

Jay G. Foy, Mayor
Lawrence Gordon, Vice Mayor
Dennis Withington, Council Member
Raymond Caranci, Council Member
Dr. Teresa Johnson, Council Member
John Fenn Foster, Town Attorney
Janice C. Rutan, Town Administrator



**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
Thursday, May 13, 2021
7:00 p.m.
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 for the April 14, 2021 Workshop
- VII. PROCLAMATIONS AND PRESENTATION**
- VIII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. PUBLIC HEARINGS:**
 - a. Act on request for a Special Exception to allow for an Accessory Dwelling Unit at 4949 Belvedere Road as filed by the property owner, Costanza Barilla, property owner of 4949 Belvedere Road for
- X. REGULAR AGENDA AND FIRST READINGS**
 - a. Discuss existing Covid-19 Emergency Declaration and implementation mask requirements.
 - b. Consider Council support of Council Member Johnson to serve as the Palm Beach County League of Cities appointment on the Palm Beach Council Citizens Committee on Airport Noise
 - c. Consider Fee schedule for waivers, variations, applications, and permit requests.
 - d. Discuss animated signage within Town.
 - e. Discuss vaccination clinic to be held at Town Hall June 9, 2021
- X. PUBLIC HEARINGS AND SECOND HEARINGS**

None.
- XI. REPORTS**

Town Attorney
Town Administrator
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, Town Administrator at the Haverhill Town Hall, 4585 Charlotte Street, Haverhill, Florida. Phone Number (561) 689-0370

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TOWN COUNCIL MEETING
May 13, 2021

Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until noon on May 13, 2021. Any public comments received via e-mail, will be made part of the record of the meeting. If you prefer to appear in person to address the Town Council and exhibit signs of illness, such as coughing or sneezing, please do not enter Town Hall. Each person will be granted 5 minutes to speak either on an agenda item or under Public Comment. If you wish to speak on a specific agenda item, please tell the Administrator prior to your entrance into the Town Hall so she can schedule speakers accordingly. All persons are encouraged to bring their own masks and wear it when entering Council Chambers to address the Town Council. Those persons gathering outside the Town Hall are encouraged to maintain a separation of at least six feet from one another, and it is recommended that masks be worn as well. If you wish to listen to the Town Council Meeting via teleconferencing, dial 1-877-953-1152 and enter participant code 7404157#. Those individuals gathering outside of the Town Hall will need to dial-in to the number above as there will be no speaker outside to broadcast the meeting. Once the meeting begins, all participants will be muted, however, after Council discusses a specific workshop item, the call will be unmuted to allow for questions. Please be courteous of the other participants, speak in turns and do not talk over another speaker. Thank you for your patience and understanding during these uncertain times.

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
Thursday, May 13, 2021
7:00 p.m.
AGENDA**

The regular monthly meeting of the Haverhill Town Council was held at the Town Hall, 4585 Charlotte Street on Thursday, May 13, 2021. Those present Jay Foy, Mayor; Lawrence Gordon, Vice Mayor; and Teresa Johnson, Council Member. Dennis Withington, Council Member and Ray Caranci, Council Member participated via teleconference call. Also present were Lance Fuchs, Town Attorney and Janice C. 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 the Pledge of Allegiance.

ROLL CALL

All Town Council Members were present in Council Chambers.

COMMENTS FROM THE PUBLIC

Kathy Turner, 5318 Club Road. Ms. Turner was present to complain about the recently adopted ordinance that required all shutters to be removed unless you have a permit for when you are out of town during hurricane season. She explained that she and her parents (5329 Ontario) have always kept their shutters on certain windows at their homes as a form of protection. Their means of ingress and egress were always open; however, they do like to keep the rear windows shuttered.

Discussion followed and the Mayor cautioned about getting too specific and this could become a case to go before Special Magistrate.

Discussion as to a variance/variation procedure could be considered but no was action taken.

APPROVAL OF AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Approval of the minutes for the April 14, 2021 Workshop

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

PROCLAMATIONS AND PRESENTATION

None.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE

D/S Ebol was present representing Palm Beach County Sheriff's office. He reported that there had been 153 resident and business checks, 109 traffic stops, 2 problem solving incidents at Haverhill and Belvedere, 5 vehicle crashes and 3 hit and run reports. There had been no burglaries.

Council expressed their appreciation to the Palm Beach County Sheriff's office.

PUBLIC HEARINGS:

Act on request for a Special Exception to allow for an Accessory Dwelling Unit at 4949 Belvedere Road as filed by the property owner, Costanza Barilla, property owner.

The Town Administrator offered Staff's report. The application as filed was not yet complete as several items were still pending such as the certification from the department of health re: septic system.

Based on Staff's recommendation, a motion was made by Council Member Johnson, seconded by Vice Mayor Gordon, and unanimously passed (5-0) to postpone the Public Hearing on the request for a Special Exception to allow for an accessory dwelling unit at 4949 Belvedere Road to June 10, 2021.

