

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, MAY 25, 2023  
6:30 PM  
AGENDA**

**CALL TO ORDER**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**COMMENTS FROM THE PUBLIC**

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE CONSENT AGENDA**

1. Approval of the Minutes of the April 27, 2023, Regular Meeting

**PROCLAMATIONS AND PRESENTATIONS**

**COMMENTS FROM PALM BEACH COUNTY SHERIFF'S OFFICE**

**COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**

**PUBLIC HEARINGS & ORDINANCE READINGS**

**REGULAR AGENDA**

2. Act on Haverhill Courts Site Plan Revisions and Approve the Development Order as Submitted
3. Authorize the Purchase of a Vehicle for the Public Works Department Utilizing the Current State Bid Contract
4. Act on Zoning Official Proposal
5. Act on Holiday Lighting Proposal
6. Appoint Committee Delegate to the PBSO East Region Community Advisory Committee
7. Act on Extension to the Town's Interlocal Cooperation Agreement with Palm Beach County for Purposes of Certain Federal Community Development Funds from the U.S. Department of Housing and Urban Development

**REPORTS**

8. Town Attorney
9. Mayor
10. Town Administrator
11. Treasurer's Report for April 2023
12. Committee Delegates

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

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  
Tracey L. Stevens, Town Administrator



**TOWN COUNCIL REGULAR MEETING  
AGENDA  
May 25, 2023**

**Public comment will be received via e-mail ([tstevens@townofhaverhill-fl.gov](mailto:tstevens@townofhaverhill-fl.gov)) up until noon on May 25, 2023. 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 inform the Town 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.**

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 Tracey L. Stevens, Town Administrator at the Haverhill Town Hall, 4585 Charlotte Street, Haverhill, Florida at (561) 689-0370.

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, MAY 25, 2023  
6:30 P.M.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, May 25, 2023, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

**CALL TO ORDER**

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

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

Town Administrator Stevens called the roll and Council Members present were Mayor Jay G. Foy, Vice Mayor Lawrence Gordon, Council Member Ray Caranci, Council Member Teresa Johnson, and Council Member Dennis Withington. Town Staff present included Town Attorney Foster and Town Administrator Stevens. With a quorum present in the Council Chambers, the meeting proceeded.

**COMMENTS FROM THE PUBLIC**

Larry Diegert, 1011 Pineway Drive, reported that there are several streetlights out along Belvedere Road. He requested that the lighting in the neighborhoods be improved for pedestrian safety. Mayor Foy thanked Mr. Diegert for his comments and noted that the Council is already working on streetlighting enhancements utilizing ARPA funds. He noted that the Town has been trying to work with the County to provide lighting enhancements along their stretch of roadway on Belvedere Rd and Haverhill Rd with negative results so far.

Stanley Leszewski of the Florida Citizens Audit spoke to the Council. He noted that he is working with Jeffrey Buongiorno who ran against Brian Mast in the last election. They started a non-profit organization that focuses on constitutional rights and honest and fair elections, and they are looking for supporters for Mr. Buongiorno.

Jonathan Bennett, 5132 Paloverde Place, voiced his concern that a poll or survey was not completed prior to traffic calming being installed in his neighborhood. He feels that streetlighting needed to be addressed first due to safety concerns and asked that the Council consider hiring a full-time Police Officer for Haverhill to increase safety for the residents. Mayor Foy noted that the Town held a charette for citizen input on how to spend the ARPA money, and traffic calming and street lighting were two areas that the citizens suggested. The Town is working on both of those, along with other projects, and the timing of the projects is based on the complexity of each project and who the Town can contract with to complete the work. In reference to Police presence, he mentioned that the Town is patrolled by PBSO and spends additional money on a special detail deputy for 32-40 hours per week. Anything over and above that would require a tax increase. Council Member Caranci spoke about the lighting upgrades and noted that the Town is going to roll out the new Civic Ready Alert system to enhance communications to the public.

## REGULAR TOWN COUNCIL MEETING MINUTES OF MAY 25, 2023

### **APPROVAL OF THE AGENDA**

Mayor Foy asked if there were any additions, deletions, or modifications to the agenda, and there were none.

