

**TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
TUESDAY, SEPTEMBER 13, 2022  
NOON**

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. COMMENTS FROM THE PUBLIC**
- IV. AGENDA**
  - a. Presentation by Toshiba Regarding Docuware Software**
  - b. Presentation Regarding Traffic Calming**
  - c. Ordinance Review: Chapter 30 Regarding Vegetation Pick-up**
- V. COUNCIL, ATTORNEY & STAFF REPORTS**
- VI. 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 Tracey L. Stevens, Town Administrator at the Haverhill Town Hall, 4585 Charlotte Street, Haverhill, Florida at (561) 689-0370.

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  
Tracey L. Stevens, Interim Town Administrator



**TOWN COUNCIL WORKSHOP  
AGENDA  
September 13, 2022**

**Public comment will be received via e-mail ([tstevens@townofhaverhill-fl.gov](mailto:tstevens@townofhaverhill-fl.gov)) up until 10:00 AM on September 13, 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 Workshop  
September 13, 2022  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, September 13, 2022, 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; Interim Town Administrator Tracey Stevens; Deputy Town Clerk Jean Wible

Also present at the workshop were Andrew Becker and Al Guardian with Toshiba Business Solutions; also John Kim with McMahon & Associates

**I. CALL TO ORDER**

Mayor Foy called the workshop to order at 12:05 pm.

**II. COMMENTS FROM THE PUBLIC**

N/A

**III. AGENDA:**

- a. **Presentation by Toshiba regarding Docuware Software:** Al Guardian introduced himself and gave his history with Toshiba. Andrew Becker presented the features, cybersecurity, benefits, and cost moving documents to the Cloud Enterprise Content Management Solution (ECM). A hardcopy of today's presentation was provided to all attendees. Town Council will review the proposed quote.
- b. **Presentation regarding Traffic Calming:** John Kim made a presentation to Town Council and Staff regarding traffic calming within the Town of Haverhill. Mr. Kim made three (3) recommendations of (double) yellow line striping, LED on signs, mobile radar feedback signs and if necessary, speed cushions. A hardcopy of today's presentation was provided to all attendees.
- c. Interim Town Administrator Stevens reported there was one (1) public comment from resident Rick Ritter of 1158 Concord Avenue who would like to see an

additional speed hump added on Concord Avenue and Durham Street. Mayor Foy stated that we could not add a speed hump on Concord Avenue north of Durham Street as that belongs to the county. Council Member Caranci stated there was a speed hump already present on Concord Avenue between Charlotte Street and Durham Street (south side). Mayor Foy agreed and stated that typically you don't want speed table, that close to one another. Discussion ensued regarding traffic calming. Town Council will continue the discussion at the next regular Town Council meeting.

- d. **Ordinance Review: Chapter 30 regarding Vegetation pick-up: Discussion ensued.** Town Attorney Foster stated that Town Council had amended the Solid Waste agreement in order to change two (2) items. Vegetation/garden/yard trash would now be picked up on Wednesday instead of Tuesday. Also, the agreement will allow Waste Pro to begin pickup at 6:00 a.m. instead of 7:00 a.m.

Attorney Foster stated we need to look at the ordinance and amend it. With respect to the household trash and the vegetation, it contemplates a 7:00 a.m. pickup time that needs to be changed to 6:00 a.m. He stated that ironically, the residential collection is set in the ordinance at 6:00 a.m. and also with the vegetation, it does read "on Tuesday's, but such other time as determined by the Town Council". Attorney Foster stated he did not like that language and proposed changing it to read "except as modified by resolution of the Town Council" to make it more exact.

Attorney Foster stated the other item needed to be looked at was, currently the vegetation is picked up on Tuesday's and the ordinance states it cannot be put out any earlier than 4:00 p.m. on Thursday before. Attorney Foster asked if Town Council wanted to change that to Friday before 4:00 p.m. or keep as is. Town Council would like to leave it the way it is and see how it goes. Discussion ensued and Interim Town Administrator Stevens mentioned that the short window for Public Works to mow, especially during times of rain, may be problematic.

Attorney Foster will present a draft of the ordinance with the Solid Waste revisions, at the Town Council meeting being held on September 22, 2022, with the idea of adopting the two (2) items at the Town Council meetings in October 2022.

#### **IV. COUNCIL, ATTORNEY AND STAFF REPORTS**

Mayor Foy announced that as of yesterday, Tracey Stevens was a full-time employee with the Town of Haverhill and welcomed her as well as all Town Council members and Staff.

Mayor Foy announced the NPDES audit will be next Monday at 10:30 a.m. online. The Town of Haverhill was not being audited this year.

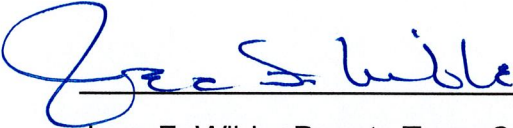
Town Attorney Foster administered the Oath of Office to Interim Town Administrator Tracey Stevens.

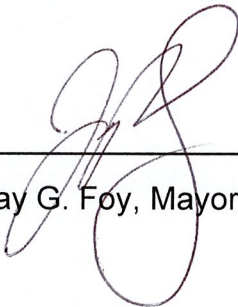
Vice Mayor Gordon reminded all of the Town wide meeting of the Palm Beach County League of Cities luncheon being held at 11:30am on September 28, 2022, at the Opal Grand Resort in Delray Beach.

V. **ADJOURNMENT**

With no further business, the workshop ended at 1:05 pm

Approved: September 22, 2022

  
\_\_\_\_\_  
Jean F. Wible, Deputy Town Clerk

  
\_\_\_\_\_  
Jay G. Foy, Mayor

