

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
MONDAY, September 9, 2019
NOON**

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
- III. Council, Attorney and Staff Reports
- IV. New Business
 - a. Discuss proposed office reconfiguration at Town Hall and review quote
- V. Old Business
 - a. Final Review of Proposed Budget prior to Public Hearing 9-12-2019
- 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 9, 2019
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, September 9, 2019 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor Jay Foy; Vice Mayor Lawrence Gordon; Council Member Mark Uptegraph; Council Member Daniel Sohn; Town Attorney Lance Fuchs; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible; Public Services Director Joseph Roche

I. CALL TO ORDER

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

II. PRESENTATIONS / PROCLAMATIONS

N/A

III. COUNCIL, ATTORNEY AND STAFF REPORTS

N/A

IV. NEW BUSINESS

- a. Town Administrator Rutan stated she was looking for direction from Town Council regarding dividing Mr. Roche's office into two private offices. She would like Rodrick to have a place where he can come to do computer training, retrieve his emails every day, etc. The other side of the office will be for the new Code Enforcement Officer. Also in the quote was the cost to replace the Town Administrator's solid office door with a glass door. Discussion ensued.
- b. Town Administrator Rutan stated the Town Hall front door is not hurricane proof, in other words, high impact glass. Vice Mayor Gordon asked if we received a quote on the front door. Mr. Roche stated he did receive one quote from TDC Windows and Doors for a high impact door with no mail slot for approximately \$2,775.00. T/A Rutan stated we are also looking into raising the front walkway to Town Hall as it floods badly. Mr. Roche stated it is because the parking lot is higher than the (concrete) walkway. T/A Rutan stated she would like to have it fixed same time as the new door is installed. Although Wynn & Sons, Inc. did come out today to take pictures and measurements of the

walkway, she has not received a quote as of today's Town Council Workshop from them. Vice Mayor Gordon would like to wait until T/A Rutan receives all quotes. T/A Rutan stated at your first public hearing it will not change the bottom line or the millage. Vice Mayor wanted verification from T/A Rutan that there is \$26,000.00 in surplus. T/A Rutan replied, yes for this upcoming Fiscal Year. Discussion ensued.

- c. Town Administration Rutan stated the Town's website is back up and running although superficially. It only contains what Municode can put on it. Deputy Town Clerk Jean Wible can add banners and update the calendar. T/A Rutan stated she is sending the required documents of budgets, permit fees and audit information to the company that will do the remediation of them. She also stated that she sent information to Town Attorney John Foster and Lance Fuchs, information from FACC (Florida Association of City Clerks) that show 10 cases that have settled in favor of the Municipalities. Discussion ensued.
- d. Town Administrator Rutan wanted to thank Joseph Roche for representing the Town of Haverhill at the EOC, on several conference calls, getting the Town on record and getting the paperwork completed during Hurricane Dorian. Discussion ensued.

V. OLD BUSINESS

- a. Town Administrator Janice Rutan stated before all is another version of the proposed budget FY 2019/2020 with only minimal changes that may come before you, perhaps it would be for new employee training. T/A Rutan stated there is a \$26,501.00 surplus which is not assigned to a specific line item. She stated Vice Mayor Gordon had mentioned to her he would recommend to Council a possible raise for Town Council. Vice Mayor Gordon thanked T/A Rutan for bringing it up and stated he had been giving it a lot of serious thought and his thought for right now it to put it on hold until at least after the March 2020 election, then take a look at it again with the new Town Council. Vice Mayor stated at this time, he would like to withdraw his suggestion. Discussion ensued.
- b. Town Administrator Rutan stated the National League of Cities had asked again, if the Town of Haverhill would like to join them this year. T/A Rutan stated we have joined them for the last two years thinking the Town would get some kind of benefit having them assist us in Home Rule issues and so on. She is not sure if Town Council had felt any affects from the membership. T/A Rutan stated it's a \$563.00 annual membership fee. Mayor Foy stated that his standard statement about joining anything is, you can join anything you want if you are going to participate and can you afford it. He is not sure if anyone is interested and if we can afford to support the participation. Discussion ensued.
- c. Town Administrator Rutan stated that she put in the budget, Town Council's attendance this year at the Palm Beach County days in Tallahassee in light of the fact that we have introduced legislation or are working with Representative Matt Willhite to introduce legislation. We should have representation there to be sure that our legislation is moving forward. Mayor Foy asked how much did T/A Rutan put in the budget. T/A Rutan replied about \$1,000.00 for travel. Mayor Foy asked if that would be enough to cover one or two persons. T/A responded possibly two. Vice Mayor Gordon stated he would be glad to

