

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
THURSDAY, JUNE 22, 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
2. Approval of the Minutes of the June 8, 2023, Special Meeting

PROCLAMATIONS AND PRESENTATIONS

COMMENTS FROM PALM BEACH COUNTY SHERIFF'S OFFICE

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

PUBLIC HEARINGS & ORDINANCE READINGS

3. Resolution No. 2023-02: A Resolution of the Town Council of the Town of Haverhill, Florida, Scheduling the 2024 Municipal Election to Run Concurrently with the Presidential Preference Primary Election on March 19, 2024.

REGULAR AGENDA

4. Discussion Regarding Town Hall Facility Use Policy
5. Discussion Regarding FY24 Budget

REPORTS

6. Town Attorney
7. Mayor
8. Town Administrator
9. Treasurer's Report for May 2023
10. Committee Delegates

UNFINISHED BUSINESS

NEW BUSINESS

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 REGULAR MEETING
AGENDA
June 22, 2023**

Public comment will be received via e-mail (tstevens@townofhaverhill-fl.gov) up until noon on June 22, 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 REGULAR MEETING
THURSDAY, JUNE 22, 2023
6:30 P.M.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, June 22, 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, Council Member Teresa Johnson, and Council Member Dennis Withington. 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

Town Administrator Stevens read into the record public comments received via email from Nicole Archambault of 821 Woodland Ave and Lee Hines of 5068 Ponderosa Ln who expressed concerns regarding an increase of traffic and vehicles speeding through the neighborhood via Ponderosa Ln and Mimosa Ct since speed humps were installed on Paloverde Place and Woodland Ave. They both requested that the Council look into installing additional speed humps on Ponderosa Ln and Mimosa Ct.

Council Member Johnson moved to receive and file the public comments received via email; seconded by Council Member Withington. Motion carried 5-0.

APPROVAL OF THE AGENDA

Mayor Foy asked if there were any additions, deletions, or modifications to the agenda, and there were none.

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

APPROVAL OF THE CONSENT AGENDA

1. Approval of the minutes of the May 25, 2023, Regular Meeting
2. Approval of the minutes of the June 8, 2023, Special Meeting

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

PROCLAMATIONS AND PRESENTATIONS

There were none scheduled.

REGULAR TOWN COUNCIL MEETING MINUTES OF JUNE 22, 2023

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

Deputy Kayla Schnell of PBSO noted that the Town could add notes to the special detail permit regarding excessive speeding in the Woodland area, and Council Member Caranci noted that there is no posted speed limit in the area. Deputy Schnell reported that the statistics for the past 30 days included a stolen vehicle off Grove Street that was later recovered, and arrests were made. She mentioned that this was a crime of opportunity, as the car was unlocked, and the key fob was inside the vehicle. A separate vehicle was stolen off Southern Blvd, and recovered on Dexter Road, which also led to an arrest. A fraud/scam was reported on Briarwood where a caller purporting to be a PBSO Deputy asked for money in connection with a fake warrant. Fortunately, the victim called it in and did not hand over any money. Unknown subjects were pulling on vehicle door handles on New Parkview Place at 3:30 a.m. All vehicles on the street were locked and no items were stolen. There was also a drunk driving arrest off North Military Trail, and a fight broke out with multiple subjects and serious injuries at BP, where an arrest was made. There were 119 traffic stops and 89 residence checks.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

District Fire Chief Tracey Adams reported that the Town experienced 26 calls in May, with 26 of those being medical calls, and 6 motor vehicle accidents. The average response time was 6.28 minutes. She mentioned that an award was received from Palm Beach County Medical Society regarding the new Whole Blood Program, and she described other awards, events, and fundraisers that the Fire Department has recently been involved with as well. Several animal rescues were also performed over the past month. She mentioned that their hiring event will take place June 26th & 27th, and applicants can apply via the Fire Department website.

Jeff Heinz, Community Education Specialist, PBC Fire Rescue, introduced himself to the Council and offered his free education services to the Town, such as fire drills, fire extinguisher training, CPR (non-certified), hurricane preparedness training, etc.

PUBLIC HEARINGS & ORDINANCE READINGS

- 3. First Reading of Ordinance No. 517: An Ordinance of the Town Council of the Town of Haverhill, Florida, Changing the Date of the General Election to the Tuesday in March in Each Presidential Election Year to Coincide with the State of Florida's Presidential Preference Primary, and Establishing March 19, 2024, as the Date for the March 2024 General Election; Providing for a Qualifying Period from Noon on the Second Tuesday in November Until Noon on the Fourth Tuesday in November; Providing for the Commencement of Term of Office; Directing that a Copy of this Ordinance be Provided to the Supervisor of Elections; Providing for Severability, Conflicts; Providing for the Correction of Scriveners Errors and Providing for an Effective Date.**

Town Attorney Foster read Ordinance No. 517 into the record by title only.

