

Jay G. Foy, Mayor  
Lawrence Gordon, Vice Mayor  
Mark C. Uptegraph Council Member  
Jo H. Plyler, Council Member  
Mark C. Uptegraph, Council Member  
John Fenn Foster, Town Attorney  
Janice C. Rutan, Town Administrator



**TOWN OF HAVERHILL  
FIRST PUBLIC HEARING  
ADOPT MILLAGE RATE/  
PROPOSED BUDGET FOR FY 2016/2017  
Thursday, September 8, 2016  
7:00 p.m.  
Town Hall – 4585 Charlotte Street**

- I. Call to Order
- II. Invocation and Pledge of Allegiance
- III. Roll Call
- IV. Comments from the Public (items not on agenda)
- V. Approval of Agenda
- VI. Adopt tentative millage rate
  - a. Fiscal Year October 1, 2016 through September 30, 2017
- VII. Adopt tentative budget
  - a. Fiscal Year October 1, 2016 through September 30, 2017
- VIII. Adjournment

**TOWN OF HAVERHILL  
REGULAR TOWN COUNCIL  
THURSDAY, SEPTEMBER 8, 2016  
7:00 P.M.**

**(IMMEDIATELY FOLLOWING CLOSE OF PUBLIC BUDGET HEARING)**

- I. CALL TO ORDER
- II. COMMENTS FROM THE PUBLIC
- II. APPROVAL OF AGENDA
- III. APPROVAL OF THE CONSENT AGENDA
  - a: Approval of the minutes of the August 11 and August 25, 2016 Regular meeting
- IV. PRESENTATIONS
- V. COMMENTS FROM THE PUBLIC
- VI. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S DEPARTMENT
- VII. SECOND READINGS AND PUBLIC HEARINGS
- VII. FIRST READINGS AND REGULAR AGENDA
  - a. Cancel and reschedule the regular monthly meetings for the months of November and December and consider Town Hall holiday schedule
  - b. Consider special permits policy
- X. REPORTS
  - Town Attorney
  - Mayor
  - Administrator's Report
  - Committee and Delegate Reports
  - Treasurer's Report (included in packet)
- XI. UNFINISHED BUSINESS
- XII. NEW BUSINESS

### **XIII. ADJOURNMENT**

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 Janice C. Rutan, CMC, Town Administrator at the Haverhill Town Hall, 4585 Charlotte Street, Haverhill, Florida. Phone Number (561) 689-0370 Facsimile Number (561) 689-4317

**TOWN OF HAVERHILL  
FIRST PUBLIC HEARING  
ADOPT MILLAGE RATE/  
PROPOSED BUDGET FOR FY 2016/2017  
Thursday, September 8, 2016  
7:00 p.m.  
Town Hall – 4585 Charlotte Street**

Pursuant to the foregoing notice, a public budget hearing of the Haverhill Town Council was held on Thursday, September 8, 2016 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Jay G. Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark C. Uptegraph Council Member, Jo Plyler, Council Member and Remar Harvin, Council Member. Also present were Town Attorney John Foster and Town Administrator Janice C. Rutan.

**CALL TO ORDER**

Mayor Foy called the meeting to order at 7:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Foy offered the Invocation and led the Pledge of Allegiance.

**ROLL CALL**

The Town Administrator recorded all members present.

**APPROVAL OF AGENDA**

A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve the agenda as presented.

**PUBLIC HEARING:**

Mayor Foy opened the Public Hearing. There was no one present to speak, the Public Hearing was adjourned.

**ADOPT TENTATIVE MILLAGE RATE**

**Fiscal Year October 1, 2016 through September 30, 2017**

A motion was then made by Vice Mayor Gordon, seconded by Council Member Plyler and unanimously passed (5-0) to set the tentative millage rate at 4.5000 for the fiscal year October 1, 2016 – September 30, 2017.

**ADOPT TENTATIVE BUDGET**

**Fiscal Year October 1, 2016 through September 30, 2017**

A motion was made by Council Member Plyler, seconded by Council Member Uptegraph and unanimously passed (5-0) to adopt the tentative budget, as presented in the amount of \$1,325,525, for fiscal year October 1, 2016 – September 30, 2017.

**Adjournment**

With no further discussion to come before the Council, the Public Hearing adjourned at 7:05 p.m.

**TOWN OF HAVERHILL  
REGULAR TOWN COUNCIL  
THURSDAY, SEPTEMBER 8, 2016  
(IMMEDIATELY FOLLOWING CLOSE OF PUBLIC BUDGET HEARING)**

**CALL TO ORDER**

Mayor Foy called the regular meeting to order at 7:06 p.m.

