

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, January 5, 2021  
**NOON****

**AGENDA**

- I. Call to Order**
- II. Presentations/Proclamations**
- 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**

**January 5, 2021**

**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 January 5, 2021. 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  
January 5, 2021  
Town Hall – 4585 Charlotte Street**

**OFFICIAL MINUTES**

Pursuant to the foregoing notice, a Haverhill Town Council Workshop was held on Tuesday, January 5, 2021 at Town Hall, 4585 Charlotte Street, Haverhill. Those present were Mayor Jay Foy; Vice Mayor Lawrence Gordon; Council Member Dennis Withington; Council Member Ray Caranci; Town Attorney Lance Fuchs; Town Attorney Dominic DeCesare; Town Administrator Janice Rutan; Deputy Town Clerk Jean Wible and Code Inspector Devon Kirms.

Dr. Teresa Johnson attended via teleconference.

**I. CALL TO ORDER**

Mayor Foy called the workshop to order at 12:05 p.m.

**II. PRESENTATIONS / PROCLAMATIONS**

N/A

**III. New Business**

Town Administrator Janice Rutan reported that Rodrick Jones, TOH Public Works had been out mowing the Woodland Avenue easement yesterday afternoon and came upon an approximate 3-4' deep sinkhole. Rodrick sent pictures of it to Town Engineer Todd McLeod who was reaching out to Technical Inspections, who was the company that we used to do our video and lining of the pipes. Mr. McLeod also reached out to Wynn & Sons, Inc. as that project had taken place right at the transition of Mr. McLeod coming on board with the Town. Town Administrator Rutan stated we have placed cones around it and have taped it off so people cannot fall into it. Discussion ensued.

Mayor Foy asked how much money was left in our tax fund. Town Administrator Rutan reported about \$20,000.00. Discussion ensued.

Town Administrator Rutan reported that the evening of her Surtax Committee meeting, Joe Alonzi who is head of the neighbor association of Briarwood brought to her attention the seriousness of the sidewalk conditions in Briarwood. Town Engineer Todd McLeod, Code Inspector Devon Kirms and Paul Beaudreau walked the neighborhood and highlighted the areas that needed to be repaired. Town Administrator Rutan provided a

report from Engineer Todd McLeod of what he recommended. It read in part, approximately 1,210 LF of broken sidewalk, three (3) areas where roots need to be trimmed from beneath the walks, and two (2) missing detectable warning mats. A proposal for this work had been requested from Wynn & Sons. Discussion ensued.

Town Administrator Rutan reported on the status of the Briarwood Wall (block wall) from Town Engineer Todd McLeod. The Town had been approved for an SWA grant to construct this project. Brown & Phillips had been retained to prepare easement sketches & legal descriptions for the portions of the wall extending onto 757 Briarwood Drive and 4830 Dorchester Mews. The Town Attorney will utilize the easement sketches to prepare easement agreements with the residents. The wall will be constructed by Atlantic Coast precast, working under K&M Construction (K&M will demo the fence, manage the project, and restore damaged sod, irrigation, walk, etc). Prior to K&M starting work, the Town will remove the existing trees and stumps/roots which conflict with the new wall location. Town Administrator Rutan had asked Engineer Todd McLeod to please make this a priority the first of the year as she had already had half of the grant money. Council Member Caranci asked what the time limit was to use the grant money. Town Administrator Rutan stated a year. Mayor Foy asked Code Inspector Devon Kirms for more detail on the approximately 1,210 LF broken sidewalks. Mayor Foy stated any trip hazards must be fixed right away. Council Member Caranci suggested having rocks laid under the new sidewalks to help with future tree root issues. Mayor Foy asked for quotes to be given as soon as possible. Discussion ensued.

Dr. Teresa Johnson asked how the Town identified who would give an estimate to fix the sidewalks as well as pressure washing. Town Administrator Rutan explained when obtaining a quote, the Town typically tries to piggyback off of a county contract. Town Administrator Rutan explained the Town had been dealing with Wynn & Sons, Inc. for many years because they have a county contract that allows us to use the same pricing module so the Town does not have to go out for bid, which would cost thousands of dollars. Town Administrator Rutan explained that pressure washing, if under a certain threshold, we usually get three (3) quotes. Town Council will then make the decision from the three (3) quotes.

Town Administrator Rutan reported she had found the original repairs that were done to the Durham Street extension. She stated that Code Inspector Devon Kirms and Engineer Todd McLeod had also been out there looking at it because it drains so poorly. The sketches showed that a 4" pipe had been installed. Engineer McLeod was surprised by that. Mayor Foy stated that was not acceptable engineering standards. Discussion ensued.

