

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, August 2, 2016  
11:30 a.m.**

**AGENDA**

- I. Call to Order
- II. Presentations/Proclamations:
  - a. Review of Proposals received for Solid Waste and Recycling Services
  - b. Discuss proposed FY 2016/2017 budget
- V. Old Business
- VI. 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**  
**August 2, 2016**  
**Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, August 2, 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 Fenn Foster; Town Administrator, Janice Rutan; Administrative Assistant, Jean Wible; Director of Public Services, Joseph Roche. Also present were Chris Schulle, Waste Pro USA, Tim Bowers, Waste Pro USA and J.R. Romero, Advanced Disposal

**I. CALL TO ORDER**

Mayor Foy called the Workshop to order at 11:45 am

**II. PRESENTATIONS/PROCLAMATIONS**

- a. Mayor Foy, in remembrance of James “Woody” Woods, asked for a moment of silence today having been declared James “Woody” Woods day previously by Council. It marks the first anniversary of his passing.
- b. Review of Proposals received for Solid Waste and Recycling Services. Janice Rutan, Town Administrator, reminding Council that during the Town Council meeting held on July 28, 2016, Council went through the proposals for a decision. Janice Rutan explaining Town of Haverhill staff was appointed as the Bid Evaluation Committee and ranked proposals according to (at the time) what they considered were known facts which was a three (3) year mandatory. The committee did not include hurricanes as that was an unknown. The committee ranked the two (2) companies they believed were qualified to be ranked. Waste Management was not included because the committee felt they did not meet the terms of the initial RFP however, that had been retracted, noting their three (3) year proposed costs would have put them as the third ranking. Mayor Foy and Janice Rutan reminded the proposers attending there would be no decision making at this meeting regarding the proposals. Today was for discussion purposes only. Discussion ensued.
- c. Mayor Foy prepared a quick risk analysis as to hurricane debris removal costs. The second ranked firm had lower costs for hurricane debris removal. Janice Rutan provided Mayor Foy with previous hurricane stats and in all three, which occurrences happened over two years, it was less than 10,000.00 cubic yards that had been removed and in no case did anyone specify removing a stump. It was just part of the pickup. With that

information, Mayor Foy did a risk analysis as follows of 10,000.00 cubic yards which exceeds what we had before at \$10.80 a yard for Waste Pro and \$14.50 a yard for Advanced Disposal, that's \$145,000.00 obviously the difference is \$45,000.00 for each event. Also, Mayor Foy stating the Town of Haverhill has always received reimbursement from FEMA in the past and hopes that continues. Discussion ensued.

- d. Town Administrator Janice Rutan stated she was waiting to hear back from the Town's Engineer, Todd McLeod regarding prices for Park Lane and Cyprus Lane drainage improvement project. He has assured her he will get the information to her by Monday of next week so she can finalize that portion of the 2016/2017 budget. Janice Rutan noted Todd McLeod was ready to make a full presentation regarding Park Lane and Cyprus Lane to council at the August 11, 2016 Town Council meeting. Discussion ensued.
- e. Town Administrator, Janice Rutan added an additional \$1,500.00 to the budget after learning that Town Hall is not hard wired for fire. Discussion ensued.

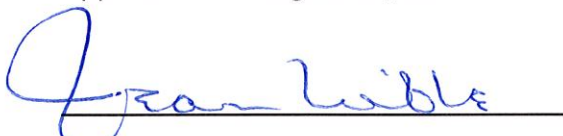
### **III. OLD BUSINESS**

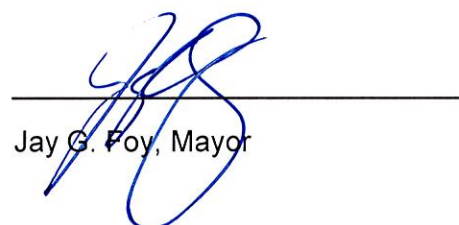
- a. Town Attorney, John Foster addressed the question of whether the wireless telecommunications device, a small cell antenna a top a pole installed in the Right of way in front of Haverhill Park by Crown Castle/Verizon Wireless is subject to the Town of Haverhill zoning, land use regulations and building codes. Per Attorney Foster, the Town of Haverhill's position will be yes, however, this could be costly for the Town of Haverhill to argue. John Foster has a call in to the City Attorney of Coral Gables who gave a presentation entitled Subsidiarity, which is a principle somewhat developed by the Catholic church, that stands for the proposition that social issues should be handled at local level. Attorney Foster has requested a meeting scheduled between Mayor Foy, Town Administrator, Janice Rutan, the Palm Beach County Attorney and himself all meet at the Palm Beach County Engineer's office to discuss this matter. Discussion ensued.
- b. Vice Mayor Lawrence Gordon, inquiring where the Town of Haverhill ranks with the 4.5000 millage rate compared to other local cities. Janice Rutan, said the Town is in the lower range of other cities with (roughly) Wellington 2.5000, Royal Palm 2.5000, North Palm Beach 7.7000 and Lake Park 8.000. Discussion ensued.