**COMMENTS FROM THE PUBLIC**

**Una Dunn, 5440 Club Circle.** Ms. Dunn mistakenly thought the meeting of the Town Council was that of the Club Road Homeowner's Association. She raised complaints that could not be addressed by the Town Council.

**APPROVAL OF AGENDA**

**A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve the agenda as presented.**

**APPROVAL OF THE CONSENT AGENDA**

**Approval of the minutes of the August 11 and August 25, 2016 Regular meeting**

**A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve the consent agenda as presented.**

**PRESENTATIONS**

None.

**COMMENTS FROM THE PUBLIC**

None.

**COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S DEPARTMENT**

Lt. Johnson was present representing the Palm Beach County Sheriff's office. He reported on a home invasion at 5309 Toronto Circle during which the victim alleges he was held at gunpoint. The matter is under investigation.

There was a reported heroin overdose at 791. N. Haverhill Road. It was not fatal.

A very lengthy discussion followed regarding the drug epidemic and the number of associated overdoses and the new type drugs being used.

Council expressed their appreciation to the Palm Beach County Sheriff's office.

**SECOND READINGS AND PUBLIC HEARINGS**

None.

**FIRST READINGS AND REGULAR AGENDA**

**Cancel and reschedule the regular monthly meetings for the months of November and December and consider Town Hall holiday schedule**

The Town Administrator offered Staff's report. Regular Council meetings for the month of November fall on Thursday, November 10, 2016 and Thursday, November 24, 2016 (Thanksgiving Day). She reminded all that Council traditionally had cancelled both meetings and rescheduled a single meeting for the third Thursday of the month. Regular Council meetings for the month of December fall on Thursday, December 8, 2016 and Thursday, December 22, 2016. Council traditionally has cancelled both meetings and rescheduled a single meeting for the third Thursday of

the month.

It was staff's recommendation that the regular monthly meetings for the month of November be cancelled and be rescheduled to Thursday, November 17, 2016.

It was staff's recommendation that the regular monthly meetings for the month of December be cancelled and be rescheduled to Thursday, December 15, 2016.

The Town's personnel policy calls for a floating holiday to be granted each year to employees. Christmas falls on Sunday, December 25, 2016. The holiday would be celebrated Monday, December 26, 2016 and the floating holiday this year would fall on Friday, December 23, 2016. New Year's Day falls on Sunday, January 1, 2017. The holiday be recognized for Monday, January 2, 2017. Staff is requesting Council consideration in granting employees an additional half day off for Friday, December 30, 2016.

**A motion was then made by Council Member Plyler, seconded by Council Member Uptegraph and unanimously passed (5-0) to accept Staff's recommendation to cancel the regular meetings for the months of November and December and reschedule to the third Thursday of each month and to approve the holiday closings.**

#### **Consider special permits policy**

The Town Administrator presented Staff's report. She explained that the Town has received several inquiries for Maintenance of Traffic approvals for County Roads. The Town was not equipped to review and inspect the requests and it was suggested that the Town adopt a special permit policy so that the fee would cover consultant costs. Discussion followed.

The topic of discussion next turned to the installation of the telecommunication pole that was installed on Belvedere Road by Crown Castle for Verizon without a Town permit. They too were requesting a MOT approval, however, without having permitted the main structure, the Town could not consider issuing a permit for the MOT and the laying of fiber optic cable.

Mayor Foy noted that the Indian Trail Improvement District has a special permit process as assesses a fee to the contractor that covers costs involved. He would get copies of the applications and forward to the Town for review and consideration.

#### **Act on proposal for Engineering services for NPDES program FY 2016-2017 AECOM**

The Town Administrator presented Staff's report and recommended approval of the annual contract between the Town of Haverhill and Karen Brandon (AECOM) to perform NPDES Engineering services for the Town.

**A motion was then made by Vice Mayor Gordon, seconded by Council Member Uptegraph and unanimously passed (5-0) to approve the proposal submitted by Karen Brandon on behalf of AECOM in the amount not to exceed \$8,000 for the continuation of engineering services related to the Town's NPDES program for the ensuing 2016-2017 fiscal year.**

#### **REPORTS**

##### **Town Attorney**

None.

##### **Mayor**

Mayor Foy reported on the recent Ethics Training he had attended and the educational efforts being made in support of the 1 cent sales tax initiative. He commented that all but 8 of the 67 counties in Florida have an additional sales tax from that of the State's 6%. Palm Beach County estimates that 35% of sales taxes results from the tourism industry.

