

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, October 1, 2019**

NOON

AGENDA

- I. Call to Order
- II. Presentations/Proclamations
 - a. Introduction of Barry Trombley, Public Services Coordinator/Code Enforcement Officer
- III. Council, Attorney and Staff Reports
 - a. Update on meeting with Representative Matt Willhite
 - b. Discussion of minimum property standards
- IV. 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
October 1, 2019
Town Hall – 4585 Charlotte Street**

OFFICIAL MINUTES

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Monday, October 1, 2019 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Vice Mayor Lawrence Gordon; Council Member Remar Harvin; Council Member Daniel Sohn; Town Attorney John Foster; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible; Public Services Coordinator / Code Enforcement Officer Barry Trombley

I. CALL TO ORDER

Meeting was called to order at 12:15 p.m.

II. PRESENTATIONS / PROCLAMATIONS

Town Administrator Janice Rutan introduced Barry Trombley who was hired by the Town as the new Public Services Coordinator and Code Enforcement Officer. Mr. Trombley started on September 19, 2019. Town Administrator Rutan stated Mr. Trombley as of this date, has sent approximately 36 “courtesy” letters to residents who had infractions. Mr. Trombley stated that in the two weeks he had been here, he had read through the Town’s codes and had also been out in the community every day. He stated codes are typically written with good intentions but in practical application, they don’t always work for all residents and lots. Mr. Trombley also stated that there was a property on Bethany Lane whose previous owner put in a non-permitted asphalt driveway. The new homeowner is removing part of that new asphalt driveway and Mr. Trombley thought the private roads of Melinda Lane and Ivywood Road could use the ground up asphalt for fill on those roads. Town Administrator Rutan stated she does not want Town Staff getting involved and expending taxpayers dollars on private enterprise. Mr. Trombley explained there are several residents that are not following Town Codes regarding the storage of boats, recreational vehicles, campers, vegetation and construction debris, etc. Town Administrator Rutan stated another issue Mr. Trombley found was that there is a home in the Town that had added a beautiful wooden carved Seal of the Town of Haverhill. Town Attorney John Foster stated there needs to be a violation sent immediately for the use of the Town Seal. Attorney Foster stated there is an ordinance and Florida Statute that prohibits the use of the Town Seal. Mr. Trombley stated a letter had already been sent to the homeowner. Town Administrator Rutan asked which direction Town Council would like to go in regarding all of these issues. Discussion at length ensued.

III. COUNCIL, ATTORNEY AND STAFF REPORTS

- a. Town Administrator Rutan had an inquiry from Ms. Palazzo who resides at 1262 Park Lane and is a nurse. She was coming home late from work one night and a person on a bicycle was crossing over Park Lane and she almost killed the person because there is no lighting. T/A Rutan asked Town Council if they would like her to pursue getting a light pole added there. Vice Mayor Gordon stated you certainly have a right to ask and see where it goes. Discussion ensued.
- b. Town Administrator Rutan reminded all of the Read for the Record program was on Thursday, November 7, 2019. She informed all that she and Deputy Town Clerk Jean Wible have signed up for an ARMA conference in Davie. T/A Rutan stated she does have the option of attending the conference at a later time and schedule her Read for the Record class before 10:00am. Discussion ensued.
- c. **Update on meeting with Representative Matt Willhite:** Town Administrator Rutan stated that she and Mayor Foy met with Representative Willhite last week in his office. Rep. Willhite talked about legislative priorities as well as our legislative appropriation request. T/A Rutan stated we will be asking for reimbursement of our costs associated with remediation of any documents to our website per the requirements that all of this legislation be posted on a website that is noncompliant. T/A Rutan also stated that it was discussed, changing our requirements for filing, filing fee and opening up the special account for Municipalities under 2,500 if the funds raised are under \$1,000. T/A Rutan stated that Rep. Willhite said he didn't feel this would be something he could get any "speed" on because it is really more of an election issue. He suggested T/A Rutan put something more specific in writing to him that could be turned into legislative language rather easily, then he would ask someone to sponsor it. Discussion ensued.
- d. **Discussion on minimum property standards:** Town Administrator Rutan state that Mr. Staf, owner of the empty lot at 5263 Belvedere Road, came in to see her last week and they spoke at great length with regard to allowing the smaller lot size for potential buyers of his property. Discussion ensued.
- e. Town Administrator Rutan reported on the house at 5304 Belvedere Road is openly advertising as a Church. Town Attorney John Foster stated it is a violation/code enforcement issue and Mr. Trombley has sent a letter.
- f. Town Administrator Rutan stated there had been a request made to have a reception at Town Hall to acknowledge and recognize Vice Mayor Lawrence Gordon's dedication and leadership with the Global Youth Climate Declaration. It will be held on Friday, October 18, 2019 6:00p – 7:00p. Discussion ensued.
- g. Town Administrator stated Mr. Trombley is finding other issues around Town such as outside storage of things regarding illegal and non-conforming.
- h. Mr. Trombley stated we need a definition of "curbside" regarding trash/vegetation pick up. Discussion ensued.

- i. Town Administrator Rutan stated she had instructed Mr. Trombley to perform continuous drive throughs of the properties located at 920 and 944 N. Haverhill Road because of several complaints regarding overgrown grass and trees. Discussion ensued.

IV. NEW BUSINESS

a.

V. OLD BUSINESS

a.

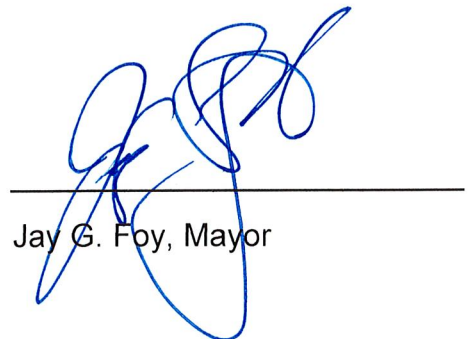
VI. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:30 p.m.

Approved: November 21, 2019



Jean Wible, Deputy Town Clerk



Jay G. Foy, Mayor

SIGN IN SHEET

TOWN OF HAVERHILL
COUNCIL WORKSHOP
Monday, October 1, 2019
Noon

Name	E- Mail Address	Signature
Lawrence Gordon		
Janice Rutan		
Daniel Sohn		
Remar Harvin		
John Foster		
Jean Wible		
Barry Trombley		