

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



**Town Council  
Workshop  
Town Hall Council Chambers  
4585 Charlotte Street  
Haverhill  
Tuesday, December 1, 2020**

**NOON**

**AGENDA**

- I. Call to Order**
- II. Presentations/Proclamations**
  - a. Presentation by the Palm Beach County School District re: Digital Inclusion Project**
- III. New Business**
- IV. Old Business**
- V. Council, Attorney and Staff Reports**
- 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

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## **TOWN COUNCIL WORKSHOP DECEMBER 1, 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 10:00 a.m. on December 1, 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 allow for Social Distancing of 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 workshop 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 Workshop  
December 1, 2020  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, December 1, 2020 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor Jay Foy; Vice Mayor Lawrence Gordon; Council Member Mark Uptegraph; Council Member Dennis Withington; Council Member Ray Caranci; Town Attorney Dominic DeCesare; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible and Code Inspector Devon Kirms.

Also joining today's workshop were James Gavrilos, CEO for the Education Foundation of Palm Beach County and (Dr) Adam Miller, Director of Educational Technology for the School District of Palm Beach County.

**I. CALL TO ORDER**

Mayor Foy called the workshop to order at 12:02 p.m.

**II. PRESENTATIONS / PROCLAMATIONS**

- a. **Presentation by the Palm Beach County School District re: Digital Inclusion Project:** Dr. Miller stated the goal of this project is to make internet available to students who need it while providing a strong fast internet connection.

**Our Vision:**

The School District of Palm Beach County envisions a dynamic, **collaborative** multi-cultural community where education and lifelong learning are valued and supported, and **all learners reach their highest potential** to succeed in the global economy.

**Our Mission:**

The School District of Palm Beach County is committed to providing a **world-class education with excellence and equity to empower each student to reach his or her highest potential** with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers. Our mission is to grant all students, regardless of zip code, access to reliable internet service in their neighborhoods.



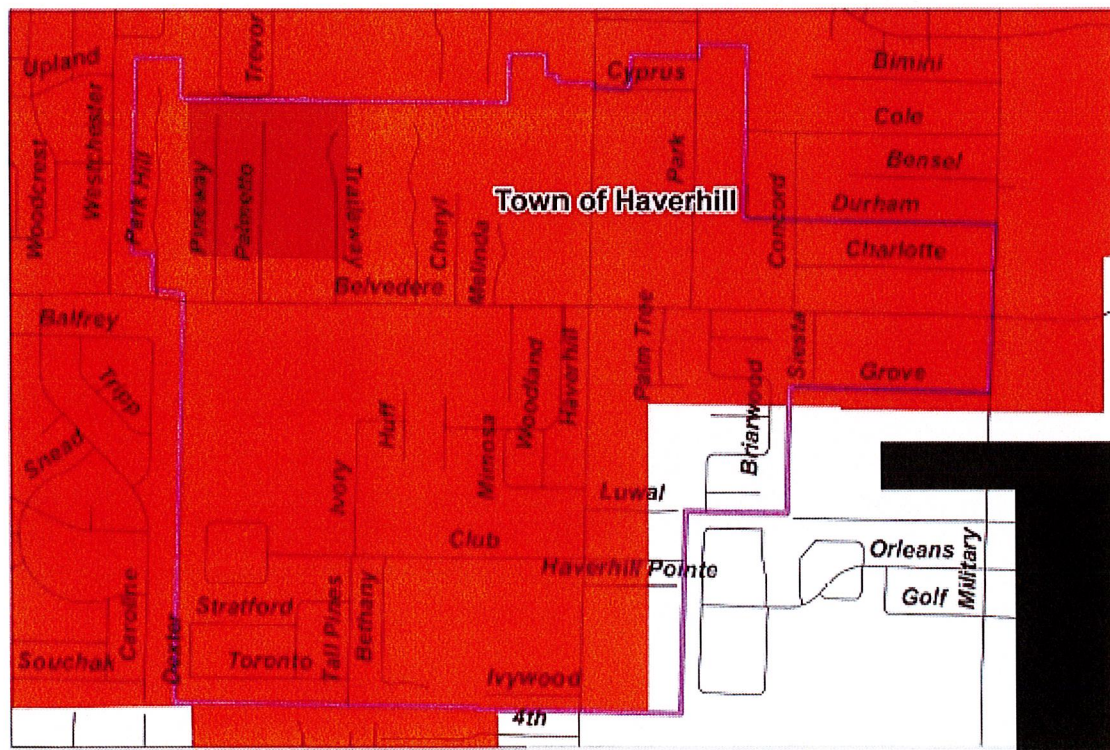
Mayor Foy asked if the school board funded this program. Mr. Gavrilos explained it was through the CARES act (federal funding) dollars. He reported the County put in \$20 million dollars for the infrastructure, and the school district, from their budget, have invested 45 million dollars in chrome books so every child would have one. Some municipalities and corporations have provided funding. A million dollars had been raised just in Palm Beach County for chrome books.

