

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



TOWN COUNCIL REGULAR MEETING

Town Hall Council Chambers

Thursday ~ December 14, 2017

7:00 p.m.

- I. CALL TO ORDER**
- II. INVOCATION AND PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. COMMENTS FROM THE PUBLIC**
- V. APPROVAL OF AGENDA**
- VI. APPROVAL OF THE CONSENT AGENDA**
 - a. Approval of the minutes for the November 7, 2017 and October 3, 2017 Workshop meetings and the October 26, 2017 and ~~November 16, 2017~~ regular meetings
- VII. PROCLAMATIONS AND PRESENTATION**
- VIII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. SECOND READINGS AND PUBLIC HEARINGS**
- X. FIRST READINGS AND REGULAR AGENDA**
 - A. **RESOLUTION 2017-12:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA APPROVING AN AGREEMENT WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS (SOE) FOR USE OF VOTE PROCESSING EQUIPMENT AND ELECTION SERVICES AND AUTHORIZATION FOR THE MAYOR TO EXECUTE SAME; REQUESTING THE SOE TO CONDUCT THE TOWN'S MARCH 13, 2018 ELECTION, AND IF NECESSARY, THE MARCH 27, 2018 RUN OFF ELECTION; PROVIDING FOR THE PROCESSING OF ABSENTEE BALLOTS; DESIGNATING MEMBERS OF THE TOWN OF HAVERHILL'S CANVASSING BOARD FOR SAID ELECTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
 - B. **RESOLUTION 2017-13:** A RESOLUTION ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, DESIGNATING THE DATE, TIME AND PLACE FOR FILING FOR THE OFFICES FOR THE POSITION OF TOWN COUNCIL SEATS 1 AND 2 PRIOR TO THE MUNICIPAL ELECTION TO BE HELD TUESDAY, MARCH 13, 2018; SETTING THE DATES AND TIMES TO QUALIFY FOR PUBLIC OFFICE; SETTING THE FILING FEES; APPOINTING AN ELECTION CANVASSING BOARD FOR PRECINCT NUMBERS 2046, 7136 AND 7140 AND PROVIDING FOR AN EFFECTIVE DATE.
 - C. **RESOLUTION NO. 2017-14:** A RESOLUTION ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, DESIGNATING THE DATE, TIME AND PLACE FOR THE MUNICIPAL RUN OFF ELECTION (IF

**NEEDED) FOR THE OFFICE OF TOWN COUNCIL, SEATS 1
AND 2 TO BE HELD ON TUESDAY, MARCH 27, 2018.**

XI. REPORTS

Town Attorney

Mayor

Town Administrator

Committee/Delegate Report

Treasurer's Report (included in packet)

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS

XIV. 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 COUNCIL REGULAR MEETING
Town Hall Council Chambers
Thursday ~ December 14, 2017
7:00 p.m.
OFFICIAL MINUTES

The regular monthly meeting of the Haverhill Town Council was held on Thursday, December 14, 2017 at the Town Hall, 4585 Charlotte Street, Haverhill, Florida. Those present were Jay G. Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark Uptegraph, Council Member, Jo Plyler, Council Member and Remar M. Harvin, Council Member. Also present were Lance Fuchs, Town Attorney and Janice C. Rutan, Town Administrator.

CALL TO ORDER

Mayor Foy called the meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Foy offered the Invocation and led in the Pledge of Allegiance.

ROLL CALL

The Town Administrator called the roll. All members were present.

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF AGENDA

The Town Administrator requested the Consent Agenda be amended by removing approval of the of the November 16, 2017 regular meeting minutes. She also would be reporting on the quotes received re: ADA website compliance. **A motion was made by Council Member Harvin, seconded by Council Member Plyler and unanimously passed (5-0) to approve the agenda as presented.**

APPROVAL OF THE CONSENT AGENDA

Approval of the minutes for the November 7, 2017 and October 3, 2017 Workshop meetings and the October 26, 2017 and ~~November 16, 2017~~ regular meetings.

A motion was made by Council Member Uptegraph, seconded by Vice Mayor Gordon and unanimously passed to approve the consent agenda as amended.

PROCLAMATIONS AND PRESENTATION

None.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE

It was reported that there had been two serious incidents in the Town. A twelve year old had been caught stealing a chain saw from the back of a truck at a property located on the corner of Club Road and Haverhill and there had been a residential burglary at 1019 Park Hill where 3 pistols and one gun had been stolen.

Council expressed their appreciation to the Palm Beach County Sheriff's office.

SECOND READINGS AND PUBLIC HEARINGS

None.

FIRST READINGS AND REGULAR AGENDA

RESOLUTION 2017-12: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA APPROVING AN AGREEMENT

WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS (SOE) FOR USE OF VOTE PROCESSING EQUIPMENT AND ELECTION SERVICES AND AUTHORIZATION FOR THE MAYOR TO EXECUTE SAME; REQUESTING THE SOE TO CONDUCT THE TOWN'S MARCH 13, 2018 ELECTION, AND IF NECESSARY, THE MARCH 27, 2018 RUN OFF ELECTION; PROVIDING FOR THE PROCESSING OF ABSENTEE BALLOTS; DESIGNATING MEMBERS OF THE TOWN OF HAVERHILL'S CANVASSING BOARD FOR SAID ELECTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The title was read by Attorney Fuchs. A motion was made by Council Member Uptegraph, seconded by Council Member Plyler and unanimously passed (5-0) to approve Resolution 2017-12.

