

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



**Town Council  
Workshop  
Town Hall Council Chambers  
4585 Charlotte Street  
Haverhill  
Tuesday, December 7, 2021  
NOON**

**AGENDA**

- I. Call to Order**
- II. Presentations/Proclamations**
  - a. Discuss Digital Content Loft proposal for Social Media/Web Development**
- III. New Business:**
  - a. Discuss Cloud Based Microsoft Exchange Server**
- V. Old Business**
  - A. Proposed Ordinance 502 – Two Car garages in the Airport Overlay Zone**
  - B. Site Plan Discussion – Haverhill Courts**
  - C. Review of Revised/Proposed Ordinance 502 Subdivision**
- VI. Council, Attorney and Staff Reports**
- VII. 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 WORKSHOP  
TUESDAY, DECEMBER 7, 2021**

**Public comment will be received via e-mail ([jrutan@townofhaverhill-fl.gov](mailto:jrutan@townofhaverhill-fl.gov)) up until 10:00 a.m. on December 7, 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. Town Council has considered the health, safety and welfare of its residents and the public, and voted to continue to require face masks be worn during public meetings and public hearings in Town Hall and Town 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. 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.**

**TOWN OF HAVERHILL  
Town Council Workshop  
December 7, 2021  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, December 7, 2021, at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor Jay Foy; Vice Mayor Lawrence Gordon; Council Member Dennis Withington; Council Member Ray Caranci; Council Member Teresa Johnson; Town Attorney John Foster; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible; Code Inspector Rico Armstrong; Town Engineer Todd McLeod; Town Planner Josh Nichols.

Also in attendance were Shauna Pierre with Digital Content Loft; Kristen Northrup and Chris Gratz with D.R. Horton and Doug Murray with WGI, Inc.

**Via zoom** were Jonny Redrup (Account Manager) and Brent Mattingly (Senior Engineer) with ENS (Essential Net Systems) the Town's IT company.

**I. CALL TO ORDER**

Mayor Foy called the workshop to order at 12:10 pm.

**II. PRESENTATIONS / PROCLAMATIONS**

- a. Shauna Pierre owner of Digital Content Loft presented a proposal on social media & web development (copy attached) to help better engage with residents as well as draw and attract more people into the Town of Haverhill.

**Phase 1 Solutions:**

P360 Degree Digital Marketing Retainer: \$3,150 p/month

Launch Digital Marketing Retainer: \$2,050 p/month

**Phase 2 Solutions:**

Website Redesign & Development \$4,000/Total

Digital PR \$1,800/Quarterly

**Discussion ensued.**

### III. NEW BUSINESS

- a. **Discuss Cloud Based Microsoft Exchange Server:** Town Administrator Rutan reported that we have been having some issues in house with the exchange server that hosts our emails. She explained it disrupts the workflow and we can't run a municipality without emails. Brent Mattingly of ENS stated the Cloud was the solution to eliminate the exchange server issues. He stated that several governmental agencies have been moving to the cloud. Mr. Mattingly went into details about the cloud. Jonny Redrup explained the costs. **Discussion ensued.**

### IV. OLD BUSINESS

- A. **Proposed Ordinance 502 – Two Car Garages in the Airport Overlay Zone:** Town Attorney Foster stated that at the last Council meeting, Council had expressed concern about a one (1) car garage and having parking for only three (3) vehicles particularly if it happened to be a four- or five-bedroom unit. He stated there was a general consensus, to look at this in terms of the number of bedrooms. Attorney Foster stated that in Ordinance 502, there was sort of a hybrid solution done which was, the one (1) car garage was still ok for units with less than three (3) bedrooms. He explained that it allowed for a one (1) car garage in certain circumstances and did not require everything to be two (2) car garages. He stated he was not really sure what the clear direction was from Council. Mayor Foy asked if we had a requirement that the driveway to the one (1) car garage be wide enough for two (2) cars. Attorney Foster stated it wasn't defined right now in the proposed ordinance. He stated it was up to Town Council as to what they wanted to do. Council Member Caranci asked if the existing code require per unit or per residence, a certain number of parking spaces. Attorney Foster believed it was three (3) for the zero-lot line Townhome configuration. Town Planner Josh Nichols stated that if you are going to have a one (1) car garage, then you must have a two (2) car driveway. **Discussion ensued.**
- B. Mayor Foy suggested D.R. Horton representatives come back with off street parking plans or an idea for the perpendicular parking and Town Council would be more than happy to listen.

