

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 COUNCIL REGULAR MEETING
Thursday, June 23, 2022
6:30 p.m.
AGENDA

- I. CALL TO ORDER**
- II. INVOCATION AND PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. COMMENTS FROM PUBLIC**
- V. APPROVAL OF AGENDA**
- VI. APPROVAL OF THE CONSENT AGENDA**
 - a. Approval of the Regular minutes for June 9, 2022
- VII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- VIII. PRESENTATIONS AND PROCLAMATIONS**
 - a. Rhonda Giger, General Counsel, Palm Beach County Commission on Ethics
- IX. PUBLIC HEARINGS AND SECOND READINGS:**
- X. REGULAR AGENDA AND FIRST READINGS**
 - a. Review of Proposed Budget for 2022-2023 FY
 - b. Discuss establishing a policy on granting Proclamations
 - c. Update on ARPA charette held June 18, 2022
 - d. Approve new bank account (ARPA FUNDING) with TD Bank and authorize the Mayor or Vice Mayor as signatories
 - e. Town Administrator transition and succession.
- XI. REPORTS**
 - a. Town Attorney
 - b. Mayor
 - c. Town Administrator
 - d. Council/Committee/Delegate Report
 - e. Treasurer's Report
- 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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Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until noon on June 23, 2022. Any public comments received via e-mail, will be made part of the record of the meeting. 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. If you wish to listen to the Town Council Meeting via teleconferencing, dial 1-877-953-1152 and enter participant code 7404157#. Once the meeting begins, all participants will be muted, however, after Council discusses a specific agenda 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 COUNCIL REGULAR MEETING
Thursday, June 23, 2022
OFFICIAL MINUTES

The regular monthly meeting of the Haverhill Town Council was held on Thursday, June 23, 2022, at the Town Hall, 4585 Charlotte Street, Haverhill, FL. Those present were Mayor Jay G. Foy, Vice Mayor Lawrence Gordon, Council Member Dennis Withington, Council Member Ray Caranci, and Council Member Teresa Johnson. The Town Attorney and Administrator were also present.

CALL TO ORDER

Mayor Foy called the meeting to order at 6:30 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Foy led in the Pledge and offered the Invocation

ROLL CALL

All members were present.

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Approval of the Regular minutes for June 9, 2022

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

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE

Kayla Schnell was present representing the Palm Beach County Sheriff's office presented the crime statistics for the previous 2 weeks. There had been three vehicle break-ins, all to cars that had been left unlocked. Two were in Park Hill Estates and the third was a distraction theft at the BP gas station on Military Trail while pretending to help the victim fill her tire with air two men stole the victim's cell phone. When she confronted them, they returned the phone. The suspects are still at large. Fifty traffic stops and seventy-six business and resident stops. In response to Council Member Johnson, there was no camera footage of the theft.

Council Member Caranci stated that there had been a theft of a work vehicle of one of a Town resident on Ontario that had not been reported. D/S Schnell offered to investigate the matter and report back to the Council.

PRESENTATIONS AND PROCLAMATIONS

Rhonda Giger, General Counsel, Palm Beach County Commission on Ethics

Rhonda Giger, general counsel for the Palm beach County Commission on Ethics introduced herself to the Council and provided all with the guide to the Code of Ethics.

**PUBLIC HEARINGS AND SECOND READINGS:
REGULAR AGENDA AND FIRST READINGS**

Review of Proposed Budget for 2022-2023 FY

The Town Administrator presented the proposed budget to the Town Council for their consideration. She presented it with both the requested 4.5000 and 4.325 0 millage rates.

She gave a brief overview of the bare bones budget. It included the estimated expenditures for the ARPA funding which \$600,000 for Drainage Improvement projects. Included in the operating fund budget was \$10,000 to be used for emergency drainage repairs if necessary.

The Building Department had been operating with a surplus, and this year would be running at a deficit due to the prorated of salaries assigned to that department from both the Town Administrator and Deputy Town Clerk. She would recommend a budget amendment for the 2021/2022 FY that would assign 20% of the Town Administrator to that division.

The budget contained a 6% COLA raise for the employees but did not take into consideration the appointment of the Deputy as Town Clerk or the additional duties she will assume with the transition of Administration. She confirmed with Council Member Caranci it as strictly a COLA increase and not merit.

