remain closed Thursday, November 28, 2019 and Friday, November 29, 2019

CHRISTMAS:

Town Hall to be closed Tuesday, December 24, 2019 and Wednesday, December 25, 2019

NEW YEARS:

Town Hall to be closed at noon on Tuesday, December 31, 2019 and Wednesday, January 1, 2020.

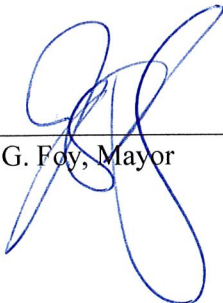
By general consensus, Council approved Staff's recommendation for rescheduled Council meetings and Town Hall closures for the upcoming holiday season.

ADJOURNMENT

With no further business to come before the Town Council, the meeting adjourned at 8:10 p.m.

Approved: October 10, 2019

Janice C. Rutan, Town Administrator



Jay G. Foy, Mayor

