

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
THURSDAY, JUNE 27, 2024
6:00 P.M.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, June 27, 2024, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

CALL TO ORDER

Vice Mayor Gordon called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Gordon offered the Invocation and led in the Pledge of Allegiance.

ROLL CALL

Town Administrator Stevens called the roll and Council Members present were Vice Mayor Lawrence Gordon, Council Member Ray Caranci, Council Member Teresa Johnson, and Council Member Dennis Withington. Mayor Foy was absent with notice. 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

Candace Rojas of 3006 Waterside Circle, Boynton Beach, FL, submitted a public records request for public official oaths and bonds. She stated that she represents the American Sovereign and voiced concerns regarding election fraud.

Mikki Isackson of 11260 Glen Orchard Lane, Boynton Beach, FL, voiced her concerns regarding the election process.

Alina & Lino Santiago of 842 Briarwood Drive, made complaints regarding code violations within their neighborhood and submitted photos.

Nancy Contreras of 4757 Dorchester Mews, voiced concerns regarding her perception of a lack of code enforcement in the town.

APPROVAL OF THE AGENDA

Vice Mayor Gordon inquired 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 Council Member Johnson. Motion carried 4-0.

APPROVAL OF THE CONSENT AGENDA

- 1. Approval of the Minutes of the May 23, 2024, Regular Meeting**

Council Member Withington moved to approve the consent agenda as submitted; seconded by Council Member Caranci. Motion carried 4-0.

PROCLAMATIONS AND PRESENTATIONS

- 2. Independent Auditor's Report on the FY23 Financial Statements by Grau & Associates**

David Caplivski of Grau & Associates presented the Independent Auditor's Report on the FY23 Financial Statements and noted that the audit report is a clean opinion with no findings which is the best opinion that can be issued. When asked how Haverhill is doing compared to other

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Towns, he commented that Haverhill is one of the best entities his firm works with. He mentioned that Management is very responsive and great to work with, and the financial policies of the town are solid.

Town Clerk's Note: Council Member Caranci stepped out of the Council Chambers at 6:35 p.m.

Council Member Johnson moved to accept the FY23 Audit Report; seconded by Council Member Withington. Motion carried 3-0.

Town Clerk's Note: Council Member Caranci returned to the Council Chambers at 6:37 p.m.

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

Deputy Havemann reported on the statistics for the last 30 days which included 25 calls that generated case numbers, including burglary to a vehicle, domestic disturbance, and fraud. 165 traffic stops were performed, as well as 57 property checks, and 11 suspicious persons at 7/11 who were moved along.

Town Administrator Stevens reported that she noticed an issue with the fines and forfeitures revenue dropping off considerably and when looking into it, she found that some of the Deputies were using the Palm Beach County fine code as opposed to Haverhill when issuing a traffic ticket. She stated that staff developed a sheet to hand out to all Deputies at the beginning of their shift so they are aware of the Haverhill code.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

District Fire Chief Adams introduced Captain Christopher Baker to the Council and mentioned that he has been slated for promotion. Captain Baker gave an overview of Palm Beach County Fire Rescue and reported on the statistics for the last 30 days for the Town of Haverhill which included 25 total calls of which 16 were medical calls, 7 motor vehicle accidents, 1 hazardous situation, and 1 classified as other. The Town Administrator and Council congratulated Captain Baker.

PUBLIC HEARINGS & ORDINANCE READINGS

- 3. Second Reading and Adoption 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.

Vice Mayor Gordon called for public comments, and there were none.

Council Member Johnson moved to adopt Ordinance No. 523 on second reading; seconded by Council Member Withington. Motion carried 4-0.

4. **Second Reading and Adoption 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.

Vice Mayor Gordon called for public comments, and there were none.

Council Member Johnson asked about the definition of mobile home, and Town Attorney Foster responded that mobile homes are addressed in a different section of code, and not contemplated in this ordinance.

Council Member Withington moved to adopt Ordinance No. 524 on second reading; seconded by Council Member Caranci. Motion carried 4-0.

5. **Second Reading and Adoption 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.

Vice Mayor Gordon called for public comments, and there were none.

Vice Mayor Gordon asked for clarification on the amount contractors can leave curbside for pickup and Town Administrator Stevens clarified that there is a provision for 4 cy. Town Attorney Foster stated the goal is to only leave vegetation that derived from that property.

Council Member Withington moved to adopt Ordinance No. 525 on second reading; seconded by Council Member Caranci. Motion carried 4-0.

6. **Second Reading and Adoption 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.

Vice Mayor Gordon called for public comments, and there were none.

Council Member Withington moved to adopt Ordinance No. 526 on second reading; seconded by Council Member Caranci. Motion carried 4-0.

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

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

Town Attorney Foster and Council Member Caranci explained the details of the ordinance amendments. Council Member Caranci asked if the Building Official had reviewed the language, and Town Administrator Stevens responded that the Town Engineer reviewed the language.

Vice Mayor Gordon called for public comments, and there were none.

Council Member Withington moved to approve Ordinance No. 527 on first reading and transmit to second reading; seconded by Council Member Johnson. Motion carried 4-0.

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REGULAR AGENDA

8. Designate Florida League of Cities Voting Delegate for 2024 Annual Meeting

Town Administrator Stevens reported that she will be attending the annual conference this year as she serves in leadership positions for FCCMA and FGFOA. She stated that Vice Mayor Gordon is also attending and is the preferred choice for voting delegate, as he currently sits on the FLC Board of Directors.

Vice Mayor Gordon called for public comments, and there were none.

