

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
THURSDAY, DECEMBER 12, 2024
6:00 P.M.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, December 12, 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 Foy, Vice Mayor Lawrence Gordon, Council Member Ray Caranci, Council Member Teresa Johnson, and Council Member Dennis Withington. 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

Prince Thompson, 560 Bethany Lane, stated that he was permitted to stay at an abandoned nuisance property at 560 Bethany Lane and he is working to clean it up.

APPROVAL OF THE AGENDA

Mayor Foy inquired if there were any additions, deletions, or modifications to the agenda. Town Administrator Stevens stated that staff is requesting to withdraw Ordinance No. 533, and to move the Palm Beach County Fire Rescue Report after the consent agenda.

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

APPROVAL OF THE CONSENT AGENDA

1. Approval of the Minutes of the November 14, 2024, Regular Meeting
2. Adopt Town Council Meeting Schedule & Holiday Closings Schedule for 2025
3. Approval of Agreement for Building & Zoning Official and Inspection Services with Nova Engineering and Environmental, LLC for 2025-2027
4. Approval of Consulting Services Agreement with AECOM for NPDES Engineering Services

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

PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations scheduled.

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

Deputy Schnell reported on the statistics for the last 30 days which included a stolen license plate decal, two drunk driving arrests, fraud (Facebook Marketplace scam), and a stolen vehicle next to Town Hall, in addition to 141 traffic stops and 256 business and residence checks. She noted that package thefts typically increase during the holidays and asked everyone to be vigilant. Town Administrator Stevens noted that she placed an article in the last newsletter regarding that.

REGULAR TOWN COUNCIL MEETING MINUTES OF DECEMBER 12, 2024

Council Member Caranci asked when the extra four hour per day details will begin, and Town Administrator Stevens stated that the extra shifts will begin once we receive the capital contribution funding from Meritage Homes.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

District Fire Chief Martinez reported on the statistics for November which included 14 calls with an average response time of 6.42. He thanked the Council and staff for the invitation to the annual Mayor's luncheon.

PUBLIC HEARINGS & ORDINANCE READINGS

5. Second Reading and Adoption of Ordinance No. 533 – AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING ARTICLE II, RENTAL DWELLING UNITS, OF CHAPTER 16, BUSINESSES, OF THE TOWN CODE OF ORDINANCES BY DELETING THE REQUIREMENT OF A MANDATORY INSPECTION OF A RENTAL UNIT AS A CONDITION OF ISSUANCE OF THE RENTAL LICENSE; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES.

Ordinance No. 533 was withdrawn from consideration.

6. Second Reading and Adoption of Ordinance No. 534 – AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING THE TOWN CODE OF ORDINANCES BY REPEALING ARTICLE II, RENTAL DWELLING UNITS, OF CHAPTER 16, BUSINESSES, CONSISTING OF SECTIONS 16-5 THROUGH 16-12, INCLUSIVE, BUT RESERVING SAID SECTIONS FOR FUTURE USE; 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. 534 by title only into the record.

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

Council Member Withington moved to adopt Ordinance No. 534 on second reading; seconded by Vice Mayor Gordon. Motion carried 5-0.

REGULAR AGENDA

7. Review Sign Code Variation Request Submitted by Imagination Kids Located at 1063 N. Haverhill Road

Town Administrator Stevens stated that staff brought to the Council's attention at a workshop a few months ago that flag banner signs were appearing throughout the town. At that time, the Council affirmed that flag banner signs shall be prohibited in accordance with Town Code, and staff worked with various business owners to remove the signs. Imagination Kids is now requesting to display flag banner signs during open enrollment periods. The details of the request were included in the Council packages, and Town Administrator Stevens commended the applicants for submitting a detailed written justification that answered all questions posed by staff. She noted that staff cautions the Council in granting variations from the requirements of Town Code unless there is a unique characteristic of the lot, or there is an exceptional hardship due to the physical characteristics of the land.