### **IV. ADJOURNMENT**

There being no further business to be discussed, the workshop ended at 1:50 p.m.

Approved: August 25, 2016

  
\_\_\_\_\_  
Jean Wible, Administrative Assistant

  
\_\_\_\_\_  
Jay G. Foy, Mayor



TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Worksop

	B	C	D
	DESCRIPTION	2015-2016 PROPOSED@4.500	2016-2017 Proposed
1	REVENUES		
2			
3	Ad Valorem Taxes	317,217.00	360,000.00
4	First Local Option Fuel Tax	28,634.00	29,945.00
5	Second Local Option Fuel Tax	13,429.00	13,927.00
6	Electric Franchise Fee (FP&L)	72,000.00	85,000.00
7	Telecommunications Franchise	25,106.00	25,000.00
8	Business Tax	5,000.00	5,000.00
9	Municipal Share County Bus	5,000.00	5,000.00
10	Building Permits	65,000.00	40,000.00
11	Site Plan Review	2,500.00	2,500.00
12	Other License & Permits	250.00	250.00
13	Variance/Zoning/Special Exception Fees	5,000.00	2,500.00
14	State Revenue Sharing (Sales Tax)	66,425.00	67,000.00
15	Alcoholic Beverage Licenses	100.00	500.00
16	Half Cent Sale	161,121.00	161,795.00
17	TB Plyler Field Usage	10,000.00	5,000.00
18	Copies, Certifications, & Lein Searches	1,000.00	1,000.00
19	Fines and Forfeitures	6,500.00	3,500.00
20	Interest Earnings**	1,000.00	2,500.00
21	Rents and Leases	85,000.00	84,000.00
22	Code Enforcement Leins	7,500.00	7,500.00
23	Miscellaneous Office Revenues	1,500.00	1,500.00
24	Recycling SWA	2,200.00	2,200.00
25	<b>TOTAL REVENUES</b>	<b>881,482.00</b>	<b>905,617.00</b>
26	<b>TOTAL EXPENDITURES</b>	<b>\$1,045,710.00</b>	<b>\$1,078,575.00</b>
27	<b>Reserves needed to balance budget</b>	<b>\$164,228.00</b>	<b>\$172,958.00</b>
28		<b>\$1,045,710.00</b>	
29			
30	<b>Solid Waste Assessments</b>	<b>\$145,548.00</b>	
31		<b>\$1,191,258.00</b>	<b>\$0.00</b>

TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Worksop

	B	C	D
32			
33	Clearwire	\$0.00	
34	Metro PCS		
35	Tower Co	\$0.00	
36	T-Mobile	\$23,805.00	
37	Sprint	\$ 27,375.72	
38	AT&T	\$ 32,850.90	
39	<b>TOTAL</b>	<b>\$84,031.62</b>	

TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Worksop

	B	C	D
40			
41	<b>SPECIAL REVENUE</b>		
42	Non Ad Valorem Assessment		
43			
44	<b>EXPENDITURES</b>		
45	Collection Fees	<b>\$137,934.72</b>	
46	Administrative Costs	<b>\$7,613.28</b>	

TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Workshop

	B	C	D
47	<b>LEGISLATIVE</b>	Proposed 2015/2016	
48	<b>Legislative salaries</b>	\$18,000.00	\$18,000.00
49	SS/Medicare Taxes	\$1,500.00	\$1,500.00
50	Legislative Travel & expenses	\$3,000.00	\$3,000.00
51	Other Current Charges		
52	Operating Supplies		
53	Books Dues & Education	\$10,000.00	\$10,000.00
54		<b>\$32,500.00</b>	<b>\$32,500.00</b>



TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Worksop

	B	C	D
55			
56	<b>EXECUTIVE</b>	Proposed 2015/2016	PROPOSED 2016/2017
57	<b>Executive salaries</b>	\$84,000.00	
58	Regular Salaries	\$41,200.00	\$39,000.00
59	Election Workers/Records Management/	\$10,000.00	\$10,000.00
60	SS/Medicare Taxes	\$10,000.00	\$9,825.00
61	Executive retirement contribution	\$21,660.00	\$38,000.00
62	Employee health insurance	\$21,000.00	\$21,000.00
63	Professional Services	\$7,000.00	\$7,000.00
64	Software Maintenance Agreement	\$3,850.00	\$4,000.00
65	Travel & Per Diem	\$2,500.00	\$2,000.00
66	Telephone service	\$6,500.00	\$6,500.00
67	Postage & Freight	\$2,750.00	\$2,850.00
68	Electricity	\$4,500.00	\$4,750.00
69	Water & Sewer	\$1,500.00	\$1,750.00
70	Rentals & Leases	\$7,500.00	\$8,000.00
71	Insurance - general	\$28,000.00	\$28,000.00
72	Town hall maintenance	\$3,500.00	\$3,000.00
73	Printing & Binding incl. scanning	\$6,500.00	\$3,500.00
74	Miscellaneous	\$750.00	\$1,000.00
75	Advertising	\$6,000.00	\$5,000.00
76	Office expenses	\$2,500.00	\$2,500.00
77	Operating expenses	\$4,500.00	\$4,500.00
78	Meeting & Comm. Expenses	\$2,500.00	\$2,000.00
79	Dues & subscriptions	\$1,000.00	\$1,000.00
80	Office equipment	\$5,000.00	\$6,500.00
81		<b>\$284,210.00</b>	<b>\$211,675.00</b>



TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Workshop

	B	C	D
82	<b>FINANCIAL CONSULTANTS</b>	PROPOSED 2015/2016	PROPOSED 2016/2017
83	Consulting Finance Director		
84	Auditor	\$26,000.00	\$26,000.00
85		<b>\$26,000.00</b>	<b>\$26,000.00</b>
86			
87			
88	<b>Attorney -(Retainer and Extraordinary)</b>	<b>\$62,000.00</b>	<b>\$62,000.00</b>
89			
90	<b>Town planner</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>
91	<b>FEMA FIRM MAPS</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
92			

TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Workshop

	B	C	D
93	<b>PROFESSIONAL FEES</b>	PROPOSED 2015/2016	PROPOSED 2016/2017
94	Town Engineer	\$20,000.00	\$30,000.00
95	Other Contractual Scs (Mosquitos)	\$5,500.00	\$5,500.00
96	Garbage Collection Svcs	\$4,500.00	\$4,500.00
97		<b>\$30,000.00</b>	<b>\$30,000.00</b>
98			
99	<b>Professional Fees/Law Enforcement</b>	<b>\$135,000.00</b>	<b>\$136,000.00</b>
100			

TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Workshp

	B	C	D
101	<b>BUILDING DEPARTMENT</b>	PROPOSED 2015/2016	PROPOSED 2016/2017
102	Building department - Salaries		
103	SS/Medicare Taxes		
104	Pension Contribution		
105	Software Maintenance (Bldg Dept)	\$1,000.00	\$1,100.00
106	Other Contractual Svcs (Bldg Dept)	\$40,000.00	\$40,000.00
107	Books, Dues & Education	\$500.00	\$500.00
108		<b>\$41,500.00</b>	<b>\$41,500.00</b>
109			

TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Worksop

	B	C	D
110	<b>CODE ENFORCEMENT</b>	PROPOSED 2015/2016	PROPOSED 2016/2017
111	Regular Salary	\$69,500.00	\$72,000.00
112	FICA/Medicare	\$5,500.00	\$5,500.00
113	Pension Contribution	\$5,500.00	\$5,500.00
114	Life & Health Insurance	\$13,000.00	\$13,000.00
115	Professional Svcs (Special Waste	\$3,000.00	\$3,000.00
116	Vehicle Maintenance & Repair	\$2,500.00	\$2,500.00
117	Travel & per Diem	\$500.00	\$500.00
118	Books, Dues & Training	\$500.00	\$500.00
119	Equipment (Camera)		\$1,000.00
120		<b>\$100,000.00</b>	<b>\$103,500.00</b>
121			
122			
123	<b>SEWER WASTE WATER</b>		PROPOSED 2016/2017
124	Town Hall Lift Station	<b>\$1,000.00</b>	<b>\$1,000.00</b>
125			



TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Worksop

	B	C	D
126	<b>ROAD AND STREET</b>	<b>PROPOSED 2015/2016</b>	<b>PROPOSED 2016/2017</b>
127	Regular Salary	\$44,000.00	\$45,500.00
128	Overtime	\$1,000.00	\$1,000.00
129	FICA/Medicare	\$3,500.00	\$3,500.00
130	Retirement	\$4,000.00	\$4,000.00
131	Insurance	\$3,500.00	\$4,000.00
132	NPDES permitting	\$7,500.00	\$7,500.00
133	Temporary Labor	\$5,000.00	\$5,000.00
134	Electricity/ street lighting	\$13,000.00	\$14,500.00
135	Repair & Maintenance	\$2,500.00	\$2,500.00
136	Vehicle Repair and Maintenance/Gas	\$2,500.00	\$2,500.00
137	Misc. Equipment	\$1,500.00	\$1,500.00
138	Operating Equipment	\$2,000.00	\$2,000.00
139	Road maintenance /Materials & Supplies	\$1,500.00	\$1,500.00
140	Improvements other than buildings	\$1,500.00	\$1,500.00
141	Storm Drainage	\$3,000.00	\$3,000.00
142	Paving & Drainage	\$200,000.00	\$200,000.00
143	Beautification Plan		
144	Streetscape Repairs & Maintenance	\$3,000.00	\$3,000.00
145	Machinery & Equipment	\$2,500.00	\$2,500.00
146			
147		<b>\$301,500.00</b>	<b>\$305,000.00</b>

