

Jay G. Foy, Mayor  
Lawrence Gordon, Vice Mayor  
Mark C. Uptegraph, Council Member  
Dennis Withington, Council Member  
Raymond Caranci, Council Member  
John Fenn Foster, Town Attorney  
Janice C. Rutan, Town Administrator



**TOWN OF HAVERHILL**  
**TOWN COUNCIL REGULAR MEETING**  
**Thursday, October 22, 2020**  
**7:00 p.m.**  
**AGENDA**

- 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 of the September 10, 2020 and September 24, 2020 Regular Meetings and October 6, 2020 Workshop
- VII. PROCLAMATIONS AND PRESENTATION**
  - a. Proclaiming October 11-17, 2020 Mediation Week
- VIII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- VI. REGULAR AGENDA AND FIRST READINGS**
  - a. Consider Request of the residents of Berkeley Mews to shut road down for Halloween Event on Saturday, October 31, 2020 between the hours of 6:00 p.m. and 9:30 p.m.
  - b. Consider entering into revised Interlocal Agreement with Solid Waste Authority that establishes certain language to be included in all collection contracts between municipalities and private waste haulers for the intended goal of reducing contamination in recycling
  - c. Enter into Interlocal Agreement between the Town of Haverhill and the Solid Waste Authority of Palm Beach County for the Blighted and Distressed Property Clean-Up and Beautification Grant
  - d. Resolution 2020-11 Designating the Date, Time and Place for filing for Seats 3, 4, and 5; setting the Municipal Election for March 9, 2021 and Appointing a Canvassing Board;
  - e. Resolution 2020-12 Designating the Date, Time and Place for a Municipal Run-off Election if needed
  - f. Resolution 2020-13 Approving an Agreement with the Palm Beach County Supervisor of Elections for the use of Vote Processing Equipment and Election Services for the March 9, 2021 Municipal Election
  - g. Authorize entering into a Professional Services Agreement and Scope of Services Memorandum between the Town of Haverhill and Toshiba America Business Services for the Docuware Record Management Program
- VII. SECOND READINGS AND PUBLIC HEARINGS**
- 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

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## **TOWN COUNCIL MEETING**

**October 22, 2020**

**IN ACCORDANCE WITH STATE OF FLORIDA, OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69 (Emergency Management – COVID- 19 – Local Government Public Meetings), the Emergency Declaration issued by the Town, and FS 286.0114, and other applicable federal, state, county and Town declarations, orders, rules and regulations, the Town Hall meeting shall be modified with respect to public access and public comment. Public comment will be received via e-mail ([jrutan@townofhaverhill-fl.gov](mailto:jrutan@townofhaverhill-fl.gov)) up until noon on October 22, 2020. Any public comments received via e-mail, will be made part of the record of the meeting. If you prefer to appear in person to address the Town Council, access to the Town Hall by the public will be limited to no more than 10 persons in the Council Chambers including Town Council, Staff and PBSO; provided, however, that those persons exhibiting signs of illness, such as coughing or sneezing will not be permitted in the Town Hall. Each person will be granted 5 minutes to speak either on an agenda item or under Public Comment. If you wish to speak on a specific agenda item, please tell the Administrator prior to your entrance into the Town Hall so she can schedule speakers accordingly. All persons will be required to bring their own mask and wear it when entering Council Chambers to address the Town Council. Those persons gathering outside the Town Hall shall maintain a separation of at least six feet from one another, and it is recommended that masks be worn as well. If you wish to listen to the Town Council Meeting via teleconferencing, dial 1-877-953-1152 and enter participant code 7404157#. Those individuals gathering outside of the Town Hall will need to dial-in to the number above as there will be no speaker outside to broadcast the meeting. Once the meeting begins, all participants will be muted, however, after Council discusses a specific workshop item, the call will be unmuted to allow for questions. Please be courteous of the other participants, speak in turns and do not talk over another speaker. Thank you for your patience and understanding during these uncertain times.**

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
Thursday, October 22, 2020  
7:00 p.m.**

**OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, October 22, 2020 at the Town Hall, 4585 Charlotte Street, Haverhill, Florida. Those present were Jay G. Foy, Mayor; Lawrence Gordon, Vice Mayor; Mark C. Uptegraph, Council Member; Dennis Withington, Council Member and Ray Caranci, Council Member. Also present were John Foster, Town Attorney and Janice C. Rutan, Town Administrator.

