

Jay G. Foy, Mayor
James E. Woods, Vice Mayor
Jerry E. Beavers, Council Member
Lawrence Gordon, 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, September 3, 2013
NOON**

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
 - a. Town Engineer presentation on Drainage Improvement Project for Park Lane and Cyprus Lane
- III. Council, Attorney and Staff Reports
 - a. Review of estimate for Briarwood Drainage Improvement Project
- IV. Old Business
 - a. Funding for Office of Inspector General
- 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
September 3, 2013
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, September 3, 2013 at the Town Hall, 4585 Charlotte Street, Haverhill. Those present were Jay Foy, Mayor; Jerry Beavers, Council Member; and Mark Uptegraph, Council Member. Also present were John Foster, Town Attorney; Jon Schmidt, Town Planner, Jessica Green, Deputy Town Clerk, Joseph Roche, Director of Public Services and Janice C. Rutan, Town Administrator. James E. Woods, Vice Mayor and Lawrence Gordon, Council Member were absent.

I. CALL TO ORDER

Mayor Foy called the Workshop to order at Noon.

II. PRESENTATIONS/PROCLAMATIONS

a. Presentation on proposed Charter School at 945 N. Military Trail

George Perez stated that he wanted to start a Charter School for grades K through 5th grade where they would teach manners, values, and discipline. He stated that the school would need to be open by August 2014.

Due to a possible conflict of interest, Mayor Foy confirmed with the presenters that Dan Shalloway, a former business partner of his, was not involved in the project.

Mr. Plana, architect explained what would be needed for the project and reviewed and discussed the proposed site plan. He explained how traffic would flow when dropping off and picking up children.

Discussion ensued regarding the proposed school and possible traffic flow issues.

Engineer Renault stated that Mr. Perez and Mr. Plana would need to speak to Palm Beach County regarding the traffic flow to and from the school.

Mayor Foy stated that they have not officially submitted an application.

Administrator Rutan explained that the Town Planner wanted to get input at the workshop from Council before requesting a pre-application and getting the particulars of what would be required from staff and that the submittal of a traffic concurrency would be helpful.

Mr. Perez explained that this was an informal presentation and that if the Town was against having the school, there would be no point in them pursuing it.

Mayor Foy stated that other than the zoning change and special exception process which would change the Town's C-1 Zoning District, he was not against having a school in the Town. He expressed and discussed his concerns regarding losing C-1 Zoning within the Town to schools and churches.

Engineer Renault stated that there would be more issues with Palm Beach County related to drainage and traffic.

Attorney Foster concurred and stated that he felt that issues would be raised by Palm Beach County regarding traffic.

Administrator Rutan stated that the Town Planner would be able to review and help move the process along for the Charter School and that it could be completed within the 24 month time frame.

Mr. Perez and Mr. Plana thanked Council for their time.

b. Town Engineer presentation on Drainage Improvement Project for Park Lane and Cyprus Lane

Engineer Renault stated that a topographic survey was needed and that he currently had two proposals. One proposal was from Wallace Engineering and the other from Richard Smith both of which have done work for the Town previously. He stated that Wallace Engineering came in lower than Richard Smith on their proposal. He recommended authorizing the topographic survey.

Mayor Foy stated that the authorization could take place at the next Council Meeting on September 12th.

III. COUNCIL, ATTORNEY AND STAFF REPORTS

a. Review of estimate for Briarwood Drainage Improvement Project

Administrator Rutan stated that she was concerned about getting approval for the project in time since the first public hearing for the budget would be on September 12th. She gave a brief overview of what was in the proposed budget. She asked if the project could be phased.

Mayor Foy stated yes and that it was possible to get the plans this year and find a way to fund the project the following year.

Discussion ensued among staff and Council regarding the drainage issues and proposed drainage projects within the Town and how the Town would pay for those projects.

Mayor Foy asked how they were going to proceed.

Administrator Rutan stated that she needed direction from Council and to know how Council felt about taking money from reserves to balance the budget.

Discussion ensued regarding how much money would be needed to remain in reserves and what the operating budget of the Town would be.

Engineer Renault recommended that the Town not borrow money for the project until there was a definite price.

Mayor Foy stated that his opinion was to plan to do what needed to be done in the following fiscal year.

Discussion ensued between Town Administrator Rutan and Mayor Foy regarding the proposed budget.

IV. OLD BUSINESS

a. Funding for Office of Inspector General

Administrator Rutan stated that she spoke with Brad Merriman who thanked the Town for wanting to fund the Inspector General's office but that he could not accept money unless the Town enters into the Interlocal Agreement. She explained the process of how the money has to go through the Clerk of the County. She stated that the Clerk has stated that she will not do anything with the money until the issue was resolved. She asked if Council had to rescind the action.

Attorney Foster explained the money would not need to be rescinded just the motion would need to be amended.

Discussion ensued.

Administrator Rutan stated that she would call Mr. Merriman to discuss the issue to determine what the Town's course of action should be.

Mayor Foy gave an update on FEMA. He stated that the deadline for submitting additional data was delayed until November 30th and April 2014 would be the earliest time for the maps to come out. He stated that he wrote a letter to FEMA which references the issues with the Town of Haverhill flood maps. He briefly discussed and explained those issues.

Mayor Foy stated that he will be on vacation and will not be able to attend the second Council Meeting in September.


V. ADJOURNMENT

There being no further business, the Workshop adjourned at 1:23 p.m.

Approved: October 10, 2013



Jessica Green, Deputy Town Clerk



Jay G. Foy, Mayor