

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
Tuesday, November 15, 2022
6:30 p.m.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Tuesday, November 15, 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, and Council Member Dennis Withington. Town Attorney Foster and Interim Town Administrator Stevens were also present. Council Member Teresa Johnson was absent. 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 4-0.

APPROVAL OF THE CONSENT AGENDA

1. Approval of the minutes for the October 27, 2022, Regular Meeting
Vice Mayor Gordon moved to approve the consent agenda as submitted; seconded by Council Member Caranci. Motion carried 4-0.

PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations scheduled.

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

Deputy Schnell of PBSO reported that in the last 14 days there were 29 traffic stops and one felony traffic stop, one property crime which was a stolen vehicle from Haverhill Park. In that case, the suspect was known to the victim and the victim refused to cooperate with the investigation. There was a disturbance at the 1100 block of New Parkview Place at 5:45 AM in which there was large police presence due to the report of a gun, however, there was no gun found.

Council Member Caranci asked about the mobile speed sign that was placed on Belvedere Road and Haverhill Road, and Deputy Schnell noted that those signs are in high demand to be placed in neighborhoods and they need to move the signs around to different areas. Interim Town

REGULAR TOWN COUNCIL MEETING MINUTES OF NOVEMBER 15, 2022

Administrator Stevens stated that the Town's mobile speed sign is on order, however, we have not received a firm delivery date yet. Council Member Withington asked if we are allowed to have the blue lights on our mobile speed sign and Interim Town Administrator Stevens confirmed that we are not allowed to display blue lights since we are not a law enforcement agency.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

Palm Beach County Fire Rescue District Chief Tracey Adams was not in attendance.

PUBLIC HEARINGS & SECOND READINGS

There were no public hearings and second readings scheduled.

REGULAR AGENDA AND FIRST READINGS

2. Resolution No. 2022-11: A Resolution of the Town Council of the Town of Haverhill, Florida, Adopting Budget Amendments for Fiscal Year 2021-2022

Town Attorney Foster read Resolution No. 2022-11 by title into the record.

Interim Town Administrator Stevens reported that at the end of each fiscal year as part of the year end closing procedures, budget amendments must occur to ensure no line items in the budget are over-expended in order to meet government accounting and auditing standards. The budget amendments have a zero net effect on the overall town budget, and no funds will be utilized from reserves to pay for the projects that were completed during FY22.

Council Member Withington moved to adopt Resolution No. 2022-11; seconded by Vice Mayor Gordon. Motion carried 4-0.

3. Review Updated Traffic Calming Conceptual Plans

Mayor Foy asked if the updated plans addressed what was discussed at the last meeting, and Council Member Caranci stated that he followed up with the Interim Town Administrator regarding the possibility of installing an all-way stop as opposed to a speed hump in the Paloverde area. Interim Town Administrator Stevens read into the record an email from the Town's consultant John Kim, who noted that "from a traffic engineering standpoint there are specific recommended criteria for installing all-way stop sign control at any intersection. The section of the Manual on Uniform Traffic Control Devices (MUTCD) regarding all way stop sign installation was included. They are not recommended as a traffic calming technique or strategy. The MUTCD criteria is based on either the need for a traffic signal, volumes meeting a certain threshold, or historical crash experience that can be rectified by all-way stop sign control. We'd have to collect data and research the crash history at the intersection to evaluate the need for all-way stop sign control. We've found that when we install them where they are not warranted, it becomes a stop-sign running location. The MUTCD has no minimum criteria for the installation of speed humps."

Discussion ensued and the Council determined that since there are safety concerns on Paloverde, and there are no required criteria or a requirement to do a traffic study, the **consensus was to install an all way stop as opposed to a speed hump if it can be accomplished legally.**

Interim Town Administrator Stevens stated that the next step will be to revise the plans and then find a piggyback contract to install the traffic calming devices in accordance with the plans.

4. Holiday Lighting at Town Hall

Interim Town Administrator Stevens noted that at the direction of the Council at the last meeting, staff did some research on holiday lighting at Town Hall. Staff contacted six different contractors

REGULAR TOWN COUNCIL MEETING MINUTES OF NOVEMBER 15, 2022

in our area that install holiday lights. Two of those companies were either completely booked or didn't return the phone call. Two companies had a minimum charge of \$5,000, one company had a minimum charge of \$4,000 but would not travel this far North as they service mostly Miami-Dade, Broward and Southern Palm Beach County, and the last company charges a minimum of \$2,000, but may not have availability to book this late in the year. Another option is to have staff hang lights along the front of Town Hall and install a small holiday tree in the front of the building or hire a handyman to do so. Since we did not budget for this expenditure in the current fiscal year, it was Interim Town Administrator Stevens' recommendation to keep it simple this year and then budget for a more elaborate display next year if the Council wishes to do so.

Council Member Withington asked if it would be possible to hang an illuminated wreath from the cell tower, and Town Attorney Foster responded that the Town owns the land that the cell tower is on, but the Town does not own the cell tower itself so that likely would not be an option.

After brief discussion, it was the consensus of the Council to not move forward with holiday lighting this year, and to place an item in next year's budget for discussion at that time.