The Town Administrator responded to Council Member Johnson that she had not completed a narrative for the introduction to the budget.

She then announced that Rico Armstrong, Community Services Liaison and Code Inspector had given his notice with his last day of employment being June 28, 2022. She had reached out to Safebuilt to get information on outsourcing the department although the budget before the Council anticipates a full-time employee to serve in that position. She thought Safebuilt could provide services in the interim.

She reminded all that the Town would be required to have four employees to qualify for a group health plan.

The Mayor noted that the full-time Code Inspector had evolved into a full-time position by wearing many hats. He questioned the need that the Town would require a full-time position so the person would have to assume many roles.

Council Member Johnson inquired if there were other duties that the Code Inspector could assume. The Town Administrator reported that she had changed the title of the position to be Community Services liaison/Code Inspector so that the person filling the position could represent the Town as the Emergency Operations liaison, Flood Plain Coordinator, serve on the Community Rating System Board and the Local Mitigation Strategy task force as well as serve as the liaison with Solid Waste. They could also monitor the NPDES program as the Town's Engineer is currently performing that service. They could be responsible for the physical plant and arranging for maintenance and repairs.

These were the services that former Code Officer Joseph Roach had assumed but other than Michael Jordan and Devon Kirms, none of the others serving in that role championed those roles.

Council member Caranci stressed the town's need to have adequate Code Enforcement coverage. Again, the Mayor questioned whether the Town needed a full time Code. All agreed offering benefits was paramount, and the Town should strive to maintain four employees.

Mayor Foy commented that the Town had invested quite a bit into the training and certifications of the Code Inspector that had just resigned. Council member Johnson suggested that moving forward, the

Town initiate a clause requiring reimbursement to the Town if the employee leaves employment prior to a certain timeframe. All agreed.

The executive salary of \$108,000 represented 80% of the Town Administrator's proposed salary. The remaining 20% would be assigned to the Building Department. Discussion followed.

Any cost related to annexations had been dropped from this fiscal year. The Town's history of annexation was discussed.

She explained that the Town would be absorbing the 5% increase to solid waste costs as part of the operating budget and not part of the non-ad valorem assessment.

She explained the reasoning behind the numbers behind the expenditure of the ARPA funding. Based on the outcome of the charette held the previous Saturday, the ballfield raised a lot of sentiment. Mayor Foy noted that although the residents may want to have the return of the picnic and car shows and Halloween events, the Town needs to have the staff to arrange the events. Concern over recurring costs were also noted.

The Town Administrator had presented a table of millage rates 1990 through 2023 (proposed).

Discussion as to how raises were given was next discussed as was the infrastructure and solid waste accounts.

She explained that based on the current millage of 4.5000 there would be a surplus of 78,360 and based on 4.3500 there would be a surplus of \$59,842.

Discuss establishing a policy on granting Proclamations

Attorney Foster offered Staff's report. He asked the Council to concentrate on the Collier County policy. He gave specific examples of Proclamations exemptions.

He highlighted areas of the policy presented.

It was confirmed that the Town Attorney would review the proposed proclamation as well as the Town Administrator.

It was agreed that the matter would be discussed at the next workshop.

Council member Johnson thanked the Attorney for his research and agreed that the Town would be able to carve out a policy that would benefit the Town.

Discussion followed as to the limitation on Proclamations as per Council Member and per year. Mayor Foy made it clear that he would want the policy to include the presentation/reading of the Proclamation. He did not want it to be by the discretion of the Chair.

Discussion followed. Appreciation was expressed to Staff for their research.

Update on ARPA charette held June 18, 2022

Council Member Johnson reported on the Charette held the previous Saturday at the Town Hall. She noted that the residents that did stop by to discuss the programs to be funded through the ARPA. The majority of those expressed their desire to see the community events return and the ballfield be utilized as a ballfield. The location of the Town's Park was favorable.

Traffic calming and streetlights were the next favorites.

Again, concern was raised as to gathering the volunteers to staff the events.

Council member Johnson stressed that it was not the intent to incur continuing expenses.

The Town Administrator would put together a report resulting from the charette.

