

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, July 14, 2022
6:30 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 June 23, 2022 Regular Meeting and the June 30, 2022 Special Meeting
- VII. PROCLAMATIONS AND PRESENTATION**
- VIII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**
- X. REGULAR AGENDAS AND FIRST HEARINGS**
 - a. Act on Interim Town Administrator Appointment for the Town of Haverhill
 - b. Consider and act on Proclamation Policy
 - c. Discuss and Act on Community Services Liaison/Code Position/ Department
 - d. Review and discuss proposed budget
 - e. RESOLUTION R2021-04: Set Preliminary Millage Rate for the fiscal year beginning October 1, 2022 and ending September 30, 2023.
 - f. Authorize Town Attorney to negotiate with Verizon Wireless for ground lease
 - g. Consider presentation of TD Bank for banking services under existing piggy back contracts and through the State of Florida Co-op
- XI. PUBLIC HEARINGS AND SECOND READINGS:**

None
- XII. REPORTS**

Town Attorney
Mayor
Town Administrator
Committee/Delegate Report
Treasurer's Report (included in packet)
- XIII. UNFINISHED BUSINESS**
- XIV. NEW BUSINESS**
- XV. 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
July 14, 2022**

Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until noon on July 14, 2022. Any public comments received via e-mail, will be made part of the record of the meeting. 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. If you wish to listen to the Town Council Meeting via teleconferencing, dial 1-877-953-1152 and enter participant code 7404157#. Once the meeting begins, all participants will be muted, however, after Council discusses a specific agenda 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 REGULAR MEETING
Thursday, July 14, 2022
6:30 p.m.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, July 14, 2022, at the Town Hall, 4585 Charlotte Street, Haverhill, FL. Those present were Mayor Jay G. Foy, Vice Mayor Lawrence Gordon, Council Member Ray Caranci, and Council Member Teresa Johnson. The Town Attorney and Town Administrator were also present.

CALL TO ORDER

Mayor Foy called the meeting to order at 6:30 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Foy led in the Pledge and offered the Invocation. Mayor Foy then introduced Tracey Stevens, Interim Town Administrator to the Town Council.

ROLL CALL

All members were present except Council Member Withington who participated via Zoom.

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF AGENDA

It was the recommendation of the Town Attorney that the agenda be amended by deferring items X.c (Code Officer) and X.g (Banking Services with TDBank) to a later date to allow for the Interim Town Administrator to recommend action on those specific items. He then would be asking the Council to appoint Jean Wible, Deputy Town Clerk as interim Code Inspector in the event there were violations that needed immediate action prior to the appointment of a permanent employee.

Attorney Foster explained that the reason for postponing action on TD Bank was to allow the Interim Town Administrator to talk with the principals of TD Bank to form a relationship. The Town Administrator explained that the Town had already transferred the ARPA funds to TD Bank.

When asked, Ms. Stevens responded that the Town of Ocean Ridge has a wonderful banking relationship with City National Bank. She offered that the closest branch was in Delray Beach. She confirmed with the Vice Mayor that she would be comparing what TD Bank had to offer with the services of City National. Council Member Johnson asked if Ms. Stevens thought she could bring forth other services through negotiations with Citi National.

A motion was made by Vice Mayor Gordon, seconded by Council Member Johnson, and unanimously passed (5-0) to remove items X.c and X.g and approve the agenda as amended.

APPROVAL OF THE CONSENT AGENDA

Approval of the minutes for the June 23, 2022, Regular Meeting and the June 30, 2022, Special Meeting

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

PROCLAMATIONS AND PRESENTATION

None.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE

Not present.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

Not present.

REGULAR AGENDAS AND FIRST HEARINGS

Act on Interim Town Administrator Appointment for the Town of Haverhill

Mayor Foy addressed the Town Council. He had been granted the authority to negotiate terms and salary with Tracey Stevens, approved candidate for the position of Interim Town Manager.

He explained that her current contract with Ocean Ridge requires a 60-day termination notice and if they Council holds her to that provision of the contract, she cannot hold two Town Administrator/Manager positions. As such, the Town would need to enter into a contractual agreement with Ms. Stevens to perform Town Administrator duties during the 60-day period.

It was the Mayor's recommendation that Ms. Stevens be hired as Interim Town Administrator at an annual salary of \$115,000. In the interim, as a contractual consultant with the Town, she paid an hourly rate of \$100.

Discussion ensued concerning the number of hours Ms. Stevens would work until coming on board full time. Council Member Caranci confirmed that she would serve contractually until coming on fulltime.

Ms. Stevens addressed the Town Council.

