

**TOWN OF HAVERHILL
Town Council Workshop
September 5, 2017
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, September 5, 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; Town Attorney, John Foster; Town Administrator Janice Rutan; Administrative Assistant, Jean Wible; Director of Public Services, Joseph Roche and Town Engineer, Todd McLeod

I. CALL TO ORDER

Mayor Foy called the Workshop to order at 12:05pm

II. PRESENTATIONS/PROCLAMATIONS

- a. Proclamation and Declaration of State of Local Emergency by the Mayor of the Town of Haverhill, Palm Beach County, Florida
- b. Also in attendance for today's meeting was Rick Volpe, Wynn and Sons Environmental Construction.

III. COUNCIL, ATTORNEY AND STAFF REPORTS

- a. Town Administrator Janice Rutan reminded Town Council next Thursday, September 14, 2017 is the first hearing of the Public Hearing Budget.
- b. Town Attorney John Foster asking Town Council if they have considered a substitute date for the next Town Council meeting to being held on September 14, 2017 with the approach of Hurricane Irma. Town Administrator Rutan stated the next meeting would have to be held on September 21, 2017 because of the budget. A motion was made by Mayor Foy, seconded by Vice Mayor Lawrence Gordon and unanimously passed 3-0 to change the next Town Council meeting to September 21, 2014 in the event the Town Hall is closed because of Hurricane Irma.
- c. Town Administrator Rutan informed Town Council about a disturbing telephone call she received this morning from homeowner Robert Valley who lives at the end of Palmetto Road (1163 Palmetto Road) concerning the development that is going up behind his home on Stacy Street. Mr. Valley stated he had a conversation with Chuck, who is the project manager of the large development, Residence of Haverhill, who informed him

that they are only putting up a 6ft wall and not removing some of the melaleuca trees. Town Administrator Rutan stated she believes the Town of Haverhill had previously written a letter stating the Town had no objection to reducing the number of units in the apartment complex provided there be an 8ft wall along the projects southern boundary. Town Administrator Rutan contacted the project manager from Palm Beach County to confirm that the wall will remain 8ft as she was assured when she attended the County Commission meeting. She is waiting to hear back from the Palm Beach County project manager that is overseeing the site plan approval. Once she hears back, and should that have been remitted as part of the site plan revision to be reduced to a 6ft wall, she will reach out to both of the Town's County Commissioners. Town Administrator Rutan also stated the melaleuca's are another issue as they are an invasive species and need to be removed. Public Services Director Roche stated the melaleuca's must be removed per Town of Haverhill ordinance. Town Administrator Rutan reached out to Michelle Duchene, landscape designer with Schmidt Nichols, Town Planner who stated that Palm Beach County's ordinance have similar language to the Town's but she is looking into it and will get back with Town Administrator Rutan. Discussion ensued.

- d. Director of Public Services, Joseph Roche asked Town Administrator Rutan if she wanted to bring up the discussion of a speed hump on Palmetto Road. Town Administrator Rutan stated this item is on the agenda for the next Town Council meeting. However, she stated there was currently a petition with 12 of the 15 property owner's signatures requesting to install a speed hump on Palmetto Road. She stated the cost is approximately \$3,500. Discussion ensued.
- e. Vice Mayor Lawrence Gordon stated there has been a rash of car break-ins in Briarwood. Public Services Director Roche explained that he and the Palm Beach County Sheriff's office are aware of it and they have arrested three (3) individuals so far. There is extra patrol in the area.

IV. OLD BUSINESS

- a. Town Administrator Janice Rutan discussed budget line items. She stated the bid for Park Lane and Cyprus Lane project should be discussed at this workshop as the most recent bid of \$733,871 came in and this project is part of the upcoming budget (2017/18). T/A Rutan stated the Town has \$275,000 still in the year's current budget (2016/18) with 28 days left to spend it. She stated that hopefully, the Town can break ground with Wynn and Sons and do this therefore, the Town is only looking to borrow \$600,000. Mayor Foy stated the \$275,000 could roll into the next year's budget. However, Town Administration Rutan stated she is hoping to have a contract signed with Wynn and Sons before the end of this current budget year and the monies could be used towards the down payment, as long as the issue is put on the Agenda for Town Council meeting being held on September 28, 2017 and the Town has a purchase order cut for it by September 30, 2017. T/A Rutan stated that in this year's current budget, she has set aside \$150,000 for the project (line item 541-6302 Drainage). She is asking Town Council for direction as to whether or not they do in fact want the \$150,000 she set aside in the upcoming year's budget to stay for possible upcoming drainage and road projects outside of Park Lane and Cyprus Lane. She reminded Council that they can always take items out of the

