

**TOWN OF HAVERHILL
TOWN COUNCIL SPECIAL MEETING
THURSDAY, JULY 13, 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 June 22, 2023, Regular Meeting

PUBLIC HEARINGS & ORDINANCE READINGS

2. Resolution No. 2023-02: A Resolution of the Town Council of the Town of Haverhill, Florida, Tentatively Establishing a Millage Rate for the 2023/2024 Fiscal Year; Setting the Required Public Hearings and Providing an Effective Date.

PRESENTATIONS

3. Town Auditor's Presentation of the Annual Financial Statement Audit for FY22

REGULAR AGENDA

4. Consider Waiver Request to Store Oversized RV at 950 Woodland Ave
5. Adopt a Town Hall Facility Use Policy
6. Discussion Regarding Traffic Calming on Ponderosa Lane and Mimosa Court
7. Discuss Sending Letter to Palm Beach County Regarding Street Lighting

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
July 13, 2023**

Public comment will be received via e-mail (tstevens@townofhaverhill-fl.gov) up until noon on July 13, 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, JULY 13, 2023
6:30 P.M.
OFFICIAL MINUTES**

The special monthly meeting of the Haverhill Town Council was held on Thursday, July 13, 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

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 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

1. **Approval of the minutes of the June 22, 2023, Regular Meeting**

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

PUBLIC HEARINGS & ORDINANCE READINGS

2. **Resolution No. 2023-02: A Resolution of the Town Council of the Town of Haverhill, Florida, Tentatively Establishing a Millage Rate for the 2023/2024 Fiscal Year; Setting the Required Public Hearings and Providing an Effective Date.**

Town Attorney Foster read Resolution No. 2023-02 into the record.

Town Administrator Stevens introduced the item by noting that she provided the proposed budget to the Council along with a chart which shows the millage rate variations and corresponding contingency amounts, and alternatively, the amounts needed from reserves to balance the budget at the different millage rates. She mentioned that the roll back rate for FY24 is calculated at 3.6834, and the current year millage rate is 4.35. Council Members voiced their desire to set the maximum millage rate at a lower level than 4.35, and Town Administrator Stevens cautioned that certain budget figures are not in yet such as insurance rates, etc., and she suggested setting the maximum millage rate at 4.35 or at 4.25, and then lowering that rate once the budget is finalized. She mentioned that the only downfall to not lowering it now is that Council Members may

SPECIAL TOWN COUNCIL MEETING MINUTES OF JULY 13, 2023

receive calls from constituents regarding the millage rate once they receive their preliminary tax notices. She reminded the Council that the maximum millage rate can be lowered during the budget process but cannot be exceeded.

Mayor Foy asked how much the town has in fund balance/reserves, and Town Administrator Stevens stated that the town has approximately \$2.5 million in reserves, of which around \$1 million of that is ARPA funding. She noted that if the town had a catastrophic event, it could sustain itself and cover operations using reserves for approximately one year, which is a healthy reserve. Town Auditor Caplivski explained the fund balance assigned vs. unassigned amounts.

Town Attorney Foster mentioned that recent legislation could have a financial impact on municipalities such as the new requirement to do a business impact statement with new ordinances which will require the use of consultants. Council Member Withington mentioned that property insurance rates have gone up by almost 50% in some instances as well, so we should be cautious until we receive those figures.

Council Member Withington moved to adopt Resolution No. 2023-02 with a maximum millage rate of 4.3500, and discuss lowering the final millage rate during the budget process once more information is received regarding upcoming expenses; seconded by Council Member Johnson. Motion carried 5-0.

PRESENTATIONS

3. Town Auditor's Presentation of the Annual Financial Statement Audit for FY22

Town Auditor David Caplivski of Grau & Associates introduced himself to the Council and noted that there were no audit findings in the FY22 audit, and the opinion is the best opinion that can be given which is a clean/unmodified opinion and letter. Mr. Caplivski acknowledged Town Administrator Stevens and consultants for providing all of the information and documentation that was requested and being very cooperative during the audit. He provided the details of the audit to the Council and answered questions related to fund balance and investments.

Council Member Caranci moved to receive and file the FY22 Financial Statement Audit for FY22 from the Town Auditor; seconded by Council Member Withington. Motion carried 5-0.

