

**TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
TUESDAY, DECEMBER 6, 2022  
12:00 NOON**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**COMMENTS FROM THE PUBLIC**

**AGENDA**

- 1. Annexation of Property Off Wallis Road**
- 2. Studies for Street Lighting & Public Uses of the Town Ballfield**
- 3. Town Administrator's Employment Contract**
- 4. Employee Handbook Revisions**
- 5. Town Council Meeting Schedule 2023**

**COUNCIL, ATTORNEY & STAFF REPORTS**

**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 WORKSHOP  
AGENDA  
December 6, 2022**

**Public comment will be received via e-mail ([tstevens@townofhaverhill-fl.gov](mailto:tstevens@townofhaverhill-fl.gov)) up until 11 a.m. on December 6, 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 Workshop  
December 6, 2022  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, December 6, 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; Code Officer/Public Services Coordinator Joseph Petrick; Town Planner Josh Nichols and Town Engineer Todd McLeod.

Also present at the workshop were Dante Fraiegari of Meritage Homes and Jerrod Purser of WGI, Inc.

**CALL TO ORDER**

Mayor Foy called the workshop to order at 12:07 pm.

**COMMENTS FROM THE PUBLIC**

N/A

**AGENDA:**

- 1. Annexation of property off Wallis Road:** Dante Fraiegari of Meritage Homes provided some history of Meritage Homes stating it was a public trading company with 20 divisional offices across the country and are known as a “green builder”. They use all green type building materials and are one of the fewest builders that are EPA rated with all of the homes having a clean air induction system and built-in humidifiers. They are primarily a single family and multi-family builder which include Town Homes and Single-Family. Mr. Fraiegari stated that Meritage Homes currently had four (4) projects in Palm Beach County. Mr. Fraiegari also stated that Meritage Homes wanted to make a conscious effort in providing obtainable housing to First Responders, Police, EMT’s, School Teachers, Veterans, etc. Mr. Fraiegari stated that the communities they build, are averaging anywhere between 33-35% of the target professionals he mentioned. These will be fee simple ownership, two-story Townhomes. Discussion ensued.

Jerrod Purser of WGI, Inc. stated that he represented the design team that has been working on the project with Interim Town Administrator Tracey Stevens, Town Attorney John Foster and Town Planner Josh Nichols. Mr. Purser provided a preliminary site plan based on the Town's requirements. Mr. Purser stated that the Town allows up to 8 units per 1-acre and the preliminary site plan had 100 units to include drainage, street preservation, open space, and recreation area. The entrance will be off Wallis Road. The property was contiguous to the Town and will be annexed in from Palm Beach County. Mr. Purser reported that they have an assortment of unit sizes to include proposing a 24'x50' unit with 2 car garage plus a 2-car driveway and also some 20'x50' units with 1-car garage and single car driveway. They are all three (3) bedrooms with two (2) and a half baths and the square footage ranges from 1480 – 1800. Mr. Purser stated they would like to work with the Town regarding some items that he had spoken with Town Planner Josh Nichols about. Discussion ensued.

Vice Mayor Gordon asked what the units might sell for. Mr. Fraiegari stated that it was preliminary and hard to answer but probably in the upper \$300,000 range.

Mayor Foy asked if there was any access to the property east or west. Mr. Purser replied that there is no access to the east or west.

Council Member Teresa Johnson asked if there would be any partnership with Palm Beach County Department of Housing in terms of down payment assistance for those who may need that type of assistance. Mr. Fraiegari replied no as that would apply to the workforce housing ordinance itself and he was unaware of the Town having the workforce program. Discussion ensued.

Town Planner Josh Nichols stated that currently Townhomes were not permitted in the Town of Haverhill except in the airport overlay, so how would we get the Town Homes into an R-3 zoning and/or do we extend the airport overlay. This was something he wanted out there so it could be determined. Also, Mr. Nichols stated the driveway permit connection to Wallis Road would have to be obtained by the County. Mr. Fraiegari agreed and stated they were working directly with PBC and had made their submittals to them for the overall project itself. Discussion ensued.

Town Engineer Todd McLeod stated that under the Town's current ordinance, the entire road throughout the project would have to be dedicated to the Town for road maintenance, Code Enforcement, Solid Waste, Policing, etc. The Town no longer wishes to have private roads as they are not maintained as they should be. Discussion ensued.

- 2. Studies for Street Lighting & Public Uses of the Town Ballfield:** Interim Town Administrator Stevens reported that the traffic calming study had been completed and we will be moving forward on it. A study still needed to be done on the street

lighting. Staff was unsure if a study needed to be done on the public uses of the ballfield as a charette was held previously and produced ideas of a community garden, passive park, movies under the stars, dog park, tot lot playground, pickle ball courts, walking trails, exercise stations or keep as a ballfield. Interim Town Administrator Stevens asked if the Town wanted to leave the space fairly opened for possible future expansion of Town Hall or parking if the Town continues with annexations which increases the population.