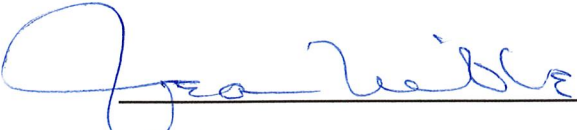
represent the Town and anyone else that wants to go. He stated that he believes this is something the Town should try to be a little more involved in. Discussion ensued.

- d. Town Administration Rutan stated we just received the official population estimate from BEBR and we have gone up 226 residents to 2,099. Discussion ensued.
- e. Town Administrator Rutan stated on the budget before Town Council now, it reflects a 5% increase for all staff across the board. She stated with Joseph Roche stepping down, each of us will be picking up a little more responsibility. She stated we have not yet found a candidate to fill the position of Code Enforcement but feels she's narrowed it down.
- f. Town Administrator asked if there were any questions, Mayor Foy asked if the roof was being done this fiscal year and she replied, yes. Vice Mayor Gordon stated we already contracted with the low bid of about \$5,000 right. T/A Rutan replied, yes.
- g. Mayor Foy stated and we have included the increase of the PBC Sheriff's Office in this budget. T/A Rutan replied, yes.
- h. Mayor Foy asked Joseph Roche if the storm water system is all pretty much current. T/A Rutan stated we put \$35,000 in the budget. Joseph Roche stated we have some camera work to do this year and Todd McLeod is looking into Shenandoah Construction however, their quote was very high. Discussion ensued.
- i. Mayor Foy stated we have had a bunch of curb work or swale work done (example; in Briarwood and Woodland Avenue), he asked Joseph Roche if we are pretty much done with that. Joseph Roche replied, yes and stated there is nowhere else you would put valley gutters. Vice Mayor Gordon stated the valley gutters installed in Briarwood work great. Discussion ensued.
- j. Director of Public Services Joseph Roche stated the ballfield needs to be discussed. T/A Rutan stated there is still \$5,000 in this year's budget and wanted to see if maybe Town Council wanted to get a grader. Joseph Roche stated the lights needed to be fixed at a cost of approximately \$3,000 and approximately a \$1,000 in clay. Mr. Roche didn't think the scoreboard needed to be upgraded as the field is basically a practice field. Other options for the field use were discussed. Discussion ensued.
- k. Vice Mayor Gordon asked what was happening with the empty lot on the corner of Belvedere Road and Concord Avenue. T/A Rutan stated we have no idea. She has had a few people inquire. Discussion ensued.

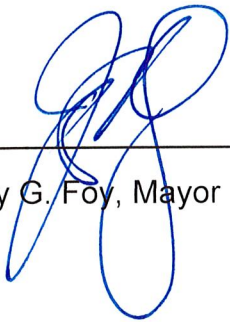
VI. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 12:57 p.m.

Approved: October 24, 2019



Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

**TOWN OF HAVERHILL
COUNCIL WORKSHOP
Monday, September 9, 2019
Noon**

| Name | E- Mail Address | Signature |
|-----------------|-----------------|-----------|
| Jay Foy | | |
| Mark Uptegraph | | |
| Lawrence Gordon | | |
| Janice Rutan | | |
| Lance Fuchs | | |
| Jean Leible | | |
| Joseph Roche | | |
| Daniel Sohn | | |
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12:25p