Mayor Foy mentioned that the qualifying dates are now in November, and Town Administrator Stevens explained that the PBC Supervisor of Elections requires qualifying dates in November, as state law provides that military and overseas mail-in ballots must be sent out at least 95 days in advance of an election to provide ample time for the ballots to be returned and cast.

Mayor Foy called for public comment, and there was none.

Council Member Caranci moved to adopt Ordinance No. 517 on first reading as submitted; seconded by Vice Mayor Gordon. Motion carried 5-0.

REGULAR TOWN COUNCIL MEETING MINUTES OF JUNE 22, 2023

Town Administrator Stevens announced that the second reading of Ordinance No. 517 will be held on Thursday, July 27, 2023, at 6:30 p.m. at Town Hall.

REGULAR AGENDA

4. Discussion Regarding Town Hall Facility Use Policy

Town Administrator Stevens reported that research shows that the facility use policy that is in place currently is for the ballfield, and not the Town Hall facility. She researched the minutes of those meetings which only provide a summary with the words “discussion ensued”, so the Council members that were in attendance at those meetings will need to provide their recollection of the discussion. Town Attorney Foster stated that he recalls the discussion centering around liability insurance, staff time, and political issues as the main reasons why the past Council decided not to rent out the Town Hall facility. He also stated that the discussion was that if the facility is open to one group it needs to be open to all groups.

Mayor Foy noted that there shouldn't be any issues with Town sponsored events if someone wants to take the lead, and the group properly cleans up after themselves as opposed to having staff take care of it. There was a discussion regarding HOA's using the facility for annual meetings in the past, which is 100% for town residents. Town Administrator Stevens asked if the facility use would be free, and noted that when groups use the facility, a staff member needs to be present due to the security alarm codes, so if the Council decides to adopt a facility use rental policy, overtime pay should be added to the budget to cover the extra time needed to monitor the events. Mayor Foy noted that he is not in favor of a fee for public service.

Council Member Johnson inquired about the timing of the policy, and Town Attorney Foster noted that staff would have a policy ready for the Council to review at the July 13th meeting.

There was consensus of the Council to authorize staff to develop a policy for use of the Town Hall facility for inter-governmental educational meetings, and resident uses such as HOA Board meetings, with a limit on the number of meetings that can be held each year.

5. Discussion Regarding FY24 Budget

Town Administrator Stevens reported that the first rough draft of the budget was included in the meeting packages showing an 18.17% increase in property values and a projected 9.22% increase in expenditures, due to inflation. She mentioned that she is still waiting for critical information such as insurance rates, contract rates such as PBSO, etc. and as those rates come in, the budget is adjusted. She explained that the contingency line item will go up or down based on new rates that are received. She also noted that a mil rate variation chart was included showing how much money would be in the contingency line item (the budget balancing line) if the Council were to adopt different mil rates. The maximum millage rate will be adopted by the Council on July 13th.

Mayor Foy asked how much staff salaries are proposed to increase, and Town Administrator Stevens responded that she is proposing a salary increase of 5% for all staff in the first draft which is based on CPI; however, she is still waiting for salary survey responses from other City Managers in Palm Beach County to see what percentages are being proposed for other communities. Mayor Foy asked about the salary increase proposed for the Town Administrator, and Town Administrator Stevens responded that she is proposing the same 5% that is proposed for all other staff.

Mayor Foy asked what the roll back rate is, and Town Administrator Stevens stated she would know more when the PBC Property Appraiser's office certifies the tax roll by July 1st.

REGULAR TOWN COUNCIL MEETING MINUTES OF JUNE 22, 2023

Vice Mayor Gordon asked if there would be a way to reduce the millage rate, and Town Administrator Stevens confirmed that she is confident that the mil rate will be able to be reduced.

Vice Mayor Gordon asked about the status of the new construction projects, and Town Administrator Stevens responded that the Haverhill Courts Townhomes project has broken ground this week and the development permit is good for 15 months with the ability for an extension. Also, a voluntary annexation request has been submitted to the Town for the property on Wallis Road. The Town Planner is completing his staff report, and notification was provided to Palm Beach County as required.

REPORTS

6. Town Attorney

Town Attorney Foster reported that he would be attending the Florida Municipal Attorney's Seminar in July and one of his associates would attend the July 13th Town Council meeting in his absence. He mentioned that the legislative changes and contract requirements will be discussed at the seminar.

7. Mayor

Mayor Foy reported that the PBCLOC District 2 & 3 meeting focused on the new law regarding the Form 6 Financial Disclosure form for Elected Officials, and he noted that several Elected Officials have mentioned that they may resign due to the new law.

8. Town Administrator

Town Administrator Stevens reminded Council Members to file their Form 1 Financial Disclosure form by July 1st, as there could be penalties imposed by the State for late filings. She mentioned that she can assist with electronic filings if any Council Member chooses to file electronically.