A motion was then made by Vice Mayor Gordon, seconded by Council Member Johnson, and unanimously passed (5-0) that the Town appoint Tracey Stevens Interim Town Administrator at an annual salary of \$115,000 and enter into a contractual agreement with her until she completes her contractual obligation with the Town of Ocean Ridge.

Consider and act on Proclamation Policy

Attorney Foster presented the proposed Proclamation Policy to the Town Council for their review. He offered Staff's report. Council Member Johnson had questions specific to allowing a formal presentation. It was explained that unless approved by Council, for the purposes of time and efficiency, formal presentations would not be allowed.

Council expressed their appreciation to Attorney Foster for his diligence in research and drafting the policy.

A motion was made by Council Member Johnson, seconded by Council Member Caranci, and unanimously passed (5-0) to adopt the Proclamation Policy as presented.

~~**Discuss and Act on Community Services Liaison/Code Position/ Department**~~
Deferred.

Review and discuss proposed budget

A brief discussion ensued.

RESOLUTION R2021-04: Set Preliminary Millage Rate for the fiscal year beginning October 1, 2022 and ending September 30, 2023.

The Town Administrator offered Staff's report.

A motion was made by Council Member Johnson, seconded by Council Member Caranci, and unanimously passed (5-0) to pass Resolution 2022-02, setting the preliminary millage rate at 4.35 for the 2022/2023 fiscal year.

Authorize Town Attorney to negotiate with Verizon Wireless for ground lease

Attorney Foster offered Staff's report explaining that the monthly rent being proposed as at \$700, lower than that being paid by the current carriers on the tower.

By Council consensus, Staff was authorized to continue negotiation with Verizon the enter a ground lease with the Town of Haverhill.

~~**Consider presentation of TD Bank for banking services under existing piggyback contracts and through the State of Florida Co-op**~~

Deferred.

Vice Mayor Gordon requested the matter be placed on the next agenda. He reminded all that that at the workshop, when the presentation by TDBank was being made, the Town had given the representatives of TDBank their work that they would be transferring their funds over to TDBank. He felt the Town Council had the obligation to keep their word.

PUBLIC HEARINGS AND SECOND READINGS:

None

REPORTS

Town Attorney

Town Attorney Foster welcomed Ms. Stevens to the Town and gave a history of the years that he or his firm had represented the Town. He commented on the civility of the Council and how there was rarely a split decision and never civil discourse. He commented on how refreshing it was to serve the Town as their Attorney.

He then referred to Chapter 162 and the Town's Charter as both related to the appointment of a Code Enforcement officer.

A motion was then made by Council Member Johnson, seconded by Council Member Withington, and unanimously passed (5-0) to appoint Jean Wible, Deputy Town Clerk, as agent to ensure Code Compliance and to serve as Code Inspector in accordance with Chapter 162.

The Town Administrator confirmed that Ms. Wible would be receive additional compensation for her duties. Attorney Foster noted his office would assist Ms. Wible in anyway needed.

Mayor

Mayor Foy reported the 298 Special Districts were having difficulties with the DEP/NPDES requirements. He then reported that the stormwater/wastewater needs analysis were due and most municipalities had filed their reports. The Town Administrator reported the Town Engineer had filed the report timely.

Town Administrator

The Town Administrator reported that the audit has been completed and although late, it is completed and there were no findings.

She had also met with a company called NODE to install video equipment so the Town could set up Zoom and other conference calls in a more professional manner. She inquired as to whether the Council wanted to move forward with the purchase in this fiscal year, with a budget amendment, or include it with next meeting.

Vice Mayor Gordon requested the Town Administrator receive another quote from a vendor he was aware of.

Committee/Delegate Report

Vice Mayor Gordon reported on the Florida League of Cities being held at the Diplomat Hotel, Fort Lauderdale, beginning August 11. He would be in attendance.

The Town Administrator added that free registration was being offered for first time attendees. Council Member Johnson expressed an interest and would confirm her availability with the Town Administrator.

Council Member Johnson asked about reimbursement for the District 2 & 3 lunches.

The next meeting would be held July 27, 2022, at the Royal Palm Beach Cultural Center.

The Town Administrator reminded all that the PBSO presentation on Human Trafficking was scheduled for July 20, 2022, at 11:30 a.m.

Treasurer's Report

Included in packet.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Attorney Foster presented the Town Council with Resolution 2022-03, a Resolution which allows premium pay to be offered to employees for workers who performed essential work during the pandemic.

He offered Staff's report and the background behind the Resolution.

A motion was made by Vice Mayor Gordon, seconded by Council Member Withington, and unanimously passed (5-0) to pass Resolution 2022-03.

ADJOURNMENT:

There being no further business to come before the Town Council, the meeting adjourned at 7:15 p.m.

Approved: _____

Janice C. Rutan, Town Administrator

Jay G. Foy, Mayor