

Jay G. Foy, Mayor
Lawrence Gordon, Vice Mayor
Mark C. Uptegraph, Council Member
Remar M. Harvin, Council Member
Daniel H. Sohn, Council Member
Janice C. Rutan, Town Administrator
John Fenn Foster, Town Attorney



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Haverhill
Tuesday, September 11, 2018
NOON**

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. New Business
- IV. Old Business
 - a. Review of proposed 2018/2019 budget
- 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
September 11, 2018
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, September 11, 2018 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor, Jay Foy; Vice Mayor, Lawrence Gordon; Council Member, Remar M. Harvin; Council Member, Mark Uptegraph; Council Member, Daniel Sohn; Town Attorney, John Foster; Town Administrator Janice Rutan and Deputy Town Clerk, Jean Wible

I. CALL TO ORDER

Mayor Foy called the Workshop to order at 12:05p.m.

II. PRESENTATIONS / PROCLAMATIONS

Gina Levesque, Intake and Compliance Manager for the Commission on Ethics and Liaison for the Town of Haverhill stopped by today's workshop to re-introduce herself and handout some Code of Ethics guides.

COUNCIL, ATTORNEY AND STAFF REPORTS

- a. Town Administrator Janice Rutan mentioned the correspondence received regarding new developments going on and stated the Town will write the standard rejection letter due to the increase of traffic in the area.
- b. Town Administrator Rutan stated she had a meeting along with the southern district, with Commissioner Mack Bernard. She stated there were some great speakers on hand. Palm Beach County Administrator Verdenia Baker, spoke on what is going on around the County. T/A Rutan mentioned she had wished Mayor Foy was in attendance to hear Johnathan Brown, Director of PBC Department of Housing and Economic Sustainability's presentation on Workforce Housing and Affordable Housing as it was very comprehensive and extremely informative. There was a one page material given at the meeting and T/A Rutan stated she will see that Town Council receives a copy of it. T/A Rutan also stated Town Council may want him to attend a Workshop in the future. Discussion ensued.
- c. Town Administrator Rutan stated she was unable to speak with Commissioner Mack Bernard after the meeting regarding the letter she had sent to Commissioner Paulette Burdick in reference to the new development on Stacy Street (in the County) and the fact that an 8 foot wall was supposed to be erected instead of the 6 foot wall now in place, if

perhaps, Palm Beach County would participate (with the builder) by adding mature Poinciana trees or Palm trees. Discussion ensued.

- d. Vice Mayor Gordon and Council Member Mark Uptegraph attended the Mayor's Luncheon for the Palm Beach County Literacy Coalition and reported it was interesting and a good turn out with approximately 30 representatives from Cities.

IV. OLD BUSINESS -


- a. **REVIEW OF THE PROPOSED 2018-19 BUDGET:** Town Administrator Rutan stated she made the changes that was discussed regarding the staff salaries which was the average of the four salaries at a 3% raise.
- b. Town Administrator Rutan stated she added the special fund for the Sales Tax Infrastructure. We will be anticipating approximately \$158,000.00. The 12 monthly loan payments totaling \$102,564.00 so at the end of the year we should have \$56,029.00 left to decide to use for infrastructure projects or use it towards paying off the loan. Discussion ensued.
- c. Town Administrator Rutan explained under the Legislative column of the proposed budget; Books, Dues & Education and Legislative Travel & Expenses there had been some discussion but it had not been brought up whether there is any interest in Town Council increasing their own salary this upcoming fiscal year. Town Council stated there is no interest at this time to increase. Council Member Uptegraph asked what the salaries currently were for each Council Member and T/A Rutan stated \$3,600.00, totaling \$18,000.00 yearly. Council Member Harvin stated what he is interested in, is making sure there is a line that shows any impact that may affect Legislative Travel & Expenses. In other words, if any Council member has any thought of having future spending costs, not already in the proposed budget, now (and future workshops) would be the time for discussion. Council Member Harvin reminded all that this is a small Town with a tight budget. Vice Mayor Gordon agreed and stated if it's something that would benefit the Town of Haverhill, and before a commitment is made by a Council Member, it must be discussed with the rest of Town Council and Town Administrator Janice Rutan. Council Member Sohn asked for his own peace of mind, would Town Council prefer that he come before them to discuss before signing up for policy committees. Council Member Harvin replied yes, especially if it has a time and fiscal impact on the Town. T/A Rutan stated that in her opinion, Town Council needs to decide what and where they want to put their priorities that will benefit the Town of Haverhill. She needs direction for budgetary purposes. Discussion ensued.
- d. Council Member Sohn asked where the new ballfield grader was listed on the proposed budget. T/A Rutan told him it was on the last page of the budget. Council Member Sohn believes the ballfield is imperative to our success and we need to do something about reaching out in hopes of having it used. He feels if a new ball grader is purchased, the field should be used. He is opening himself up to helping staff seek out that type of revenue. Discussion ensued.