**Council Member Withington moved to approve the agenda as submitted; seconded by Council Member Johnson. Motion carried 5-0.**

### **APPROVAL OF THE CONSENT AGENDA**

#### **1. Approval of the minutes of the April 27, 2023, Regular Meeting**

**Council Member Withington moved to approve the consent agenda as submitted; seconded by Vice Mayor Gordon. Motion carried 5-0.**

### **PROCLAMATIONS AND PRESENTATIONS**

There were none scheduled.

### **COMMENTS FROM THE PALM BEACH COUNTY SHERIFF'S OFFICE (PBSO)**

A Representative of the Palm Beach County Sheriff's Office was not present for the meeting; however, Mayor Foy shared information/statistics that was received from Deputy Schnell which included two suspicious persons, five vehicle burglaries at one location, battery, fireworks, suspicious vehicle, shots fired which was unsubstantiated, weapon violation, fraud, and multiple suspicious persons and unwanted guest calls at 7/11 and BP gas stations (subjects included vagrants and unruly/argumentative customers), along with 54 traffic stops and 72 business/residence checks by permit and patrol deputies.

### **COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE**

District Fire Chief Tracey Adams reported that the Town experienced 29 calls in April, with 18 of those being medical calls, 4 motor vehicle accidents, and 2 fire calls. The average response time was 6.53 minutes. She mentioned that hurricane season begins June 1<sup>st</sup> and urged residents to prepare. She noted that last week was National Arson Awareness Week, and she described the events and fundraisers that the Fire Department has recently been involved with as well.

### **PUBLIC HEARINGS & ORDINANCE READINGS**

There were no public hearings or ordinance readings scheduled.

### **REGULAR AGENDA**

#### **2. Act on Haverhill Courts Site Plan Revisions and Approve the Development Order**

Town Administrator Stevens introduced the item by noting that the developers, D.R. Horton, requested an amendment to the site plan to reduce the size of the pool from 20' x 40' to 15' x 30'. In addition, a revised landscaping plan was submitted at the request of the Town Council.

Doug Murray of WGI spoke to the Council, noting that 25 canopy trees were added to the landscaping plan to address the Council's concerns. Council Member Caranci noted that larger canopy trees cannot be installed due to site constraints, and the plan that has been submitted will be as good as it can get for this site.

Council Member Johnson asked why the pool size is proposed to be reduced, and Maria Bolivar of D.R. Horton responded that there are only 40 units, and cited safety concerns for the residents. Ms. Bolivar stated that the Florida Department of Health (DOH) requires a certain size for a certain number of units. Council Member Caranci noted that the DOH size requirement is a

## REGULAR TOWN COUNCIL MEETING MINUTES OF MAY 25, 2023

minimum size, not a maximum, and Vice Mayor Gordon voiced his concern that the size seems too small for that many units. Ms. Bolivar agreed to keep the size of the pool at 20' x 40'.

**Council Member Johnson moved to approve the site plan/revised landscaping plan and development order for Haverhill Courts, with the size of the pool to remain at 20' x 40'; seconded by Council Member Withington. Motion carried 5-0.**

### **3. Authorize the Purchase of a Vehicle for the Public Works Department Utilizing the Current State Bid Contract**

Town Administrator Stevens reported that the Public Works vehicle is aging, and the Town budgeted for the replacement of two vehicles in the current budget utilizing ARPA funds. This purchase would be made utilizing the current state bid contract. The plan is to rotate the new Code Enforcement vehicle to Public Works and purchase a smaller vehicle for Code Enforcement to move in and out of the neighborhoods better. The price of \$20,047 is the price after the trade-in of the current Public Works vehicle, and this price comes in under budget.

Mayor Foy called for public comment, and there was none.

