

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



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Haverhill
Tuesday, January 5, 2016**

NOON

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
 - a. Discuss proposed drainage improvements for Palmetto and Pineway Drive and other drainage products
- V. Old Business
- VI. 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, 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
Town Council Workshop
January 5, 2016
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, January 5, 2016 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Jay Foy, Mayor, Lawrence Gordon, Vice Mayor, and Mark Uptegraph, Council Member. Also present were Lance Fuches, Town Attorney, Devon Kirms, Administrative Assistant, Joseph Roche, Director of Public Services, Janice Rutan, Town Administrator, Todd McLeod, Town Engineer, and Remar Harvin, Resident.

I. CALL TO ORDER

Mayor Foy called the Workshop to order at 12:10 p.m.

II. PRESENTATIONS/PROCLAMATIONS

Resident Remar Harvin introduced himself to Council to express an interest in serving as a Council Member to Seat 1 to carry out the remainder of Jerry Beavers term. Remar shared his experience with government and how he would be an asset to the Haverhill Town Council.

III. COUNCIL, ATTORNEY AND STAFF REPORTS

a. Discuss proposed drainage improvements for Palmetto and Pineway Drive and other drainage products.

Town Engineer McLeod explained that the culverts on Pineway Drive and Palmetto Road had been cleaned out and a video inspection had been conducted. An issue on Palmetto Road was discovered; roots had grown down into the pipe. On Pineway Drive, the pipe leading to the canal has extreme amounts of corrosion. McLeod discussed the pricing options for the project and it ranged between \$90,000 - \$100,000, but to only fix the two main issues it would cost between \$20,000 - \$25,000.

Town Administrator Rutan announced that there is \$300,000 set aside for drainage improvement projects but using this money on Palmetto & Pineway would put a dent into the Park & Cyprus funds. Discussion ensued between Council and Town Engineer McLeod on doing the lining of the pipes because of the difficulty of getting large machinery into resident's backyards. Council Member Gordon and Mayor Foy discussed the option of eliminating the pipe that goes through backyards on Palmetto and Pineway. Mayor Foy suggest that the Town look into grants because the cost for such projects is ever rising. Town Administrator Rutan said a plan needs to be put into place for Park & Cyprus so when/if a grant is achieved, then the Town will know exactly what is needed. Roche suggested that the plan be submitted by November 2016 in order to get on the 2017 project list. McLeod suggested that the Town do the project in

phases to break up the cost to a certain point. Council Members brought up the idea that access easements need to be located; if they exist; for the properties located on Palmetto and Pineway with piping located in the backyards. Rutan brought up financing information that was looked up back in 2013 in order to be able to complete the drainage projects. Mayor Foy suggested that the Town use LMS for grant options to help with the funding. Rutan asked McLeod to reach out to LMS for surveys to find easements into the backyards of the properties located on Palmetto and Pineway. Roche also added that a camera will need to go down a pipe on Palo Verde Court and Palo Verde Place to inspect the condition.

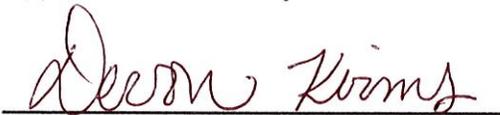
IV. OLD BUSINESS

- a. Town Administrator announced that Administrative Assistant Devon Kirms will leaving the Town once a replacement is found.
- b. Town Hall hours will be changed, effective February 1, 2016 to 7:30am – 4:00pm so all employees will have uniform hours. If one employee is at Town Hall alone, the PBSO officer on duty will check in periodically until said employee leaves and closes Town Hall. The new employee will start with the new hours.
- c. Mayor Foy announced the appointment of a new Council Member for Jerry Beavers seat. Rutan said that she needed to know when Council would like to appoint so it can be placed on a future Agenda.
- d. South Florida Fair is showcasing local municipalities and Haverhill is participating and will have aerial maps from the 60's and 70's on display as well as some mugs.
- e. Committee meetings need to be scheduled; Code & Ordinance and Special Events.

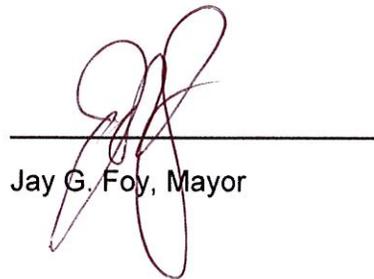
V. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:25 p.m.

Approved: January 28, 2016



Devon Kirms, Administrative Assistant



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
January 5, 2016, Noon**

Name	E- Mail Address	Signature
Devon Kirms		Devon Kirms
Lance Fuchs		Lance Fuchs
Joe Roche		Joe Roche
L. Gordon		L. Gordon
Jay Roy		Jay Roy
Mark Updegraff		Mark Updegraff
Janice Putan		Janice Putan
Todd Meleod		Todd Meleod
Renar Harvia		Renar Harvia