REGULAR AGENDA

4. Consider Waiver Request to Store Oversized RV at 950 Woodland Ave

Property Owners David Robinson & Crystal Smith spoke to the Council and requested a waiver to store their oversized RV at 950 Woodland Ave which is too high according to Town code. They provided photos to the Council and noted that they had been given permission from the previous code enforcement officer in the past to store the RV there prior to purchasing it. They described the process of jacking the RV off the tires for storage so the tires are not ruined, which makes the RV higher than normal. Discussion ensued, and the owners answered questions of the Council Members.

Town Attorney Foster cited the code and stated that the Council could approve a waiver if they find that certain factors are met as stated in the code.

Vice Mayor Gordon moved to approve the waiver request in accordance with town code section 38-9 (d)(4)(ii)(a) & (b); seconded by Council Member Johnson. Motion carried 5-0.

SPECIAL TOWN COUNCIL MEETING MINUTES OF JULY 13, 2023

5. Adopt a Town Hall Facility Use Policy

Town Administrator Stevens stated that she developed a Town Hall Facility Use Policy and application based on the Council discussion at the last meeting. The policy and application were included in the meeting package for all to review. Town Administrator Stevens and Town Attorney Foster answered questions of the Council Members.

Mayor Foy called for comments from the public, and there were none.

Council Member Withington moved to adopt the Town Hall Facility Use Policy and Application as submitted, subject to edits from the Town Attorney; seconded by Council Member Caranci. Motion carried 5-0.

Council Member Johnson announced that the Immigration Informational Meeting will be held on July 22nd at 11:00 a.m. She asked for consensus from the Council to use the Town Seal for the meeting flyer, and there was consensus from the Council to do so, after a brief discussion regarding the interpretation of the Town Code regarding a Town Official's use of the Town Seal in his/her official duties. The Council conditioned approval on ensuring the flyer does not take a stand on the issues being discussed at the meeting.

Town Attorney Foster noted that the Council had previously discussed the use of the Town Seal by Town Officials and set policy due to a prior Town Council Member improperly using the Town Seal for activities other than those in his official capacity.

6. Discussion Regarding Traffic Calming on Ponderosa Lane and Mimosa Court

At the last meeting, there were a few complaints by residents regarding speeding traffic on Ponderosa Lane and Mimosa Court after the new speed humps were installed on Woodland and Paloverde. The Council discussed installing additional traffic calming devices on Ponderosa Lane and/or Mimosa Court to calm the traffic that is now speeding on those two streets in an effort to avoid the new traffic calming devices on Woodland and Paloverde. Mayor Foy noted that Wynn & Sons has a new contract with the County, so if the Town decides to piggyback on the new contract, the prices for any additional traffic calming will be higher.

There was a discussion regarding placement of the traffic calming devices and it was suggested by Town Administrator Stevens to engage the Traffic Engineer. Council Member Caranci suggested that striping along the roadways may help slow the traffic as it narrows the lane of travel.

There was consensus of the Council to engage Traffic Engineer John Kim to develop an engineering plan for additional traffic calming devices on Ponderosa Lane and/or Mimosa Court.

7. Discuss Sending Letter to Palm Beach County Regarding Street Lighting

Mayor Foy stated that he attended the PBCLOC District 2/3 meeting recently and asked other municipalities how the County is handling street lighting in their communities. He stated that there were different answers from different municipalities and there was no real rhyme or reason as to why there were differences. In a recent discussion with County Mayor Weiss, he indicated that the County does not maintain or install street lights in the incorporated areas of Palm Beach County, as the municipalities collect franchise fees for that purpose. He stated he would like Town Administrator Stevens to research this and provide more information regarding the County policy on street lighting on county roads.

SPECIAL TOWN COUNCIL MEETING MINUTES OF JULY 13, 2023

Council Member Caranci asked about the proposals for additional street lighting, and Town Administrator Stevens stated that she had reached out to several different Engineers to provide a proposal.

On another topic, Council Member Johnson asked if the developers of the new townhomes project would be erecting a sign advising the community of what is being built there and the price point for purchase of the units. Town Administrator Stevens stated that she would reach out to the developer to inquire.

ADJOURNMENT

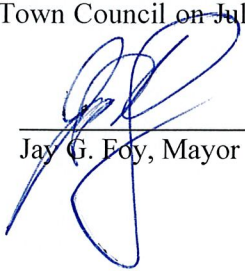
There being no further business to come before the Town Council, the meeting was adjourned at 7:37 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on July 27, 2023.

Approved:



Tracey L. Stevens, Town Administrator



Jay G. Foy, Mayor