

**TOWN OF HAVERHILL  
TOWN COUNCIL SPECIAL MEETING  
THURSDAY, JUNE 8, 2023  
6:30 PM  
AGENDA**

**CALL TO ORDER**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**COMMENTS FROM THE PUBLIC**

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE CONSENT AGENDA**

1. Approval of the Minutes of the May 25, 2023, Regular Meeting

**REGULAR AGENDA**

2. Resolution No. 2023-01: A Resolution of the Town Council of the Town of Haverhill, Florida, Adopting a Preliminary Non-Ad Valorem Special Assessment for the 2023-2024 Fiscal Year for Residential Properties Lying Within the Municipal Boundaries of the Town of Haverhill as More Particularly Described in Exhibit "A" Attached Hereto, to Fund Solid Waste Collection and Disposal and Related Charges Within the Town, Collecting Such Pursuant to the Uniform Method for the Levy, Collection and Enforcement of Non-Ad Valorem Assessments, Providing that Such Assessments Shall Constitute Legal, Valid, and Binding First Liens Upon Property Against Which Assessments are Made Until Paid; and Providing for an Effective Date.
3. Discuss FY2023/2024 Budget Schedule and Millage Rate

**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, Town Administrator



**TOWN COUNCIL SPECIAL MEETING  
AGENDA  
June 8, 2023**

**Public comment will be received via e-mail ([tstevens@townofhaverhill-fl.gov](mailto:tstevens@townofhaverhill-fl.gov)) up until noon on June 8, 2023. 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 SPECIAL MEETING  
THURSDAY, JUNE 8, 2023  
6:30 P.M.  
OFFICIAL MINUTES**

The special monthly meeting of the Haverhill Town Council was held on Thursday, June 8, 2023, 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**

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 Teresa Johnson. Council Member Dennis Withington was absent with notice. Town Staff present included Town Attorney Foster and Town Administrator Stevens. With a quorum present in the Council Chambers, the meeting proceeded.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

**APPROVAL OF THE AGENDA**

Mayor Foy asked if there were any additions, deletions, or modifications to the agenda, and Town Administrator Stevens requested the removal of item #1, as the meeting minutes will be presented at the next meeting. Council Member Johnson asked to add an item for Council Member Comments at the end of the agenda.

**Council Member Caranci moved to approve the agenda as amended; seconded by Council Member Johnson. Motion carried 4-0.**

**APPROVAL OF THE CONSENT AGENDA**

**1. ~~Approval of the minutes of the May 25, 2023, Regular Meeting~~**

This item was removed from the agenda and will be placed on the next meeting agenda.

**REGULAR AGENDA**

- 2. Resolution No. 2023-01: A Resolution of the Town Council of the Town of Haverhill, Florida, Adopting a Preliminary Non-Ad Valorem Special Assessment for the 2023-2024 Fiscal Year for Residential Properties Lying Within the Municipal Boundaries of the Town of Haverhill as More Particularly Described in Exhibit "A" Attached Hereto, to Fund Solid Waste Collection and Disposal and Related Charges Within the Town, Collecting Such Pursuant to the Uniform Method for the Levy, Collection and Enforcement of Non-Ad Valorem Assessments, Providing that Such Assessments Shall Constitute Legal, Valid, and Binding First Liens Upon Property Against Which Assessments are Made Until Paid; and Providing for an Effective Date.**

Town Attorney Foster read Resolution No. 2023-01 into the record.

Town Administrator Stevens introduced the item by noting that she provided a chart which shows the rates last year vs. the proposed rate for this year, along with the Waste Pro contract showing that the solid waste rates will increase by CPI or a cap of 5%. The cap of 5% was used this year,

## SPECIAL TOWN COUNCIL MEETING MINUTES OF JUNE 8, 2023

as the CPI is higher. In order to cover the costs for the solid waste contract with Waste Pro, an assessment of \$315 is proposed, which is an increase over the \$291 rate assessed last year. The \$291 assessed for the current fiscal year will not cover the solid waste contract, and the overage will be absorbed through ad valorem taxes. Town Administrator Stevens noted that she does not recommend that solid waste costs be absorbed through ad valorem taxes, and recommends the rate of \$315 which will only cover the Waste Pro contract, with no additional administrative costs included in that figure. Discussion ensued regarding the new Waste Pro contract rates.

**Vice Mayor Gordon moved to adopt Resolution No. 2023-01 as submitted; seconded by Council Member Johnson. Motion carried 4-0.**

### **3. Discuss FY2023/2024 Budget Schedule and Millage Rate**

Town Administrator Stevens reported that the September Town Council meetings do not need to change, as the County and School Board budget hearings are on different dates. She stated that the Town Council will review the budget in July and set the maximum millage rate, and then review again in August prior to the September public hearings when the actual millage rate will be set. She mentioned that the Property Appraiser has submitted the preliminary taxable values, which are 18.17% higher than last year. This will increase revenues to the Town by approximately \$98,000 at the same millage rate of 4.35. A chart showing different millage rate variations was presented to the Council.

Discussion ensued regarding the taxable values and maximum millage rate, and Town Administrator Stevens noted that if the Council is comfortable with it, she will present the first draft of the proposed budget using the current millage rate of 4.35 and show variations with lower millage rates. The Council agreed, and were in consensus that it would be good if they could reduce the millage rate this year due to the increase in taxable value.

**There was Council consensus to have Town Administrator Stevens develop the proposed budget at the current 4.35 millage rate, and to include variations with lower millage rates.**

### **COUNCIL MEMBER COMMENTS**

Mayor Foy noted that one of his colleagues commented that Council Member Caranci, who served as an employee of the City of West Palm Beach until his recent retirement, is missed in the planning department. His landscaping review capabilities and work ethic will be hard to match.

Council Member Johnson asked about the Town Hall facility rental policy, as State leaders may want to hold an immigration informational forum for the public at Town Hall to discuss new legislation. Town Attorney Foster noted that the Council had discussed renting out the facility in the past, and the Council decided not to do so citing liability insurance issues and staff time to monitor the facility during use. Mayor Foy noted that it was a hard decision in the past because the Council wants to make sure the community is served, but it wasn't feasible at the time. He noted that the Council could discuss this at the next meeting. Mayor Foy also mentioned the political implications and Town Attorney Foster noted that if the Council decides to allow one group to use the facility, it would need to allow all groups. Discussion ensued regarding political vs. educational events. **There was Council consensus to add this item to the next agenda.**

Town Administrator Stevens mentioned that the neighbor to the east of Town Hall is selling his property and wanted to know if the Town is interested in purchasing it for additional parking or future expansion. She also mentioned that the Real Estate agent mentioned re-zoning for mixed use and the Town Planner is currently reviewing that. **The Council consensus was to not pursue purchasing the property.**

SPECIAL TOWN COUNCIL MEETING MINUTES OF JUNE 8, 2023

Vice Mayor Gordon asked Town Administrator Stevens if she could look into getting a police report for the Briarwood wall damage due to a recent car accident, and she responded that she would get in touch with her contacts at PBSO.

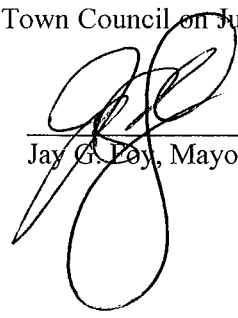
**ADJOURNMENT**

There being no further business to come before the Town Council, the meeting adjourned at 6:57 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on June 22, 2023.

**Approved:**

  
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Tracey L. Stevens, Town Administrator

  
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Jay G. Loy, Mayor