

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
THURSDAY, DECEMBER 14, 2023
6:00 P.M.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, December 14, 2023, at the Town Hall, 4585 Charlotte Street, Haverhill, FL.

CALL TO ORDER

Mayor Foy called the meeting to order at 6:00 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 John Foster and Town Administrator Tracey Stevens. With a quorum present in the Council Chambers, the meeting proceeded.

COMMENTS FROM THE PUBLIC

David London, 760 Palm Tree Lane, mentioned that driveway sizes in his HOA are inadequate, as cars are always blocking the sidewalk which creates a dangerous situation for pedestrians.

APPROVAL OF THE AGENDA

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

Vice Mayor Gordon 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 November 9, 2023, Regular Meeting
2. Adopt Town Council Meeting Calendar and Holiday Closings Schedule for 2024
3. Ratify Agreement for Paving with All American Asphalt, LLC in the amount of \$9,500 for the paving of a portion of the Town Hall parking lot
4. Approval of Release of Code Enforcement Lien for 5390 Stratford Road

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

PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations scheduled.

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

Deputy Reis reported on the statistics for the last 60 days which included two suspicious vehicles at Town Hall on different dates, a residential burglary, shots fired in the surrounding areas of the intersection of Belvedere Road and Haverhill Road, vandalism on Haverhill Road, a stolen camper from Gator Self Storage, a stolen semi-truck at the church parking lot on Haverhill Road, a noise violation on Grove Street, a noise violation on Belvedere Road, multiple suspicious persons and unwanted guests at 7/11, 174 traffic stops, and 4 DUI arrests.

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COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE

Acting District Fire Chief Craig Spiegelhalter reported on the statistics for the month of November which included 19 medical calls, 5 motor vehicle accidents, 1 fire pit, 1 hazardous situation for power lines down, 1 assist/investigation related to a power outage for a total of 27 events. The average response time was 6.48. He reported that the new recruits have begun working and reported on other activities within Palm Beach County.

PUBLIC HEARINGS & ORDINANCE READINGS

5. **First Reading and Adoption of Ordinance No. 521 – An Ordinance of the Town Council of the Town of Haverhill, Palm Beach County, Florida, Amending Section 58-584 of Division 14, Property Maintenance Standards, of Article IX, Supplemental District Regulations, of Chapter 58, Zoning, To Clarify that Maintenance of Sanitary Facilities Includes Septic Systems and Wells and Requiring that Such Systems be Maintained in Accordance With All Applicable Health Regulations and that a Private Provider Issue a Report Identifying Any Problems and Remedial Action, if Necessary; Requiring All Rental Dwelling Units Have the Septic and/or Well System Inspected as Part of its Licensing Procedure; Providing for Severability; Providing for Repeal of Laws in Conflict; Providing For Correction of Scriveners' Errors; Providing for an Effective Date and Other Purposes**

Town Attorney Foster read Ordinance No. 521 into the record by title only. He summarized the ordinance for the Council, noting that this pertains to maintenance of septic systems and bringing septic systems up to standard. He explained that this ordinance covers all residential units in the Town, and rental units will be inspected during the licensing process, which will include inspection of the septic system. If the Code Enforcement Officer notices anything awry with the septic system during the inspection, he can refer the owner to have a private provider issue a report identifying any problems with the system. Discussion ensued regarding the code enforcement process and staff answered any questions posed by the Council.

Council Member Withington moved to adopt Ordinance No. 521 on first reading; seconded by Vice Mayor Gordon. Motion carried 5-0.

REGULAR AGENDA

6. **Approval of Agreement for Building & Zoning Official and Inspection Services with Nova Engineering and Environmental, LLC**

Town Administrator Stevens introduced Mr. Durrani Guy of Nova Engineering who will be the Town's primary Building Official. She noted that the agreement was included in the meeting packages for review by the Council and answered the question regarding when the agreement will begin, which will be right after the current Building Official departs on January 12, 2024.