Mayor Foy asked if we had any proposals on the street lighting. Interim Town Administrator Stevens reported that we do not have a proposal yet, but we had two potential options we could reach out to for the studies. The first was Ron Levinson but he was extremely busy so she is not sure if he would be available and the other was McCay Green. Discussion ensued. Staff will continue to explore.

3. **Town Administrator's Employment Contract:** Mayor Foy recommended the Town Administrator's salary go up to the budgeted amount of \$134,400.00. Mayor Foy stated that relative to transition, he expected a hard time in transitioning, but there had been no hard time and he called it seamless. He said everything has been handled and he hasn't had to ask for anything. Mayor Foy said it has been as good as it could get. Mayor Foy reported that he made one minor change to the contract but over all is happy with how it reads. Mayor Foy reported that the 90-day probation period will be up on Monday, December 12, 2022, so Town Council will be acting on this at Thursday's Town Council meeting in case anyone had any suggested changes, revisions, or discussions.
4. **Employment Handbook Revisions:** Interim Town Administrator Stevens reported that Town Council had directed her to address when the Town funds employee's certification training and the employee leaves, the employee reimbursing the Town for those funds. She stated that since she was already revising the handbook, she reviewed the whole handbook and was proposing to address some housekeeping items, vacation time carry over, sick leave banks payout, travel policy and smoking policy. She provided a copy of all proposed changes highlighted in red to Town Council for their review and possible discussion and approval at this Thursday's Town Council Meeting. Discussion ensued.
5. **Town Council Meeting Schedule 2023:** Mayor Foy reported that his only input on this after a courtesy call from Interim Town Administrator Stevens was to drop to two (2) meetings a month but have both meetings advertised as regular meetings as we are unable to make motions or approvals if a meeting was advertised as a workshop. Mayor Foy stated we would do two (2) meetings a month in the evening on the second and fourth Thursday of the month with the

primary intent to be one meeting as a workshop (as needed) and the other a Regular Town Council meeting. Discussion ensued.

Vice Mayor Gordon stated he would like to see the two (2) meetings held in the evening to make it easier for residents to attend.

Town Attorney Foster announced that he would like to have the First Reading of the ordinance regarding the Town Council Meeting Schedule at the next Regular Town Council meeting being held this Thursday, December 8, 2022, if possible.

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

Mayor Foy announced that the NPDES reports are due by the 15th of the month.

Vice Mayor Gordon reminded all of the Palm Beach County League of Cities Tri-Cities BBQ being held in Pahokee on Friday, December 9, 2022

Council Member Johnson reminded all to share that we are participating in the Toys for Tots program and are accepting new unwrapped toys at Town Hall until Monday, December 12, 2022.

Interim Town Administrator Stevens made an announcement reminding Council to submit their Candidate Qualifying Treasurer's reports by Monday, December 12, 2022.

Council Member Caranci would like clarification on what exactly bulk is considered by Waste Pro at this coming Thursday's Town Council meeting. Interim Town Administrator Stevens stated that she had a meeting with Chris Schulle of Waste Pro yesterday where it was discussed developing a flyer. Discussion ensued.


Vice Mayor Gordon asked if we had any progress report on the cat situation in Briarwood. Code Officer Joe Petrick reported that he had been out to speak with the resident that admitted to leaving cat food outside for his own cats. Code Officer Petrick explained that he could not do that because it was attracting other cats and rodents. Code Officer Petrick reported that the resident stated he was working with Animal Care and Control to have the cats neutered. The resident will be appearing at the February 1, 2022, Special Magistrate hearing as there are two (2) ordinances in Chapter 10 currently being violated. It has been noticed up to 18 cats showing up to the house to eat the food being left outside. Discussion ensued.

Town Attorney Foster announced Verizon wireless ground lease agreement will be discussed at this Thursday's Town Council meeting to include changes to eliminate the guarantee in the initial term. Discussion ensued.

**ADJOURNMENT**


With no further business, the workshop ended at 1:17 pm.

Minutes prepared by Deputy Town Clerk Jean F. Wible and approved by the Town Council on January 12, 2023.



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Jean F. Wible, Deputy Town Clerk




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Jay G. Foy, Mayor

# SIGN IN SHEET

TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
Tuesday, December 6, 2022  
Noon

Name	E- Mail Address	Signature
<del>DLITE FRAY BARRI</del>	<del>DLITE.FRAYBARRI@</del>	
<del>MERRILL WILSON</del>	<del>MERRILL.WILSON@TOWN.HAVERHILL.MA</del>	
JERROD PURSER	jerrrod.purser@wginet.com	
Jay Foy		
Lawrence Gordon		
Dennis Withington		
Ray Caranci		
Teresa Johnson		
Tracey Stevens		
John Foster		
Sean Waible		
Sue Petrick		
Josh Nichols		
Todd McLeod		