

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, SEPTEMBER 22, 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 September 8, 2022, Regular Meeting
  - b. Approval of the minutes for the September 13, 2022, Workshop Meeting
  - c. Approval of Holiday Closings for 2022
- 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 FINAL BUDGET**
  - a. Interim Town Administrator's Presentation of the Final Budget & Final 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. 2022-08: Adoption of Final Millage Rate for FY2022/2023
  - e. Resolution No. 2022-09: Adoption of Final Budget for FY2022/2023
- XI. REGULAR AGENDA**
  - a. Discussion Regarding Traffic Calming
  - b. Discussion Regarding Verizon Tower Lease
- XII. REPORTS**
  - a. **Town Attorney**
  - b. **Mayor**
  - c. **Town Administrator**
  - d. **Treasurer**
  - e. **Committee Delegates**
- 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 22, 2022**

**Public comment will be received via e-mail ([tstevens@townofhaverhill-fl.gov](mailto:tstevens@townofhaverhill-fl.gov)) up until noon on September 22, 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 22, 2022  
6:30 p.m.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, September 22, 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**

David London, 760 Palm Tree Lane, handed the Council an article entitled “That Covid Mask is Giving You Lung Cancer”, and voiced his concerns regarding the subject and mentioned that the Council should look into ionization equipment. **Council Member Johnson moved to accept the article into the record; seconded by Vice Mayor Gordon. Motion Carried 5-0.**

Mr. London also notified the Council that there are overhanging trees on Belvedere Road that could be impacting pedestrians.

**APPROVAL OF THE AGENDA**

Mayor Foy asked if there were any additions, deletions, or modifications to the agenda, and Interim Town Administrator Stevens noted that she would like to add an item under Proclamations and Presentations for an employee introduction.

**Council Member Withington moved to approve the agenda as amended; seconded by Council Member Caranci. Motion carried 5-0.**

**APPROVAL OF THE CONSENT AGENDA**

- a. **Approval of the minutes for the September 8, 2022, Regular Meeting**
- b. **Approval of the minutes for the September 13, 2022, Workshop Meeting**
- c. **Approval of Holiday Closings for 2022**

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

**PROCLAMATIONS AND PRESENTATIONS**

Interim Town Administrator Stevens introduced the Town’s newest employee to the Council. Public Services Coordinator/Code Enforcement Officer, Joe Petrick, began work on Monday, September 19<sup>th</sup>. Ms. Stevens noted that Mr. Petrick comes to Haverhill with a lot of experience in Municipal & County Code Enforcement and he will be an asset to the community. The Council welcomed Mr. Petrick to Haverhill.

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

Deputy Schnell of PBSO reported that the stats for the past two weeks were as follows: 42 traffic stops, 1 property crime for a stolen Amazon package on Grove Street, 3 traffic crashes, and a few suspicious vehicle calls. Council Member Caranci noted that one of the vehicle crashes involved a vehicle taking out one of the church signs, and he asked what times the suspicious vehicle calls came in. Deputy Schnell responded that the calls came in at 12:16 p.m., 9:30 p.m., 10:30 a.m., 7:00 a.m., and 8:30 a.m., all in different areas of town.

Council Member Johnson asked about the protocol for someone who is not a resident of a private community that is fishing in a pond where there are posted signs that indicate "No Fishing". Deputy Schnell responded that the resident should call PBSO while it is happening so the Deputy can make contact with the person, and if the sign indicates that there is no fishing or no trespassing, the Deputy can respond if it is in a private community. Council Member Johnson stated that she has called in the past but by the time a Deputy responds, the person is no longer there.

Council Member Withington asked if there was any update regarding noise complaints on Luwal Drive, and Deputy Schnell did not have that information available. She indicated that she will follow up with an email.

Deputy Schnell reminded the Council that the holiday season is coming up and package deliveries will be hot commodities. She asked that residents take steps necessary to protect their property.

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

There was no one present from Palm Beach County Fire Rescue.

### **PUBLIC HEARING ON THE FY23 TENTATIVE BUDGET**

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

Interim Town Administrator Stevens presented the Final FY2022/2023 Budget noting that the millage rate was reduced from 4.50 last year to 4.35 this year. She stated that it is Management's recommendation that the Town Council adopt the balanced final 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 and there was no discussion.