Teleconferencing was available for those persons wanting to participate in the meeting remotely.

**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**

**A motion was made by Council Member Caranci, seconded by Council Member Uptegraph, and unanimously passed (5-0) to approve the agenda as amended.**

**APPROVAL OF THE CONSENT AGENDA**

**Approval of the minutes of the September 10, 2020 and September 24, 2020 Regular Meetings and October 6, 2020 Workshop**

**A motion was made by Council Member Withington, seconded by Vice Mayor Gordon, and unanimously passed (5-0) to approve the Consent Agenda as presented.**

**PROCLAMATIONS AND PRESENTATION**

None.

**COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**

Not present.

**REGULAR AGENDA AND FIRST READINGS**

**Consider Request of the residents of Berkeley Mews to shut road down for Halloween Event on Saturday, October 31, 2020 between the hours of 6:00 p.m. and 9:30 p.m.**

Per the request of the residents of Berkeley Mews, the Town Council raised no objection to closing Berkeley Mews to traffic on Saturday, October 31, 2020 from 6:00 p.m. to 9:00 p.m. to offer a safe trick or treating experience for the children, free from vehicular traffic.

**Consider entering revised Interlocal Agreement with Solid Waste Authority that establishes certain language to be included in all collection contracts between municipalities and private waste haulers for the intended goal of reducing contamination in recycling**

The Town of Haverhill Administrator presented Staff's report. Council raised questions specific to the intent behind the revised agreement and whether the Town complied, most importantly, whether the Town's provider, WastePro complied.

The Town Administrator agreed to call the Solid Waste Authority to discuss the intent of the Revised Interlocal.

**A motion was then by Council Member Uptegraph, seconded by Council Member Withington and unanimously passed (5-0) to approve the revised Interlocal Agreement with Solid Waste Authority and authorize the Mayor to sign provided Staff determined the Agreement was only a housekeeping issue and not in response to non compliance by the Town or WastePro.**

**Enter Interlocal Agreement between the Town of Haverhill and the Solid Waste Authority of Palm Beach County for the Blighted and Distressed Property Clean-Up and Beautification Grant**

The Town Administrator presented Staff's Report. A motion was made by Council Member Caranci, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve and authorize Mayor to sign on behalf of the Town, the Interlocal Grant Agreement between the Town of Haverhill and Solid Waste Authority in the amount of \$29,525.00 for the Blighted and Distressed Property Clean Up and Beautification Grant (Briarwood Wall Project).

**Resolution 2020-11 Designating the Date, Time, and Place for filing for Seats 3, 4, and 5; setting the Municipal Election for March 9, 2021 and Appointing a Canvassing Board**

The title was read by Attorney Foster. A motion was made by Vice Mayor Gordon, seconded by Council Member Uptegraph, and unanimously passed (5-0) to pass Resolution 2020-11.

**Resolution 2020-12 Designating the Date, Time and Place for a Municipal Run-off Election if needed**

The title was read by Attorney Foster. A motion was made by Council Member Caranci, seconded by Council Member Withington, and unanimously passed (5-0) to pass Resolution 2020-12.

**Resolution 2020-13 Approving an Agreement with the Palm Beach County Supervisor of Elections for the use of Vote Processing Equipment and Election Services for the March 9, 2021 Municipal Election**

The title was read by Attorney Foster. The Town Administrator explained that the Town enters into an annual Agreement with the Supervisor of Elections for her assistance during the Municipal Election. In this year's agreement there was an option for the Town to not utilize vote-by-mail services, or, to pay the Supervisor of Elections for vote-by-mail services. It was the consensus of Council to opt out of using vote-by-mail services.

