

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
THURSDAY, SEPTEMBER 8, 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 THE AGENDA**
- VI. APPROVAL OF THE CONSENT AGENDA**
 - a. Approval of the minutes for the August 25, 2022, Regular Meeting
 - b. Approve the Updated Communications Services Tax Agreement for Access to Confidential State Tax Information
 - c. Approve Renewal of Workers' Comp and General Liability Insurance with PGIT for FY23
- VII. PROCLAMATIONS AND PRESENTATIONS**
- VIII. COMMENTS FROM PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**
- X. PUBLIC HEARING ON THE FY23 TENTATIVE BUDGET**
 - a. Interim Town Administrator's Presentation of the Tentative Budget & Proposed Millage Rate for the FY2022/2023 Budget
 - b. Announce the Town of Haverhill Computed Millage Rate is Higher Than the Rolled Back Rate of 4.0002 by 8.74%. The millage to be levied is 4.3500.
 - c. Public Comment & Comments from Town Council Members
 - d. Resolution No. 2022-06: Adoption of Tentative Millage Rate for FY2022/2023
 - e. Resolution No. 2022-07: Adoption of Tentative Budget for FY2022/2023
 - f. Announce the second/final hearing on the FY2022/2023 Budget will be held at 6:30 p.m. on Thursday, September 22, 2022
- XI. REGULAR AGENDA AND FIRST HEARINGS**
 - a. Discussion Regarding Traffic Calming
- 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 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 REGULAR MEETING
AGENDA
September 8, 2022**

Public comment will be received via e-mail (tstevens@townofhaverhill-fl.gov) up until noon on September 8, 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, September 8, 2022
6:30 p.m.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, September 8, 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.

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

APPROVAL OF THE CONSENT AGENDA

- a. Approval of the minutes for the August 25, 2022, Regular Meeting
- b. Approve the Updated Communications Services Tax Agreement for Access to Confidential State Tax Information
- c. Approve Renewal of Workers' Comp and General Liability Insurance with PGIT for FY23

Council Member Johnson moved to approve the consent agenda as submitted; seconded by Council Member Caranci. Motion carried 5-0.

PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations scheduled.

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

Deputy Demarzo of PBSO reported that the stats for the past 30 days were as follows: Out of 234 calls for service, 24 case numbers were pulled that included 5 vehicle crashes, 1 domestic battery, 1 warrant arrest, 1 stolen vehicle recovered, and 1 vehicle burglary, and there were also 53 traffic stops.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

District Chief Tracey Adams of the Palm Beach County Fire Rescue Department reported on the following:

1. The Department was rated as Class 1 by ISO effective November 1, 2022, which means residents of Haverhill may receive a premium deduction on their homeowners' insurance.
2. There will be a 9/11 Remembrance Ceremony on September 11th at 2:00 p.m. at Duncan Theatre at Palm Beach State College. The ceremony is free and open to the public.
3. The Whole Blood Pilot is going well. Whole Blood has been given three times so far and has already saved a life.
4. The Fire/Rescue Department will be hiring 160-200 employees this year. Instructions regarding how to apply are on the Department's website under the Employment tab. An E-Card may also be filled out so applicants may receive information regarding when the application period will open.
5. Hurricane season is underway and Chief Adams reminded residents to have a hurricane plan in place.
6. Stats for the past 30 days included 15 events of which 7 were medical calls, and 5 were motor vehicle accidents. Response times remain at 6 minutes average.
7. Council Member Caranci asked how to replace the missing blue markers for fire hydrants and Chief Adams commented that she would ask the Community Risk Reduction Safety Services Division. Interim Town Administrator Stevens commented that it may be the responsibility of the Palm Beach County Water Utilities Division. Chief Adams and Town Administrator Stevens will research this and bring information back to the Council.

