

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  
Tracey L. Stevens, Interim Town Administrator



**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, AUGUST 25, 2022  
6:30 PM  
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 August 11, 2022, Regular Meeting**
- VII. PROCLAMATIONS AND PRESENTATIONS**
- VIII. COMMENTS FROM PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**
- X. REGULAR AGENDAS AND FIRST HEARINGS**
  - a. Approve Proposed Code Enforcement Officer Job Description and Salary**
  - b. Review and Discuss Proposed Budget**
  - c. Discussion Regarding Air Conditioner Repair/Replacement in Records Building**
  - d. Allocation of FY22 Edward Byrne Memorial Justice Assistance Program Funds**
- XI. PUBLIC HEARINGS AND SECOND READINGS**
  - a. Resolution No. 2022-05: Levying A Non-Ad Valorem Special Assessment for Solid Waste for FY23**
- XII. REPORTS**
  - a. Town Attorney**
  - b. Mayor**
  - c. Town Administrator**
  - d. Committee/Delegate Report**
  - e. Treasurer's Report**
- 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**  
**August 25, 2022**

**Public comment will be received via e-mail ([tstevens@townofhaverhill-fl.gov](mailto:tstevens@townofhaverhill-fl.gov)) up until noon on August 25, 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 inform the Town 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, August 25, 2022  
6:30 p.m.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, August 25, 2022, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

**CALL TO ORDER**

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

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Foy offered the Invocation and led in the Pledge of Allegiance.

**ROLL CALL**

Interim Town Administrator Stevens called the roll and Council Members present were Mayor Jay G. Foy, Vice Mayor Lawrence Gordon, Council Member Ray Caranci, Council Member Teresa Johnson, and Council Member Dennis Withington. Town Attorney Foster and Interim Town Administrator Stevens were also present. With a quorum present in the Council Chambers, the meeting proceeded.

**COMMENTS FROM THE PUBLIC**

There were no comments offered by the public.

**APPROVAL OF THE AGENDA**

Mayor Foy asked if there were any additions, deletions, or modifications to the agenda, and there were none.

**Vice Mayor Gordon moved to approve the agenda as submitted; seconded by Council Member Withington. Motion carried 5-0.**

**APPROVAL OF THE CONSENT AGENDA**

**a. Approval of the minutes for the August 11, 2022, Regular Meeting**

Interim Town Administrator Stevens noted that an amendment to the minutes is needed to the roll call section, as Council Member Withington was present at the meeting. She asked for approval as amended.

**Vice Mayor Gordon moved to approve the consent agenda as amended correcting the scrivener's error; seconded by Council Member Johnson. Motion carried 5-0.**

**PROCLAMATIONS AND PRESENTATIONS**

There were no proclamations or presentations scheduled.

**COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE (PBSO)**

Kayla Schnell of PBSO reported that there was no other property crime to report since the last meeting; however, she noted there were 60 traffic stops and 47 business and residence checks. There were three noise complaints off Luwal Drive and a few 911 calls off Club Circle that were cleared out.

Mayor Foy asked if anything improves traffic safety such as traffic calming, and Deputy Schnell responded that speed humps help tremendously in residential areas, as well as stop signs with

flashing lights affixed. She stated that she would ask the Traffic Safety Unit to attend the next workshop.

Council Member Withington asked if there was any action taken in the recent noise complaints, and Deputy Schnell responded that there was no disposition listed; however, she would research that and bring the information to the next meeting. She stated that when contact was made, Deputies either didn't witness anything or there was compliance.

Council Member Caranci mentioned that he recently told residents to contact the Sheriff's office immediately when incidents happen and then follow up at Town Hall so staff is aware. Deputy Schnell stated that calls to the Sheriff's office can be anonymous if the complainant is uncomfortable reporting, and she mentioned that complaints can be made via the PBSO ConnectProtect app. Council Member Johnson suggested that the information be placed in the newsletter so residents are aware. She asked if the anonymous caller can be contacted, and Deputy Schnell confirmed and noted that the caller can also be met at an anonymous location.

Council Member Caranci asked if Haverhill units respond when a complaint is called in, and Deputy Schnell confirmed. He also asked if the Haverhill units can spend more time patrolling as opposed to sitting in an area and Deputy Schnell stated she will follow up.

#### **COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**

Palm Beach County Fire Rescue Representatives were not present to offer a report.

#### **REGULAR AGENDAS AND FIRST READINGS**

##### **a. Approve Proposed Code Enforcement Officer Job Description and Salary**

Mayor Foy introduced the item by noting that the job description is quite comprehensive and stated that in order to attract a quality candidate with the proper certifications, the Town would need to increase the salary which is currently budgeted at \$53,000. He also mentioned the importance of having a fourth employee due to insurance requirements.

