

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, MAY 23, 2024  
6:00 P.M.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, May 23, 2024, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

**CALL TO ORDER**

Mayor Foy called the meeting to order at 6:00 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 (via teleconference), and Council Member Dennis Withington (via teleconference). Town Staff present included Town Attorney John Foster and Town Administrator Tracey Stevens. With a quorum present in the Council Chambers, the meeting proceeded.

**COMMENTS FROM THE PUBLIC**

Pastor Stevenson of 5304 Belvedere Rd stated that he is currently operating a church and food pantry out of the home and voiced his dissatisfaction with the Town Code that prohibits him from doing so. He is currently in an R-1 district and even if he requested a zoning change to R-2, he still wouldn't be able to operate a church since the code requires a minimum of three acres to operate a place of worship. He stated that he is not seeking the ability to expand the size of the church; however, he is seeking the ability to erect a permanent sign and wants to do so legally. He stated that this is the only Haitian institution in the Town, and he asked the Council to avoid racism. Mayor Foy asked Pastor Stevenson to meet with the Town Administrator and Town Attorney to discuss options such as re-zoning, variances, etc. to see if it would be possible to do what he is asking. He stated there would be a lot to accomplish to operate a church on Belvedere Rd in a residential district on a lot under three acres.

**APPROVAL OF THE AGENDA**

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

**Vice Mayor Gordon moved to approve the agenda as submitted; seconded by Council Member Caranci. Motion carried 5-0.**

**APPROVAL OF THE CONSENT AGENDA**

1. Approval of the Minutes of the April 25, 2024, Regular Meeting
2. Approval of the Minutes of the April 25, 2024, Local Planning Agency Meeting

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

**PROCLAMATIONS AND PRESENTATIONS**

There were no proclamations or presentations scheduled for this meeting.

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

Deputy Williams reported on the statistics for the last 30 days which included 305 calls with 20 of those generating case numbers, and three of those being crimes. He stated that the majority of

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calls were traffic stops and business checks. The crime related calls were an Amazon package theft, a vagrant at 7-11, and a stolen vehicle. Deputy Williams indicated that he will be filling in for Deputy Schnell until she returns from maternity leave and gave the Council an update on mother and baby. The Council congratulated Deputy Schnell.

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

Fire Department personnel emailed a written report to Town Administrator Stevens prior to the meeting, and that information was shared with the Council via email.

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

3. **First Reading of Ordinance No. 523: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING SEC. 46-3 VIOLATIONS, ARTICLE I, IN GENERAL, OF CHAPTER 46, SIGNS, TO CLARIFY THAT SIGNS ON PUBLIC PROPERTY IN VIOLATION OF THE SIGN CODE, INCLUDING TEMPORARY SIGNS IN VIOLATION OF SEC. 46-52 (E), MAY BE IMMEDIATELY REMOVED AND DISPOSED OF BY THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR AN EFFECTIVE DATE AND OTHER PURPOSES.**

Town Attorney Foster read Ordinance No. 523 by title only into the record.

Town Attorney Foster mentioned that this ordinance is being presented as the current code did not provide an avenue for staff to remove illegal signage from the Town. He stated that staff could generally enforce the code; however, staff is looking for clear language giving them that authority.

Council Member Caranci asked about the language referencing the Town Clerk and asked who fills that role. Town Administrator Stevens stated that she performs triple duty with the titles of Chief Administrative Officer, Chief Financial Officer, and Town Clerk.

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

**Council Member Caranci moved to approve Ordinance No. 523 on first reading and transmit to second reading; seconded by Vice Mayor Gordon. Motion carried 4-0.**

Town Clerk's Note: The vote was 4-0 as Council Member Johnson was having technical difficulties with the phone line and staff could not hear confirmation of her vote.

4. **First Reading of Ordinance No. 524: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING CHAPTER 38, TRAFFIC AND VEHICLES, OF THE CODE OF ORDINANCES OF THE TOWN OF HAVERHILL, TO CLARIFY THE DEFINITION OF MOTOR VEHICLE, INCORPORATE THE DEFINED TERMS RECREATIONAL VEHICLE, WATERCRAFT AND TRAILER AS NECESSARY, DELETE THE REFERENCE TO THE LOADING AND UNLOADING IN THE FRONT YARD FROM OUTDOOR STORAGE REGULATIONS AND INSERTING IT AS A NEW SUBSECTION, CLARIFYING THAT THE PARKING OF A MOBILE HOME, TRUCK TRACTOR, SEMI-TRACTOR TRAILER, BUS, DUMP TRUCK, BULLDOZER, BACK HOES, EXCAVATORS AND FRONT END LOADERS IN A RESIDENTIAL AREA IS**

**PROHIBITED, AUTHORIZING THE TOWING OF A VEHICLE AS A MEANS OF ENFORCEMENT OF THIS CHAPTER, AND ADDING NEW REGULATIONS REGARDING PORTABLE STORAGE UNITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES.**

Town Attorney Foster read Ordinance No. 524 by title only into the record.

