

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



**Town Council
Workshop
Town Hall Council Chambers
4585 Charlotte Street, Haverhill
Tuesday, July 12, 2022
NOON**

AGENDA

- I. Call to Order**
- II. Agenda**
 - a. Palm Beach County Fire Rescue; Presentation of Tracey Adams, District Chief**
 - b. 12:30 p.m. Presentation of TD Bank for banking services under piggyback contracts and co-op agreement**
 - c. Review of Proposal from Calvin Giordano & Associates for Code Enforcement Services**
 - d. Discuss Site Plan amendment re: State Storage group (f/k/a AA Self Storage)**
 - e. Verizon Wireless Lease discussions**
 - f. Update on ARPA programs and recommendations**
- III. Council, Attorney and Staff Reports**
- IV. 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 WORKSHOP
TUESDAY, July 12, 2022
NOON**

Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until noon on July 12, 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 OF HAVERHILL
SPECIAL MEETING OF THE TOWN COUNCIL
Tuesday, July 12, 2022 – 11:45am.
OFFICIAL MINUTES**

A Special Meeting of the Haverhill Town Council was held on Tuesday, July 12, 2022, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

CALL TO ORDER

Mayor Foy called the meeting to order at 11:50 a.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Foy led in the Pledge of Allegiance and offered the Invocation.

ROLL CALL

Deputy Town Clerk Jean Wible called the roll. Those present were Mayor Jay Foy, Vice Mayor Lawrence Gordon, Council Member Dennis Withington, Council Member Ray Caranci, Council Member Teresa Johnson, Town Attorney John Foster, and Town Administrator Janice Rutan

COMMENTS FROM THE PUBLIC

None

APPROVAL OF AGENDA

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

Attorney Foster reported that the Town advertised for an Interim Town Administrator after current Town Administrator Janice Rutan had announced her resignation after serving the Town for sixteen and a half years which resignation would be effective July 31, 2022. Town Council tasked the Town Attorney and Mayor Foy with the responsibility of hiring an Interim Town Administrator.

Town Administrator Rutan participated in the review of the applications as well as the interview process in order to make sure each applicant understood what the responsibilities and obligations were of the Interim Town Administrator.

The Town of Haverhill received eight (8) applications of which four (4) indicated on their resume cover letter that they had Town, Municipal or County managerial experience, and Town Clerk experience in some cases. Attorney Foster gave background information on applicants to include their employment history to the Town Council.

Attorney Foster reported that Mayor Foy, along with the consensus of the Town Attorney, was ready to make a recommendation for the position of Interim Town Administrator.

Mayor Foy asked Town Council if they had any questions.

Council Member Johnson asked which four (4) applicants were interviewed. Attorney Foster replied Tracey Stevens, Dale Sugarmen, Angelia Adediran, and Lakisha Burch.

Council Member Johnson stated that Lakisha Burch really impressed her with her Municipality, HR, records management, and minutes experience. Attorney Foster stated that Ms. Burch interviewed well but according to her resume, almost all of her work experience was as a Clerk.

Mayor Foy stated that Tracey Stevens was the most qualified and she would be his recommendation to the Town Council.

Vice Mayor Gordon asked Mayor Foy if during the interviews, did anyone have any concerns regarding the salary. Mayor Foy responded that he did not recall any candidate having an issue. Discussion ensued.

Council Member Johnson asked if Tracey Stevens said why she wanted to leave the Town of Ocean Ridge. Mayor Foy stated they did not ask any of the applicants why they wanted to leave their current position(s). Discussion ensued.

Council Member Caranci asked if the Interim term was six (6) months. Mayor Foy stated he did not believe we defined that. Attorney Foster confirmed it was not defined but reported that in looking at some of the applicant resumes received, some served as an Interim anywhere from two (2) months to four (4) years. Discussion ensued.

Attorney Foster stated a motion from the floor was required to select Tracey Stevens as the Interim Town Administrator and subject to Town staff being able to negotiate the salary package to be approved by the Town Council.

A motion was made by Vice Mayor Gordon, seconded by Council Member Withington with no comments from the public.

Mayor Foy asked if any further discussion.

Council Member Withington asked if Town Council should designate a time frame for the Interim period or leave it open. Attorney Foster stated he would like to leave it open and reminded all that with any new employee, there was a 90-day probation period. Discussion ensued.

Council Member Caranci asked if there would be any type of contract or would this be employment at will as the State of Florida. Attorney Foster stated this question was asked to all of the applicants and most were employed at will with no written agreement. This position as of now, would be at will. Discussion ensued.

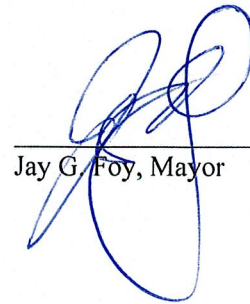
The vote was called and the Town Council of the Town of Haverhill voted unanimously (5-0) to appoint Tracey Stevens as the Interim Town Administrator, subject to the Mayor working out a mutually satisfactory compensation package.

ADJOURNMENT:

With no further business to come before the Town Council, the meeting adjourned at 12:10 p.m.

Approved: July 28, 2022



Jean F. Wible, Deputy Town Clerk

Jay G. Foy, Mayor

**TOWN OF HAVERHILL
TOWN COUNCIL WORKSHOP
Tuesday, July 12, 2022
Noon**

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