RESOLUTION 2017-13: A RESOLUTION ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, DESIGNATING THE DATE, TIME AND PLACE FOR FILING FOR THE OFFICES FOR THE POSITION OF TOWN COUNCIL SEATS 1 AND 2 PRIOR TO THE MUNICIPAL ELECTION TO BE HELD TUESDAY, MARCH 13, 2018; SETTING THE DATES AND TIMES TO QUALIFY FOR PUBLIC OFFICE; SETTING THE FILING FEES; APPOINTING AN ELECTION CANVASSING BOARD FOR PRECINCT NUMBERS 2046, 7136 AND 7140 AND PROVIDING FOR AN EFFECTIVE DATE.

The title was read by Attorney Fuchs. A motion was made by Vice Mayor Gordon, seconded by Council Member Plyler and unanimously passed (5-0) to approve Resolution 2017-13.

RESOLUTION NO. 2017-14: A RESOLUTION ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, DESIGNATING THE DATE, TIME AND PLACE FOR THE MUNICIPAL RUN OFF ELECTION (IF NEEDED) FOR THE OFFICE OF TOWN COUNCIL, SEATS 1 AND 2 TO BE HELD ON TUESDAY, MARCH 27, 2018.

The title was read by Attorney Fuchs. A motion was made by Council Member Uptegraph, seconded by Council Member Plyler and unanimously passed (5-0) to approve Resolution 2017-14.

REPORTS

Town Attorney

Attorney Fuchs followed up on the question raised at the December workshop by confirming that the deadline for ADA website compliance was January 18, 2018. He added that there were still outstanding FCC compliance matters they were looking into. He also thanked the Town for hosting the annual Mayor's luncheon.

Mayor

The Mayor reported on the Mayor's luncheon held earlier in the week. He expressed appreciation to all that worked for and with the Town.

The Town Administrator reported that Attorney Foster preferred to meet at noon the day of the regular meeting in January as the Code and Ordinance Committee. Mayor Foy noted that the Town Council needed to tackle the subdivision ordinance as well as look into the regulation of accessory dwellings.

Town Administrator

The Town Administrator reported that in an effort to find a company that could make the Town's website ADA compliant in accordance with the American's with Disabilities Act, specifically WCAG

2.0 AA, she had reached out and received quotes from 4 separate companies. She had attended 2 webinars for and had scheduled a third webinar for Monday, December 18. The highest quote received was from MuniCode, the company that hosts the Town's Codification of Ordinances and that was in the amount of \$5,500. \$1,500 annual maintenance and support and \$4,000 to build the website that would take approximately 4 weeks. She reported on the advantage of both MuniCode and Revize.

With time of the essence, and the cost for compliance being a non-budgeted item, she asked for Town Council consideration to approve a budget amendment not to exceed \$5,500 for the building of a new website to meet the requirement that the Town's website be ADA compliant by January 18, 2018. If not compliant by that date, the Town would need to pull down its website. She then read the disclosure statement that was being placed on the Town's website.

Discussion followed. Attorney Fuchs confirmed that there would be language that indemnified the Town and would make the Company responsible for the compliancy. Council agreed that the Town would maintain its website and make it compliant.

A motion was then made by Vice Mayor Gordon, seconded by Council Member Plyler and unanimously voted (5-0) to authorize the budget amendment in the amount of \$5,500 and to authorize the Town Attorney and Town Administrator to negotiate the contract with the company chosen.

Mayor Foy noted that the Council Member plaque needed to be updated.

Committee/Delegate Report

Council Member Harvin reported on his attendance at the CCAN meeting. He reported on the effect on flights and noise when the President is in the area. He was hoping that the committee would be making some changes in future meetings. He reminded the Town Administrator that the Town would need to adopt its Airport Regulations and enter into the Interlocal Agreement with Palm Beach County PBIA.

He reported on the Palm Beach County League of Cities Dist. 2 & 3 luncheon. The Town of Lantana had come in first place for small cities in the Read for the Record contest. The Town of Haverhill came in second place.

The Town Administrator reported on the RFP for the Town Audit. At the mandatory Pre Bid hearing only one firm attended. She was conferring with the Town Attorney as Tiffany Thomas of the Office of Inspector General's looking into whether the Town can accept only one proposal suggesting it may need to be rebid.

Council questioned a rebid and common sense would prevail.

Treasurer's Report

None.

UNFINISHED BUSINESS

Joseph Roche, Director of Public Services reported on the status of the Park and Cyprus Lane Drainage project. The project was progressing nicely although there had been a setback earlier in the week when a main was hit.

They had run into a lot of water and would be placing yard drains in the right of way to alleviate the problem.

In an effort to avoid any issue with 1320 Park Lane, they would be extending the pipe down the ditch to the structure and would be installing a yard drain.

Mayor Foy reminded all that it was not the Town's intent in the road design to cause or solve problems on private properties. He had no objection to installing yard drains on the right of way, but not on private property.

Mr. Roche reported on specific properties that he had concerns about but was hopeful the yard drain would address the issues.

Discussion followed.

NEW BUSINESS

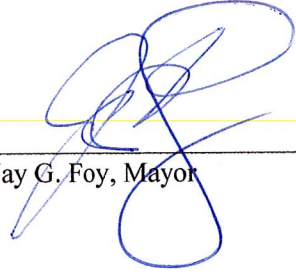
None.

ADJOURNMENT:

With no further business to come before the Town Council, the meeting adjourned at 7:55 p.m.

Approved: January 15, 2018

Janice C. Rutan, Town Administrator



Jay G. Foy, Mayor

**TOWN OF HAVERHILL
REGULAR TOWN COUNCIL MEETING
Thursday, December 14, 2017**

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