

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, July 28, 2022
6:30 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 July 12, 2022, Special Meeting and the July 14, 2022, Regular Meeting
- VII. PROCLAMATIONS AND PRESENTATION**
 - a. Presentation and Acceptance of the FY21 Financial Statement Audit Report
- VIII. COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE**
- IX. COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**
- X. REGULAR AGENDAS AND FIRST HEARINGS**
 - a. Act on Application for Minor Subdivision Filed by Agent Jorge Morell on Behalf of the Property Owner Yaniel & Son Construction, LLC for Property Located at 4894 Cyprus Lane
 - b. Act on annual report of Infrastructure Sales Tax Committee
 - c. Act on Staff Report regarding ARPA Funding
 - d. Consider TD Bank for banking services under existing piggyback contracts and through State of Florida Co-op
 - e. Act on Staff Report regarding Professional Fees
 - e. Review and Discuss Proposed Budget
- XI. PUBLIC HEARINGS AND SECOND READINGS:**

None
- XII. REPORTS**

Town Attorney
Mayor
Town Administrator
Committee/Delegate Report
Treasurer's Report (included in packet)

XIII. UNFINISHED BUSINESS

XIV. NEW BUSINESS

XV. 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
July 28, 2022

Public comment will be received via e-mail (jrutan@townofhaverhill-fl.gov) up until noon on July 28, 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, July 28, 2022

6:30 p.m.

OFFICIAL MINUTES

The regular monthly meeting of the Haverhill Town Council was held on Thursday, July 28, 2022, at the Town Hall, 4585 Charlotte Street, Haverhill, FL. Those present were Mayor Jay Foy, Vice Mayor Lawrence Gordon, Council Member Dennis Withington, and Council Member Ray Caranci. Also present were Town Administrator, Janice C. Rutan, Interim Town Administrator Tracey Stevens and Deputy Town Clerk Jean Wible.

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 except for Council Member Teresa Johnson. Attorney Fuchs participated via telephone.

APPROVAL OF AGENDA

The Town Administrator requested the Town Council amend the agenda by removing item 10A (application for minor subdivision for property located at 4894 Cyprus Lane) and add an item approving the Interim Town Administrator as an authorized signatory for TD Bank, Bank United and Seacoast Bank Accounts.

A motion was made by Council member Withington, seconded Vice Mayor, and unanimously passed (4-0) to approve the agenda as amended

APPROVAL OF THE CONSENT AGENDA

Approval of the Regular minutes for July 12, 2022, Special Meeting and the July 14, 2022, Regular Meeting.

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

PRESENTATIONS AND PROCLAMATIONS

Raquel McIntosh, Senior Partner Grau and Associates was present to deliver the Financial Statement for the FY ending September 2021. She expressed her apology to the Town Council for the audit report being late and Grau's delay in completing the report prior to the June 30 deadline. She commented that it had been their pleasure to have worked with the Town Administrator over the past many years.

Ms. McIntosh highlighted pertinent areas of the financial statement and the independent auditors report. It was their opinion that the Town's financial statements were in accordance with accepted accounting principles, i.e., a clean opinion, also evidenced by no current year findings and recommendations.

There was a general fund balance of 1.329 million. She gave a detailed report of all fund balances. She spoke of the Town's current Florida Retirement System's liability which had significantly decreased this past fiscal year.

The budget to actual revenues and expenditures for all funds was next discussed.

She expressed her congratulations to the Town Administrator for the status of the audit. The Town Council expressed their appreciation to Ms. McIntosh as well as the Town Administrator.

In response to Mayor Foy, Ms. McIntosh stated there would be no penalty for filing the report late. In response to Vice Mayor Gordon, Ms. McIntosh could not specifically answer where the Town stood financially with other municipalities explaining that too many factors had to be considered when answering that question.

A motion was made by Vice Mayor Gordon, seconded by Council Member Withington, and unanimously passed to receive and file the Financial Report for the Fiscal Year ended September 30, 2021.

COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE

Deputy Kayla Schnell was present to report on the crime statistics for the previous 30-day period. She reported that on July 21, there had been a bicycle (unsecured) stolen from a front porch. There was no suspect information on file. There had been a burglary to an unlocked car off Club Circle from which a wallet had been stolen. On July 22, 2022, there had been a traffic stop resulting in a bail out of the vehicle by the suspects who were wanted on several felonies. After heavy police presence in the Club Circle area, the suspects had not been caught.