REGULAR AGENDA AND FIRST READINGS

Discuss existing Covid-19 Emergency Declaration and implementation mask requirements

Considering recent action by the Governor repealing the statewide declaration of emergency and reversing the mandatory mask mandate, the Town Council agreed that to protect the health, safety, and welfare of the public, they would still require masks to be worn at all public meetings held within the Town Hall.

They agreed to reconsider this action at the first meeting of each month.

The Town Administrator would decide protocol regarding masks in the Town Hall while conducting regular business during regular business hours.

Consider Council support of Council Member Johnson to serve as the Palm Beach County League of Cities appointment on the Palm Beach Council Citizens Committee on Airport Noise

A motion was made by Vice Mayor Gordon, seconded by Council Member Caranci, and unanimously passed (5-0) to support the appointment of Council Member Johnson to serve as the Palm Beach County League of Cities representative to the Citizens Committee on Airport Noise.

PRESENTATION REPORT BY PALM BEACH COUNTY FIRE RESCUE

Battalion Chief Tracy Adams was present and addressed the Town Council. She reported that of 30 incidents, 23 were medical and 7 were motor vehicle related. The average response time was 6 minutes and 30 seconds.

She reported that the hurricane forecast was calling for 19 named storms, 8 hurricanes and four major hurricanes. She cautioned all to be prepared, to trim trees now, have storm drains cleared out, etc.

Council Member Caranci added that property owners should consider having a professional prune their trees for safety as well as for the health of the tree.

Discussion followed as to the many dangers in leaving shutters up.

Consider Fee schedule for waivers, variations, applications, and permit requests

The Town Administrator presented Staff's report. She reminded Council all that at the Workshop of May 4, 2021, Staff requested Council direction on setting fees for applications submitted to Staff for waivers, variations, shutter permit and alternate sign plans.

She explained that some of these applications require Staff review and, on some occasions, inspections. Most, if approved by Town Council, would require the applicant to obtain a building permit for an additional fee.

Taking all of this into consideration, she offered the following fess schedule for Council consideration:

Waivers (parking of recreational vehicles, trailers, and watercraft) \$50.00
This requires an inspection of the property by Staff and a recommendation to Council as to whether the waiver should or should not be granted, and possible attendance at meeting.

Shutter permit (to allow shutters to remain installed while resident is out of Town) \$50.00
This permit requires an inspection to make sure the shutters match the décor of the house. Also requires Staff to retain database of permits issued, emergency contacts, etc.

Variations (for fence heights etc.) no charge
If approved by Council, applicant will need to obtain a permit for a fee

Alternate Sign Plan \$50.00
This would cover the cost of receiving the application, forwarding to appropriate Staff members, and making presentation to Council at meetings. **She also recommends that the Town collect a minimum of \$350.** To be placed in escrow to cover the costs of professional review by the Planner, Attorney, etc.

Discussion followed. It was agreed among Council that there should be no fee for the waivers as well as for the variations. Council requested Staff to determine what other municipalities charged for their alternate sign plans.

Staff would report back at a subsequent meeting.

Discuss animated signage within Town
Pastor Chris from Abundant Life Church addressed the Town Council. He was back before them to further discuss amending the Code to allow for animated signs.

Discussion among Council Members followed. Council Member Johnson confirmed with the Town Attorney that a code he had referenced did allow them for charitable or religious organizations. She also confirmed that her Town does not allow them at all. Vice Mayor Gordon did not support an exemption for churches and non-profits.

Pastor Mike, of Haverhill Community Church (f/k/a/ Community Baptist Church) said he had purchased an animated sign on good faith from advice of former Code Officer Mike Jordan and that the diocese had applied for a permit. The Town Administrator confirmed that a permit had not been applied for.

Discussion followed and it was agreed to move the matter forward to be addressed at a Code and Ordinance Committee meeting.

Discuss vaccination clinic to be held at Town Hall June 9, 2021

At the May 4, 2021 Town Council workshop, Council Member Johnson had reported on her desire to host a vaccine clinic, sponsored by the Town, to be held at the Town Hall. She had been in contact with a vaccine supplier who would require a minimum of 70 participants.

Mayor Foy handed out data to the Town Council members citing the numbers of cases in Florida, the number of persons vaccinated to date, breaking down 1st or 2nd vaccine, age etc. He presented graphs as well adding that as of May 3, 2021, 53% of Palm Beach County residents would have been vaccinated. With the Town event being proposed for June 9, 2021, and the numbers of vaccinated persons increasing by then, having the required 70 residents show up at a Town sponsored event would most likely not be met. He commented that most persons wanting to receive the vaccine have done so already.

(Said report is attached hereto and made a part hereof).

