

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



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street
Haverhill
Tuesday, July 2, 2019**

NOON

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
 - a. Introduction of Justin Schainuck, District Chief of the 10th Battalion, Palm Beach County Fire Rescue
- III. Council, Attorney and Staff Reports
- IV. New Business
 - a. Discuss Budget FY 2019/2020
 - b. ~~Discuss proposed legislative initiatives and amendments for upcoming legislative session~~
 - c. Discuss Census 2020 initiatives (appoint committee, municipal outreach, resolutions, etc.)
- 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
July 2, 2019
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, July 2, 2019 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor Jay Foy; Vice Mayor Lawrence Gordon; Council Member Mark Uptegraph; Council Member Remar Harvin; Council Member Daniel Sohn; Town Attorney John Foster; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible and Public Services Director Joseph Roche

I. CALL TO ORDER

Mayor Foy called the Workshop to order at 12:10 p.m.

II. PRESENTATIONS / PROCLAMATIONS

Introduction of Justin Schainuck the newly promoted District Chief of the 10th Battalion, PBC Fire Rescue.

Chief Schainuck stated he has been with Palm Beach Fire Rescue for 25 years and looks forward to working with the Town of Haverhill. He mentioned he had an open door policy and is always available by phone or email to discuss any matters.

Presentation of the PBC Fire Rescue Annual Report October 1, 2017 – September 30, 2018 by Chief Shainuck:

Operations is the largest division of Palm Beach County Fire Rescue, responsible for the direct delivery of emergency services.

PBCFR operates 49 fire stations throughout the county, with a minimum of 295 personnel on duty at all times. We maintain coverage as needed by re-locating units to fill areas of need.

PBCFR is an "all-hazards" department, capable of responding to everything from a minor medical call, to a regional natural disaster.

All personnel are cross-trained in firefighting and emergency medical services, ensuring the most efficient possible delivery of fire suppression, technical rescue and extrication, and emergency medical care.

PBCFR maintains two Special Operations teams strategically located to respond to emergencies county - wide. Along with teams from West Palm

Beach, Boca Raton, and Delray Beach, we form a regional response to hazardous materials incidents.

Special Operations technicians receive hundreds of hours of ongoing training annually to maintain readiness in a number of disciplines:

- Hazardous materials response
- Confined space and technical rescue
- Dive rescue
- Advanced automobile extrication
- Explosive ordnance disposal (with PBSO)
- High angle rescue

Discussion ensued.

III. COUNCIL, ATTORNEY AND STAFF REPORTS

- a. Town Attorney Foster stated he and Town Administrator Janice Rutan had been talking and there will be second reading of Ordinances 472 and Ordinance 473 at the next Town Council meeting to be held on July 25, 2019
- b. Town Administrator Janice Rutan stated it was discussed briefly at the last council meeting that we would look into changing our date of the election so we didn't get lost in the PPP (Presidential Preference Primary) ballot and unfortunately after speaking with the Supervisor of Elections office yesterday, they will not entertain an election prior to the PPP. She stated you may have one after but not before. Mayor Foy asked when our normal election was, T/A Rutan replied March 10th but we are all moving to have an election on the 17th because of the PPP. T/A Rutan stated we paid between \$5,000 and \$6,000 to have an election and it would be an additional \$3,000 if we had a stand-alone election in June as previously discussed. Discussion ensued.

IV. NEW BUSINESS

DISCUSS BUDGET FY 2019/2020:

- a. Town Administrator Rutan stated we are just in the preliminary stages but she wanted a little bit of direction from Town Council regarding staff's suggestion that the Town not increase the millage rate which is presently set at 4.5. Vice Mayor Gordon asked what the downside or upside of reducing or keeping the millage the same would be. T/A Rutan presented a chart that she put together to show the difference. Mayor Foy asked if T/A Rutan had any idea what the roll back would be and she replied yes. She stated if we went with keeping it the same, the current year aggregate roll back would be 4.1783 on the 4.5 and actually it would be the same on

the 4.25. Vice Mayor Gordon asked T/A Rutan if she had any recommendations of 4.5 versus 4.25. She stated her concern was reducing the millage rate to benefit less than a difference of \$100.00, and she knows that's a lot to some people, but to have the economy possibly turn and bust, then the Town raises their millage rate when everyone is already down, is concerning to her. Discussion ensued.

- b. Town Administrator Rutan stated we have been very blessed with our surtax monies and have been able to do a lot of projects with it. She stated one of the projects that we will be putting in next year's budget is, Director of Public Services Joseph Roche's recommendation that we video all of our piping and drainage so we can see the status of all of our drains throughout the Town. It is infrastructure improvement and would have to be approved by the committee.
- c. Town Administrator Rutan stated she believes it is 1.2 million in surtax monies the Town would be getting and we have only spent about 800,000.00 and the video project just mentioned would cost around 70,000. She stated we do have monies left that will be coming in over the course of the years until it sunsets. She also stated that she and Mayor Foy went to a meeting a couple of weeks back with PBC Administrator Verdenia Baker, who anticipates it will sunset much earlier than the ten (10) years because of the money that has been brought in.
- d. Town Administrator Rutan stated she has met with staff as far as any thoughts on any extra ordinary supplies, equipment, etc. and there is really nothing. She stated Deputy Town Clerk Jean Wible will be pursuing her certification so the only thing we will be adding is a couple of travel line items but that will be minimal. Mayor Foy stated we have to look at what we need. Is there anything around Town Hall? He mentioned we've done the roof, the shutters, do we need paving of the parking lot, do we need to upgrade our lift station, do we need a generator, etc.
- e. Director of Public Services stated he brought to T/A Rutan's attention yesterday that we have six (6) French drains in Towner Park. He is meeting Town Engineer Todd McLeod out there today. He stated we have had these for years and they are full with water and dirt because they go down into the water table and if we have a major rainstorm they will hold water. Mr. Roche stated we definitely need to get them cleaned out and see what is in there. Discussion ensued.
- f. Mayor Foy asked Town Administrator if she has looked at the Health Insurance costs as that is something that always seems to go up. She stated it's too early because of our FY October 1 but she is thinking of throwing a percentage on top of what we already have.
- g. Town Attorney Foster stated one of the things that Council has talked about and needs to give some thought to as you look at this budget is having money set aside to do something about these roadways and creating that municipal benefit unit that we've talked about. One of his concerns from a legal stand point, and he knows we can't use Town money in order to improve private property and private roads, but there is some authority through the Attorney General Office in making some emergency repairs and where that becomes essential and critical is that you have taxpayers along those roads, even though they are private. You have potholes and impassable areas that are just going to impede fire rescue or law enforcement. Not