Council Member Johnson stated that the proposed salary is much higher than the budgeted amount for the Code Enforcement Officer and noted it is due to the enhancements in the job description and additional duties, and Interim Town Administrator Stevens confirmed that NPDES, CRS, Floodplain Management and Emergency Management duties are all encompassed in the proposed job description. Council Member Withington was concerned that we would not attract a substantial applicant pool with such a diverse job description, and it was noted that the previous Town Administrator had already contacted a potential candidate who has the certifications. Interim Town Administrator Stevens stated that she contacted the potential candidate and he has reviewed the job description and is interested in applying if the salary is increased. Vice Mayor Gordon asked if Interim Town Administrator Stevens thought this would be a wise investment, and she confirmed.

Council Member Johnson asked if an Associate's degree is typical for a position such as this in the industry, and discussion ensued regarding experience and certifications.

Vice Mayor Gordon asked if the increased salary would be problematic from a budgetary standpoint and Interim Town Administrator Stevens noted that she believes there is a surplus in the proposed budget of around \$80,000.

Council Member Caranci asked about level of certification for the new employee and whether or not we would ask the employee to enhance certifications or not, and also mentioned that the Town Council had discussed requiring employees to reimburse the Town for certifications if they

left employment within a certain timeframe. Discussion continued regarding certifications. Town Attorney Foster mentioned that historically a Code Enforcement Officer certification has not been as important as ensuring the employee lightly enforces the Town Code, working with residents toward compliance. He noted that the personnel manual can be amended as necessary to address employee reimbursement for certifications if the employee leaves employment within two years of obtaining certification and reducing the penalty as the employee moves toward five years of employment.

Council Member Caranci asked if the employee would be required to work at least one Saturday per month and the Council agreed to have the Interim Town Administrator work out the schedule with the new employee.

Mayor Foy asked if we still need to go through the formal hiring process since we already have a candidate in mind, and Town Attorney Foster stated that the Interim Town Administrator could work with the candidate without formally advertising for the position as she has hiring authority under the Town Charter. **There was consensus of the Council for the Interim Town Administrator to proceed with the candidate without advertising.**

Mayor Foy called for public comment and there were no comments offered.

**Council Member Withington moved to approve the proposed job description, amend the budget for the increased salary, and make the necessary changes to the Personnel Manual; seconded by Vice Mayor Gordon. Motion carried 5-0.**

**b. Review and Discuss Proposed Budget**

No changes were made to the budget since the last meeting. The next version will include the increased salary for the Code Enforcement Officer.

**c. Discussion Regarding Air Conditioner Repair/Replacement in Records Building**

Interim Town Administrator Stevens reported that it was recently discovered by staff that the air conditioning in the records building near the ballfield was not working. The Town's vendor, Summit Air Conditioning, assessed the situation and determined that the fan motor was blown in one of the two units servicing that building. They temporarily fixed the motor, and the air conditioning is now working. However, they don't believe this is a long-term solution and that the Town may need to replace the unit in the near future. They provided a quote with several options. Administrator Stevens noted that air conditioning in the records building is extremely important in order to properly maintain the Town's historical records. She stated that we will try to limp the current system along for as long as possible in an effort to be fiscally responsible, and requested that the Town Council give her authorization to negotiate the best deal for the Town.

Council Member Caranci asked if the Town is working toward digitizing records, and Interim Town Administrator Stevens confirmed. She mentioned that typically the records that are kept in paper format are Meeting Minutes, Ordinances, Resolutions and Proclamations.

Council Member Johnson asked what the retention is for the records in the storage building, and Interim Town Administrator Stevens stated that the records follow the state records retention schedules and is different for each record series. She gave the previous Town Administrator kudos for her records management.

**There was consensus of the Council to have Interim Town Administrator Stevens investigate the cost of the wall unit.**

**d. Allocation of FY22 Edward Byrne Memorial Justice Assistance Program Funds**

Interim Town Administrator Stevens reported that the Criminal Justice Commission is seeking approval in the allocation of \$304,703 in FY22 of Edward Byrne Memorial Justice Assistance Grant Program funds. She noted in her memo that this is an annual request and the funding will go toward the countywide reentry program and evaluation for Countywide law enforcement program. She noted that FDLE requires that fifty-one percent of the local units of government representing fifty-one percent of the county's population agree on the allocation of these funds.

Vice Mayor Gordon advocated for the allocation of the funds to the County and stated it is important to get people settled with housing and a job when they are released from prison or they may end up back in prison and the cycle continues. Council Members agreed.

**Vice Mayor Gordon moved to approve the allocation of \$304,703 in FY22 of Edward Byrne Memorial Justice Assistance Grant Program funds to Palm Beach County; seconded by Council Member Johnson. Motion carried 5-0.**

**PUBLIC HEARINGS AND SECOND READINGS**

**a. Resolution No. 2022-05: Levying A Non-Ad Valorem Special Assessment for Solid Waste for FY23**

Town Attorney Foster read the title of Resolution No. 2022-05 into the record. He reported that this is an annual resolution authorizing the Town to levy a non-ad valorem special assessment for solid waste and noted that the annual fee of \$291 per household did not change from last year and does not apply to multi-family in excess of four.

