

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  
Tuesday, October 3, 2017**

**NOON**

**AGENDA**

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. Old Business
  - a. Speed Hump Policy
  - b. Cameras on FPL Poles
  - c. Review updated maps
- V. New 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  
October 3, 2017  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, October 3, 2017 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, Jo Plyler; Town Attorney, John Foster; Town Administrator Janice Rutan; Deputy Town Clerk, Jean Wible; Director of Public Services, Joseph Roche; Town Engineer, Todd McLeod and Town Planner, Josh Nichols

**I. CALL TO ORDER**

Mayor Foy called the Workshop to order at 12:10pm

**II. PRESENTATIONS/PROCLAMATIONS**

- a. Town Attorney John Foster administered the Oath of Office of Deputy Town Clerk, to current Administrative Assistant, Jean Wible

**III. COUNCIL, ATTORNEY AND STAFF REPORTS**

- a. Town Administrator Janice Rutan updated Town Council on what she is hearing regarding the airport (zoning overlay) project. Mayor Foy asked Town Administrator Rutan if the airport project is the one at the mobile home park and she stated yes. Town Administrator Rutan stated they have hired the same civil engineer that handles all of the work for DR Horton, who have been in touch with Town Engineer Todd McLeod and Town Planner Josh Nichols, and the project may be changed to a single family but they cannot meet the minimum lot requirements for single family residence. Town Engineer McLeod stated they have yet to file a formal application for a single family project instead of the original plan of Townhomes. Town Attorney asked if they are able to acquire any property from Haverhill Baptist Church. Town Administrator Rutan stated to her knowledge yes, a 50ft strip from the church. Discussion ensued
- b. Town Administrator Rutan stated tomorrow she will have a meeting with staff, to include the Town's Building Official, Bill Denison, Deputy Town Clerk, Jean Wible and Director of Public Services, Joseph Roche (she extended meeting invitation to all in attendance) to discuss who is taking on what responsibilities with the new FEMA maps. Staff will now need to get involved with agencies as CRS and LMS in an effort to help our residence.

We will need to get involved with the County's agencies to get ratings which will help the residence that will be required to have flood insurance. Discussion ensued.

- c. Town Engineer Todd McLeod stated that following last Thursday's Town Council meeting Town Administrator Rutan issued the purchase order (PO) for the first survey and demolition work on Park Lane and Cyprus Lane. T/E McLeod also stated the he believed the issues of Wynn and Sons surveyor's auto cad had been straightened out and they should be staking those property lines shortly and then we can proceed with the notifying of the residents. Director of Public Services Joseph Roche met with Rick Volpe of Wynn and Sons today and was informed they are waiting until the survey gets staked out before they make a decision because the fences do not run in line. Director of Public Services Roche also stated that 1175 Park Lane may be in the Towns right of way. Discussion ensued.
- d. Mayor Foy mentioned the upcoming Read for the Record program coming up soon and stated he may not be participating this year. Mayor Foy asked when the date was and Town Administrator Rutan stated she believes it to be October 19, 2017 but not sure however, Vice Mayor Lawrence Gordon will be attending the luncheon tomorrow and will find out the exact date. Discussion ensued
- e. Town Attorney John Foster asked Town Administrator Rutan if she wanted to report on the cameras on the FPL poles. Town Administrator stated yes and proceeded to inform Town Council she received a response from Jerry Sotelo with FPL who stated the only person(s) that could put anything on their poles would be Bell South as they have an agreement with them. She stated that Town could not, residents could not, etc. Discussion ensued.

#### **IV. OLD BUSINESS**

- a. **Speed Hump Policy:** Town Administrator Rutan stated resident Bruce Wear (910 Briarwood) of Briarwood expressed a desire to install speed humps. Vice Mayor Gordon asked if he was the only resident from Briarwood requesting and Town Administrator Rutan stated that Joe Alonzi (4803 Berkley Mews) also expressed his desire. Included with today's agenda were Traffic Calming Policies & Guidelines from Indian Trail Improvement District, Town of Lantana and Village of Royal Palm Beach. Mayor Foy asked if all if they looked at the handouts. Director of Public Services, Joseph Roche stated he had and thought that Indian Trails looked the simplest and basically sticks with the County's with the exception of the distance between speed humps was 400ft and the minimum distance from an intersection was 400ft. Discussion ensued.
- b. Town Administrator Rutan would like to schedule a Code and Ordinance meeting to discuss the airport regulations. T/A Rutan asked if Thursday, October 12, 2017 works and all agreed.
- c. **Review updated maps:** Mayor Foy asked if these were the FEMA maps and Town Administrator Rutan stated no, these are the Town's boundary, land usage and zoning maps. T/A Rutan stated Town Planner Josh Nichols has been working on them. Mayor

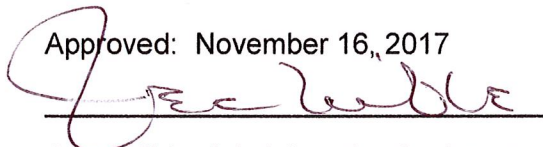
Foy asked if we had to have updated maps, T/A Rutan stated the Town had annexed a property and had a couple of re-zonings. Discussion ensued.

- d. Town Administrator Rutan made mention that Chris Schulle with Waste Pro, was at the Town Hall's front door on the Tuesday after the storm at 7:30am ready to coordinate with Public Services Director Joseph Roche to get the Town cleaned up from Hurricane Irma debris. As of today, we are on our third sweep of hurricane debris pick up. Discussion ensued.

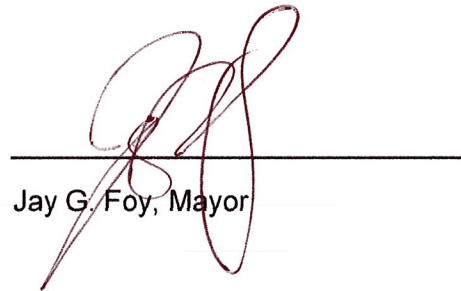
**V. ADJOURNMENT**

There being no further business to be discussed, the workshop ended at 1:05 p.m.

Approved: November 16, 2017



Jean Wible, Administrative Assistant



Jay G. Foy, Mayor

**SIGN IN SHEET**

**TOWN OF HAVERHILL  
COUNCIL WORKSHOP  
October 3, 2017  
Noon**

Name	E- Mail Address	Signature
Jay Foy		
Lawrence Gordon		
Remar Harvin		
SO Plyter		
Mark Uptograph		
Janice Rutan		
Sean Wible		
Joseph Roche		
Todd McLeod		
Josh Nichols		
John Foster		