

Jay G. Foy, Mayor
Lawrence Gordon, Vice Mayor
Jo H. Plyler, Council Member
Mark C. Uptegraph, Council Member
Janice C. Rutan, Town Administrator
John Fenn Foster, Town Attorney



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Haverhill
Tuesday, October 4, 2016
Noon**

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- IV. New Business
 - a. Discuss Citizen's Oversight Committee for One Cent Sales Initiative
 - b. Discuss Audit
- V. 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
October 4, 2016
Town Hall – 4585 Charlotte Street

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, October 4, 2016 at the 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; Administrative Assistant, Jean Wible and Maintenance, Roderick Jones

I. CALL TO ORDER

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

II. PRESENTATIONS/PROCLAMATIONS

Proclamation and Declaration of State of Local Emergency by the Mayor of the Town of Haverhill, Palm Beach County, Florida

III. COUNCIL, ATTORNEY AND STAFF REPORTS

- a. Town Administrator, Janice Rutan is reminding council that Joseph Roche, Director of Public Services is currently on vacation and with the approaching of Hurricane Matthew, staff has been preparing Town Hall for the storm. Town Administrator Rutan is informing council that when hurricane shutters were installed, none were installed on the two front windows. However, they do face south, have hurricane proof windows and are recessed in. She is concerned about the front entrance door and spoke with Town of Haverhill Building Official Bill Denison about it. Bill Denison stated the door has shatterproof glass, faces south and not to be too concerned. Town Administrator Rutan also reminding all that we have a new roof. She is going to have the mail slot (in the door) taped to help stop water from coming in. Town Administrator Rutan stating Lake Worth Drainage District is asking all Municipalities to make sure structures are clean and clear. Our water needs to be flowing clearly so when they lower their levels, ours goes along with it to help decrease flooding. Town Administrator Rutan having Maintenance, Roderick Jones go out to check on our drainage. Discussion ensued.
- b. Town Administrator, Janice Rutan discussing that she has had residents come in and ask if the Town was ever going to revisit the house of the month beautification. Also, she has residents requesting council to revisit the town beautification committee regarding entering the Town. Although we have signs that say "Welcome to the Town of Haverhill, this is the

only factor of distinguishing you are entering Town of Haverhill. Mayor Foy stating that we are constrained as entrances are thorough fare roads. Discussion ensued.

IV. NEW BUSINESS

- a. Citizen's Oversight Committee for One Cent Sales Initiative. Mayor Foy asking if an elected official is allowed to sit on this committee. Town Administrator, Janice Rutan believes it to be only residents of the Town. Mayor Foy and Vice Mayor, Lawrence Gordon asking if a staff member could sit on the committee. Town Attorney, John Fenn Foster saying he doesn't know if there is a prohibition for a staff member to be on it but then you potentially have a conflict of interest because if the committee makes a recommendation to the town, it would come through the Town Administrator and the Town Administrator may take a position that is contrary to what the committee is doing. Mayor Foy stating we would be better off not appointing a staff member and Town Attorney John Fenn Foster agrees. Vice Mayor Lawrence Gordon asking how soon would the town need to appoint a committee and Town Administrator Janice Rutan stating soon after it passes. Discussion ensued.
- b. Mayor Foy asking Town Administrator, Janice Rutan to relay her thoughts regarding the audit services company Grau & Associates the Town currently uses. Town Administrator Rutan previously discussed with Mayor Foy her opinion and he fully supports her. Town Administrator Janice Rutan stating in 2006 the Town awarded a five (5) year contract to Grau & Associates to do our auditing services every year. At the expiration of that contract, the Town renewed for another three (3) fiscal years as well as another three (3) fiscal years when that expired. After the audit completion of 2016, which should be in approximately six (6) months, their contract with the Town of Haverhill expires. She has not reached out to the Attorney General's office as to whether we should put this out for bid. She has been very pleased with their services and costs. Vice Mayor, Lawrence Gordon asking what the cost of audit is and Town Administrator Rutan replying we pay approximately \$25,000.00 a year for their auditing services. Town Administrator Rutan asking council if they would like her to go out for a bid or have Grau & Associates send us another letter of engagement for the ensuing three (3) fiscal years. Discussion ensued.