There had been 75 traffic stops and 103 resident and business checks.

In response to Council Member Caranci, Deputy Schnell agreed to pull the stats for traffic stops to both Haverhill and Belvedere Road. He complained about how horrible the traffic was on Haverhill Road, especially the speeding.

It was not required that Deputies working the detail be radar certified. If Council does decide to make that a requirement, she could request it be added to the detail through Sgt. Nolan.

She then expressed her appreciation to Town Administrator Rutan on behalf of the PBSO. She thanked Ms. Rutan for being so responsive to any issue with the PBSO and noted she would be missed.

REGULAR AGENDA AND FIRST READINGS

~~**Act on Application for Minor Subdivision filed by Agent Jorge Morell on behalf of property owner Yaniel & Son Construction, LLC for property located at 4894 Cyprus Lane**~~

Act on Annual Report of Infrastructure Sales Tax Committee

Act on Staff Report regarding ARPA Funding

Mayor Foy had asked the Town Administrator to put together a report on the status of the ARPA funding and the projects considered for funding. He gave a brief update and proposed the Town Council authorize the studies to be done for the street lighting and traffic studies.

Salesia Smith Gordon, Chair of both the Infrastructure Sales Tax Committee and the ARPA Committee addressed the Town Council. She asked the Mayor to consider an additional study for the best use for the ballpark. The committee was requesting a study for the best public use that could also be income producing as well.

The Mayor expressed concern that if uses of the park were to include movies, entertainment, etc., the Town would need to find a champion for those efforts. Ms. Smith Gordon noted that the Infrastructure Committee did have funds available for spending and they were willing to tether with

the Town to get those studies completed. She was concerned that if the Town did not move forward quickly, the monies could sunset before any of the projects came to fruition.

Mayor Foy agreed. Specific areas for street lighting were addressed. The safety issues on Park Lane were also discussed. It was agreed that the Park Lane complaint was more of a traffic calming issue. The Town Administrator reported specifically on Mr. Brennan's (1284 Park Lane) concerns and the e-mail received earlier.

The areas specific to studies included drainage (completed by Town Engineer), lighting study, traffic calming study and best use for Town ballpark.

Staff would determine if ARPA funds could be used for the studies. Again, it was reiterated that there were infrastructure funds available as well.

The Town Administrator reported that the prior studies done for the highest and best use of the park came in between \$2,300 and \$3,500. The Town Engineer had billed up to \$3,500 for the studies he had completed for drainage.

It was agreed that the ballpark should be reviewed for functionality.

After a lengthy discussion and a sharing of ideas, it was agreed to authorize an amount not to exceed \$6,500 per study (lighting, traffic calming and ballpark). It was further agreed to contact the Town's current Traffic Engineer John Kim for the traffic study.

Mrs. Salesia Smith Gordon thanked the Town Council and then expressed her appreciation to Town Administrator for her service to the Town.

Consider TDBank for banking services under existing piggyback contracts and through State of Florida Coop

The Town Administrator reported there was no additional information since the last meeting and the presentation by TD Bank at the prior workshop. TD Bank was waiting for formal action by the Town.

A motion was made by Council Member Caranci, seconded by Council Member Withington, and unanimously passed (4-0) to engage the banking services of TD Bank under the terms of the piggyback contract between TD Bank and the City of Parkland and the purchasing coop.

Act on Staff Report regarding Professional Fees

The Town Administrator and Town Planner, Josh Nichols offered Staff's report. Based on Staff's recommendations, a motion was made by Vice Mayor Gordon, seconded by Council Member Withington, and unanimously passed (4-0) implement a policy to charge a fee of \$150.00 to property owners/developers/contractors to meet with the town's Consultants prior to application to discuss land development regulations and allowable uses of property. The arrangements to meet with the Town's consultants would be made through the Town and all fees would be made payable to the Town.

Upon submission of the completed application, the applicant would be entitled to a pre application with Staff hearing free of charge.

Review and Discuss Proposed Budget

Staff reported that the budget was under review. In response to Staff's inquiry, it was agreed to move forward with installation of the Council Chambers audio/visual equipment from the current year budget.

