

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 COUNCIL REGULAR MEETING**  
**Town Hall Council Chambers**  
**Thursday ~ November 21, 2019**  
**7:00 p.m.**  
**AGENDA**

- I. CALL TO ORDER
- II. COMMENTS FROM THE PUBLIC
- III. APPROVAL OF AGENDA
- III. APPROVAL OF THE CONSENT AGENDA
  - a. Approve Minutes October 21, 2019 Workshop
- 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. Resolution 2019-10: Adopting the 2020 revised Palm Beach County Local Mitigation Strategy Plan
  - b. Consider installation of street light on Ivory Lane per request of residents
  - c. Approve purchase and installation of Verizon One Talk phone system not to exceed \$2,200 (A/C 001-1200-512.6400)
  - d. Consider purchase and installation of video door access system for Town Hall \$4,400 (A/C 001-1200-512.6400)
  - e. Approve FY 2019 year end budget amendments from General Fund to Surtax Operating Fund per recommendation of Auditor's
  - f. Approve Vice Mayor Gordon's attendance at Palm Beach County Days January 14-15, 2020
  - g. Confirm and ratify Complete Count Committee
- VIII. REPORTS  
Town Attorney  
Mayor  
Consultants  
Town Administrator  
Committee/Delegate Report  
Approve Treasurer's Report as presented
- 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.

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**TOWN COUNCIL REGULAR MEETING  
Town Hall Council Chambers  
Thursday ~ November 21, 2019  
OFFICIAL MINUTES**

Pursuant to the foregoing notice, the regular monthly meeting of the Haverhill Town Council was held on Thursday, November 21, 2019 in Council Chambers, Town Hall, 4585 Charlotte Street. Those present were Jay G. Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark Uptegraph, Council Member; Remar Harvin, Council member; Daniel Sohn, Council Member. Also present were John Foster, 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**

All members were present.

**COMMENTS FROM THE PUBLIC**

None.

**APPROVAL OF AGENDA**

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

**APPROVAL OF THE CONSENT AGENDA**

Approve Minutes October 21, 2019 Workshop

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.

**PROCLAMATIONS AND PRESENTATIONS**

None.

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

Kayla Schnell was present representing the Palm Beach County Sheriff's office.

She reported crime statistics for the period October 24, 2019 through November 21, 2019 were as follows:

October 24:	Drug and firearm arrest
October 26:	Drug and trespassing arrests
October 27:	Aggravated battery (car vs. motorcycle)
November 5:	Traffic stop with drug arrest
November 16:	Felony arrest

During this same period there had been 90 traffic stops and 135 business and residence checks.

**Town Council expressed their appreciation to Kayla for her assistance.**

## **SECOND READINGS AND PUBLIC HEARINGS**

**None**

## **FIRST READINGS AND REGULAR AGENDA**

### **Resolution 2019-10: Adopting the 2020 revised Palm Beach County Local Mitigation Strategy Plan**

The Town Administrator offered Staff's report. She explained it was mandatory for the Town to enter into the LMS (Local Mitigation Strategy) Agreement through Resolution so that the Town could be reimbursed for any FEMA disaster related expenditures and to apply for grants that are available through the program.

Discussion followed with Mayor Foy questioning why Paragraph 5 needed to be included in the Resolution. Paragraph 5 dealt specifically with Sea Level Rise and Climate Change.

The Town Administrator suggested she request Bill Johnson and Joe Mercurio of the PBC EOC/LMS Strategy Group to the December 5, 2019 workshop to address the concerns of the Council.

**A motion was then made by Council Member Sohn, seconded by Council Member Uptegraph and unanimously passed (5-0) to table adoption of Resolution 2019-10 until after the workshop.**

### **Consider installation of street light on Ivory Lane per request of residents**

Council Member Uptegraph presented the request to install a streetlight in front of 787 Ivory Lane. He said the residents had approached him on Halloween as it was so dark in the neighborhood. Town Council suggested Council Member Uptegraph ask the residents to submit a petition to the Town Council so formal action could be taken.