Mayor Foy asked if permitting was being issued. Dr. Miller replied yes by the county. Town Administrator Rutan stated that this Town Council chose not to permit because we cannot regulate. We just ask as a courtesy, to obtain copies of the signed, sealed stamped plans, notification of MOT's (Memorandum of Transportation) as well as the start date. T/A stated that Town Council could decide to permit if the poles were to be installed in the Town's easements but most of our easements are located in the county right-of-way.

### **Discussion ensued.**

Town Administrator Rutan asked if it were known exactly where the poles would be located. Dr. Miller replied no not yet as surveying must be done and he believed that would start in January 2021.

A map of the Town of Haverhill for the Digital Inclusion Project:



Mr. Gavrilos stated the education foundation was sort of the fundraising arm for the school district and because they are a 5013c, a taxable donation can be made. He reported that the Quantum Foundation has committed to putting “navigators” who will go into the cities and municipalities and conduct workshops as most of the families that will be a part of the project do not have computer knowledge. Discussion ensued.

Mr. Gavrilos made an appeal to Town Council for a contribution if funds were available. The Town’s contribution would be matched (doubled).

**Discussion ensued.**

### **III. New Business**

Vice Mayor Gordon reported that an email was received from Representative Matt Willhite’s office regarding budgets, funding etc. Vice Mayor Gordon sent an email to T/A Rutan to see if the Town could ask Rep Willhite to look into funding for upgrading some of the septic tanks that we have in Town. It never hurts to ask. Discussion ensued.

Town Administrator Rutan asked Town Council if they wanted her to put anything on the agenda for next Thursday Town Council meeting regarding funding for the Digital Inclusion Project. Discussion ensued.

Town Administrator Rutan reported on how the Mayor’s Annual Holiday Luncheon will be handled this year.

Town Administrator Rutan reminded all of the Code & Ordinance meeting being held on December 10, 2020.

Town Administrator Rutan reported she will have a Tax Surtax Committee meeting on Tuesday, December 8, 2020 Town Hall at 6:00pm or it may be via teleconference, whichever the attendees preferred.

Mayor Foy announced that the election packages have been handed. There are three (3) Council members up for re-election. The qualification deadline is December 15, 2020 at noon. Discussion ensued.

Council member Ray Caranci asked what type of other committees the Town currently had, that are active. As an example, a beautification committee. T/A Rutan replied the Town tried to resurrect the beautification committee a couple of years ago but no one showed. Discussion ensued.

Town Administrator Rutan wanted to remind Town Council that they need to have recommendations to serve on the Charter committee and bring those to the next Town Council meeting on December 10, 2020. Vice Mayor Gordon and Council member Caranci have volunteered to serve on the Charter committee.

Town Administrator Rutan reported it had come to light when she was preparing her calendar that run-off elections are held 2 weeks (14 days) after the election. The Supervisor of Elections will be doing the audit of the original election the day before, which would be the run-off election. T/A Rutan stated it just does not seem like a possibility. T/A Rutan wanted Town Council to consider this when doing charter changes as to whether or not to continue the run-off election. Discussion ensued.

Council Member Caranci reported that the home at 940 Woodland Avenue with the ADU had sold. Town Administrator Rutan reported the Town had a signed agreement to continue the use of the Accessory Dwelling Unit. Town Attorney John Foster prepared a memorandum that was recorded in the land evidence records. The owners have agreed to the terms of the Town's ordinance so the Town will be doing annual inspections, we will be doing an affidavit that will run with the property that states it is an ADU and will cease to exist upon the sale of the property. Discussion ensued.

Mayor Foy reported he had Town Administrator Rutan send out the Ethics training link. He reminded Town Council to please do it if they had not already. T/A Rutan stated they are offering it virtually on December 16, 2020 or you may watch the video yourself.

#### **IV. OLD BUSINESS**

N/A

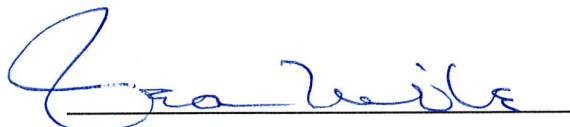
#### **V. COUNCIL, ATTORNEY AND STAFF REPORTS**

N/A

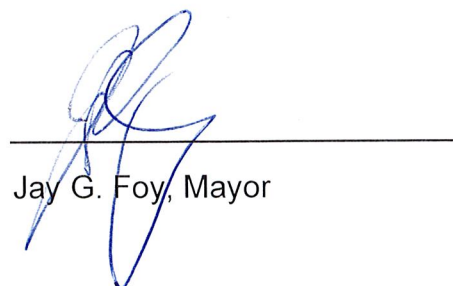
#### **VI. ADJOURNMENT**

There being no further business to be discussed, the workshop ended at 1:24 p.m.

Approved: January 14, 2021

A handwritten signature in blue ink, appearing to read "Jean Wible", written over a horizontal line.

Jean Wible, Deputy Town Clerk

A handwritten signature in blue ink, appearing to read "Jay G. Foy", written over a horizontal line.

Jay G. Foy, Mayor



**TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
Tuesday, December 1, 2020  
Noon**

[illegible]