Council Member Withington moved to designate Vice Mayor Gordon as the Florida League of Cities Voting Delegate for the 2024 Annual Meeting; seconded by Council Member Johnson. Motion carried 4-0.

9. Approve Sponsorship for the September 25, 2024 PBCLOC Luncheon

Vice Mayor Gordon stated he recommends joining Atlantis, Hypoluxo, Glen Ridge and Cloud Lake in sponsoring the September 25, 2024 Palm Beach County League of Cities meeting. Town Administrator Stevens stated that the approximate cost will be \$1,050; however, the final cost may differ slightly based on attendance numbers.

Council Member Johnson moved to approve sponsorship of the September 25, 2024 Palm Beach County League of Cities luncheon along with four other municipalities; seconded by Council Member Withington. Motion carried 4-0.

10. Discussion Regarding Preliminary FY25 Budget

Town Administrator Stevens reported that the preliminary property values have been received by the Property Appraiser, which are approximately 8.5% higher than last year. She recommends drafting the preliminary budget utilizing the current mil rate of 4.05 since insurance rates and other costs have not been finalized yet.

There was consensus of the Council to authorize Town Administrator Stevens to draft the preliminary budget utilizing the current mil rate of 4.05.

11. Discussion Regarding Town Code Amendment in Reference to Rolloff Containers

Town Administrator Stevens mentioned that the Town currently does not have a code for rolloff containers on residential properties. She distributed draft language and asked the Council for consensus to have staff draft an ordinance.

There was consensus of the Council to direct staff to draft an ordinance regarding rolloff containers for residential properties.

REPORTS

12. Town Attorney

Town Attorney Foster reported that he will be attending the Florida Municipal Attorney's Association Seminar July 25-27, so he will send another Attorney from his firm to fill in for him at the July 25th Town Council meeting.

13. Mayor

Mayor Foy was not in attendance.

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14. Town Administrator

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

- a. A discussion regarding scheduling a code enforcement workshop with staff. Council Members and staff are available on July 17th and August 21st. Town Administrator Stevens will inquire with Mayor Foy regarding his availability and will schedule one of those dates. Council Member Caranci inquired about a workshop on variation vs. variance and Town Administrator Stevens commented that staff needs time to research this prior to scheduling a workshop.
- b. Clarification regarding trash pickup days and the terms of the Waste Pro contract.
- c. The County Commission did not take up the street lighting on County roads issue at its June meeting as originally planned, as County staff was not ready to present the item. They will inform staff as soon as they have a date set. In the meantime, at least two other municipalities have rejected requests by the County to take over street lighting on County roads, and are waiting to install any new lighting until a decision is made by the County on whether or not to accept the recommendations of the Issues Forum.

15. Treasurer

The Treasurer's report for May 2024 was presented by Town Administrator Stevens and accepted by the Town Council.

Council Member Caranci moved to receive and file the Treasurer's Report for May 2024; seconded by Council Member Withington. Motion carried 4-0.

16. Committee Delegates

Council Member Johnson reported that she attended the Citizens Committee on Airport Noise today and discussed how to educate the community regarding electric vertical aircraft. She stated that the aircraft seats four passengers and a pilot, and FAA approval has not been secured yet. Discussed ensued regarding flight paths for these aircraft and the noise generated from them. Council Member Johnson will follow up with more information as she receives it.

Vice Mayor Gordon reported that he attended the Palm Beach County League of Cities meeting yesterday along with Town Administrator Stevens. He reported that the Florida League of Cities Annual Conference will be held in Hollywood, Florida on August 15-17, and he will be attending along with Town Administrator Stevens.

UNFINISHED BUSINESS

Council Member Johnson asked for an update on the Wallis Road Annexation and Town Administrator Stevens responded that staff received communication from the developer today that they have reached an agreement with the County regarding workforce housing units. Staff will gather all of the information that is outstanding and schedule a hearing date once all of that is completed.

NEW BUSINESS

Council Member Johnson asked if the Council would like to consider setting a time limit for public comment. Town Administrator Stevens stated that the Council does not have a formal Rules of Order & Procedure document; however, she can develop one if the Council decides to move in that direction. After a brief discussion, it was the consensus of the Council to wait until all Council Members are present to continue the discussion.

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Council Member Johnson asked if the Town has a workforce or affordable housing code and Town Attorney Foster stated that although the Town does not have a formal workforce or affordable housing code, the Town may work with developers and require a workforce or affordable housing component as a condition of approval. Town Attorney Foster stated that the Town could incorporate a general statement that one of the criteria that the Council can ask to look at is what percentage of the project will be dedicated to workforce or affordable housing. He mentioned that the Town does not have the amount of staff it would take to administer a full workforce or affordable housing program.

ADJOURNMENT

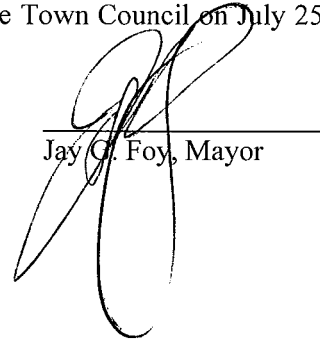
There being no further business to come before the Town Council, the meeting was adjourned at 7:31 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on July 25, 2024.

Approved:



Tracey L. Stevens, Town Administrator



Jay G. Foy, Mayor

SIGN IN SHEET

TOWN OF HAVERHILL
 REGULAR TOWN COUNCIL MEETING
 Thursday, June 27, 2024
 6:00pm

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