

Jay G. Foy, Mayor
Lawrence Gordon, Vice Mayor
Mark C. Uptegraph, Council Member
Jo H. Plyler, Council Member
Remar M. Harvin, 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 2, 2018
NOON**

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. New Business
- IV. 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 2, 2018
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, January 2, 2018 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor, Jay Foy; Council Member, Remar M. Harvin; Council Member, Mark Uptegraph; Town Attorney, Lance Fuchs; Town Administrator Janice Rutan; Deputy Town Clerk, Jean Wible and Director of Public Services, Joseph Roche

I. CALL TO ORDER

Mayor Foy called the Workshop to order at 12:20pm

II. PRESENTATIONS/PROCLAMATIONS

- a. Town Administrator Janice Rutan introduced Miguel Castillo de Fuentes who is running for Town Council in the Town's upcoming election being held March 13, 2018

III. COUNCIL, ATTORNEY AND STAFF REPORTS

- a. Town Administrator Janice Rutan discussed the ADA compliant requirements needed to for the Town's website. T/A Rutan has reached out to three (3) purveyors and received quotes. T/A Rutan stated Staff narrowed down to two (2) of the companies which were Revise, based out of the State of Michigan and Municode who currently handles the Town's codification of Ordinances. Town Attorney John Foster felt a raised red flag concerning the company Revise as they are not licensed in the state of Florida and would do things in accordance to the laws of Michigan not Florida. T/A Rutan also stated that Municode was the only company that would enter into an agreement with the Town which included an indemnification clause that basically stated Municode would hold the Town of Haverhill non liable unless (of course) there was a blatant error on the part of a Town employee. The other two (2) companies were reluctant to have an agreement. T/A Rutan stated Staff chose Municode of the three (3) choices and entered into an agreement with Municode on Friday, December 22, 2017. T/A Rutan stated Municode pretty much guaranteed the new website would be compliant and up and running by January 18, 2018. T/A Rutan stated there are many factors involved with this website project to become ADA compliant. Discussion ensued.
- b. Town Administrator Rutan hired a photographer to take pictures of the Town that would be uploaded to the new ADA compliant website.

- c. Town administrator Rutan stated there would be training on the new website and hopes to keep the maintenance of the site in house, however, she would have Ian Esplin of Esplin Group, Inc., who maintains the Town's current website, participate in the training session in case it's not as user friendly as she was told it would be. Discussion ensued.
- d. Mayor Foy explained to Miguel Castillo de Fuentes how Town Council Workshops work, in case he were elected to Town Council. Mayor Foy stated Town Council cannot vote at workshops as they are for discussion and presentation purposes only. They help Council understand issues before being brought up at Regular Town Council meetings. Town Council member Mark Uptegraph stated these workshops also help to alleviate the time spent at Regular Town Council meetings because discussions have previously taken place at a workshop.
- e. Town Administrator Janice Rutan reminded all the Town put the audit out for bid and only received one response which was from Grau & Associates the Town's current auditing company. T/A Rutan has been in touch with the Office of Inspector General who felt that the Town should put it back out for bid. The IG feels the Town should only enter into a one (1) year agreement with Grau & Associates just to get this year's audit done and then put it back out for bid. T/A Rutan stated that Town Attorney John Foster is adamantly against the Town having to put out for bid again as the Town followed the rules and spent money. Mayor Foy asked if there is a window of number of years the Town can stay with the same auditor and T/A Rutan replied no, not to her knowledge since it goes out for bid. T/A Rutan stated she will be meeting with the Audit Committee on January 9, 2018 in which the bid will be accepted and opened publicly. No interview will need to be done and the bid will probably come before council at the January 25, 2018 Regular Town Council meeting. Discussion ensued.
- f. Town Administrator Janice Rutan announced there will be a meeting on Tuesday, January 9, 2018 of the Surtax Tax Oversight Committee so she may prepare the report for them that must be presented to Town Council every year by December 31, 2017 as to the expenditure of the tax funding the Town received.
- g. Town Administrator Janice Rutan stated the Town received a Notice of Proposed Future Land Use Amendment. The property is located on the north side of Belvedere Road just west of Skees Road and was allowed residential multi-family for up to 126 dwelling units, and is owned by the School District of Palm Beach County who wants to use it as transportation parking where they would park their busses. Discussion ensued.
- h. Town Administrator Janice Rutan handed out National League of Cities pins to Town Council and announced they are all now members.
- i. Mayor Foy asked Director of Public Services Joseph Roche for an update on Park Lane and Cyprus Lane drainage project. Director of Public Services Joseph Roche stated the crew is past 1121 Park Lane and this morning, they were headed for 1163 Park Lane and doing well. Mayor Foy asked how far north from Belvedere that is, Mr. Roche responded approximately 500 feet. Mr. Roche stated the biggest problem is going across the street as they have to open the street and put down well points then dig it out and put in the structures and put in pipe connections. Mr. Roche stated they will be making a lot of progress within the next week. Mayor Foy also asked when Wynn and Sons thought the project would be completed. Mr. Roche stated it will be at least