to mention it also tears up people's cars, etc. If those residents don't want to come together to fix up their roads, or get on board with a mechanism that will ultimately convey that road to the Town then I think we still need to look into emergency road repair issues.

- h. Mayor Foy stated we haven't talked about the increase of property in the Town and also the fact that we will be doing an annexation, maybe we should look into increasing the sheriff's detail budget as well. He also stated our contract services have worked great but there's a point in which those services won't satisfy the higher demand that we have and are going to have. Discussion ensued.
- i. Mayor Foy stated our infrastructure is in fairly good shape. He has been told the roads have been milled and over laid where they need to be. The storm water we are going to investigate eventually. We have a proposal on a potential storm water project.
- j. Town Administrator Rutan asked Council if they would consider putting a sidewalk down Charlotte Street as we have a lot of foot traffic on this road. Mayor Foy stated we have drainage swales on both sides of the road so that could pose an issue but anything is possible.
- k. Council member Daniel Sohn had a question for Joseph Roche which was, last year we budgeted \$3,000.00 for a grader to grade the clay in the ballfield. Are we looking into doing anything with the ballfield, Mr. Roche replied he and Town Administrator Rutan will definitely be talking about it. He stated he had someone call him yesterday who is interested in renting the ballfield as he has a traveling baseball team. He stated the lights have to be done, the ballfield needs to have clay added to it and the grass in the infield either needs to be removed totally and make the whole field red clay or put in new grass in the infield. Mr. Roche stated, the lights, the ballfield, the scoreboard and the infield will cost at least \$15,000. Discussion ensued.
- l. Mayor Foy stated, as to Town Administrator Rutan's question about the increase of the millage rate to 4.5, he said he was more inclined to go with the 4.5 because of everything that had been discussed today.
- m. Town Administrator Rutan asked if Council wanted to start the July meetings at 6:30pm to go over budget. After discussion, a decision was made to have the Town Council meeting start at its regular time of 7:00pm.

DISCUSS CENSUS 2020 INITIATIVES (APPOINT COMMITTEE, MUNICIPAL OUTREACH, RESOLUTIONS, ETC.):

- a. Town Administrator Rutan stated she had met with Sandy Goodman of the Census Bureau, and was dismayed to learn while at the county meeting with all the other Municipalities, that the Town of Haverhill was one of the worse standing Municipalities in Palm Beach County as far as people being counted at the last census. T/A Rutan stated we were 30 to 49.1% in resident responses. T/A Rutan stated with Town Councils approval, she would like to present a resolution. She would also like to pursue getting a computer in Town Hall for residents, maybe have

a picnic this coming year in February instead of the usual month of April, to include having the census people attend. She would also like to appoint a census committee. Town Council member Daniel Sohn asked if Council members were allowed to serve on that committee. T/A Rutan replied, she believed they could. Discussion ensued.

T/A Rutan introduced Deputy Kayla who stopped by during the meeting. T/A stated she is our community representative and will be attending our Town Council meetings providing crime stats and talk to us about neighborhood safety.


VI. OLD BUSINESS

- a. Council member Daniel Sohn wanted to discuss getting the Town's website back up since being removed because of ADA compliance issues. He stated he received information from the Department of Health and Human Services about ADA compliance. They told him the Town could put a statement on the website saying ADA compliant material was made available at Town Hall, at no cost to the resident, and that was reasonable accommodation and also the Town could not be sued for anything that is on the website and not ADA compliant. Town Attorney Foster stated he would be glad to research it but the problem is, they are not the Department of Justice who as different opinions of what was told to you. Town Administrator Rutan stated we can keep our website up the way it is, and put a banner across the top that says "any request for information must be made in person or via telephone to the Town Administrator" and that would be ADA compliant because it is on Municode's interface. Discussion ensued.

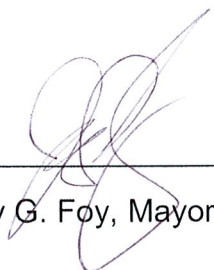
V. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:55 p.m.

Approved: July 25, 2019



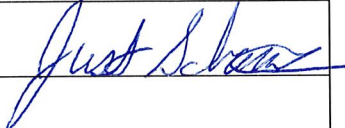
Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

TOWN OF HAVERHILL
COUNCIL WORKSHOP
Tuesday, July 2, 2019
Noon

Name	E- Mail Address	Signature
Justin Schainuck	JSchainuc@PBCgov.org	
Say Foy		
Lawrence Gordon		
Janice Rutan		
Mark Uptegrah		
Sean Wilde		
Daniel Sohn		
Joseph Roche		
John Foster		
Remar Harvin		