REPORTS

5. Town Attorney

Town Attorney Foster reported on a voluntary annexation request for approximately 12 acres of property on the border of the L4 canal near Wallis Road. He indicated that he and the Town Administrator will be meeting with County Commissioner Weiss tomorrow along with the developers to discuss the pushback from the County, which staff believes is related to the affordable housing concept. The developer has inquired with the FAA regarding the runway protection zone as well and is waiting for approval. Vice Mayor Gordon asked if the Town is able to adopt affordable housing regulations whereby 10% of the housing units need to be affordable housing, and Town Attorney Foster confirmed that the Town may do so. He indicated that the County requires 20% of the units to be affordable housing and the developers are commenting that they can't make any money at that percentage when they need to build to certain standards and sell or rent at a lower cost. Discussion ensued regarding speculation on how the housing bond might work or not work in helping to develop affordable or workforce housing units. Interim Town Administrator Stevens stated that she would be attending the stakeholder meetings and will report back.

There were comments submitted back from Verizon regarding the proposed land lease in reference to the cell tower. They will need the March 1st commencement date to be pushed back in order to finalize the deal with AT&T. The Town is amenable to that but will still require a commencement date to be written in the lease agreement.

There was recent talk about creating a resident database and information was obtained from Martin County regarding their database.

A draft employment agreement for the Town Administrator will be submitted to the Council for review prior to the next workshop, as the 90-day probationary period will expire on December 12th. The contract incorporates the salary amount that was budgeted for this position.

Council Member Caranci asked about the status of the Haverhill Courts Townhomes project and Interim Town Administrator Stevens responded that the Town Surveyor comments were issued back to the developer yesterday regarding the plat, and the Town is waiting for resubmittal.

6. Mayor

REGULAR TOWN COUNCIL MEETING MINUTES OF NOVEMBER 15, 2022

Mayor Foy reported that he signed a proclamation and emergency declaration for the state of emergency for Tropical Storm Nicole and asked for the Council to ratify the proclamation.

Council Member Withington moved to ratify the Proclamation for State of Emergency for Tropical Storm Nicole; seconded by Vice Mayor Gordon. Motion carried 4-0.

7. Town Administrator

Interim Town Administrator Stevens reported that she submitted her written report in the meeting package. She asked for consensus to move forward with the Civic Ready mass notification system at a cost of \$2,500 for the year. She noted that the system is a great tool to notify residents in an emergency such as impending storms or road closures, or to send out information regarding meetings and events. Residents will be able to opt in if they wish and may choose the method to be informed such as email, text, or phone call. Residents will also be able to choose if they would like to be contacted only for emergencies, or if they would like to receive town news such as meeting dates, newsletters, etc. Council Member Caranci asked how we would notify residents to sign up for the system, and Interim Town Administrator Stevens responded that the information will be placed on the website and in the newsletter, and a separate notice would go out for more visibility. Vice Mayor Gordon asked if we are collecting the residents' personal information and Interim Town Administrator Stevens responded that the residents' personal information such as email address, phone number, etc. does not become public record because the Town is not collecting the information and storing it as a public record, which is the beauty of the system, as some residents are reluctant to give out their information if they know it becomes public record. **The Council consented to move forward with the contract for Civic Ready, and to send out a postcard notification regarding the new system once it is in place early next year.**

Interim Town Administrator Stevens mentioned that the Toys for Tots collection boxes are on hand at Town Hall. Council Member Johnson has contacted the HOA's to notify them of this information, and we have already collected a few toys. The deadline to donate is December 12th at Noon, and staff will bring the toys to the fairgrounds for distribution.

Interim Town Administrator Stevens stated that the net at the ballfield was damaged by storm winds and is in bad condition. The Town will need to expend funds for the removal, as it is too high for Town Staff to remove without a lift or by hiring a company to do so. **The Council consented to expending funds to remove the net.**

Announcement: November 22nd at Noon is the deadline for candidate qualifying for the March 2023 Municipal Election.

8. Committee/Delegate Report

Mayor Foy stated that he attended the NPDES meeting which was held virtually last week. They are reviewing the new permit and trying to get on the same fiscal year basis. Reports are due March 31st. He also reported that the Palm Beach County League of Cities District II & III meeting was cancelled due to the storm.

Vice Mayor Gordon mentioned that he will not be able to attend the upcoming Palm Beach County League of Cities meeting in Boynton Beach next week, as he will be out of town. Interim Town Administrator Stevens noted that she will attend to represent Haverhill.

9. Treasurer's Report

There was no Treasurer's Report submitted.

REGULAR TOWN COUNCIL MEETING MINUTES OF NOVEMBER 15, 2022

UNFINISHED BUSINESS

There was no unfinished business to come before the Council.

NEW BUSINESS

Vice Mayor Gordon stated that there are a couple of homeowners in the Briarwood neighborhood that are feeding around 20 outdoor cats, and he inquired about the Town Code. Town Attorney Foster responded that the Town Code limits animals to seven per household and that this matter could be referred to Code Enforcement. Interim Town Administrator Stevens stated that the Palm Beach County Animal Care & Control Unit may need to be involved as well. Council Member Withington mentioned that in the past a neighbor had tried to have some feral cats spayed/neutered and it became hard due to regulations. Council Member Caranci stated that spaying/neutering is a good method to help control the over-population that has been seen in several neighborhoods recently. Mayor Foy stated that he is reluctant to discuss the matter as a Council as it could become a code enforcement matter.

ADJOURNMENT

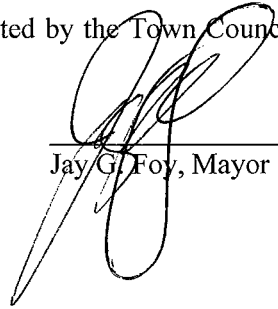
There being no further business to come before the Town Council, the meeting adjourned at 7:14 p.m.

Minutes prepared by Interim Town Administrator Stevens and adopted by the Town Council on December 8, 2022.

Approved:



Tracey L. Stevens, Interim Town Administrator



Jay G. Foy, Mayor