**d. Resolution No. 2022-08: Adoption of Final Millage Rate for FY2022/2023**

Town Attorney Foster read Resolution No. 2022-08 by title only into the record. **Council Member Caranci moved to approve Resolution No. 2022-08; seconded by Council Member Withington. Motion carried 5-0 at 6:47 p.m.**

**e. Resolution No. 2022-09: Adoption of Final Budget for FY2022/2023**

Town Attorney Foster read Resolution No. 2022-09 by title only into the record. **Council Member Withington moved to approved Resolution No. 2022-09; seconded by Council Member Johnson. Motion carried 5-0 at 6:48 p.m.**

## **REGULAR AGENDA AND FIRST READINGS**

### **a. Discussion Regarding Traffic Calming**

Mayor Foy introduced the item by noting that Consultant John Kim presented information to the Council at the last workshop meeting, and Mr. Kim tasked the Council with deciding which streets needed to be focused on in the traffic calming study.

Mayor Foy called for public comment and there were no comments offered. Discussion ensued and the **Council consensus was to focus the study on Woodland, Park Lane, and Tall Pines. The Council also asked staff to create a map of stop signs, sidewalks, and speed humps throughout the town.**

Mayor Foy stated that he followed up with the County regarding septic to sewer conversion and stated that the Town Engineer found a map and upon further research it derived from the Lake Worth Lagoon plan which identifies the density of septic tanks as provided by the Health Department. He stated that the report indicates that the cost for septic to sewer conversion would be approximately \$30,000-50,000 per dwelling and since that is cost prohibitive for Haverhill at this time, the project has been placed on hold.

Council Member Johnson mentioned that the Council authorized three separate studies for traffic calming, street lighting, and public uses for the ball field. There was a discussion regarding the projects that were budgeted for using ARPA funds and Interim Town Administrator Stevens listed the projects as budgeted, noting that the Council could change that if they so choose.

There was a discussion regarding the purchase of a new truck for Code Enforcement and Interim Town Administrator Stevens noted that the cost would be less than budgeted as the Town would utilize the state bid for purchasing. **Vice Mayor Gordon asked staff to look into the pros and cons, pricing, and viability of purchasing an electric vehicle as well, and there was Council consensus to research this.**

### **b. Discussion Regarding Verizon Tower Lease**

Town Attorney Foster stated that Verizon had initially offered a monthly lease fee of \$750 and upon further negotiation, the newly proposed monthly lease fee is \$2,000. We do have a provision with New Singular AT&T to receive a portion of the rental proceeds that they get from Verizon to go onto the tower. The plan is to remove the existing antennas at 85' and replace with new antennas. He noted that leases in Haverhill are typically guaranteed rent for five years with a right to terminate, and an escalating clause of 15% after the first five years, which equates to 3% per year. He recommended that the Council proceed with these terms.

Mayor Foy asked if there would be an extension of the area for the current tower and wanted to make sure we would not lose any of the area the Town currently uses for the Public Works truck and trailer. Council Member Johnson asked if Verizon is a current carrier on the tower, and Town Attorney Foster noted that this would be new service by Verizon which would provide additional coverage for residents.

**There was consensus of the Council to proceed with the Verizon tower lease with terms as presented by the Town Attorney.**

## **REPORTS**

### **a. Town Attorney**

Town Attorney Foster reported that the Town's Solid Waste Ordinance needs to be updated due to the changes in the Town's contract with Waste Pro. The two main changes are relative to the pickup time beginning at 6:00 a.m., and the change to Wednesday vegetation pickup. Town

Attorney Foster distributed the proposed changes to the Council for review and reported that he will present the ordinance for first reading at the next regular Town Council meeting.

Council Member Caranci voiced his displeasure with the changes to the contract with Waste Pro which will now mean noisy trucks going throughout the neighborhood three days per week as opposed to two.

**b. Mayor**

Mayor Foy reported on the following:

1. He attended the District II & III luncheon and was surprised to learn that Dan Clark, the City Manager in Lake Clarke Shores is retiring. He noted that Mr. Clark will be missed.
2. The City of Atlantis refused to have the IG audit them for cybersecurity compliance, and cited a lack of experience in that area within the IG's office, and the fact that it is not within the IG's charge.
3. He attended the NPDES meeting yesterday and learned that Matt Irwin is the new inspector. He opined that Mr. Irwin has created a new checklist and seems to be more lenient and reasonable.
4. The LA basin at the 20-mile bend and North is verified impaired due to iron.

