

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
THURSDAY, OCTOBER 13, 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 of the September 22, 2022, Regular Meeting
 - b. Approval of the Palm Beach County Supervisor of Elections Municipal Election Agreement for the Municipal Election to be held on March 14, 2023; and to Appoint the Palm Beach County Supervisor of Elections and Her Designees as the Canvassing Board for the Town of Haverhill Municipal Election to be Held on March 14, 2023
 - c. Approval of Consulting Services Agreement with AECOM for NPDES Engineering Services
 - d. Approval of the Audit Engagement Letter with Grau & Associates for FY22 Audit Services
 - e. Approval of Employee Health Insurance Renewal with Blue Cross/Blue Shield for 2023
- VII. PROCLAMATIONS AND PRESENTATIONS**
 - a. Traffic Calming Presentation by John Kim of McMahon Associates
- VIII. COMMENTS FROM PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**
- X. PUBLIC HEARINGS & SECOND READINGS**
- XI. REGULAR AGENDA & FIRST READINGS**
 - a. First Reading of Ordinance No. 512 – An Ordinance of the Town Council of the Town of Haverhill, Palm Beach County, Florida, Amending the Town Code of Ordinances By Amending Chapter 30, Solid Waste, By Amending Sections 30-27, 30-87, 30-118 To Change the Time of Collection From 7:00 A.M. To 6:00 A.M, and Amending Sec. 30-117 to Change the Day of Collection from Tuesday to Wednesday for Vegetative, Bulk Yard Trash, and Garden and Yard Trash, and to Permit the Day of Collection and Day and Time Vegetation and Yard Trash May be Placed Curbside to be Later Determined by Resolution of the Town Council from Time to Time; Providing for Severability; Providing for Repeal of Laws in Conflict; Providing for Correction of Scriveners' Errors; Providing for an Effective Date and other Purposes.
 - b. Approval of Speed Sign Purchase
- XII. REPORTS**
 - a. **Town Attorney**
 - b. **Mayor**
 - c. **Town Administrator**
 - d. **Treasurer**
 - e. **Committee Delegates**
- XIII. UNFINISHED BUSINESS**
- XIV. NEW BUSINESS**
- XV. ADJOURNMENT**

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
October 13, 2022**

Public comment will be received via e-mail (tstevens@townofhaverhill-fl.gov) up until noon on October 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.

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.

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
Thursday, October 13, 2022
6:30 p.m.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, October 13, 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 (Via Zoom), 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 from 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 Withington 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 September 22, 2022, Regular Meeting
- b. Approval of the Palm Beach County Supervisor of Elections Municipal Election Agreement for the Municipal Election to be held on March 14, 2023; and to Appoint the Palm Beach County Supervisor of Elections and Her Designees as the Canvassing Board for the Town of Haverhill Municipal Election to be Held on March 14, 2023
- c. Approval of Consulting Services Agreement with AECOM for NPDES Engineering
- d. Approval of the Audit Engagement Letter with Grau & Associates for FY22 Audit
- e. Approval of Employee Health Insurance Renewal with Blue Cross/Blue Shield for 2023

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

PROCLAMATIONS AND PRESENTATIONS

- a. **Traffic Calming Presentation by John Kim of McMahon Associates**

John Kim of McMahon Associates presented the stop sign and speed hump inventory and provided information on his recommendations regarding traffic calming in the areas of Tall Pines Road, Woodland Avenue, and Ivy Lane. He spoke about the existing speed humps in town and noted that he chose Ivy Lane for future planning as opposed to Park Lane, as there is already a speed hump installed on Park Lane. He went over the speed hump design standards of Palm Beach County and gave information regarding speed cushions, speed feedback signs, and traffic

control devices as other possible options. Next, he presented different options for each road and noted that it would cost approximately \$4,500-\$6,000 to install speed humps and around \$2,000-3,500 for signs and an installation crew. He stated that a concrete footer would be needed for the signs to meet wind load. The next step will be for the Council to decide which options to move forward with and either go out to bid for the projects or find a piggyback contract. It was noted that Wynn & Sons has the state bid contract for speed humps.

Mayor Foy stated that he prefers speed tables to speed cushions and less signage and noted that the price to install speed humps is likely around \$10,000 due to the increase in construction costs.