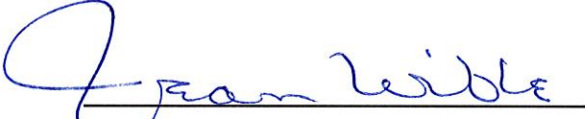
V. OLD BUSINESS

- a. Mayor Foy reminding that in the past, the Town had Code & Ordinance discussions regarding pot belly pigs as pets. The Town has recently had a request to allow mini pigs in Town as pets. Town Administrator Janice Rutan speaking on research she has done. She has found that mini pigs are specifically 14" in size or under. The American Mini Pig Association classifies these as American mini pigs but they fall under the Town's ordinance of swine. She has found there are different categories, ex: Category 2: 14" to 16", Category 3: 16" to 18" and Category 4: 18" to 20". Mayor Foy reminding all that there will be no vote on this today, just discussion. Discussion ensued.
- b. Town Administrator, Janice Rutan suggesting a Code & Ordinance meeting be held to have the Town's liquor ordinance re-written and re-visit the mini pig discussion. A Code & Ordinance meeting was scheduled for Thursday, October 13, 2016 at noon.

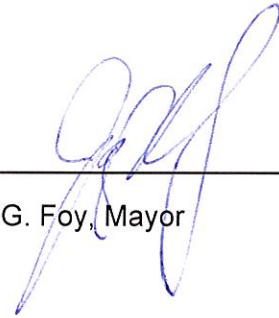
VI. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:10 p.m.

Approved: October 18, 2016



Jean Wible, Administrative Assistant

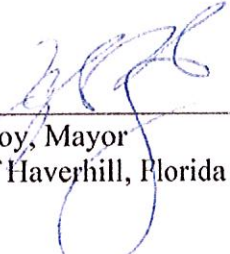


Jay G. Foy, Mayor

**PROCLAMATION AND DECLARATION OF
STATE OF LOCAL EMERGENCY
BY THE MAYOR OF THE TOWN OF HAVERHILL,
PALM BEACH COUNTY, FLORIDA**

Date: October 4, 2016

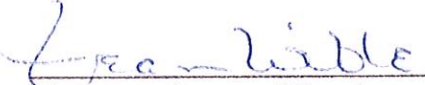
I, Jay G. Foy, Mayor of the Town of Haverhill, County of Palm Beach, State of Florida, pursuant to applicable law, and acting under the authority granted to municipalities by Florida Statutes, Sections 252.38 et seq. and 8970.041 -870.047, 501.160, and the Charter of the Town of Haverhill, and having determined that an emergency affecting the Town of Haverhill may occur as a result of **Hurricane Matthew**, do hereby proclaim and declare that a state of local emergency may exist within the Town of Haverhill, County of Palm Beach, State of Florida, and that to ensure the health, safety, and welfare of the community, for purposes of emergency management, do hereby waive the procedures and formalities otherwise required by the Town of Haverhill Charter and Code pertaining to appropriation of funds, making contracts, incurring obligation, employments of permanent temporary workers, utilization of volunteer workers, obtaining and distributing equipment, material, and supplies, and facilities, with or without compensation.



Jay G. Foy, Mayor
Town of Haverhill, Florida

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the attached and foregoing DECLARATION OF A STATE OF EMERGENCY as filed with the Town Administrator of the Town of Haverhill, Florida this 4th day of October, 2016 at 12:15 a.m.(p.m.)



Signature of person filing document
with the Town Administrator

Title: Administrative Assistant

SIGN IN SHEET

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
October 4, 2016 12:00pm**

Name	E- Mail Address	Signature
Jay Foy		
Lawrence Gordon		
Remar Harvin		
Janice Rutan		
Jo Pyles		
John Foster		
Sean Wible		
Roderick Jones		
Mark Uptegraph		