

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, JULY 27, 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 July 13, 2023, Special Meeting
2. Approval of \$13,320 Wynn & Sons Invoice #8539-1 for Paloverde Drainage Project

**PRESENTATIONS & PROCLAMATIONS**

3. Legislative Update by Senator Bobby Powell

**COMMENTS FROM PALM BEACH COUNTY SHERIFF'S OFFICE**

**COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**

**PUBLIC HEARINGS & ORDINANCE READINGS**

4. Second 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.

**REGULAR AGENDA**

5. Designate Florida League of Cities Voting Delegate for FLC 2023 Annual Meeting
6. Adopt Employee Handbook Revisions Relative to Ethics Training Requirements
7. Approve Street Lighting Letter to the County

**REPORTS**

8. Town Attorney
  - a. Legislative Update
  - b. Council Member Orientation Memo
9. Mayor
10. Town Administrator
11. Treasurer's Report for June 2023
12. 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  
July 27, 2023**

**Public comment will be received via e-mail ([tstevens@townofhaverhill-fl.gov](mailto:tstevens@townofhaverhill-fl.gov)) up until noon on July 27, 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, JULY 27, 2023  
6:30 P.M.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, July 27, 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, Council Member Ray Caranci, and Council Member Dennis Withington. Vice Mayor Lawrence Gordon and Council Member Teresa Johnson were absent. 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**

Rick Woodman, 791 Mimosa Court, voiced his concerns regarding multi-family unit situations occurring in his single-family neighborhood. He noted that cars are driving and parking on front yards and tearing up the grass, and he has seen an influx of people living in a single house. He asked the Council to address this situation that seems to be happening more and more lately. Mayor Foy stated that staff will follow up on this issue.

**APPROVAL OF THE AGENDA**

Mayor Foy asked if there were any additions, deletions, or modifications to the agenda, and Town Administrator Stevens and Town Attorney Foster requested that Items 8.a. and 8.b. be postponed to the next meeting.

**Council Member Withington moved to approve the agenda as amended; seconded by Council Member Caranci. Motion carried 3-0.**

**APPROVAL OF THE CONSENT AGENDA**

1. Approval of the minutes of the July 13, 2023, Special Meeting
2. Approval of \$13,320 Wynn & Sons Invoice #8539-1 for Paloverde Drainage Project

**Council Member Withington moved to approve the consent agenda as submitted; seconded by Council Member Caranci. Motion carried 3-0.**

**PROCLAMATIONS AND PRESENTATIONS**

**3. Legislative Update by Senator Bobby Powell**

Senator Bobby Powell addressed the Council with a legislative session update. He described his committee assignments, bills that he submitted during the last session, and his bills that passed. He also touched on the district 24 appropriations and noted that Palm Beach County appropriations totaled \$21,910,649. He reported on the budget that passed, and stated that major session issues included Affordable Housing, Local Ordinances, Term Limits for School Board Members, Election Laws, Carrying Concealed Firearms without a License, Immigration, and

## REGULAR TOWN COUNCIL MEETING MINUTES OF JULY 27, 2023

Private School Vouchers. Mayor Foy asked about the new Financial Disclosure law for local public officials, and there was a brief discussion regarding how this could create fraud situations. He stated that he is always available to assist the Town and gave his contact information and social media links.

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

Deputy Kayla Schnell of PBSO reported on the statistics for the last 30 days which included 107 traffic stops, 110 business and resident checks, suspicious subjects wandering near Stratford/Ontario on June 30<sup>th</sup> at 3:00 AM, a domestic disturbance in the Briarwood area, and a burglary at 1063 N. Haverhill Road at the Imagination Kids church school. She also noted that there were several arrests for vagrant trespassing at the 7/11 store. She mentioned that PBSO now has a special task force to deal with the car clubs taking over intersections and roadways.

### **COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**

District Fire Chief Tracey Adams reported that the Town experienced 20 calls in June, with 14 being medical calls, 4 motor vehicle accidents, 1 fire, and 1 investigation. She stated that the Fire Department just graduated its largest recruit class to date and mentioned that the Fire Department has acquired a new house on Gun Club Road for training purposes.

### **PUBLIC HEARINGS & ORDINANCE READINGS**

- 4. Second 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 called for public comment, and there was none.

There were no changes since the first reading of the ordinance. Mayor Foy asked about the term "general election", and Town Administrator Stevens noted that it refers to the municipal general election.

**Council Member Caranci moved to adopt Ordinance No. 517 on second reading as submitted; seconded by Council Member Withington. Motion carried 3-0.**

### **REGULAR AGENDA**

- 5. Designate Florida League of Cities Voting Delegate for FLC 2023 Annual Meeting**  
Town Administrator Stevens stated that Vice Mayor Gordon is attending the FLC conference and suggested that he be appointed as the voting delegate.