Vice Mayor Gordon stated that he prefers the speed humps over the signs, as the speed humps require an action by the driver (slowing down) as opposed to a sign that will likely become ignored over time. He also mentioned the speed mats that were installed at the Metro Center in West Palm Beach, and Mr. Kim stated that those are not recommended in a residential neighborhood as they are loud when driven over.

Council Member Johnson asked for clarification regarding the difference between speed humps vs. speed cushions, and Mr. Kim responded that Haverhill has speed humps installed throughout town. Council Member Johnson also mentioned that a child was almost hit on Tall Pines Road, and the community is in favor of traffic calming as a safety measure. She stated that she is in favor of moving forward with speed humps and minimal signage.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

Palm Beach County Fire Rescue District Chief Tracey Adams reported that the Fire Department would be in favor of installing speed humps if it would help to save a child's life. The only issue she sees with speed humps is transporting a person with a back or neck injury over the speed hump which could be problematic.

She also reported that PBC Fire Rescue participated in a strike team effort on the west coast to help in the search and rescue due to Hurricane Ian, as well as the Muscular Dystrophy Association "Fill the Boot" drive and raised \$105,000 for MDA. She thanked residents who donated. They are also currently raising funds for United Way.

She mentioned that it is Fire Prevention Week and gave recommendations regarding smoke detectors and alarms. It is also National Emergency Nurse's Week, and she encouraged everyone to thank a nurse this week.

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

Deputy Guerara of PBSO reported that PBSO sent its emergency field force to the west coast in response to Hurricane Ian. He indicated that the stats for the past two weeks are very low. Two burglaries occurred at Haverhill Park and suspects were apprehended the same night. Citizen contacts at 7/11 were made due to individuals who did not want to leave, and 102 business and resident checks were performed for crime prevention. He noted that PBSO would be in favor of traffic control devices to slow the traffic down and increase safety.

Vice Mayor Gordon asked if any K-9 units were sent to the west coast, and Deputy Guerara responded that he is not sure.

PUBLIC HEARINGS & SECOND READINGS

There were no public hearings or second readings.

REGULAR AGENDA AND FIRST READINGS

- a. **First Reading of Ordinance No. 512 – An Ordinance of the Town Council of the Town of Haverhill, Palm Beach County, Florida, Amending the Town Code of Ordinances by Amending Chapter 30, Solid Waste, By Amending Sections 30-27, 30-87, 30-118 To Change the Time of Collection From 7:00 A.M. To 6:00 A.M, and Amending Sec. 30-117 to Change the Day of Collection from Tuesday to Wednesday for Vegetative, Bulk Yard Trash, and Garden and Yard Trash, and to Permit the Day of Collection and Day and Time Vegetation and Yard Trash May be Placed Curbside to be Later Determined by Resolution of the Town Council from Time to Time; Providing for Severability; Providing for Repeal of Laws in Conflict; Providing for Correction of Scriveners’ Errors; Providing for an Effective Date and other Purposes.**

Town Attorney Foster read Ordinance No. 512 by title only.

Council Member Johnson asked for clarification as to why the Town was proposing a change from 7:00 a.m. pickup to 6:00 a.m. pickup and Town Attorney Foster responded that there was a change in the Town’s contract with Waste Pro which allows them to pickup from Belvedere and Haverhill Roads beginning at 6:00 a.m. so they can beat the rush hour traffic to avoid hazards.

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

Council Member Johnson moved to adopt Ordinance No. 512 on first reading; seconded by Council Member Withington. Motion carried 5-0.

b. Approval of Speed Sign Purchase

Interim Town Administrator Stevens presented the item noting that per the request of the Town Council at the last meeting, staff has submitted quotes for a digital traffic sign and/or a traffic speed trailer. As the quotes from MPH Industries indicate, the base price for the electronic speed display sign, with a pole mounting bracket and tuning fork, and all the components to allow the sign to be operational is \$2,629. A back up battery for the sign is highly recommended at an additional cost of \$108. Optional equipment includes a speed traffic data collector at an additional cost of \$833, and a blue tooth display at an additional cost of \$150, with shipping at \$80. With all the optional equipment, the pole mounted speed sign cost would total \$3,800.