Council Member Johnson re-joined the meeting via teleconference at 6:22 p.m.

Town Administrator Stevens mentioned that this version of the ordinance is coming back to the Council after much discussion in previous meetings.

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

**Vice Mayor Gordon moved to approve Ordinance No. 524 on first reading and transmit to second reading; seconded by Council Member Caranci. Motion carried 5-0.**

5. **First Reading of Ordinance No. 525: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING SECTION 30-119, POINT OF PICKUP, OF ARTICLE IV, GARDEN AND YARD AND BULK YARD TRASH COLLECTION SERVICE, OF CHAPTER 30, SOLID WASTE, OF THE CODE OF ORDINANCES OF THE TOWN OF HAVERHILL, TO CLARIFY THAT YARD TRASH AND VEGETATIVE WASTE NOT BE PLACED IN A MANNER TO IMPEDE VEHICULAR TRAFFIC IN THE ROADWAY OR PEDESTRIAN TRAFFIC ON THE SIDEWALK; AND CHANGING THE DAY FROM THURSDAY TO FRIDAY REGARDING THE EARLIEST VEGETATIVE WASTE MAY BE PLACED CURBSIDE PRIOR TO TUESDAY PICKUP PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES.**

Town Attorney Foster read Ordinance No. 525 by title only into the record.

Town Administrator Stevens mentioned that she would like to discuss clarifying code language in reference to landscaping contractors leaving large piles of vegetation at the curb. She stated there was an issue this week with a landscaper leaving large piles of vegetation in the right-of-way which was blocking a fire hydrant, which was not placed adjacent to the property that was being serviced. She asked if the Council desires to keep the language that contractors can leave up to four cubic yards at the curb and mentioned that the language would need to be clarified if so.

Discussion ensued regarding the language in the code vs. the language in the Waste Pro contract, and the intent of the Council when developing the current code, and Town Administrator Stevens stated she would research the language in the contract. After discussion concluded, the Council suggested that the wording in section 30-30 be modified to clarify that contractors can place up to four cubic yards of vegetative waste at the curb of the property that the vegetative waste was generated from. They must remove from the town any vegetative waste in excess of four cubic yards.

There was confusion regarding the pickup days for bulk and vegetation, and Town Administrator Stevens stated that trash, bulk & recycling is picked up on Tuesday, while vegetation is picked up

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on Wednesday, and trash again on Friday. She stated she would confirm that and get back to the Council.

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

**Council Member Caranci moved to adopt Ordinance No. 525 on first reading as amended based on the discussion and transmit to second reading; seconded by Vice Mayor Gordon. Motion carried 5-0.**

6. **First Reading of Ordinance No. 526: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING CHAPTER 58, ZONING, BY CREATING A NEW ARTICLE III, VOLUNTARY ANNEXATION, TO ADDRESS PROCEDURES FOR ANNEXATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES.**

Town Attorney Foster read Ordinance No. 526 by title only into the record.

Council Member Caranci noted that the Town's code is lacking regarding environmental review for protection of endangered species, tree canopy, etc. and the Town may want to add that type of review to annexation requests. Town Attorney Foster stated that under section 58-60(b) there is an opportunity for other information that the Town Planner may deem necessary to review in order to assure compliance with the code.

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

**Vice Mayor Gordon moved to adopt Ordinance No. 526 on first reading and transmit to second reading; seconded by Council Member Caranci. Motion carried 5-0.**

7. **First Reading of Ordinance No. 527: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING DIVISION I, GENERALLY, AND DIVISION 3, OFF STREET PARKING REQUIREMENTS, OF ARTICLE IX, SUPPLEMENTAL DISTRICT REGULATIONS, OF CHAPTER 58, ZONING, OF THE CODE OF ORDINANCES OF THE TOWN OF HAVERHILL, TO CREATE A NEW SECTION 58-365 PROVIDING FOR REGULATIONS AND STANDARDS FOR RESIDENTIAL DRIVEWAYS, INCLUDING, WITHOUT LIMITATION, REQUIRING A PERMIT FOR ALL INSTALLATIONS AND MODIFICATIONS TO DRIVEWAYS AND PARKING AREAS, REQUIRING ALL MOTOR VEHICLES ON A RESIDENTIAL LOT TO BE PARKED IN A GARAGE OR ON A DRIVEWAY OR PARKING AREA ON A DURABLE SURFACE APPROVED BY THE TOWN ENGINEER, LIMITING THE TOTAL IMPERVIOUS AREA IN THE FRONT YARD TO NO MORE THAN 40 PERCENT OF THE FRONT YARD SETBACK, REQUIRING DRIVEWAY ADDITIONS TO MATCH THE EXISTING DRIVEWAY IN MATERIAL AND COLOR, SPECIFYING THAT MINIMUM AND MAXIMUM WIDTHS FOR DRIVEWAYS, ESTABLISHING SETBACKS, AND PRESCRIBING VARIATION REQUIREMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS;**