Town Administrator Rutan reported she received an audio video (over the Christmas holiday) from a resident about loud music. The resident called the police, but nothing was done. The resident reported that the music went on until 11:00pm. Town Administrator Rutan requested a copy of the police report from the resident but had not

yet receive it. Town Administrator Rutan stated it was a civil matter so she is not sure if she should be getting involved or if she should be asking for a copy of the police report. Town Attorney Fuchs suggested no, the Town Administrator should not. Attorney Fuchs reminded all that the Town is currently reviewing the noise ordinance. Discussion ensued.

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

Council Member Withington stated that at the last Town Council Workshop, we had talked about permit schedule and fees pertaining to fencing and he wanted to know what needed to be done to pursue this. He reported that he received a call from a resident that replaced a wooden gate that leads into their backyard. He stated the resident had between \$35.00 and \$40.00 in material cost, but the permit cost was \$79.00. Vice Mayor Gordon questioned why a permit was needed to replace a gate. Code Inspector Kirms stated because it was structural. Council Member Caranci stated if its already existing and they are just replacing the equal why a permit was needed. Mayor Foy stated that is what the discussion had been about, what is needed for a fence permit. Mayor Foy suggested a Code and Ordinance meeting be scheduled for this issue. Discussion ensued.

Mayor Foy stated he had spoken with Town Administrator Rutan this morning regarding parking regulations as he was not very clear on them. Mayor Foy thought the Town had limited the amount of any vehicles in front of a home but that was not the case. He stated apparently it was limited regarding commercial vehicles. Town Administrator Rutan explained that the tonnage is what classified a commercial vehicle, not lettering on the vehicle. Town Administrator Rutan reminded all this is on the agenda for January 14, 2021 for First Reading (along with property maintenance standards). Mayor Foy stated it may have to be delayed. Council Member Caranci agreed and stated the property maintenance standards still needs a lot of work. Discussion ensued.

Council Member Caranci stated he had been doing a lot of thinking about the property maintenance standards and wanted to know from staff how this will be enforced. Town Administrator Rutan deferred to Code Inspector Kirms. Mrs. Kirms explained she drives around Town and makes a list of issues. Town Administrator Rutan explained that at times, other staff members take a tour around Town as well, with fresh eyes. Council Member Caranci wanted to have a feel for how staff looks at things so Town Council can reference to when writing the standards and to be sure what is written, works as an ordinance. Code Inspector Kirms stated she can only notify a property owner based on what she can see from the street. Discussion ensued.

Council Member Caranci suggested Town Council drive around the Town so they can see what staff sees and that would help in making decisions. Council Member Caranci stated he will do that this weekend. He would also like to speak with residents to ask what they think is important. Town Administrator Rutan stated that Mayor Foy walks the

Town almost daily and will call her to ask what is going on with a property. Discussion ensued.

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

Mayor Foy stated there was confusion on what our trash pickup was. He believes it is because they do not pickup vegetation sometimes on Friday's, even if it is in a can. The next time we mail a newsletter out, Mayor Foy would like to clarify in it what is in the Waste Pro contract and not what a particular waste employee believes. Discussion ensued.

T/A Rutan reported that Code Inspector Kirms and Public Works Rodrick Jones drove around Town yesterday to see where the clam truck holes were. Town Administrator Rutan suggested they have a meeting with Don Glover, Waste Pro liaison to discuss the vegetation pickup issues so he can relay to his drivers. Discussion ensued.

Council Member Caranci reported that a home on Haverhill Road that constantly had loose trash in the front yard, was in bags and containers last night. Council Member Caranci just wanted to let all know that progress was being made.

Mayor Foy stated how the number one item discarded on the streets these days were face masks. He thanked Rodrick Jones, Public Works for keeping up on picking these items up throughout the Town. Code Inspector Kirms stated how people dump items on vacant properties in Town. She also stated that people constantly dump items on the east side of St. Christopher's Church. Town Administrator Rutan stated there were many times staff drives into work and sees where someone dumped couches, bicycles, treadmills, etc. in front of Haverhill Park. Discussion ensued.

Council Member Caranci reported the Public Works Department in West Palm Beach just instituted a program where they were remotely watching all of these sites and catching and prosecuting for illegal dumping.

Town Administrator Rutan reported the Mayor is continuing to extend the Local State of Emergency due to COVID-19.


Town Administrator Rutan reported Code Inspector Kirms was working with the EOC (Emergency Operations Center) to get a mobile testing site at Town Hall and hoping that it would eventually be an inoculation site as well. Discussion ensued.

Town Administrator Rutan will have Jean Wible, Deputy Town Clerk add the Palm Beach County vaccine information to the Town's website.

## VI. ADJOURNMENT

There being no further business to be discussed, the workshop ended at 1:25 p.m.

Approved: January 28, 2021



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Jean Wible, Deputy Town Clerk



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Jay G. Foy, Mayor



## SIGN IN SHEET

**TOWN OF HAVERHILL  
TOWN COUNCIL WORKSHOP  
Tuesday, January 1, 2021  
Noon**

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