REGULAR TOWN COUNCIL MEETING MINUTES OF DECEMBER 12, 2024

Aliddy Diaz of Imagination Kids spoke to the Council and mentioned that they are currently running at only a 25% capacity, which is why they need to run some additional enrollment periods. She is requesting to display two enrollment flag banner signs multiple times throughout the year. She stated that their competition is on Haverhill Road just outside of Haverhill in the County pocket and they are close to the roadway with flag banner signs displayed which is causing a hardship for them.

After discussion regarding timeframes and the location of the building on the lot, the Council agreed to allow two flag banner signs to be displayed once each quarter for up to 30 days with no signs to be displayed for 30 days between quarters.

Council Member Johnson suggested that information regarding the program be sent to the HOA's within Haverhill.

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

Council Member Withington moved to approve the sign code variation request submitted by Imagination Kids located at 1063 N. Haverhill Rd for a period of one (1) year beginning January 1, 2025 with the condition that the sign only be displayed for open enrollment purposes for up to 30 days once per quarter, with no signs displayed for a period of 30 days between quarters; seconded by Council Member Johnson. Motion carried 5-0.

REPORTS

8. Town Attorney

Town Attorney Foster thanked the Council for the annual Mayor's luncheon and expressed happy holidays to the Council. He also reported on the noise appeal case.

9. Mayor

Mayor Foy reported that he would like to request that the County mill and overlay the section of Belvedere Road from Belvedere Estates to just east of Trailaway Lane since the bridge project is on hold. There was Council consensus for staff to send a letter to the County.

10. Town Administrator

Town Administrator Stevens noted that her written monthly report was submitted in the Council packages. She reported that the FPL fiber optic project and the Tall Pines drainage project will impact traffic in the coming months. She also reported that a conditional offer of employment has been given to Virginia Botello for the Assistant Town Clerk position with a start date of December 18, 2024. She asked for consensus to have Council Member Caranci assist her with contacting State Legislators regarding the rental dwelling unit ordinance since he has first-hand knowledge about the impacts in his neighborhood, and the Council agreed. Town Administrator Stevens reported that she is gathering quotes for upgrades to the Town's camera system since it is failing. She noted that she is looking into a system that can be viewed from offsite to enhance the monitoring of the property to further protect the Town's assets.

11. Treasurer

Town Administrator Stevens reported on the Treasurer's report for October 2024, noting that everything is on track.

REGULAR TOWN COUNCIL MEETING MINUTES OF DECEMBER 12, 2024

12. Committee Delegates

Vice Mayor Gordon reported that he is attending the annual Palm Beach County League of Cities Tri-Cities BBQ and toy drive along with staff. He mentioned that he attended the recent Criminal Justice Commission meeting and they are planning a prison tour for members in March that he would like to attend.

Mayor Foy reported that the next NPDES meeting will be held in January. He noted that he did not make it to the PBCLOC District II/III meeting as the notice came out late.

UNFINISHED BUSINESS

Council Member Johnson stated that there has been much discussion regarding the countywide transportation master plan and she asked if the Town and the public will have input in the process. Town Administrator Stevens confirmed. Vice Mayor Gordon voiced his support for the countywide plan.

Vice Mayor Gordon asked what can be done about the cars parking on the grass along the roadway in his neighborhood. Town Administrator Stevens reminded the Council that parking was a discussion at a recent Council workshop, and the Council decided not to enforce parking on the street since residents who came to the workshop from Emerald Cove voiced their concerns that there is not enough parking on individual lots in the town. The Council decided to prohibit parking on the sidewalk and in town swales and drainage areas, with on-street parking allowed including near the valley gutters. There was Council consensus to continue the parking discussion.

Council Member Johnson thanked Town Administrator Stevens for answering her question regarding the basketball court lighting at Haverhill Park and noted that lights are going up around the perimeter, but still no lights at the court. Town Administrator Stevens responded that the County was awarded a CDBG grant for the lighting and is moving forward with the project; however, we have not been given a timeline for commencement.

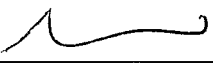
NEW BUSINESS

There was no new business to come before the Council.


ADJOURNMENT

There being no further business to come before the Town Council, the meeting was adjourned at 6:40 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on January 23, 2025.

Approved: 

Tracey L. Stevens, Town Administrator



Jay G. Foy, Mayor