PUBLIC HEARING ON THE FY23 TENTATIVE BUDGET

a. Interim Town Administrator's Presentation of the Tentative Budget & Proposed Millage Rate for the FY2022/2023 Budget

Interim Town Administrator Stevens presented the Tentative FY2022/2023 Budget noting that the millage rate was reduced from 4.50 to 4.35. She stated that it is Management's recommendation that the Town Council adopt the balanced tentative operating budget in the amount of \$1,317,932; the Special Revenue Infrastructure Surtax Fund budget in the amount of \$165,000; the Special Revenue Building Department Fund budget in the amount of \$104,755; and the Special Revenue American Rescue Plan Act (ARPA) Fund budget in the amount of \$1,023,922 for the fiscal year October 1, 2022 through September 30, 2022.

b. Interim Town Administrator Stevens Announced the Town of Haverhill Computed Millage Rate is Higher Than the Rolled Back Rate of 4.0002 by 8.74%. The millage to be levied is 4.3500.

c. Public Comment & Comments from Town Council Members

Mayor Foy called for public comment, and there was none. He opened the discussion to Council Members.

Council Member Johnson asked about the reduction in the legal budget for annexation costs, and Interim Town Administrator Stevens responded that no annexation costs are anticipated for FY23. Council Member Johnson also asked about the increase in the Public Safety budget, and Town Manager Stevens responded that PBSO sent a formal letter to the Town indicating that there will be an increase in rates for special detail services beginning October 1, 2022. The budget was increased as opposed to cutting the hours for special detail services. Council Member Johnson asked if the decrease in the Roads & Streets budget is due to the projects being completed with ARPA funding, and Interim Town

Administrator Stevens responded that there was a decrease in the storm drainage and streetscape repairs line items, as the specific projects that are in the current FY22 budget will be completed by the end of the fiscal year which means those particular line items were brought back to previous year levels.

- d. **Resolution No. 2022-06: Adoption of Tentative Millage Rate for FY2022/2023**
Town Attorney Foster read Resolution No. 2022-06 by title only into the record. **Council Member Withington moved to approve Resolution No. 2022-06; seconded by Vice Mayor Gordon. Motion carried 5-0 at 6:51 p.m.**

- e. **Resolution No. 2022-07: Adoption of Tentative Budget for FY2022/2023**
Town Attorney Foster read Resolution No. 2022-07 by title only into the record. **Council Member Caranci moved to approved Resolution No. 2022-07; seconded by Council Member Johnson. Motion carried 5-0 at 6:52 p.m.**

- f. **Mayor Foy Announced the second/final hearing on the FY2022/2023 Budget will be held at 6:30 p.m. on Thursday, September 22, 2022**

REGULAR AGENDAS AND FIRST READINGS

a. Discussion Regarding Traffic Calming

Mayor Foy introduced the item by presenting a PowerPoint presentation provided by the Town's consultant, John Kim. A brief discussion regarding the different methods of traffic calming and the potential costs associated with each method was had by Council Members. They also discussed traffic control devices vs. traffic calming methods and the challenges specific to Haverhill as a small town. Public workshops and data collection was also discussed. The Council agreed that since a public workshop was already held, a second workshop and data collection would not be necessary at this point.

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

There was consensus by the Council for Consultant John Kim to do a presentation at the next Town Council Workshop on September 13, 2022, for further discussion.

REPORTS

a. Town Attorney

Town Attorney Foster did not have a legal report to offer. He noted that an item would be included on the workshop agenda.

b. Mayor

Mayor Foy reported that he will not be available to attend the upcoming Literacy Coalition Luncheon and asked if another Council Member could attend in his absence. Vice Mayor Gordon confirmed that he is available to attend the Literacy Coalition Luncheon to be held on Thursday, September 22nd. Mayor Foy reported that the Town will not be audited by NPDES this year. He also reported that he would be attending the upcoming Palm Beach County League of Cities District II & III meeting on September 14th.

