

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, February 7, 2017  
NOON**

**AGENDA**

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- 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  
February 7, 2017  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, February 7, 2017 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor, Jay Foy; Council Member, Remar M. Harvin; Council Member, Mark Uptegraph; Council Member, Jo Plyler; Town Attorney, Lance Fuchs; Town Administrator Janice Rutan; Administrative Assistant, Jean Wible; Director of Public Services, Joseph Roche

**I. CALL TO ORDER**

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

**II. PRESENTATIONS/PROCLAMATIONS**

- a. Town Administrator, Janice Rutan stating she has a homeowner that has submitted an application with the Town of Haverhill for a pool to be installed with 2ft setback off the property. T/A Rutan mentioning that in the past, Council has had many conversations regarding possibly amending The Town's Ordinance to allow pools to be within a certain setback less than the required 15ft because many of these lots are small. T/A Rutan stating since Council is currently considering amending so many Ordinances of late, is this one they want to include. This would include pools, screen rooms, etc being allowed to encroach on the required setbacks. Discussion ensued.
- b. Town Administrator, Janice Rutan introducing Justyna Kowara, Town resident who is currently renovating the existing structure located at 1121 Trailaway in Haverhill. T/A Rutan explaining that Ms. Kowara came before Council quite some time ago asking for a special exception to allow the existing non-conforming use of an accessory dwelling unit on the property be granted as an accessory dwelling unit. The Town never followed through with the request because you can't have an accessory dwelling unit if you don't have a primary structure. Ms. Kowara is here again to speak to Council to request the special exception be granted. Ms. Kowara is now asking Council if there is a possibility of her and her two (2) children moving into the "cottage" until the second floor is complete. Mayor Foy reminding Ms. Kowara they cannot vote on this at a workshop. The workshop is merely a way for her to present to Council to have a discussion. Discussion ensued.

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

- a. Director of Public Works, Joseph Roche announcing we have hired a private street sweeping company that will begin tonight. Town Administrator, Janice Rutan explaining that

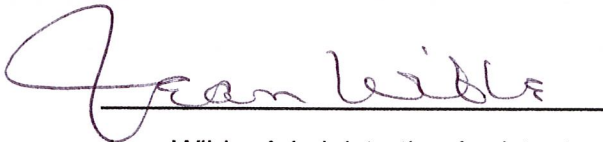
Director of Public Works, Joseph Roche called three companies after the last Council meeting held and only one company returned his call and with a reasonable price. Mayor Foy asking which specific streets will be swept. Joseph Roche stating from Military Trail to Cyprus Lane back down to Ivywood Road back up Haverhill Road to Military Trail. They will be going as far as Cheryl Road on the street sides, then both sides of the median to Military Trail. Mayor Foy asking what the cost will be and Joseph Roches replies \$300.00 dollars. Council member Jo Plyler asking if the County should be sweeping and T/A Rutan replies yes, every six (6) months if they get around to it. Director of Public Works, Joseph Roche replies and only if their truck is working. Council member, Mark Uptegraph asking how big the sweeping truck is and Joseph Roche replies, it's a small vacuum truck. Discussion ensued.

- b. Mayor Foy mentioned he still hasn't signed the NPDES report.
- c. Town Administrator Janice Rutan informing all that there is a Flood Plain meeting scheduled for tomorrow at 9:00am at Town Hall. T/A Rutan is waiting for confirmation.
- d. Mayor Foy stating an email came out a couple of days ago regarding a funding freeze by the Federal Government (since newly elect President Trump) and there was a concern that the funding freeze would stop the (flood) maps. The response was, they were at a point where the freeze would not affect the maps and the target date is still April 2017 and six (6) months after that (October 2017), we will have to have the Ordinance adopted to adopt the new maps. Mayor Foy would like to be sure Town Attorney, John Foster is aware of this. Discussion ensued.
- e. Mayor Foy mentioned the League of Cities monthly luncheon is tomorrow. Council Member Remar Harvin stating he will be attending. Mayor Foy he will be attending. Town Administrator Janice Rutan stating Vice Mayor Lawrence Gordon will not be attending as he is attending the Economic Forum.
- f. Council discussing changing Regular Town Council monthly meetings to one (1) instead of the current two (2) per month. Council will still hold monthly Town Council workshop and any Code & Ordinance meetings needed.

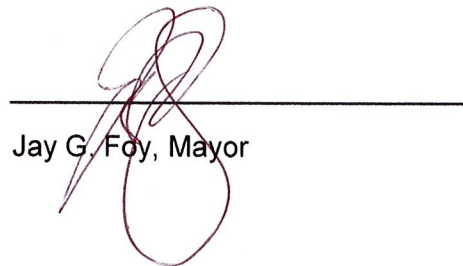
#### **V. ADJOURNMENT**

There being no further business to be discussed, the workshop ended at 1:00 p.m.

Approved: February 23, 2017



Jean Wible, Administrative Assistant



Jay G. Foy, Mayor

# SIGN IN SHEET

TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
February 7, 2017  
Noon

Name	E- Mail Address	Signature
Jay Foy		
Janice Rutan		
Lance Fuchs		
Remar Harvin		
Mark Uptegraph		
Joe Roche		
Jo Phyller		
Sean Leslie		
Justyna Kowara	1121 Trailway Haverhill (Resident)	