### **Approve purchase and installation of Verizon One Talk phone system not to exceed \$2,200 (A/C 001-1200-512.6400)**

The Town Administrator reminded Council that representatives from Verizon had made a presentation to them at their November 4, 2019 workshop highlighting the advantages of moving from the present analog phone system with ATT equipment to Verizon's 1 talk internet based phone system to include a conference phone. The state of the art equipment would also save the town approximately two hundred dollars per year.

Mayor Foy reminded all that there were two issues to be considered by the Town Council. With the present system, the town would continue the annual expense of the maintenance agreement and the ongoing expense with Comcast. Also they would need to declare the present system surplus property.

**A motion was then made by Vice Mayor Gordon, seconded by Council Member Uptegraph and unanimously passed (5-0) to approve the purchase and installation of the 1 talk system in an amount not to exceed \$2,000 and to dispose of the existing system by declaring it surplus property.**

### **Consider purchase and installation of video door access system for Town Hall \$4,400 (A/C 001-1200-512.6400)**

The Town Administrator presented Staff's report. In an effort to protect Staff when in the office alone or after hours, she was suggesting the Town install a video door access system which would allow staff to see who is attempting access to the Town Hall and speak with them prior to allowing them access. The present system, allows staff to give access through a clicker, but does not allow Staff to interact with the visitor to determine why the person was at the front door, who they are here to see or for what business they needed to transact. This new system would allow the door to remain locked while staff interacted with the customer both with video and audio.

The Town Administrator had been working with the vendor that presently monitors the Town's alarm system to determine the best system for the Town.

**A motion was made by Council Member Mark Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (5-0) to award the bid for the purchase and installation of a video door access system to American Security Alarm System, Inc., in an amount of \$4,400 as per the specifications submitted.**

**Approve FY 2019 year end budget amendments from General Fund to Surtax Operating Fund per recommendation of Auditor's**

The Town Administrator presented Staff's report. As we learned from last year's budget process, all budget amendments must be made within 60 days of the close of the fiscal year.

She was requesting approval of the following budget amendments for the FY ending September 30, 2019.

We had set up accounts in the general fund, however, at the close of the FY 2018 Audit, it was recommended that we dedicate a special fund for the Infrastructure Sales Tax.

**REVENUES:**

002-302.6000	Surtax Revenue	\$151,325.25
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**EXPENDITURES:**

002-517.0000	Loan Payments	\$102,329.76
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**A motion was made by Council member Uptegraph, seconded by Council Member Sohn and unanimously passed (5-0) to approve the budget amendments as presented.**

**Approve Vice Mayor Gordon's attendance at Palm Beach County Days January 14-15, 2020**

The Town Administrator presented Staff's report. Palm Beach County Day would be held in Tallahassee on January 14 – 15, 2020. The Town Council had presented its list of legislative priorities to Representative Willhite and having a presence at the event would support the Town's legislative agenda.

**A motion was then made by Council Member Sohn, seconded by Council Member Uptegraph and unanimously passed to authorize and approve the expenditures for the Vice Mayor's attendance Palm Beach County Days in Tallahassee January 14<sup>th</sup> through the 15<sup>th</sup>, 2020.**

### **Confirm and ratify Complete Count Committee**

The Town Administrator offered Staff's report. She explained that on July 25, 2019, the Town Council offered the following nominees to sit on the Town's Complete Count Committee for the 2020 Census:

Mayor Foy:	Robert Roessler
Vice Mayor Gordon:	Salesia Smith Gordon and Joseph Alonzi
Council Member Uptegraph:	Pam Uptegraph
Council Member Harvin:	Daijah Harvin and Betty Murph
Council Member Sohn:	Davilyn Whims

The Town Administrator was further charged to reach out to the HOA Committees and the Places of Worship in Town for their recommended appointees. She received the following responses:

Parkview Place:	No response
New Park Hill Estates:	Ken Yates
Club Road Estates:	Alicia Gordon
Sunset Isles:	Stephen Alexander
Emerald Cove:	No response
Haverhill Pointe:	No response

St. Christopher's	No response
Haverhill Baptist:	Mary Jane Foy
Church of God	Pastor Chris
Jehovah Witness:	No response

Staff was recommending the Town Council confirm and ratify the appointees to the Complete Count Committee as nominated above.