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**PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES.**

Town Attorney Foster read Ordinance No. 527 by title only into the record.

Discussion regarding the ordinance resulted in the following amendments:

- a. On page 7, section (c) add the word “pavers” after “including concrete, asphalt, or”
- b. On page 7, section (d) delete the words “of the required front yard setback”
- c. On page 7, section (d) add the words “minimum 5 feet” before “landscape buffer”, and add “except for the portion of the driveway connecting directly to a garage or carport” to the end of the sentence.
- d. On page 7, section (e), add the sentence “In order to expedite vehicle ingress and egress to and from the street and driveway, the driveway width at the point where it connects to the street pavement shall be flared as determined by the Town or County Engineer, whichever is applicable”.
- e. On page 7, section (f), remove “and color”
- f. On page 7, section (g), change 12 feet to 10 feet, and remove the last sentence.
- g. On page 8, remove section (m) entirely
- h. On page 8, section (n), remove “Unless a variation is granted as provided above, all”; add the words “All multi-family” at the beginning of the first sentence; and change 2026 to 2025.

The Council asked staff to create a diagram of how the driveways will look with the changes discussed.

There was discussion regarding maintenance of swales and the decision was to leave the language as-is for now.

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

**There was consensus of the Council to send this ordinance back to staff for amendments. First reading will be held again at the next regular meeting on June 27, 2024.**

**REGULAR AGENDA**

8. **Resolution No. 2024-04: A Resolution of the Town Council of the Town of Haverhill, Florida, Adopting a Preliminary Non-Ad Valorem Special Assessment for the 2024-2025 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. 2024-04 by title only into the record and stated that the assessment for non-ad valorem would be charged at the rate of \$326.00.

Town Administrator Stevens noted that the non-ad valorem assessment rate is going up from \$315.00 to \$326.00 based on the percentage increase in the solid waste contract which is based on CPI with a cap of 5%.

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There was a discussion regarding the ending date of the solid waste contract and when the Town would need to go out to bid for competitive pricing. Town Administrator Stevens will bring information back to the next meeting.

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

**Vice Mayor Gordon moved to adopt Resolution No. 2024-04; seconded by Council Member Withington. Motion carried 5-0.**

### **9. Discussion Regarding Charter Amendment in Reference to Section 2.06 Induction and Meetings for Selection of Mayor and Vice Mayor**

Town Attorney Foster stated that since 1950 the town has contemplated a system where a Mayor and Vice Mayor would be selected from amongst its members. In 2003, the Town changed its system to a Council-Administrator form of government when it realized the need for a Town Administrator with professional training. He mentioned that he did some research on how other Towns in similar size to Haverhill select their Mayor and Vice Mayor, and he provided the data to the Council. There were no municipalities that had an automatic rotation for those positions. He also provided pros and cons of each method, described the process for Charter amendments, and the timing of the election. Town Administrator Stevens added that the cost for an election is approximately \$13,000-15,000.

Council Member Johnson mentioned that she brought this issue up since there hasn't been any change in the Mayor and Vice Mayor positions since she has served on the Council, nor has there been an appetite to do so. She stated that even though Palm Beach County and some other municipalities do not have a rotation policy, it is their practice to rotate leadership in order to give everyone a chance at serving as Mayor and Vice Mayor. She stated that this is not about money, but rather about giving everyone a chance to serve in leadership positions.

Vice Mayor Gordon stated that the Council are the stewards of the taxpayer's money, and he does not believe it is a wise expenditure to change the charter at this time. He mentioned that Haverhill has a lot of influence partly because of who serves in those positions, and continuity is important. He also mentioned that not all County Commissioners have the opportunity to become Mayor. He opined that the current process for Haverhill works because everyone has an opportunity to nominate and vote.

Council Member Caranci stated that he does not think it's the right time to move forward with this since the Town Administrator and Town Attorney are working on many other priorities.

**There was consensus of the Council not to move forward with a Charter amendment at this time; with Council Member Johnson dissenting.**

## **REPORTS**

### **10. Town Attorney**

Town Attorney Foster did not have a report to offer.