**Council Member Withington moved to approve the purchase of the vehicle for Public Works as presented; seconded by Council Member Caranci. Motion carried 5-0.**

### **4. Act on Zoning Official Proposal**

Town Administrator Stevens reported that this item is being brought before the Council at the Council's request. Corey O'Gorman has submitted a proposal to provide Zoning Official duties to the Town. She mentioned that she had worked with Mr. O'Gorman in two other municipalities, and he is extremely qualified and recommended. If the Council desires to move forward, the Building Official would perform a building code review of permit applications, and Mr. O'Gorman would perform the zoning review. Mr. O'Gorman's rate is \$145 per hour and would be covered under the building permit fees, which would need to be increased.

Council Member Caranci suggested that the Council move forward with this so that the interpretations of the zoning code are consistent and done properly for every permit.

Discussion ensued regarding the process and cost comparison to other towns, and how many permits would need a zoning review. Council Member Johnson asked if other proposals could be sought. Mayor Foy noted that he is inclined not to move forward with this if it will cost the residents more money in permit fees, and he doesn't see a great need for it.

**Council consensus was to gather more information regarding pricing.**

### **5. Act on Holiday Lighting Proposal**

Town Administrator Stevens reported that she is bringing this proposal forward at the request of the Council. Staff contacted several companies and two companies submitted proposals. Lighting by Design came in with the lowest proposal. Discussion ensued regarding the details of the proposals, and Council consensus was to start with lighting only the Town Hall facility, and not the trees along Charlotte Street. Mayor Foy stated he would not be in favor due to budget constraints.

**Vice Mayor Gordon moved to approve a three-year contract with Lighting by Design for the holiday lighting of Town Hall, not including the tree line by the ballfield; seconded by Council Member Johnson. Motion carried 4-1 (Mayor Foy dissenting).**

**6. Appoint Committee Delegate to the PBSO East Region Community Advisory Committee**

Town Administrator Stevens reported that PBSO has created the East Region Community Advisory Committee so that leaders across the region may have input on safety measures in the area. She noted that she does not have much information as to the location or frequency of the meetings.

None of the Council Members voiced interest in being appointed to this committee.

**7. Act on Extension to the Town's Interlocal Cooperation Agreement with Palm Beach County for Purposes of Certain Federal Community Development Funds from the U.S. Department of Housing and Urban Development**

Town Administrator Stevens reported that the agreement is being updated due to the Civil Rights Act, and the County is asking the Council to approve the new agreement with the language that has been proposed that will address the requirements of the Civil Rights/Fair Housing Act.

**Council Member Withington moved to approve the interlocal agreement as presented; seconded by Council Member Johnson. Motion carried 5-0.**

**REPORTS**

**8. Town Attorney**

Town Attorney Foster reported that the Town recently received the standard reservation of rights letter from the insurance company in reference to the code enforcement noise violation appeal. They are providing defense coverage under the policy of up to \$100,000 per year. Andrea Amigo of Roberts, Reynolds, Bedard & Tuzzio, PLLC is representing the Town.

He also reported that the new Form 6 financial disclosure requirements will take effect on January 1, 2024. Town Administrator Stevens noted that she included instructions on how to file Form 6 in the Council packages so that Council Members could familiarize themselves with the requirements in advance. Discussion ensued regarding the requirements.

He also reported that he would be attending the Florida Municipal Attorney's Seminar in July.

**9. Mayor**

Mayor Foy reported that the water management district is proposing a rule that no garbage may be deposited into the canals. Haverhill discharges into the Lake Worth Drainage District canals, and not directly into the South Florida Water Management District, so this should not directly affect the Town.

Mayor Foy noted that he was a recent victim of fraud and reported that one of the permit deputies on duty in a separate incident returned his lost phone to him that apparently dropped out of his pocket when he was placing the recycling out. He didn't even know he had lost it and Deputy Norris had returned it, which is a great service to the town. Discussion ensued regarding increased patrols to the town and the cost associated with that.

**10. Town Administrator**

Town Administrator Stevens reported that the drainage project on Paloverde Place has been completed. The project took longer than expected, as the survey crew needed to go out and mark the easement area. After that occurred, the Town found that a resident had installed a fence in the easement area without a permit and is also storing a camper in the easement area which needed to be moved. A tree also needed to be removed from the area.