Also included in the current year's budget was a line item for the purchase of traffic calming signs. The Council agreed to spend the money but asked Staff to investigate requirements to install traffic equipment on a County Road.

Approve Signatory for Current Bank Accounts

Presently the signatories on all Town accounts were the Mayor, Vice Mayor, and the Town Administrator. It was convenient to have a Staff member able to sign on the account. **A motion was made by Council Member Caranci, seconded by Council Member Withington, and unanimously passed (4-0) authorize Interim Town Administrator Stevens to be added as a signatory to the Town's accounts and to remove present Town Administrator Janice Rutan effective July 30, 2022.**

REPORTS

Town Attorney

Town Attorney Fuchs explained his absence at the meeting was due to his recent exposure to COVID. He expressed his appreciation to the Town Administrator for her years of service and was sorry he could not be at the meeting in person to wish her well.

Mayor

RESOLUTION 2022-04. Mayor Foy read a Resolution honoring the retirement of Janice C. Rutan into the record. It was an emotional presentation. The Town Administrator stated it was an honor to have served the Town of Haverhill as its first Administrator and thanked all for their kind sentiment. **A motion was made by Lawrence Gordon, seconded by Council Member Withington, and unanimously passed (4-0) to pass Resolution 2022-04.**

A photo opportunity followed the presentation of the Resolution and heartfelt sentiments were shared by all.

Cancel Workshop

A motion was made by Council Member Withington, seconded by Vice Mayor Gordon, and unanimously passed (4-0) to cancel the August 2, 2022, workshop.

Town Administrator

Town Administrator Rutan requested permission to have access to her computer log in and account for the ensuing week as there were still loose ends to finish in the transition of duties to the Interim Town Administrator.

A motion was then made by Council Member Caranci, seconded by Vice Mayor Gordon, and unanimously passed (4-0) to allow former Town Administrator Rutan remote access into the computer system to allow closure of the finances through the month of July.

Vice Mayor Gordon reported that although he would be at the League of Cities Annual conference at that time, it was his intention to drive up from Hollywood to attend the August 11, 2022, Council meeting.

Town Administrator Rutan then announced that a permit application had been received for the installation of lighting at the basketball courts at Haverhill Park. The Town Administrator explained that in the past, the town had waived permit fees for the County.

A motion was then made by Council Member Caranci, seconded by Council Member Withington, and unanimously passed (4-0) to waive the permit fee for Palm Beach County.

It was then determined that the County was changing out the lighting at the Tennis Courts and not installing new lighting at the Basketball Courts.

Council/Committee/Delegate Report

Vice Mayor Gordon reported on the July 25, 2022, Palm Beach County League of Cities Meeting. He noted that Interim Town Administrator Stevens was in attendance. He commented that many in attendance spoke in favor of and congratulated the Town on their hire of Tracey Stevens as the Interim Town Administrator.

One topic of discussion included in the League's Attorney's report was the difficulty in enforcement of noise Ordinances. He spoke of a specific case involving the Cleveland Hotel down in Miami.

Mayor Foy reported that Jeremy McBryan had resigned as Water Resources Director and had been replaced by Paul Linton who would be an excellent replacement. Mr. Linton had been the Director of Operations at the SFWMD prior to joining Water Resources.

Treasurer's Report

None

UNFINISHED BUSINESS

The Town Administrator suggested Council Member Caranci speak with Interim Town Administrator Stevens as she knows Ian Cotner of AT&T and may be able to assist.

Council Member Caranci reported that AT&T did respond to a specific issue. He suggested reaching out to Donald Kiselewski of Florida Power and Light. It was noted there is a present lawsuit between AT&T and FP&L.

NEW BUSINESS

It was noted that the Haverhill Baptist Church had installed their new change copy sign. Staff would review.

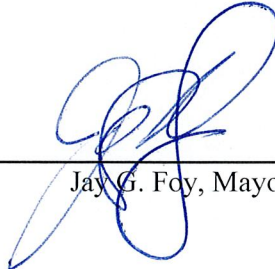
ADJOURNMENT

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

Approved: August 11, 2022



Tracey L. Stevens, Interim Town Administrator



Jay G. Foy, Mayor