### **11. Mayor**

Mayor Foy did not have a report to offer.

### **12. Town Administrator**

Town Administrator Stevens noted that her written monthly report was submitted in the Council packages which included the following:

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- a. The County is not in favor of the Town annexing the Airport Logistics Park property.
- b. Town Administrator Stevens was sworn in as the President of the Florida Government Finance Officers' Association Palm Beach Chapter this month, and she attended the annual conference. She will also be sworn in as the District IV Director of the Florida City & County Management Association at the annual conference next week. The Council congratulated her.
- c. Palm Beach County League of Cities will hold a training session regarding Form 6 on June 26, 2024 immediately following the general membership meeting in Palm Beach Gardens.
- d. Staff is seeking direction on code enforcement matters in reference to pursuing code issues by complaint only, or by complaint as well as staff observation. Staff requested a workshop with the Council, and the Council agreed.
- e. The following project applications have been submitted to the County that fall within the Haverhill neighborhood plan: 1) an advanced collision repair and maintenance facility for electric vehicles on 3.43+ acres on the corner of N. Military Trail and Orleans Ct; 2) warehouse space on the southeast corner of Haverhill Road and Wallis Road; and 3) a 12-unit residential development on the south side of Grove Street. Mayor Foy mentioned that he currently sits on the DRO Board so he can gather information if needed.
- f. The County Commission has tentatively set the date of June 11<sup>th</sup> to discuss the street lighting on county roads issue that was taken up by the Issues Forum which made a recommendation to the County. Town Administrator Stevens noted that some municipalities such as Atlantis and Greenacres are holding off on installing any new streetlights on County roads until this issue is resolved.
- g. The racquetball court replacement program at Haverhill Park is on hold pending funding.
- h. The Town received a request for the Town of Haverhill, Hypoluxo, Cloud Lake, and Glen Ridge to host an upcoming Palm Beach County League of Cities meeting and there will be an item on the next agenda for approval.

### **13. Treasurer**

The Treasurer's report for April 2024 was presented by Town Administrator Stevens and accepted by the Town Council. Town Administrator Stevens noted that she received the draft annual audit which was a clean audit with no findings. The audit will be presented to the Council at the next meeting.

**Council Member Caranci moved to receive and file the Treasurer's Report for April 2024; seconded by Vice Mayor Gordon. Motion carried 5-0.**

### **14. Committee Delegates**

Vice Mayor Gordon reported that there was a good turnout for the Palm Beach County League of Cities (PBCLOC) annual installation banquet. Council Member Johnson attended as well. Clarence Anthony from the National League of Cities was the keynote speaker. The new President of PBCLOC is Chelsea Reed of Palm Beach Gardens. Vice Mayor Gordon remains the Past President since Julia Botel is no longer qualified. Student scholarship interviews were held here in Haverhill, and PBCLOC scholarships were awarded to five students.

Mayor Foy reported that Commissioner Weiss held a recent training on artificial intelligence (AI) and spoke about generative AI. He gave a summary of the information that was presented.

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Council Member Johnson offered her committee delegate report regarding the various committees she participates in and asked if the Town could hold a training session regarding scam trends for its residents. Town Administrator Stevens stated she will check with PBSO to see if they offer that type of training. Council Member Johnson mentioned that Cross Ministries/Haverhill Church recently hosted a food give-away event which garnered greater numbers than any other site. Various committees of the Re-Entry Task Force continue to work and the Employment & Training committee is advocating for a livable wage of \$15.00 per hour.

**UNFINISHED BUSINESS**

There was no unfinished business to come before the Council at this time.

**NEW BUSINESS**

Town Administrator Stevens reported that she received two separate proclamation requests and gave an overview of the Town's proclamation policy. After review of the proclamations by the Council, it was determined that one of the proclamations didn't qualify due to its political nature, and there was no offer for a sponsor for the second proclamation.

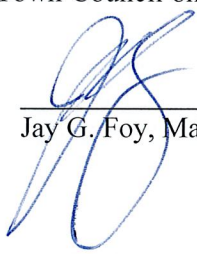
Public Comment: Salesia Smith-Gordon asked the Council when mosquito spraying will occur, and Town Administrator Stevens stated that the vendor notified her that treatments would occur in the next week or so. She will follow up after the meeting with a firm date and send out a Civic Ready notification to the public.

**ADJOURNMENT**

There being no further business to come before the Town Council, the meeting was adjourned at 8:26 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on June 27, 2024.

Approved:   
\_\_\_\_\_  
Tracey L. Stevens, Town Administrator

  
\_\_\_\_\_  
Jay G. Foy, Mayor