**c. Town Administrator**

Interim Town Administrator Stevens reported on the following:

1. The Municipal Election will be held on Tuesday, March 14, 2023. Seats 3, 4 & 5 are up for election for a three-year term. Registered electors meeting the criteria to run for office may qualify with the Town's filing officer between noon on Tuesday, November 8, 2022, through noon on Tuesday, November 22, 2022. Those persons wishing to qualify must be a registered voter and shall have continuously resided, and made their place of domicile, within the municipal limits of the Town of Haverhill, in a place which is a fixed and permanent dwelling structure, during the one (1) year period prior to the first day of qualifying.
2. The Fall 2022 Newsletter was mailed to residents, with the highlight being the change in vegetation pickup day to Wednesday.
3. The truck used for Code Enforcement is in bad shape and in need of replacement. The replacement was budgeted for in the FY23 budget utilizing ARPA funds and staff is requesting to proceed with this purchase as of October 1<sup>st</sup>. It is the Town Administrator's intention to utilize the state bid for vehicle purchases in order to save money on the bid process. The Council agreed, and Vice Mayor Gordon suggested looking into electric vehicles while doing the research on the state bid.
4. The air conditioning wall unit for the records storage building will cost a total of up to \$3,200 fully installed. **There was consensus by the Council to proceed.**
5. A Notice of Proposed Zoning Application for Okeechobee Commerce Park has been submitted to the Town. Public hearings on this zoning application will be held on October 6 & 27. Mayor Foy indicated that the Town's protocol is to send a letter from the Mayor stating that there are no objections as long as there are no increased traffic impacts to the Town. Interim Town Administrator Stevens will submit the letter prior to the first hearing.
6. Public Services Coordinator Petrick reported that he is working on replacement of the missing 30 mph speed limit sign near Haverhill Park. The Council recommended asking the County to replace our stock once we replace the sign if they are not interested in replacing the sign themselves.
7. Mr. Petrick reported that PBSO can mobilize a mobile speed trailer next week in the median on Belvedere just east of Haverhill Rd near the school, for a period of one week. Staff is also researching the purchase of a mobile speed trailer and the cost for a

refurbished trailer would be around \$3,000 while the cost of a new trailer would be around \$5,500. This would need to be anchored and secured with a boot which will be an additional cost. PBSO gave us permission to place our own trailer in the County's right-of-way. Mayor Foy would like staff to look into a speed recorder to go along with the mobile speed trailer so we can begin to gather data. Vice Mayor Gordon would like staff to look into the warranty on a refurbished trailer as opposed to a new trailer.

8. Mr. Petrick reported that he has researched the cost of replacing the blue fire hydrant markers that are missing and the cost is \$10 each if purchased individually, and \$7.50 each if buying in bulk. He noted that he is still researching how many are needed, and what the requirements are for replacing them.

**d. Committee/Delegate Report**

Council Member Johnson reported that she attended the Airport Noise Citizens' Committee meeting last week at the Department of Airports. They welcomed a new Airport Manager, Craig Delgado. She indicated that they are looking into changing the time of at least one of the meetings to an evening so more people may attend and make comments. She noted that the Department is working through the cycle for approval of a Bridport which is a port for an electrical flying vehicle.

Vice Mayor Gordon reported that Interim Town Administrator Stevens will be representing Haverhill at the upcoming PBC League of Cities meeting as he will be in Tallahassee. He also reported that he recently attended the Affordable Housing Task Force meeting, and they discussed the bond proposal and the challenges due to the new law that prohibits governments from advocating for items on the ballot. He also reported that he attended the Literacy luncheon recently and brought back materials for the upcoming Read for the Record Challenge. He reported that he will be attending the FLC Board meeting in Clearwater tomorrow as well.

Council Member Johnson asked if the League has discussed the Governor removing elected officials from their positions, and Vice Mayor Gordon responded that the local League tries to stay out of political issues; however, the State League is more active in that regard.

**e. Treasurer's Report**

There was no Treasurer's Report to offer.

**UNFINISHED BUSINESS**

Council Member Caranci mentioned that he met onsite with Interim Town Administrator Stevens and Public Services Coordinator Petrick regarding the AT&T utility issues. Staff will follow-up with AT&T regarding the issues.

Council Member Johnson noted that there is a potential storm brewing and asked about the protocols since we don't meet again until next month. Mayor Foy noted that staff works closely with Palm Beach County during storm events.

**NEW BUSINESS**


There was no new business to come before the Council.

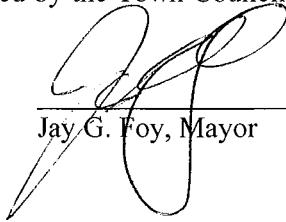
**ADJOURNMENT**

**There being no further business to come before the Town Council, the meeting adjourned at 7:39 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