Mr. Guy spoke to the Council regarding his background and the background of the company. He stated that his philosophy is to make the building permit process easy for the residents and builders, which should help them make the right decision to come in to obtain the necessary permits when required. He answered the question regarding inspections, noting that he has a team of five inspectors with two having multi-trade inspection abilities. He will be the Chief Building Official for the town performing permit review. He will also perform zoning review with the help of a clerk who specializes in zoning.

Mayor Foy called for public comments, and there were none.

Council Member Johnson moved to approve the agreement for Building & Zoning Official and Inspection Services with Nova Engineering and Environmental, LLC beginning January 12, 2024; seconded by Vice Mayor Gordon. Motion carried 5-0.

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7. Resolution No. 2023-11 – A Resolution of the Town Council of the Town of Haverhill, Florida Recognizing and Honoring Bill Denison for His Years of Dedicated Service as the Building Official for the Town of Haverhill

Mayor Foy thanked Mr. Denison for his years of service to the Town of Haverhill.

Mayor Foy called for public comments, and there were none.

Council Member Withington moved to adopt Resolution No. 2023-11; seconded by Council Member Johnson. Motion carried 5-0.

8. Resolution No. 2023-12 – A Resolution Designating the Two Candidates Who Have Officially Qualified for the Office of Haverhill Town Council; Finding and Declaring that the Two Qualified Candidates are Unopposed for the Two Available Town Council Seats; Finding and Declaring that Pursuant to the Haverhill Charter, the Haverhill Code of Ordinances and General Law that Such Two Qualified and Unopposed Candidates Have Become Council Members Elect and Shall Take Office as Town Council Members on March 19, 2024; Declaring that the Town of Haverhill Municipal Election Scheduled for March 19, 2024 is Hereby Canceled Since there are No Other Election Contests or Ballot Measures to be Presented to the Electorate at Such Election; and Providing for an Effective Date

Town Attorney Foster read Resolution No. 2023-12 into the record by title only.

The Council and staff offered its' congratulations to Council Member Withington and Council Member Caranci.

Town Administrator Stevens mentioned that the Town will save money this year since there is no need for an election.

Mayor Foy called for public comments, and there were none.

Council Member Johnson moved to adopt Resolution No. 2023-12; seconded by Vice Mayor Gordon. Motion carried 5-0.

9. Adopt Schedule of Fees for Code Enforcement Citations

Town Administrator Stevens stated that the Council adopted the alternative code enforcement citation ordinance several months ago, and since that time, staff has been working on the citation form and the schedule of fees which is being presented to the Council for review and approval. She answered questions of the Council, noting that the Code Enforcement Officer will have discretion on whether to issue a citation or to issue a courtesy notice, or go straight to a violation notice depending on the severity of the violation. She stated that the goal is code compliance without fining, and in most cases, compliance is achieved without ever having to issue a fine or violation notice.

Mayor Foy called for public comments, and there were none.

Council Member Caranci moved to adopt the schedule of fees for Code Enforcement citations as submitted; seconded by Council Member Withington. Motion carried 5-0.

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10. Discussion Regarding Change Order for Ballfield Reconfiguration Project

Mayor Foy mentioned that he did a site visit at Town Hall today and he explained the fence damage that was likely caused by the irrigation system. There are three options which include repairing the fence, removing the fence, or removing and replacing it with a new fence. The contractor recommended repairing the current fence which would be less expensive than replacing it, and Mayor Foy agreed. Discussion ensued regarding each option, including the pricing for each, the size of the fence, and the option to extend the fence to make more room on the interior.

Mayor Foy noted that he spoke with the contractor about the landscaping during his site visit and shared the information he received. He stated that the landscaping portion of the project will be discussed at a future meeting, along with the discussion as to whether this will become an open field for the public to use. Council Member Caranci stated that the current “grass” in the field is just weeds but it works fine. Council Member Johnson suggested going back to the suggestions that were made during the charette when discussing future uses.

There was consensus of the Council to obtain additional quotes for fence repair and also obtain quotes for a new 6' chain link fence, expanding the fence area to add additional space on the interior of the field, and a price comparison for a vinyl coated fence.