**A motion was then made by Vice Mayor Gordon, seconded by Council Member Uptegraph, and unanimously passed (5-0) to approve Resolution 2020-13 as presented.**

**Authorize entering into a Professional Services Agreement and Scope of Services Memorandum between the Town of Haverhill and Toshiba America Business Services for the Docuware Record Management Program**

The Town Attorney and Town Administrator presented Staff's report. The Town had recommended changes to the Agreement that were under review by the legal counsel of Toshiba/Docuware.



A motion was then made by Council Member Withington, seconded by Vice Mayor Gordon and unanimously passed (5-0) to approve the Agreement between the Town of Haverhill and Toshiba/Docuware to get the Town's records management system back up and running.

## **SECOND READINGS AND PUBLIC HEARINGS**

None.

## **REPORTS**

### **Town Attorney**

The Town Attorney requested the Town Council schedule another Code and Ordinance Committee meeting.

### **Mayor**

Mayor Foy reported that he had signed the amendment to the annual NPDES report.

Considering the COVID-19 19 Pandemic and the continued need for social distancing, Mayor Foy had made the decision to postpone the annual Mayor's Holiday Luncheon. He was saddened to do so, but under the circumstances had no other choice.

### **Town Administrator**

The Town Administrator reported her office had been very busy with the start of the new fiscal year and the preparation of the audit for the 2020 FY.

### **Committee/Delegate Report**

Vice Mayor Gordon reported e had attended the Palm Beach County League of Cities Director's meeting in North Palm Beach. He had been appointed to serve as the league representative to the Criminal Justice Commission.

There had been a discussion at the last meeting regarding insurance carriers.

The 2020 Census was next discussed. Although Haverhill's response rate was higher than that of the County, it was still under 70%.

### **Treasurer's Report**

Included in packet.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

Vice Mayor Gordon announced he would be out of Town October 26, 2020 through November 18, 2020.

Council Member Withington would be out of Town October 30, 2020 through November 15, 2020.

It was agreed to schedule a Code and Ordinance Committee meeting immediately preceding the workshop scheduled for November 17, 2020 at noon. The Code and Ordinance Committee meeting would begin at 11:00 a.m.

Council Member Caranci inquired as to the process used to hire and schedule Palm Beach County deputies for the Haverhill permit detail.

Council Member Caranci inquired as to the status of speed tables on Woodland Avenue. A brief discussion followed. It was suggested he speak with the residents in the area and report back.

He next reported that many of the intersections in town did not have painted stop bars. Council expressed their concern over the potentially dangerous situation that could arise without the proper markings at an intersection. The Town Administrator would be in immediate contact with the Town Engineer to remedy the matter.

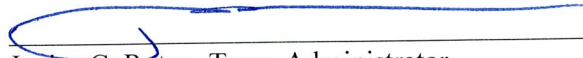
He then inquired about reducing the speed limit on local roads. Attorney Foster reported that speed limits could be reduced to 20 – 25 mph after a full investigation was completed.

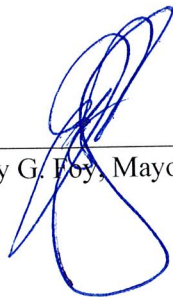
It was reported that despite the promises made to the Town by Amazon/Prime, the vans were still traveling in convoys through the Town at high rates of speed and preventing access to Belvedere Road via the side streets for several minutes. The Town Administrator would follow up with Amazon administration.

**ADJOURNMENT:**

With no further business to come before the Town Council, the meeting adjourned at 8:00 p.m.

Approved: November 19, 2020

  
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Janice C. Rutan, Town Administrator

  
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Jay G. Eby, Mayor