**Council Member Withington moved to appoint Vice Mayor Gordon as the voting delegate for the FLC Annual Meeting; seconded by Council Member Caranci. Motion carried 3-0.**

**6. Adopt Employee Handbook Revisions Relative to Ethics Training Requirements**

Town Administrator Stevens reported that the suggested revisions are due to a recommendation by the Palm Beach County Ethics Commission related to the training of Board Members. There were no questions by Council Members.

**Council Member Withington moved to adopt the Employee Handbook Revisions Relative to Ethics Training Requirements as submitted; seconded by Council Member Caranci. Motion carried 3-0.**

**7. Approve Street Lighting Letter to the County**

Town Administrator Stevens reported that she is still waiting for more information from County Staff related to their street lighting policy on county roads. She suggested postponing this item until more information is received. Mayor Foy also noted that he is waiting for a call back from his contact at the County. He stated that Town Administrator Stevens gave him information regarding the franchise fee revenue to the town which is around \$100,000 per year, and the cost of electricity for street lighting in the town which is around \$15,000 for the year. He stated that he does not agree with a County policy that would ask a municipality to spend its franchise fees on street lighting for county roads. Council Member Caranci noted that there are very few street lights on Haverhill Road. Mayor Foy stated that it makes no sense to have the Town design and build and apply for permits for a project on a road that belongs to the county.

**REPORTS**

**8. Town Attorney**

- a. Legislative Update – postponed to next meeting**
- b. Council Member Orientation Memo – postponed to next meeting**

Town Attorney Foster reported on the noise violation appeal. He stated that the plaintiff filed an appeal in circuit court and filed the same lawsuit in federal court at the same time. The Town filed a motion to dismiss the federal case which was granted without prejudice. The Town's brief is due August 1<sup>st</sup> for the circuit court case.

**9. Mayor**

Mayor Foy reported that the PBCLOC District 2 & 3 meeting focused on marijuana, the homeless population, and rentals, which are subjects of conversation that are sometimes hard to solve. He also noted that he's on the FLC Environmental Committee which recently met and heard presentations regarding the Lake Worth Lagoon initiative. He stated that there is grant money available through the state for septic to sewer conversion, but the money is difficult to obtain. It was noted that direct state appropriations are available through FDEP; however, the Town may need to contract with a grants administrator since grants are extremely time consuming for staff. He stated that another presentation focused on PFAS chemicals in the water supply, and he was told that cities and water utilities are not liable for the chemicals being present in the water supply because they didn't cause them. However, if standards are adopted, the cities or water utilities would need to pay for the treatments. Another presentation focused on educating the public regarding lithium batteries and governmental regulation, and the last presentation was regarding the development of 1,500 homes by GL Homes near Westlake in the Ag Reserve.

REGULAR TOWN COUNCIL MEETING MINUTES OF JULY 27, 2023

**10. Town Administrator**

Town Administrator Stevens reported that the Florida Division of Emergency Management (FDEM) has implemented a new initiative called Florida Recovery Obligation Calculation (FROC), which is a program that standardizes, streamlines, and simplifies the Public Assistance process. The new program should result in a quicker recovery and reduced risk for Applicants such as the Town when applying for FEMA assistance following a natural disaster. The FDEM and Palm Beach County Emergency Management Agency is recommending that municipalities opt-in to the new program, and the deadline to opt-in is September 30, 2023. **There was consensus of the Council to proceed with FROC implementation.**

Town Administrator Stevens reported that the Palm Beach County Issues Forum will be meeting on September 30<sup>th</sup> and asked the Council if there are any issues they wish to present that have a multi-jurisdictional significance. **There was consensus of the Council to submit the street lighting on County roads issue to the Issues Forum.**

Town Administrator Stevens reported that she received a Juror Summons from the Palm Beach County Courthouse and will need to report for jury duty on August 8<sup>th</sup>. She also stated that she is waiting for a second quote on the audio/visual upgrades for the Council Chambers and will bring the quotes forth once received.

**11. Treasurer**

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

**12. Committee Delegates**

There were no committee delegate reports.

**UNFINISHED BUSINESS**

In response to the public comment made during the public comment period, Council Member Caranci asked to re-visit the issue of multi-family rentals popping up in the single-family neighborhoods. **There was consensus of the Council for staff to review this and possibly schedule a Code & Ordinance meeting as appropriate.**

**NEW BUSINESS**

There was no New Business to come before the Council at this time.

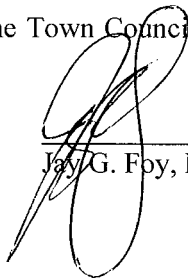
**ADJOURNMENT**

There being no further business to come before the Town Council, the meeting adjourned at 7:33 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on August 10, 2023.

Approved: \_\_\_\_\_

Tracey L. Stevens, Town Administrator

  
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Jay G. Foy, Mayor