Approve new bank account (ARPA FUNDING) with TD Bank and authorize the Mayor or Vice Mayor as signatories

The Town Administrator offered Staff's report. She explained that over the years the banking relationship with Seacoast Bank has changed and the product being offered to the Town is not the best for the Town. She was able to obtain a contract between TD Bank and the City of Parkland that would benefit the Town. It was her recommendation that the Town move the ARPA funding over to TDBank but investigate piggybacking the entire contract to include the Town's participation in the Purchasing Co-op which could result in spending rebates as well as interest.

A motion was then made by Council Member Withington, seconded by Vice Mayor Gordon, and unanimously passed (5-0) to authorize the Town Administrator to move the ARPA funds over to TD Bank through the piggy-backing the contract between TDBank and the City of Parkland and to authorize the Mayor and Vice Mayor as signatories on the account.

Council member Johnson inquired if this was a new relationship between the Town and TD Bank. It was explained that the Town had done business with TDBank many years ago but transitioned to Bank United and Seacoast as the Town secured the loan for the park Lane drainage project through Seacoast Bank.

The Town Administrator was confident that the bank would perform based on the competitive bidding process and the content of the agreement.

Town Administrator transition and succession.

She had distributed the five applications for position of Interim Town Administrator received to date. Two interviews had been scheduled for Friday.

Town Administrator commented the town Council would need to decide if they would be appointing the Deputy Town Clerk as Town Clerk.

Council Member Johnson inquired as to the Town Council's consideration of Jean Wible as Town Clerk. She had not completed an application yet. Mayor Foy suggested the Town hold off on the appointment until the Town Administrator is hired as they should be part of the process.

REPORTS

Town Attorney

Attorney Foster reminded all of HB 7071 which would take the widower exemption from \$500 to \$5,000. He added that if there were to be a hurricane event, and a homestead is damaged, there is a provision that taxes can be abated if properties are damaged. This Bill will impact the entire State. It also applies to other catastrophic events.

Mayor

Wastewater and Stormwater Needs analysis must be to the County by the end of June. The Town Engineer will be responsible for the report.

Town Administrator

The Town Administrator reported that for the second year in a row, Grau and Associates will not be able to complete the Town's audit by the June 30, 2022, deadline. She strongly suggested they plan to be onsite the next week to gather the information and review the files they need to perform the audit. Although there are no penalties, if the Town should experience this a third year in a row, State Revenue sharing could be held back.

Presently there is not even an auditor assigned to the Town. By the end of the conversation, they agreed to come on site the week of July 5, 2022. Mayor Foy asked that the Attorney look at the contract. It was agreed that the actions of the auditors were professionally irresponsible.

Council/Committee/Delegate Report

Vice Mayor Gordon announced that he had presided over his first PBC League of Cities meeting. Council Member Johnson had attended the meeting as well and had recruited others to join in the roll call for Haverhill.

He then reported on the bill that would protect businesses for any action of the Town that may affect their business. It is hoped the Governor will veto the bill. The Town Administrator announced another bill would result in unfunded mandates.

Vice Mayor Gordon suggested the Town join other municipalities in regulating rent increases. The Town does not govern rentals within the Town so it could be difficult to enforce. Discussion followed.

Council Member Johnson announced that she is on the reentry task force. The task force assists those persons coming out of prison to reenter into the community. There is presently a funding opportunity for those persons to help them acclimate into the community. There is an RFP which would fund \$750,000 for this issue funded through the partners of the task force. They are still seeking partners.

Treasurer's Report

None.

UNFINISHED BUSINESS

Council Member Caranci said the issues are still outstanding and one of his neighbors has been out of service since October. Her account had been turned over to collections even though she had no service.

The eroding canal issue had been repaired. The holes were caused by PBC Water utilities blowing out their lines. Conversation with the LWDD and the Mayor resulted in a suggestion from the LWDD that they should include a gate.


NEW BUSINESS

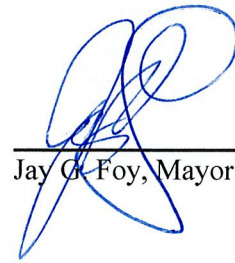
Council Member Foy welcomed Vice Mayor Gordon back from North Carolina. They spoke of his recent health issues, and all wished him well.

ADJOURNMENT

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

Approved: July 14, 2022


Janice C. Rutan, Town Administrator


Jay G. Foy, Mayor