The Town Administrator presented an approximate cost detail should the Town offer a vaccine program to the Town residents.

As discussed, the Town would initiate a mailing to all the residents with a flier inviting them to participate in the vaccination program in return for a gift card. The mailing would be done using the bulk mail permit so it would be sent to "Resident" at a Haverhill address. In addition, I would think we would want to put signage out throughout the Town.

Estimated Costs:

Postage:	\$255.00
Signage:	\$150.00
Supplies:	25.00
Staff time:	
Temp	\$300.00
Staff:	\$ 65.00
TOTAL	\$795.00

As mentioned in a prior staff report the office would be closed for two days and Staff would be sent home.

Estimated Costs:

Staff Payroll:	\$2,105.00
Temp:	\$600.00 (to cover office and check registrants in for proof of residency)
Total:	\$2,705.00

Not knowing if Staff would be making the appointments or if the vendor would be doing that, she figured 4 hours of staff time making appointments, answering calls, etc.

Estimated Costs:

Staff:	\$132.50
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The office would need to be sanitized at the close of each vaccination day.

Estimated Costs:

Sanitize:	\$600.00
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Total Estimated Costs: \$4,232.50

Council Member Johnson stated that she did not see the need to close the office for the entire day as the clinic would start at 3:00 p.m. and they were anticipating being able to vaccinate 17

persons every 15 minutes. They also anticipate a prep/set up time of 20 minutes. She was planning on the clinic being opened from 3:00 – 7:00 p.m.

Vice Mayor Gordon supported the idea of vaccinating residents and offering those who had been vaccinated a gift card.

Council Member Caranci expressed concern that those who wanted to receive the vaccination had already made their appointments and felt there was more of a need to provide transportation to those wanting the vaccination (whether it be through Uber or Lyft), however, free transportation should be provided to those wanting to receive the vaccination.

Council Member Johnson stated that she was elected to serve the residents and noted that the cost of an event should not outweigh the benefits. She added that this issue was just part of a larger conversation of forward thinking to other initiatives that will be coming before the Town Council for the benefit and best interest of the residents.

Mayor Foy noted that these costs would have to come from other areas of the budget and usually the first to be affected are those funds set aside for police coverage. That possibility concerned him.

He also cautioned that the Town Council could not solicit the residents to have them vaccinated. Public perception in that regard would be key.

Vice Mayor Gordon expressed his concern that the timetable was too tight. He could not see the mailing, notification, response, etc. all being done within the short time.

The Town Administrator commented that the timetable was set to be close so that people would respond right away and not set the information aside.

A motion was then made by Council Member Johnson to move forward with the proposed activities of June 9, 2021 to host a vaccination clinic sponsored by the Town of Haverhill. The motion failed for a lack of a second.

PUBLIC HEARINGS AND SECOND HEARINGS

None.

REPORTS

Town Attorney

None.

Mayor

Mayor Foy asked for Council consideration in moving the start time of Council meetings to 6:30 p.m. instead of 7:00 p.m. The Town Administrator requested the change take place the first meeting in July to allow for notification and proper advertising.

It was the consensus of Council to start the regular Council Meeting at 6:30 p.m. instead of 7:00 p.m. effective July 8, 2021.

Town Administrator

The Town Administrator request support in starting the May 27, 2021 meeting at 6:45 for a budget discussion.

She presented proposed bridge improvement plans from Palm Beach County for the bridge west of Palmetto across for the E-3 canal. Town residents had received a letter from the County informing them that the County would be closing off their driveway because it no longer met the County's specs.

Council agreed to send the proposed plans to the Town Engineer to determine how the improvements will affect the Town as a whole.

Committee/Delegate Report

Vice Mayor Gordon reported that the Palm Beach County Annual Gala would be held at the Benvenuto Restaurant in Boynton Beach. The Board of Director's would attend in person. He would be being sworn in as first vice president. The general membership would attend the meeting virtually.

Treasurer's Report

Included in packet.

UNFINISHED BUSINESS

The Town Administrator reported on the status of the clean-up of Briarwood where mattresses and other trash had been dumped by the residents of Orleans Court.

Council Member Johnson requested a follow up with the residents of Ivywood. She would like to revisit the road improvement project with representatives of the County and the residents of Ivywood.

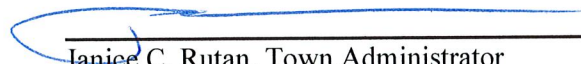
NEW BUSINESS

None.

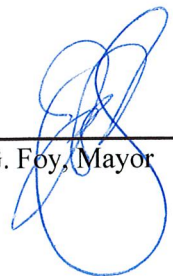
ADJOURNMENT

With no further business to come before the Town Council, the meeting adjourned at 8:40 p.m.

Approved: June 10, 2021



Janice C. Rutan, Town Administrator



Jay G. Foy, Mayor