Regarding the Ethics Training, Mayor Foy highlighted areas that all elected officials and staff should be aware of:

- Elected officials cannot abstain more than five (5) times, they must either resign from the elected position or drop their client if that is the cause of the abstention
- Elected officials cannot leave dais to avoid a conflict
- Conflict of voting form must be completed
- Contractors must adhere to the Public Records Law
- Each Town must appoint a RMLO – Records Management Liaison Officer
- All public records must follow the State’s disposition table and timeline
- Costs for duplication of records must fairly represent actual costs of duplication

The Mayor next reported on the Mayor’s Literacy luncheon scheduled for October 22, 2016 at the Flagler Steak House, Breaker’s Hotel. Council Member Uptegraph expressed an interest in joining the Mayor as his guest. Council Member Harvin noted he would be available should Council Member Uptegraph be unable to attend.

The Mayor then asked about the status of Vice Mayor Gordon’s resignation from office effective November 8, 2016. It was explained that the resignation was irrevocable and since he was not successful in his primary bid for County Commissioner District 7.

Discussion followed. Vice Mayor Gordon commented that his campaign had raised nearly \$150,000. All noted that they were very surprised over the outcome.

**Administrator’s Report**

None.

**Committee and Delegate Reports**

None.

**Treasurer’s Report**

Included in packet.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

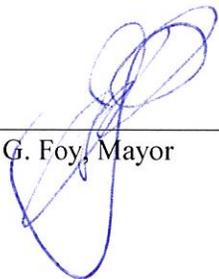
None.

**ADJOURNMENT:**

With no further business to come before the Town Council, the Meeting adjourned at 8:07 p.m.

Approved: October 13, 2016

  
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Janice C. Rutan, Town Administrator

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

Mayor Jay Foy  
Vice Mayor Lawrence Gordon  
Council Member Mark C. Uptegraph  
Council Member Jo H. Plyler  
Council Member Remar Harvin  
Town Administrator Janice C. Rutan  
Town Attorney Lance Fuchs



**TOWN OF HAVERHILL  
Reschedule Council Meetings  
SEPTEMBER 8, 2016**

Regular Council meetings for the month of November fall on Thursday, November 10, 2016 and Thursday, November 24, 2016 (Thanksgiving Day). Council traditionally has cancelled both meetings and rescheduled a single meeting for the third Thursday of the month.

**It is staff's recommendation that the regular monthly meetings for the month of November be cancelled and be rescheduled to Thursday, November 17, 2016.**

Regular Council meetings for the month of December fall on Thursday, December 8, 2016 and Thursday, December 22, 2016. Council traditionally has cancelled both meetings and rescheduled a single meeting for the third Thursday of the month.

**It is staff's recommendation that the regular monthly meetings for the month of December be cancelled and be rescheduled to Thursday, December 15, 2016.**

**The Town's personnel policy calls for a floating holiday to be granted each year to employees. Christmas falls on Sunday, December 25, 2016. Therefore the floating holiday this year would fall on Monday, December 26, 2016. New Year's Day falls on Sunday, January 1, 2017. Staff is requesting Council consideration in granting employees an additional floating holiday for Monday, January 2, 2017.**



AECOM  
2090 Palm Beach Lakes Boulevard  
Suite 600  
West Palm Beach, FL 33409  
www.aecom.com

561 684 3375 tel  
561 689 8531 fax

August 22, 2016

Janice Rutan, Town Administrator  
Town of Haverhill  
4585 Charlotte Street  
Haverhill, FL 33405

Re: Proposal for Engineering Services for NPDES Program  
Town of Haverhill – FY 2016-2017

Dear Ms. Rutan:

AECOM is pleased to provide you with this proposal for continuing engineering services related to your municipal NPDES program.

Our understanding of the scope of services as described in Exhibit A is that it includes attendance at Steering Committee meetings and continuation of programs required for compliance with the permit and general guidance and assistance. AECOM will assist the Town with preparation of the Annual Report on the current form, which will document NPDES activities during the permit year. AECOM will coordinate with Northern Palm Beach County Improvement District's consultants on completion of the Joint Report to FDEP for this year. AECOM will coordinate with various Town staff to collect data/information to prepare the report.

We propose to provide these services based on the hourly rates in Exhibit B and the Agreement in Exhibit C for an estimated budget not to exceed \$8,000.

If this proposal is agreeable to you, please have both copies of the Agreement signed and dated and return a copy to us as our authorization to proceed.

Should you have any questions or wish to discuss this further, please contact me.

Sincerely,

Karen D. Brandon, P. E.  
Branch Manager

KDB/dw

Enclosures