another month and a half to two months. Council Member Mark Uptegraph asked if the streets were accessible and Mr. Roche stated the streets have always been open but a driveway may not be accessible for no longer than a couple of hours at a time. Discussion ensued.

- j. Mayor Foy asked Town Administrator Rutan if she had signed the NPDES report yet and she stated no. Director of Public Services Joseph Roche stated he has not received the final report yet from Karen Brandon with AECOM.
- k. Town Administrator Rutan reminded Town Council there will be a Code & Ordinance meeting at noon next Thursday, January 11, 2018 to discuss the airport zoning regulations and possibly our land use amendments, if we so choose to do that. Mayor Foy asked regarding subdivisions moratorium and T/A Rutan stated yes. Mayor Foy stated he would like to have feedback from Council regarding this. T/A Rutan stated she will be attending a meeting with Town Attorney John Foster and Town Planner Josh Nichols at Schmidt Nichols office on Wednesday, January 10, 2018 regarding this. Parking, sod and high impact windows must be discussed. Discussion ensued.
- l. T/A Rutan also reminded Council of the Regular Town Council meeting on the same day as Code & Ordinance meeting on Thursday, January 11, 2018 at 7:00pm.
- m. Mayor Foy stated he had spoken with FDOT and the PBC regarding the street lights that were out on Military Trail and Haverhill Road and found they were Florida Power and Light's responsibility. FPL was contacted and have since fixed about half of them so far but not these two as of today's meeting. Council Member Uptegraph asked the Mayor if they changed them to LED and Mayor Foy replied no. Mayor Foy stated the light that is just outside of the Town of Haverhill limits, Cyprus Lane and Haverhill Road, was fixed. Discussion ensued.
- n. Town Administrator Rutan reminded all the Town will be having a Municipal Election on March 13, 2018. Discussion ensued.

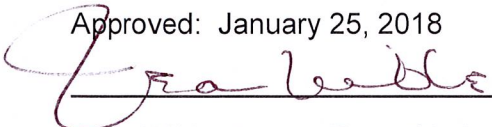
IV. OLD BUSINESS

- a. N/A

V. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:10p.m.

Approved: January 25, 2018



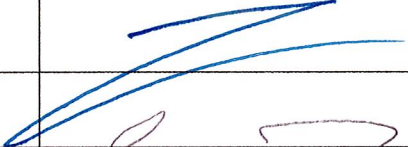
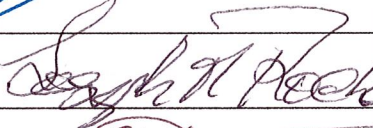

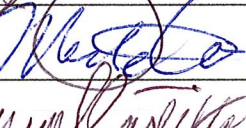
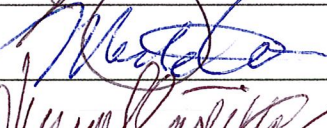

Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
COUNCIL WORKSHOP
January 2, 2018
Noon**

Name	E- Mail Address	Signature
Lance Fruchs		
D H Roche		
Remar M. Harvin		
JAY FOY		
Mark Utterman		
Miguel Castillo de Fuentes		
Janice Rutan		
Sean Wible		