### V. COUNCIL, ATTORNEY AND STAFF REPORTS

Town Engineer Todd McLeod stated that during the summer when the sidewalk work was being done in Briarwood, it was noticed at 824 Briarwood Drive by Paul Beaudreau (with his office), that it a section of the road and driveway that appeared to be "settling".

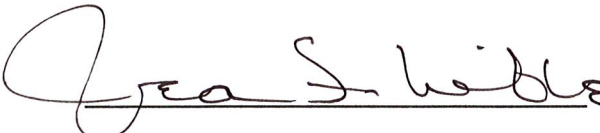
T/E McLeod reported there had been utility locates done. There were water and sewer lines in the area. His office had contacted PBC Water Utilities a couple of times, and they were initially very helpful. PBC Water Utilities did send a crew out. The crew sent a camera down the sewer line but said it was not their issue. T/E McLeod reported that his firm has spoken with the homeowner, and she stated that PBC Water Utilities had dug up that area a couple of times in the past, but it is still continuing to settle. T/E McLeod stated that Town Administrator Rutan stepped in and contacted PBC Water Utilities but received the same response as he had. T/E McLeod reported that he had a proposal from Wynn & Sons, Inc. to excavate the area and repair and the road for \$14,399.00 but at this point, T/E McLeod stated he is not sure it is our responsibility and that is seemed suspicious that there had been a water and sewer issue there twice in the past. Vice Mayor Gordon asked what was causing this issue. T/E McLeod stated he did not believe there were any Town drainage there so his best guess would be, either a water pipe there is leaking or the repairs that had been done in the past, were not compacted well. Attorney Foster suggested that Mayor Foy or Vice Mayor Gordon may have to reach out to the County Commissioner. **Discussion ensued.**

Council Member Withington asked if any complaints had been received regarding low water pressure in homes (in Briarwood). T/E McLeod replied, no. Council Member Withington reported that he had low pressure in his home for about 4-5 months. He stated he will canvass his neighbors to see if they were having the same issue with water pressure and send an email about it. **Discussion ensued.**

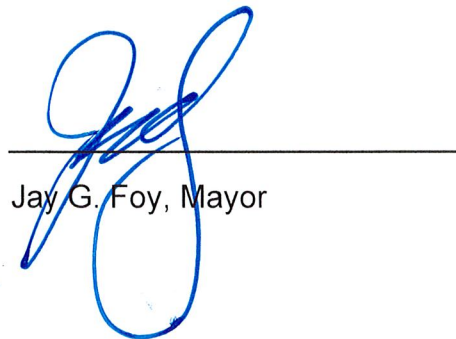
## VI. ADJOURNMENT

With no further business, the workshop ended at 1:45 pm

Approved: January 13, 2022



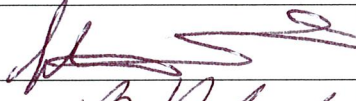


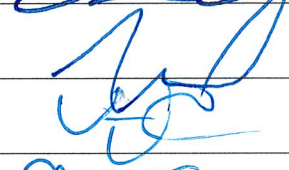



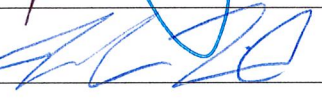
Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
Tuesday, December 7, 2021  
Noon

Name	E- Mail Address	Signature
Shauna Pierre	hello@digitalindustries.com	
Kristen Northup	KL.NORTHUP@DR.HORTON.COM	
DOUG MURRAY	DOUG.MURRAY@WGING.COM	
Todd McLeod	t.mcl@mcLeodmccarthy.com	
John	yes	
Chris Gratz	CGRATZ@DRHOSCH.COM	
Rico Armstrong		
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