

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



**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
Thursday, June 10, 2021
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 for the May 13, 2021 and May 27, 2021 Regular Meetings
- VII. PROCLAMATIONS AND PRESENTATION**
- VIII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. PUBLIC HEARINGS:**
- X. REGULAR AGENDA AND FIRST READINGS**
 - a. Approve drainage repairs and pipe replacement to the Woodland Drainage and award contract to Wynn and Sons through piggyback contract with PBC annual 2015-055 in the amount of either \$44,920.00
 - b. Approve sidewalk repairs and concrete replacement to the Briarwood subdivision and award piggyback contract to Wynn and Sons under PBC Annual 2015-55 in the amount of \$18,083.00
- XI. PUBLIC HEARINGS AND SECOND HEARINGS**
 - a. Consider request for a Special Exception to allow for an Accessory dwelling unit as filed by Costanza Barilla, property owner at 4949 Belvedere Road, (Continued from May 13, 2021).
- XII. REPORTS**

Town Attorney
Mayor
Town Administrator

 - a. Discuss proposed 2021-2022 budget
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
June 10, 2021

Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until noon on June 10, 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 and exhibit signs of illness, such as coughing or sneezing, please do not enter 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. Town Council has considered the health, safety and welfare of its residents and the public, and voted to continue to require face masks be worn during public meetings and public hearings in Town Hall and Town Council Chambers to address the Town Council. Those persons gathering outside the Town Hall are encouraged to maintain a separation of at least six feet from one another. 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.

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
Thursday, June 10, 2021
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held at the Town Hall, 4585 Charlotte Street on Thursday, June 10, 2021. Those present Jay Foy, Mayor; Lawrence Gordon, Vice Mayor; Dennis Withington, Council Member; and Teresa Johnson, Council Member. Also, present were John Fenn Foster, Town Attorney, and Janice C. Rutan, Town Administrator.

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 the Pledge of Allegiance.

ROLL CALL

All Town Council Members were present in Council Chambers except Council Member Caranci.

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF AGENDA

A motion was made by Council Member Withington, seconded by Council Member Johnson, and unanimously passed (4-0) to approve the agenda, as amended, by removing Item XI (a) and postponing the public hearing to allow for a special exception to construct an ADU at 4949 Belvedere Road to July 22, 2021.

PROCLAMATIONS AND PRESENTATION

None.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE

Kayla Schnell, Community Services, PBSO was in attendance to present crime statistics for the Town of Haverhill.

She reported that had been 4 trespass complaints at the 7-11 business, 103 traffic stops, 158 Residence/Business checks, 9 suspicious person cases, random domestics, a break-in at 1063 No. Haverhill Road where the suspect was found camping out at the site.

Mayor Foy reported on a brush fire he had come across at the bridge on Jog and the swift action of the PBC Fire Department in distinguishing the flames.

Council expressed their appreciation to the PBSO.

REGULAR AGENDA AND FIRST READINGS

Approve drainage repairs and pipe replacement to the Woodland Drainage and award contract to Wynn and Sons through piggyback contract with PBC annual 2015-055 in the amount of either \$44,920.00

The Town Engineer, Todd McLeod was present and offered Staff's Report. In response to Council Member Johnson's inquiry, Town Engineer McLeod explained the "piggy-back" process. He said that there could be many vendors who had been awarded bids through the competitive

process. The Town has stayed with piggy backing off Palm Beach County and Wynn and Sons for work done in the past.

Mayor Foy added that the process has saved the Town a lot of money over the years. Putting projects out to bid is quite time consuming and costly.

A motion was then made by Vice Mayor Gordon, seconded by Council Member Withington, and unanimously passed (4-0) to award the contract to repair and replace pipe in the Woodland Drainage to Wynn and Sons in the amount of \$44,920.00 as per the proposal #4708, dated May 12, 2021, Option 1; and to authorize the Mayor to sign the contract.