The quote on the speed trailer allows for additional options. The base price of the speed trailer with a 12-inch digit speed display and slow down message sign, tuning fork and other components to allow the speed trailer to be operational is \$5,319. A highly recommended back up battery is an additional \$193. A recommended interchangeable 18 X 24 inch black and white speed limit sign is an additional \$215. Additional optional equipment includes a solar option for \$270, a speed data collector for \$833, blue tooth display for \$150, a speed view tablet for \$250, a blue strobe light for \$420, which is **not** recommended as this is not a law enforcement speed trailer, and a strobe light kit option for \$426, with shipping cost at \$608. With all the optional equipment, the speed trailer would total \$8,872. The warranty on the electronics is two years and the warranty on the trailer is one year. This appears to be industry standard.

Discussion ensued by the Council regarding the optional equipment and whether or not the speed trailer was powered by solar. Interim Town Administrator Stevens noted that it is powered with a battery and there is a solar option.

Mayor Foy called for public comment and there was none.

Council Member Withington moved to purchase the speed trailer and data collection unit at a cost of up to \$9,000; seconded by Vice Mayor Gordon. Motion carried 5-0.

- c. **Resolution No. 2022-10: A Resolution Adopted by the Town Council of the Town of Haverhill, Florida, Designating the Date, Time and Place for Filing for the Offices of the Position of Town Council Seats 3, 4, and 5 Prior to the Municipal Election to be Held Tuesday, March 14, 2023; Appointing an Election Canvassing Board for Precinct Number 2901; and Providing for an Effective Date.**

Town Attorney Foster read Resolution No. 2022-10 by title only.

Mayor Foy called for public comment and there was none.

Council Member Withington moved to adopt Resolution No. 2022-10; seconded by Council Member Johnson. Motion carried 5-0.

REPORTS

a. Town Attorney

Town Attorney Foster reported that a voluntary annexation request has been made for approximately 12 acres of property on the other side of the L4 canal near Wallis Road. He indicated that it meets the contiguous requirement in the statute and does not appear to create an enclave. He also mentioned that it appears to be in the flight path of PBI. He noted that within 10 days after submission of a voluntary annexation petition, the Town needs to submit the petition to the County to see if they have any objection to it. Staff is asking the requestor to contact the County early in the process if the Council wants to entertain the request.

Mayor Foy asked if it would make sense to annex property that is part of the airport development district and asked if we have any zoning that would support it. Town Attorney Foster stated that the property in question is in the airport overlay area and within the runway protection zone and advised the requestor to find out if the County has any issue with building residential in that area.

Mayor Foy asked if the proposed annexation area is within the light industrial area where taxes cannot be collected, and Town Attorney Foster stated that the property is not located in that area.

Vice Mayor Gordon asked what would be built in the area, and Interim Town Administrator Stevens responded that the requestor mentioned townhomes. Mayor Foy noted that it will be easier if we have existing zoning for what will be built there. Town Attorney Foster stated that it looks like the zoning is single family residential in that area.

Council Member Withington asked about the existence of utilities and Town Attorney Foster stated that staff had inquired about that and noted there is existing water and sewer in that area.

Town Attorney Foster mentioned that the Council has been supportive of workforce housing and this development could potentially provide that.

Mayor Foy noted that the Council has the responsibility to determine if there would be more services needed than the tax base could provide, and it does not seem to be the case here. He noted that it would be helpful to know the motivation for the annexation request. He stated he believes the area is in the Town's future annexation area.

There was consensus of the Council that there would likely be no objection to the annexation if it moves forward.

b. Mayor

Mayor Foy did not have anything to report.

c. Town Administrator

Interim Town Administrator Stevens asked if the Council had any comments to submit to the County regarding the County five-year road program, and there were no comments to submit; however, the Council asked why the bridge work was not included in the plan. Interim Town Administrator Stevens noted that the bridge work is currently going through design changes and the County will notify us once that is complete. Mayor Foy noted that intersection improvements seem to be omitted from the plan, and Interim Town Administrator Stevens stated that she would follow up with the County on that.