**A motion was made by Council Member Sohn, seconded by Vice Mayor Gordon and unanimously passed to confirm and ratify the members of the Complete Count Committee.**

### **REPORTS**

#### **Town Attorney**

The Attorney announced that he was looking at the many Ordinances that were on the books that needed to be reconsidered; such as when to put out grass clippings; the height of the hedge or fence; parking of trailers, RVs and boats and temporary structures. It was suggested that the Town Council conduct several workshops so the residents could add input to the proposed Ordinance Amendments.

The following workshops were scheduled:

January 9, 2020	6:00 p.m.	Discuss hedge and fence height
January 16, 2020	6:00 p.m.	Discuss recreation Vehicles
January 23, 2020	6:00 p.m.	Discuss Temporary Structures

The Town Administrator would include notice of these workshops in a newsletter to be mailed within the next month.

## **Mayor**

The Mayor noted that the NPDES reports were due on November 18, 2019. He discussed water quality systems and GIS capability.

## **Town Administrator**

The Town Administrator had attended a hearing of the Transportation Planning Agency earlier in the day to request the inclusion of intersection improvements for Haverhill and Belvedere Roads be removed from the plan. She learned that Palm Beach County had recently included those improvement with no input or notification to the Town. Discussion followed of other roadway projects that were added last minute such as the future road from Okeechobee Boulevard to the Arden development that would traverse through the White Fences and Deer Run 5 – 10 acre lot neighborhoods. The Mayor added other information as to the major transportation plans to connect Southern Boulevard, which may as well become a freeway, to Belvedere Road and Okeechobee Boulevard.

The Town Administrator reported on the resurfacing project with Wynn and Sons. The Town Council had agreed to repave the Town Hall Parking Lot while the equipment was staged on Charlotte Street for the Town Roads resurfacing project in concert with Palm Beach County. She explained the cost to repave the parking lot per PBC Annual Contract 2015-55 would be \$21,8437.50 and the reconstruction of the handicap ramp in the front of the building would be an additional \$7,500 - \$10,000. All prices were based on the current contract Wynn and Sons has with Palm Beach County.

**A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve the resurfacing of the parking lot and the repair/reconstruction of the handicap ramp as per the 10/28.2019 proposal of Wynn and Sons.**

The Town Administrator next reported on correspondence she had received from the City of Miami Beach asking the Town to sign on to an amicus curiae brief crafted by the City of Miami Beach to show support the local authorities to enact Human Rights Ordinances to prohibit discrimination.

After a brief discussion, Council took no action.

The Town Administrator reported that the Mayor would be hosting the December 9, 2019 quarterly meeting here at the Town Hall. The meetings were organized by Commissioner Gregg Weiss for his District 2 Municipalities.

## **Committee/Delegate Report**

Council Member Sohn reported that he had attended the "Trunk or Treat" Event sponsored by the Church of God.

He inquired about the required Ethics training.

Lastly, he expressed his desire to serve on the Complete Count Committee and thought that the Council had supported him in that position. A discussion followed and he was reminded that the Mayor or Vice Mayor would normally represent the Town as an honorary member of a committee.

## **Approve Treasurer's Report as presented**

No report provided.

**UNFINISHED BUSINESS**

The Town Administrator reported on the status of the Townhome project.

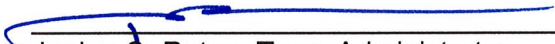
**NEW BUSINESS**

Mayor Foy reported on a recent article that blamed the algae bloom on septic tanks and the residual nitrogen. A brief discussion ensued.

**ADJOURNMENT**

With no further business to come before the Town Council, the meeting adjourned at 8:12 p.m.

Approved: February 13, 2020

  
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Janice C. Rutan, Town Administrator

  
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Jay G. Foy, Mayor