Town Administrator Stevens received complaints from residents regarding the deterrence of speeding traffic to Ponderosa and Mimosa once the speed humps were installed on Paloverde and Woodland. Mayor Foy stated that he doesn't want to do something the Traffic Engineer doesn't recommend. Town Administrator Stevens noted that she reached out to the Traffic Engineer, and he stated that the traffic calming projects were completed in the areas requested by the Council, and not as a result of a traffic study. If the Council would like to proceed with additional traffic calming devices, it would be installed without a traffic study or recommendation from the Traffic Engineer due to funding challenges of the Town, but more of a request from the Council. If the Council wishes to move forward, the direction would be to authorize the Traffic Engineer to modify the plan so it meets all of the standards. Discussion ensued regarding posting the speed limit on the roads in that area, and the non-consistency of the height of the signage in the neighborhood. Mayor Foy stated that Wynn & Sons secured a new contract with the County, so any additional traffic calming may cost more. A missing piece of striping along Paloverde should also be added to the new plan. Council Member Johnson stated that she is pleased that the residents were able to email the Town Administrator so their voices would be heard on a legitimate town issue. **There was consensus of the Council to add a discussion regarding traffic calming to the next agenda.**

Town Administrator Stevens and Town Planner Nichols recently attended a meeting with the Treasure Coast Regional Planning Council for a discussion regarding the update to the 561 Corridor Study. The study was attached for the Council's review, and Town Administrator Stevens mentioned that an additional bus stop may be proposed for the intersection of N. Military Trail and Belvedere Road.

REGULAR TOWN COUNCIL MEETING MINUTES OF JUNE 22, 2023

Town Administrator Stevens reported that she and Council Member Caranci are meeting with County Mayor Weiss regarding street lighting along Haverhill and Belvedere, along with a discussion regarding utility issues in Council Member Caranci's neighborhood. Council Member Caranci stated that the minimum engineering standards need to be met with the utilities, especially during hurricane season.

Town Administrator Stevens stated she will be travelling to Maine July 4-11, and she plans to have the next meeting agenda and packages out by July 3rd.

Mayor Foy thanked Town Administrator Stevens for updating the ARPA fund expenditure chart, and a discussion was held regarding the street lighting study. Council Member Caranci suggested reaching out to FPL to let them know the Town is looking into additional lighting. Council Member Johnson asked if street lighting will be considered on the streets that were mentioned during public comment at a previous meeting, and Town Administrator Stevens confirmed that it will be a town-wide study, other than private roads which the Town cannot address. Council Member Caranci described the work he and Mayor Foy completed on the street lighting maps.

Council Member Johnson asked about the status of the Civic Ready emergency alert system, and Town Administrator Stevens responded that this should be rolled out soon. The next step is to notify the public via the newsletter that the Town will be rolling this out, and asking residents that are interested in receiving notifications to sign up.

Council Member Johnson asked if the new audio/visual equipment in the Council chambers will allow residents to attend the Council meetings via Zoom, and Town Administrator Stevens stated that her understanding was that was not the intent of the upgrades. The intent is to be able to have Council Members attend via Zoom if they are going to be away, and to provide upgraded audio and visual equipment in the chambers so the public can view the agenda and other materials on the screens. She cautioned the Council about allowing the public to attend via Zoom, and also about video recording any of the meetings, as the Town would need to adhere to the ADA requirements and that expense can be exorbitant. Mayor Foy asked about the status of the upgrades, and Town Administrator Stevens stated that the project was placed on the back burner due to other priorities. She asked Vice Mayor Gordon to provide her with his contact information for an audio/visual specialist that he has worked with in the past, and he responded that he would do so after the meeting.

Council Member Caranci asked about the vegetation removal line item in the ARPA fund budget, and Town Administrator Stevens noted that staff has not identified any areas that need attention, and since the traffic calming project went over budget, we may need to tap into this line item.

9. Treasurer

The Treasurer's Report was submitted and accepted for May 2023.

10. Committee Delegates

Vice Mayor Gordon reported that the PBCBEO is developing programs to increase voter turnout, scholarships for young children, etc. He will continue to participate in those meetings.

UNFINISHED BUSINESS

There was no unfinished business to come before the Council.

NEW BUSINESS

Council Member Johnson asked where the future annexation area is for the Town and whether the Council has any plans to move forward with a long-term plan for annexation in those areas.

REGULAR TOWN COUNCIL MEETING MINUTES OF JUNE 22, 2023


Mayor Foy noted that the only annexations that come before the Council are voluntary annexation requests, as the Town has no plan for annexing property due to issues with it in the past. He noted that past Council Members had tried to annex certain properties that did not come to fruition, as the property owners in those areas did not agree to it. The Council requested a copy of the future annexation map, and Town Administrator Stevens responded that she'll produce the map at a future meeting.

ADJOURNMENT

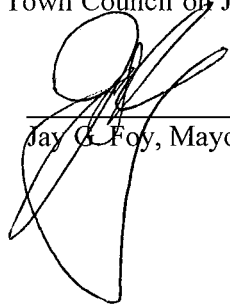
There being no further business to come before the Town Council, the meeting adjourned at 7:44 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on July 13, 2023.

Approved:



Tracey L. Stevens, Town Administrator



Jay G. Foy, Mayor