Approve sidewalk repairs and concrete replacement to the Briarwood subdivision and award piggyback contract to Wynn and Sons under PBC Annual 2015-55 in the amount of \$18,083.00

The Town Engineer, Todd McLeod was present and offered Staff's Report. He agreed to provide the Town Council with a map of the sidewalks to be repaired. **A motion was then made by Council Member Johnson, seconded by Vice Mayor Gordon, and unanimously passed (4-0) to award the contract for concrete repair and replacement of the Briarwood sidewalks to Wynn and Sons in the amount of \$18,083.00 as per the proposal, #4686, dated May 3, 2021, and to authorize the Mayor to sign same on behalf of the Town of Haverhill.**

APPROVAL OF THE CONSENT AGENDA

Approval of the minutes for the May 13, 2021, and May 27, 2021, Regular Meetings

A motion was made by Council Member Withington, seconded by Vice Mayor Gordon, and unanimously passed (4-0) to approve the Consent Agenda as presented.

PUBLIC HEARINGS AND SECOND HEARINGS

Consider request for a Special Exception to allow for an Accessory dwelling unit as filed by Costanza Barilla, property owner at 4949 Belvedere Road, (Continued from May 13, 2021). (Postponed to July 22, 2021).

REPORTS

Town Attorney

None.

Mayor

It was agreed to have Code and Ordinance Committee meeting on June 22, 2021, at 11:30 a.m. to discuss pending matters including the request to allow for animated signs.

Committee/Delegate Report

Vice Mayor Gordon reported on the Florida League of Cities. Nominating Committee meeting he had attended in Miami. The group decided to nominate the delegate from Cooper City and another from Haines City.

He noted the first physical meeting of the Palm Beach County League of Cities Board of Directors would be held in Haverhill on June 16, 2021. He agreed to investigate when the meetings of the District II and District III membership would reconvene.

Daija Harvin, Club Circle, addressed the Town Council. She requested information on the League of Cities meeting being held at the Town Hall. Vice Mayor Gordon noted the meeting was of the Board of Directors and typically not open to the public.

The Florida League of Cities annual conference would be held in person in August in Orlando.

Town Administrator

The Town Administrator presented the proposed budget for the FY 2021/2022. The revised proposal included items discussed at the first budget workshop. She noted salaried were being proposed with a 2.5 % COLA increase as well as a 2.5% merit increase. She had not included an increase of her own salary waiting for direction from the Town Council.

She also requested Council direction on whether they thought it time to replace any of the Town vehicles. Both had low mileage and were in fine working order, however, they had been purchased in 2011/2012.

She had included the 3% percent increase to the annual assessment for Solid Waste and Recycling. The difference in cost to assessment would be added to the cost to purchase receptacles and would be part of the Solid Waste line item to be funded by Ad Valorem taxes in the general fund expenditures.

Discussion as to what the Town could do for Ivywood Road repair was brought up. The Town Administrator reported that she had hoped ARPA funding could be used. Council Member Johnson commented she would like to see that continue to move forward move forward for consideration.

The status of the Briarwood wall was next discussed.

The Town Administrator asked Council if they would like to reschedule the July workshop as the scheduled date is the day after the 4th of July holiday when some members were still away. By consensus, the meeting was rescheduled to July 7, 2021, at noon.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Vice Mayor Gordon suggested the Town look into offering a lottery type program as a vaccination incentive for Town residents. He noted other states have been very successful using this program.

Discussion followed. Because Haverhill's zip codes are shared by adjoining neighborhoods it was difficult to get a true count of how many residents have received vaccinations.

He suggested a cash prize for those over 18, and a scholarship of sorts for those under 18.

ADJOURNMENT

With no further business to come before the Town Council, the meeting adjourned at 7:50 p.m.

Approved: June 24, 2021



Janice C. Rutan, Town Administrator



Jay G. Foy, Mayor

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