Administrator Stevens asked if the Council would entertain hosting the PBC City Manager's for one of their monthly meetings in 2023. She noted that the cost would be under \$500 and asked if Mayor Foy would attend to welcome the Managers to Haverhill, and he agreed. **There was consensus of the Council to host a meeting.**

Administrator Stevens mentioned that a resident of Haverhill requested the placement of a political sign on Town Hall property in reference to the school bond referendum. She noted that a government speech sign is not prohibited; however, it would be prohibited on Election Day. Council Member Withington asked if it could appear that the Town is taking a position on the referendum question, and Administrator Stevens confirmed that it could. Vice Mayor Gordon also noted that a new law prohibits municipalities from expending taxpayer dollars to advocate for or against a referendum question. **There was consensus of the Council to deny the request.**

Administrator Stevens reported that there is a conflict between our employee manual and our contract with Florida Blue for health insurance. The manual states that an employee will be offered insurance on the first day after 60 days of employment, and the contract with Florida Blue is to offer insurance on the first day after 30 days of employment. She asked the Council to approve an override of the manual to add our new employee in accordance with the contract, and **there was consensus of the Council to do so.** Administrator Stevens stated that she will work on an update to the manual to match the contract.

Administrator Stevens stated that the Town's Insurance Agent proposed adding a Life Insurance plan for employees in the amount of \$25,000 each. The premiums would be \$744 for the year to cover all employees. **There was consensus of the Council to add the life insurance plan as an employee benefit.**

Vice Mayor Gordon asked if the Town has any insurance through the Florida League of Cities and asked if any price comparisons had been done, and Interim Town Administrator Stevens stated that the Town's insurance policies for general liability and workers' comp are through Preferred Government Insurance Trust (PGIT).

d. Committee/Delegate Report

Mayor Foy noted that he attended the District II/III meeting and there were comments that a municipality is discussing the usage of CRA funds to fund affordable housing which is an interesting dynamic. Council Member Johnson mentioned that there has to be a determination of slum and blight in order for it to be an eligible expense. Mayor Foy also stated that there was a discussion about municipalities buying into the county fiber optic system to provide phone and internet service, and he would like to gather more information regarding that. He stated that there was also discussion regarding how much municipalities are paying into the county library system and due to the cost/benefit analysis, some municipalities are opting to have their own libraries.

Vice Mayor Gordon stated that the last Palm Beach County Leagues of Cities meeting was cancelled due to the storm. The next meeting will be held in Palm Beach Gardens at the Sandhill Crane Golf Club in Palm Beach Gardens. He also mentioned the devastating effects of Hurricane

Ian on the west coast and the fight of what will and what will not be covered by insurance. He urged residents to buy flood insurance if they can afford it to avoid the fight of what may or may not be covered. He also reported that sovereign immunity was discussed at the last FLC legislative policy committee meeting, and the topic will likely come up during the next legislative session. He also mentioned that the area of Babcock Ranch made it through the storm unscathed and he would like to research the building codes in that town.

Council Member Johnson reported that as part of her role on the Re-entry Task Force, she recently attended the Re-entry Summit. Leaders attended from as far away as California and Tennessee and discussed the challenges of returning citizens back into the community who cannot find housing and employment due to their background. They discussed services to help assist in finding housing and jobs. Council Member Johnson noted that she works for a non-profit that provides transitional housing and she has learned a lot by participating. She noted that work still needs to be done regarding employment training and being connected with the community.

e. Treasurer's Report

Interim Town Administrator Stevens presented the Treasurer's Report for August 2022 and there were no comments or questions by the Council.

UNFINISHED BUSINESS

There was no unfinished business to come before the Council.

NEW BUSINESS

Mayor Foy asked the Council to ratify the declaration of emergency for Hurricane Ian.


Mayor Foy called for public comment and there was none.

Vice Mayor Gordon moved to ratify the declaration of emergency for Hurricane Ian; seconded by Council Member Withington. Motion carried 5-0.

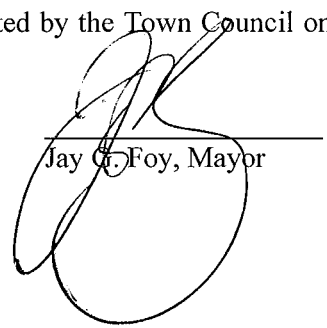
ADJOURNMENT

There being no further business to come before the Town Council, the meeting adjourned at 8:02 p.m.

Minutes prepared by Interim Town Administrator Stevens and adopted by the Town Council on September 27, 2022.

Approved: 

Tracey L. Stevens, Interim Town Administrator



Jay G. Foy, Mayor