TOWN OF HAVERHILL PROPOSED BUDGET 2016/2017 PUBLIC HEARING  
8-2-16 Worksp

	B	C	D
148	<b>PARKS &amp; RECREATION</b>	ADOPTED 2015/2016	PROPOSED 2016/2017
149	Professional Contract Svcs (Parks,		
150	Electricity	\$2,500.00	\$2,750.00
151	Repairs & Maintenance	\$4,000.00	\$4,000.00
152	Other Current charges		
153	Operating supplies		
154	Improvements other than buildings	\$1,500.00	\$1,500.00
155	Machinery & Equipment	\$500.00	\$500.00
156	Special events/Promotional Activities	\$7,500.00	\$7,500.00
157			
158		<b>\$16,000.00</b>	<b>\$16,250.00</b>
159			
160	<b>TOTALS</b>		
161			
162	<b>Solid Waste</b>		
163			
164			
165			
166			

# SOLID WASTE AND RECYCLING RFP

## RISK ANALYSIS

CUBIC YARDS	WASTE PRO	ADVANCED
10,000 CUBIC YARDS (WORST CASE WAS 9691 cy)	\$10.00 cy \$100,000	\$14.50 cy \$145,000
10 STUMPS USE MEDIUM 37"-48"	\$120.00 PER STUMP \$1200.00	\$239.00 STUMP \$2390.00
	\$101,200	\$147,390
RISK OF HURRICANE USING 1/10 YEARS – 10% VALUE	\$10.120	\$14,739
RISK OF NON FEMA PAYMENT USING 50% VALUE	\$5,060	\$7,370

**DIFFERENCE IN PRICE \$2,310 PER YEAR**

PROPOSAL	WASTE PRO	ADVANCED
USING 644 HOMES	\$20.07 X 12 X 644 \$155,101	\$17.75 X 12 X 644 \$137,172

**➤ = \$17,929 PER YEAR**



# RISK ANALYSIS

CY

WISREBAO

ADVANCED

~~\$~~ 10,000 CY  
(WORST WAS 9691)

\$10/CY  
\$100,000

\$14.50/CY  
\$145,000

10 STUMPS?  
(ONLY PROOF OF 1)  
USE MEDIUM (MATURE LOGS)  
37"-48"  
(38"-48")

~~\$120~~  
\$1200

\$239/STUMP  
\$2,390

---

\$101,200

---

\$147,390

RISK OF HURRICANE USE 1/10 YRS

10% VALUE \$10,120

\$14,739

RISK OF NON FEMA PAYMENT USE 50%

50% VALUE \$5,060

\$7,370

DIFFERENCE IN PRICE = \$2,310/YR

~~Y~~ COMMIT

\$20.07/MTX/MONTH  
x12x644  
\$155,101

\$12.75/MTX  
x12x644  
\$137,172

$\Delta = \$17,929/YR$



Jeane

\$ 131,186

$\$39,799 + \$54,688 + \$24,570 + \$3,800 + \$9,852$   
+ Admin \$3,553

3866 cy @ \$14/cy  
54,124

72 HRS @ ~~100~~ after storm  
~~250 HRS~~ @ \$100/HRS  
+ 1,044 Admin.

Francis.

72 HR WINDOW

\$ 37,185 + 1,116 Admin

\$ 38,300

Debris

\$ 46,389 + 1,332 Admin

\$ 48,781

Debris

\$ 3,500 + 905

\$ 3,605

989,686

Admin

\$ 93,163




9691.28 cy @ \$10/cy

Tree

912,000

**SIGN IN SHEET**

**TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
August 2, 2016 11:30am**

Name	E- Mail Address	Signature
Chris Schulle	cschulle@wasteprusa.com	
Tim Bowers	tbowers@wasteprusa.com	
J.R. Romero	JUAN.ROMERO@ADVANCEDDISPOSAL.COM	
Jay Foy	TOH	
Janice Ruten	TOH	
So Tyler	TOH	
Sean Wible	TOH	
Joseph Roche	TOH	
Lawrence Gordon	TOH	
John Fern Foster		
Mark Uptegraph	TOH	
Remar Harvin	TOH	