- e. Mayor Foy asked T/A Rutan to explain what the Reserves of \$44,105.00 was. Town Administrator Rutan explained it was to balance the budget, we will need to take the \$44,105.00 from reserves to balance the budget. Mayor Foy stated that was not money from the Sales Tax and T/A Rutan answered no it is not. Mayor Foy said he just wanted to be sure he understood what the \$44,105.00 from Reserves was. He asked what the reserve would look like after that. T/A Rutan stated we have about \$800,000.00 now so it will be approximately \$750,000.00. She would have to look at last year's budget. Mayor Foy stated that's about 80% of the Town's budget and that's pretty high.
- f. Town Administrator Rutan wanted Town Council to notice that she added a new Line Item in the amount of \$750.00 under Books, Dues and Education in Rodrick's budget. She has noticed the rain that we have had daily which makes it very difficult for a Public Works employee to go out and work. T/A Rutan spoke with Rodrick during budget time and told him that during those times, we could set up the computer in the break room with tutorials such as Word, Excel, Road Safety, etc. She stated he did show interest in possibly looking into getting into Code Enforcement. Discussion ensued.
- g. Town Attorney John Foster stated that Town Council should consider rolling back its telecommunications income. He stated that in 2021, AT&T is coming out with two little pods that are connected directly to the power line. He stated they are called Air Gig Technology. He also stated they have been testing it in Georgia with Georgia Power and having much success with it. He explained it will be the data transmission. He feels that the tower currently in the Town may eventually become obsolete. Council Member Sohn stated that was awesome. However, Town Administrator Rutan informed Council Member Sohn that the Town receives approximately \$85,000 revenue from the tower behind Town Hall. Town Attorney Foster concurred with the T/A Rutan that this has been a significant factor in revenue for the Town. Town Attorney Foster suggested that Town Council start factoring in that we may lose this revenue. T/A Rutan asked Town Council if they would consider entertaining any of the telephone calls that she has received from utility companies that are interested in buying out our leases. Discussion ensued.
- h. Council Member Sohn stated the training he recently attended at the Florida League of Cities Conference was on telecommunications and the expert they had was Gary Resnick of Gray Robinson, PA (he is also Mayor of Wilton Manors) who also happens to own a telecommunications company. Town Attorney Foster stated he knew Gary Resnick and he would probably be the go to guy and a great resource for South Florida as he specializes in Municipal Law and Municipal Government. Discussion ensued.
- i. Vice Mayor Gordon asked if the Town had heard anything from New Parkview Place regarding their interest in becoming a public road (Town of Haverhill would take over) and Town Administrator Rutan stated no she had not heard from anyone.
- j. Town Administrator Rutan stated regarding Ivywood Road, she has only received 6 responses of the letters sent to Ivywood Road residents, vote count was 1 yes, 1 maybe and 4 no's. Town Attorney John Foster reminded Town Council that it was made clear that we needed 100% to move forward with the project but that Town Council would consider the project with 75% in favor. Discussion ensued.

V. ADJOURNMENT

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

Approved: October 25, 2018



Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
COUNCIL WORKSHOP
Tuesday, September 11, 2018
Noon**

Name	E- Mail Address	Signature
Jay Foy		
Lawrence Gordon		
Mark Uptegraph		
Remon Harvin		
John Foster		
Janice Rutan		
Sean Wible		
Daniel Sohn		