

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, December 4, 2018**

NOON

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. New Business
- IV. Old Business
 - a. Medical marijuana (Review Correspondence)
 - b. Discuss Council participation and funding of conferences
- 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
December 4, 2018
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, December 4, 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; Deputy Town Clerk Jean Wible; Public Service Director Joseph Roche and Town Planner Josh Nichols

I. CALL TO ORDER

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

II. PRESENTATIONS / PROCLAMATIONS

Mayor Foy asked Director of Public Services, Joseph Roche to tell everyone what happened this morning with all of the Police activity on Haverhill Road. Mr. Roche stated the Federal Government (ICE) raided a property. Vice Mayor Gordon asked which property and Mr. Roche stated 1125 N. Haverhill Road. Mr. Roche stated they did make an arrest. Discussion ensued.

III. COUNCIL, ATTORNEY AND STAFF REPORTS

- a. Town Administrator Rutan stated that Mayor Foy has drafted a letter for the Parkview Place Homeowner's Association that is not on the agenda for consideration as it is more of an administrative procedure to get started. A copy of the letter is included in today's packet. Mayor Foy asked Town Council members if they had any thoughts on the letter before it is sent out. Mayor Foy stated if not, and since it's not an agenda item, he will sign it. Council Member Remar Harvin stated it hit all the points that he could think of. Mayor Foy stated the Town Attorney, John Foster was specific in that Town Council cannot commit to anything and we want a commitment back from them (HOA) in terms of cost share.
- b. Town Administrator Janice Rutan stated that qualifying period opened today at 12:00pm for open Council seats. The seats open are Mayor Jay Foy, Vice Mayor Lawrence Gordon and Council Member Mark Uptegraph. Vice Mayor asked if qualifying is opened until the 18th T/A Rutan replied yes. Discussion ensued.
- c. Vice Mayor Gordon stated he is concerned as he had received a couple of phone calls from people that want to run for Town Council in Haverhill. He asked if they were residents of the Town and their response was no. Vice Mayor Gordon stated he would like to see some kind of resident requirement in terms of length of time you must reside

in the Town before you can run for a Council seat. Perhaps a year or two. He also stated maybe even have them prove they do in fact live in Town by some type of affidavit. Vice Mayor Gordon stated this is very concerning to him and believes there is a problem with people thinking they don't need to be a resident to run for a Council seat. He would like to see a guideline put in the Charter. Discussion ensued.

- d. Town Administrator Rutan stated that she, Town Attorney Foster and Town Planner Josh Nichols met prior to today's Workshop to talk about the insistence of Palm Beach County School Board that the Town of Haverhill become part of the inter-local agreement and therefore, the Town would have to be part of the school concurrency and therefore, anything built in the Town would have to be part of the School District impact fee. We were concerned that there was one criteria we were not meeting which was that we issued more than (or up to) 50 land development permits. Their definition of a land development permit was just a permit to build a single family home. We were able to get a count of 49 residences. Discussion ensued.
- e. Town Administrator stated at the first reading of the Airport Agreement with Palm Beach County for the Overlay will be in January 2019. T/A Rutan stated the last email she received from them, they were still trying to work out their unity of title issue. Discussion ensued.
- f. Town Administrator stated that when we were working on our records management program and scanning all of the building official documents into Docuware, we contracted with IDD (International Data Depository) which is a commercial shredding company. We will not be needing their services much longer and the contract will be cancelled so if anyone wants to bring in their personal shredding to be placed in the locked 50lb containers and shredded, they may do so.

IV. OLD BUSINESS

- a. **Medical Marijuana:** Town Administrator Janice Rutan stated that at the last Town Council meeting on November 15, 2018, she was asked to draw up a letter that we would send to Senator Bobby Powell and Representative Matt Willhite regarding medical marijuana, which she did with the help of Mayor Foy and Town Attorney John Foster's critiques. Council Member Daniel Sohn stated that he learned by previously working for two Legislators, that when sending letters to Legislators, the phrase "Request a Response" must be added somewhere in your request. Otherwise, they are not required to respond but if you note that phrase, they must respond back to you. Discussion ensued.
- b. **Discuss Council participation and funding of conferences:** Mayor Foy stated he believed Town Attorney John Foster found some examples. Town Attorney Foster stated that it was actually T/A Rutan that found some. Town Administrator Rutan stated that she had Wellington, Palm Beach Gardens but the most concise was Belle Glade. She stated Belle Glade's was cut and dry and basically Town Council must approve everything. She stated the only thing they didn't have in there was which conferences

Town Council would approve. Vice Mayor Gordon stated that if we had to review and give consent to everything no matter what it was, we will have to decide on it and if money will be spent on it. T/A Rutan also stated that this is monetary only, it doesn't state which ones Council wants to be represented at. Town Attorney Foster stated there was something in there indirectly that addressed not only the amount but purpose. He stated they do not go into a lot of detail but it's in there. Town Attorney Foster found in Belle Glade Resolution that stated "City Commission travel shall be approved by the City Commission indicating the purpose, location and associated costs". Town Attorney stated he could revise it to read "associated costs if any". Also add that it's on the burden of the council member to advise the Town Administrator of any proposed travel and/or representation of the Town. The Town Administrator will then add to the agenda. Discussion ensued.

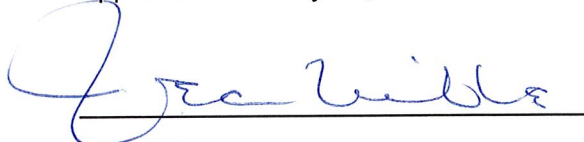
V. NEW BUSINESS

a. N/A

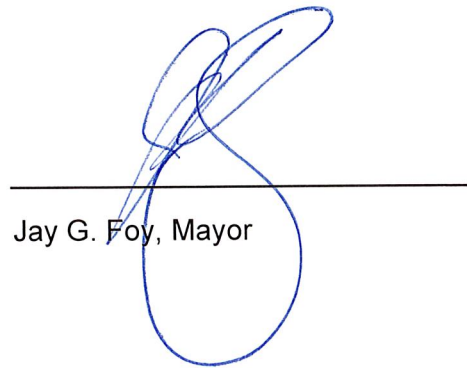
VI. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:15 p.m.

Approved: January 10, 2019



Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