REPORTS

11. Town Attorney

Town Attorney Foster mentioned that staff will be placing an item on the next workshop agenda for the Council to discuss the future ordinances related to parking of RV's and boats, driveways, and placement of yard waste.

12. Mayor

Mayor Foy reported that the discussion centered around the transportation tax vs. infrastructure tax at the District II/III meeting. The Council discussed the issue and did not develop support for one tax over the other. Town Administrator Stevens noted that if the Town no longer receives infrastructure surtax funds, a capital improvements budget will be more important, as historically, the Town has used the infrastructure surtax funds for capital projects such as drainage and paving.

Mayor Foy also reported that NPDES reports are due soon. Town Administrator Stevens stated that she forwarded all the Town's information that was requested from Karen Brandon for the NPDES report.

13. Town Administrator

Town Administrator Stevens noted that her written monthly report was submitted in the Council packages. She asked if the Council was interested in holding an “Adopt a Road Litter Collection Event” to receive NPDES credits, and Mayor Foy voiced safety concerns if we were going to do this on Belvedere and Haverhill Roads. He suggested only doing neighborhood roads. Vice Mayor Gordon had similar thoughts and mentioned having volunteers sign a waiver, although that wouldn't necessarily avoid a lawsuit. Council Member Johnson mentioned that a company she worked for previously did neighborhood cleanups, and they had a training program covering safety tips. She also mentioned giving community service hours for those needing them. Mayor Foy stated that Lake Clarke Shores has a public program we could inquire about.

Town Administrator Stevens stated that resident Stacy Herig suggested that the County continue the sidewalk that is located near Haverhill Park along Belvedere Road to Drexel Road. The Council discussed this, and Mayor Foy noted that he believes the County included this in its

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bridge construction project; however, there may be a right-of-way issue between the County and Lake Worth Drainage District. After discussion, it was decided that Town Administrator Stevens would inquire about this in the letter that is going to the County Administrator with the basketball lighting budget request.

Town Administrator Stevens stated that the Abundant Life Church of God recently repaired its legal nonconforming sign that was damaged, and it appears that the sign is now slightly larger. She asked the Council for a determination as to whether the church would need to request a variance as it is in the setbacks, and after discussion, the consensus of the Council was that since this was only a repair, a variance would not be needed.

Council Member Caranci asked for an update on the traffic calming project, and Town Administrator Stevens stated that the Town Engineer is currently working on pricing. She stated she would follow up with him again after the meeting.

Town Administrator Stevens gave an update on the street lighting project. FPL would not accept the paper version of the map, so the Town Engineer is currently working on an electronic map. FPL also needs additional information on the map such as whether a current pole is located at the proposed lighting locations, the types of poles we would like to install, the type and length of the arms, types of fixtures for each location, and desired kelvins in each location. Town Administrator Stevens mentioned that she attended the Issues Forum sub-committee meeting regarding street lighting today, and recommendations were made that will be sent to the full Issues Forum for consideration regarding the County's policy on street lighting.

Council Member Johnson asked about the price point for the new townhomes and Town Administrator Stevens responded that she spoke with the developer, and they will not set the prices until they review market prices once the models are built. Council Member Johnson stated that there may be some first-time homebuyer monies available through the County Department of Housing and Economic Sustainability.

14. Treasurer

The final Treasurer's report for September 2023, October 2023, and November 2023 were presented and accepted.

15. Committee Delegates

Council Member Johnson reported that she attended the "Incubate Debate" program and the high school students discussed banning Tik-Tok. She encouraged the students to embrace their positions, as it is through conversations and discussions that solutions can be found.

Vice Mayor Gordon reported that he attended the Florida League of Cities Legislative Conference and the key issues of FLC for the upcoming legislative session are mobility/transportation including impact fees, and sovereign immunity.

UNFINISHED BUSINESS

There was no unfinished business to come before the Council at this time.

NEW BUSINESS

There was no new business to come before the Council at this time.


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ADJOURNMENT

There being no further business to come before the Town Council, the meeting was adjourned at 7:33 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on January 11, 2023.

Approved:



Tracey L. Stevens, Town Administrator



Jay G. Foy, Mayor