c. Town Administrator

Interim Town Administrator Stevens reported that as part of the resurfacing that occurred on Belvedere Rd from Jog to Haverhill Rd, PBC will be improving the handicap ramps and bringing them up to current standards. She stated she spoke with Adam in the Road & Bridge Department,

and he indicated that his supervisor is the person who notifies the Town of any work being performed; however, his supervisor has been out for some time now and that is why the Town was not notified. She stated she would reach back out tomorrow and voice the importance of notification to the Town in the future. Mayor Foy indicated that they should not do any work between Trailway and Belvedere Estates since it will be torn up again in the future and taxpayer dollars would be wasted. He noted that the Town and the County signed a legal agreement in the early 1990's regarding notification to the Town that is not currently being followed and should be followed. Interim Town Administrator Stevens will follow up with the County regarding notification.

Interim Town Administrator Stevens reported that the Town's engagement with the current Auditors, Grau & Associates, ended with the Fiscal Year 2020/2021 audit; however, there is an extension clause in the agreement for up to two, three-year extensions if the Town wishes to extend the agreement. Due to the Town's displeasure with the audit being filed late for two years in a row, the Council agreed that a one-year extension may be more prudent than a three-year extension based on performance.

Motion by Council Member Johnson seconded by Vice Mayor Gordon to approve a one-year extension with Grau & Associates for the FY22 audit, subject to approval of the terms by Grau & Associates. Motion carried 5-0.

d. Committee/Delegate Report

Vice Mayor Gordon reported that he has a conflict between the Homeless Coalition and Literacy Coalition luncheons which are being held on the same day, and he is committed to the Literacy Coalition.

e. Treasurer's Report

Interim Town Administrator Stevens presented the Treasurer's Report for July 2022 and there were no questions from the Council.

UNFINISHED BUSINESS

Mayor Foy noted that we need to move on traffic calming and ARPA projects after the workshop next week.

Council Member Johnson stated that one of the goals of the Strategic Plan is Septic to Sewer conversion and asked Mayor Foy if he had contacted the Environmental Resources Management Department yet. Mayor Foy noted that he is committed to doing so as soon as possible. Council Member Johnson also mentioned that we should follow up with Senator Powell regarding appropriations or other grant funding for septic to sewer conversion.

Council Member Caranci mentioned the utility issue that still needs to be resolved by Ian Cotner. He noted that they resolved one issue out of ten by placing zip ties on some of the wires to keep them hanging down into the road. He stated he would update his email and work with Interim Town Administrator Stevens to ask Mr. Cotner to come to Haverhill to observe the issues.

Vice Mayor Gordon asked about an email that was sent to Council members by a resident regarding soliciting and loud vehicles. He inquired as to whether the Town has an ordinance regarding solicitation and Town Attorney Foster stated that it is a sensitive issue due to the first amendment. He determined that we do have an ordinance and there is a solicitor registration that needs to be filled out. The Council determined that the Town can't do anything regarding loud vehicle noises. Interim Town Administrator Stevens stated that staff would contact the resident to discuss.

Mayor Foy noted that the Council had decided to purchase a mobile speed sign; however, there were questions as to who would place it near the roadway and how it would be secured. Council Member Caranci stated he thought Janice had priced it out around \$5,500 awhile back. Interim Town Administrator Stevens stated she would determine whether funding would be available in the current budget.

Council Member Caranci noted that the 30-mph speed limit sign in front of Haverhill Park eastbound by the new fence is missing again. Interim Town Administrator Stevens will inquire with Palm Beach County to replace the sign.


NEW BUSINESS

There was no new business to come before the Council.

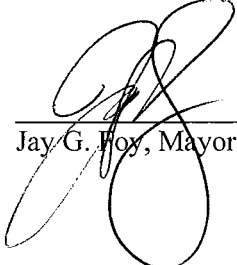
ADJOURNMENT

There being no further business to come before the Town Council, the meeting adjourned at 7:26 p.m.

Minutes prepared by Interim Town Administrator Stevens, and adopted by the Town Council on September 22, 2022.

Approved: 

Tracey L. Stevens, Interim Town Administrator



Jay G. Foy, Mayor