budget on the first hearing. T/A Rutan stated other items have been added to the budget since Council last reviewed the proposed. One is an upgrade to our security cameras, line item #512.6400. The Town received a proposal for roughly \$3,500. T/A Rutan stated the quality of play back from our current system is horrific and technology is constantly changing. T/A Rutan stated she reduced the Special events/Promotional activities line item #572.4800 to \$3,000 from \$7,500 to only include the Mayors luncheon, shirts and promotional items that we still give out. T/A Rutan stated line item #572.6301 Bathroom upgrades for \$6,500 was added to include adding a shower to the maintenance bathroom and possibly closing in the concession stand for additional storage of table, chairs etc. Discussion ensued.

- b. **Park Lane and Cyprus Lane Drainage Improvement Project:** Town Engineer, Todd McLeod stated Mr. Rick Volpe of Wynn and Sons, Environmental Construction who is attending today's workshop, has provided for Park Lane and Cyprus Lane, a proposal based on the plans and quantities provided to him. Their proposal is \$733,871 which Town Engineer McLeod mentioned was close to his last proposal of \$718,000 and Jeff Renault's which was somewhere in the seven hundreds as well. Town Engineer McLeod passed out a summary and line item breakdown (with pricing) based on a piggyback of PBC annual pathway contract with Wynn and Sons. Town Engineer McLeod stated there is a Right of Way construction permit application under review at the PBC Land Development. Discussion ensued.
- c. Town Engineer Todd McLeod stated it sounded like the Town may have extra funds from the Sales Tax Surcharge and general funding for infrastructure improvements. T/E McLeod mentioned an occurring issue, as an example, most recently on Luwal Drive, of private streets and whether we want to continue to keep using staff time and Town funds on these streets. T/E McLeod mentioned to Town Administrator Rutan that he thought this issue should be brought up at this workshop to get direction from Town Council. The concern is, the unpaved portion of Luwal Drive has an inlet about halfway down (possibly a culvert belonging to PBC that goes from Haverhill Road to the ditch) that sits about a foot and a half to two feet below the road surface. He was told by a homeowner that people drive in it and get stuck. He stated that he could repair it and put a riser on it to bring it up to the road surface but it's a private road and it's a County storm sewer connecting from Haverhill Road. Discussion ensued.

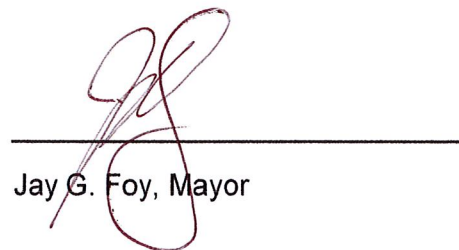
V. ADJOURNMENT

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

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, September 5, 2017**

NOON

AGENDA

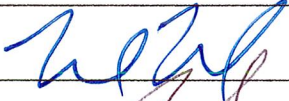
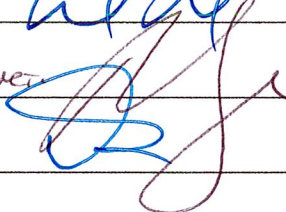
- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. Old Business
 - a. Park Lane and Cyprus Lane Drainage Improvement Project
 - b. 2017/2018 Budget proposal
- V. New Business¹
- VI. Adjournment

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

SIGN IN SHEET

**TOWN OF HAVERHILL
COUNCIL WORKSHOP
September 5, 2017
Noon**

Name	E- Mail Address	Signature
Todd McLeod	todd p mcleod@mccarthyl.com	
Rick Voipe	rickatwymandans.com	
John Foy	yet	
Jay foy		
Lawrence Gordon		
Aemar Harvin		
Mark Uptegraph		
Janice Ruffin		
Jean Wible		
Joe Roche		