## REGULAR TOWN COUNCIL MEETING MINUTES OF MAY 25, 2023

The traffic calming project in the areas of Tall Pines Road, Woodland Avenue, Paloverde Place, & Ivory Lane has been completed. Council Member Caranci mentioned that some of his neighbors have provided positive comments regarding the project.

The street lighting project is in progress, although staff is finding it difficult to find a contractor to do a photometric study. Council Member Caranci and Mayor Foy have provided separate maps showing the existing street lights and where lighting may be needed. Discussion ensued regarding safety in the neighborhoods and Mayor Foy commented that property owners are responsible for protection of their own property, and the Town is responsible for lighting the streets. Council Member Caranci noted that every intersection should have a light.

Town Administrator Stevens mentioned that she will be at the FCCMA Annual Conference in Orlando from May 31<sup>st</sup> through June 3<sup>rd</sup>. She also mentioned that her vacation in July has been cancelled and she will update the Council when she is able to reschedule.

Staff has gathered costs for flashing lights to be installed on the stop signs at the intersection of Park Lane and Cyprus Lane due to continued complaints from the resident that lives near that intersection who is observing vehicles running the stop signs on a continual basis. The Town could purchase flashing lights for around \$87 to \$100 per sign. **There was consensus of the Council to proceed with the purchase of the lights.**

### **11. Treasurer**

The Treasurer's Report was submitted and accepted for April 2023.

### **12. Committee Delegates**

Vice Mayor Gordon reported that he recently attended the Criminal Justice Commission meeting, and they are working on reducing juvenile crime, and helping battered women and children find housing. He also attended the PBCLOC annual gala, and they gave out six \$1,000 scholarships this year. He also reported that he and Council Member Johnson attended the YWCA Gala. He thanked staff for the birthday card.

Council Member Johnson reported that she attended the Committee on Airport Noise in May, and they will be installing a new noise monitoring system to replace units that are not working properly. The RFP will go out later this year. She noted that discussion was had regarding how to reduce the noise level of the planes that is regulated by the FAA. She noted that 30 comments/questions have come in from residents for the first quarter of 2023 regarding airport noise and activity.

Council Member Johnson reported that she received the YWCA Dorothy Height award for work she has done in the northwest community. The Council and Town Administrator congratulated Council Member Johnson.

Mayor Foy mentioned that the County is suing the FAA for allowing jets to land at the Lantana airport, citing noise and unsafe conditions.

### **UNFINISHED BUSINESS**

Council Member Caranci mentioned that the stop sign heights for the traffic calming project in his neighborhood are not consistent with the existing signs and he asked Town Administrator Stevens to look into whether there has been a change in the standard. Mayor Foy commented that there is a County adopted standard that the Town should be following. He also commented that there should be "Three Way Stop" sign markers installed. There also appears to be a gap in the

## REGULAR TOWN COUNCIL MEETING MINUTES OF MAY 25, 2023

striping. Town Administrator Stevens responded that the Town Engineer did a final inspection of the project and provided a field observation report, and there were no concerns listed in the report. She will follow up with the Town Engineer regarding these concerns.

Council Member Caranci commented that since the traffic calming devices have been installed, traffic has now been re-routed through Ponderosa and Mimosa Ct to avoid the speed humps which is an unintended consequence.

Vice Mayor Gordon suggested that the Town look into having a choir perform at Town Hall during the holiday season and provide hot chocolate for the residents.

### **NEW BUSINESS**


There was no new business to come before the Council.

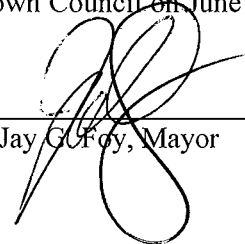
### **ADJOURNMENT**

There being no further business to come before the Town Council, the meeting adjourned at 8:03 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on June 22, 2023.

Approved: \_\_\_\_\_

  
Tracey L. Stevens, Town Administrator

  
Jay Gufoy, Mayor



**TOWN OF HAVERHILL  
REGULAR TOWN COUNCIL MEETING  
Thursday, May 25, 2023  
6:30pm**

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