**Council Member Caranci moved to adopt Resolution No. 2022-05; seconded by Council Member Withington. Motion carried 5-0.**

**REPORTS**

**a. Town Attorney**

Town Attorney Foster reported on House Bill 7055 which is now Chapter 2022-220 in the Florida Statutes effective July 1, 2022, deals with cyber-security and develops standards and training curriculum for government employees. Municipalities with population of less than 25,000 will have until January 1, 2025 to adopt the standards. Every municipality needs to look at its cyber-security insurance policy to include coverage for ransomware.

**b. Mayor**

Mayor Foy did not have anything to report.

**c. Town Administrator**

Interim Town Administrator Stevens requested that the September Town Council Workshop date be changed from Thursday, September 1<sup>st</sup> to Tuesday, September 13<sup>th</sup> which is after the date she begins in a full-time capacity in Haverhill. She stated that the only item on the agenda at this time will be a presentation by Toshiba on enhancements to the Docuware Software.

**Council Member Withington moved to re-schedule the Council Workshop on September 13, 2022 at Noon; seconded by Council Member Johnson. Motion carried 5-0.**

Ms. Stevens reported that the Town received its second half of ARPA funding on schedule in July in the amount of \$511,960.

She also reported that Florida Public Utilities has petitioned for a permanent rate increase as well as an interim increase in rates to generate revenue for its natural gas service. The Commission will utilize a test year in 2023 for purposes of setting rates for FPUC. The stated reasons for the rate increase are capital investments to expand service to new customers and underserved areas of the state; technology investments to upgrade reliability of the network and address cybersecurity measures; enhancing safety; and addressing inflation. The PSC will conduct customer service hearings virtually and in-person in August and September to receive comments from customers regarding the Company's quality of service and request for rate increase. If anyone would like to testify before the Public Service Commission, they must sign up in advance. Additional information is available at Town Hall. She stated she doesn't expect the potential rate increase to affect the FY23 budget; however, she will look to see if the rate increase may impact the FY24 budget.

**d. Committee/Delegate Report**

Vice Mayor Gordon reported on the Palm Beach County League of Cities meeting and noted that Interim Town Administrator Stevens was in attendance and networking. A candidates forum was held at that meeting. He also reported on the 100<sup>th</sup> Anniversary Florida League of Cities conference and noted that Palm Beach County was well represented. Topics included crisis management and affordable housing and Vice Mayor Gordon reported that one City is looking into a cap on single-family housing and insisting on producing more multi-family units. Other topics of the legislative policy committee included sovereign immunity which will likely be coming back as a bill during the next legislative session; flood insurance; and impact fees. The next legislative policy meeting will be held on September 23<sup>rd</sup> in Clearwater. He stated that a trend began on the west coast which is moving east regarding landlords bidding out rental units to increase profits.

**e. Treasurer's Report**

Interim Town Administrator Stevens noted that there is no Treasurer's Report at this time.

**UNFINISHED BUSINESS**

Council Member Johnson asked about a septic to sewer study for the town, and Mayor Foy stated that we don't have the funding to move forward. Council Member Johnson stated that she hopes the Town can address septic to sewer through strategic planning in the long-term as it may be a requirement in the future and we should tap into any grant funding that may be available. Mayor Foy stated that we are not in a high priority area, as coastal areas are higher priority. He mentioned that parts of the town have higher priority than others, possibly due to the well field at Jog and Belvedere. He stated he would contact Palm Beach County ERM to see how the map is generated. Vice Mayor Gordon asked what percentage of the town is on septic, and Mayor Foy stated that the numbers are in the NPDES report. Vice Mayor Gordon mentioned that Lake Clarke Shores recently converted some of their properties and Mayor Foy noted that they received grant funding due to being on the intracoastal waterway. Discussion ensued regarding vacuum vs. gravity sewer systems.


**NEW BUSINESS**

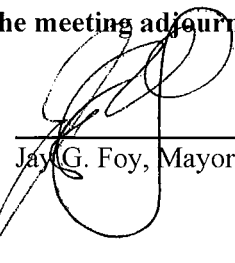
Council Member Caranci asked if Interim Town Administrator Stevens replaced Ms. Rutan on the Issues Forum, and Interim Town Administrator Stevens stated that she had attended one meeting already but would check to see if a formal appointment needs to be made.

**ADJOURNMENT**

**There being no further business to come before the Town Council, the meeting adjourned at 7:44 p.m.**

Approved:

  
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Tracey L. Stevens, Interim Town Administrator

  
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Jay G. Foy, Mayor