

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, JANUARY 25, 2024  
6:00 P.M.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, January 25, 2024, 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**

There were no comments from the public offered at this time.

**APPROVAL OF THE AGENDA**

Mayor Foy inquired 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 Withington. Motion carried 5-0.**

**APPROVAL OF THE CONSENT AGENDA**

1. Approval of the Minutes of the January 11, 2024, Special Meeting
2. Authorize Mayor Foy to Sign the NPDES Annual Report for 2022-2023

**Council Member Withington moved to approve the consent agenda as submitted; seconded by Council Member Johnson. 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 Havemann reported on the statistics for the last 30 days which included a disturbance at the 7/11 parking lot involving a vagrant, three separate noise complaints, a "shots fired" call that was cleared since no evidence was found, a verbal disturbance between employee and customer at a business, a verbal disturbance between roommates at a residence, a suspicious person knocking on doors asking for money, money stolen from an unlocked vehicle, and a stolen tag. There were 75 traffic stops and 276 property checks.

Council Member Johnson reported that there have been people trespassing and fishing in the pond in the Club Rd Estates HOA. She noted that there are "No Trespassing and No Fishing" signs displayed near the pond. She explained that she called in a complaint recently, but she doesn't

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know if anyone responded. Deputy Havemann stated that he would follow up with Council Member Johnson after the meeting.

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

Acting District Fire Chief Craig Spiegelhalter reported on the statistics for the month of December which included 15 medical calls, 4 motor vehicle accidents, 2 fire alarms, and 1 assist/investigation, for a total of 22 events. The average response time was 6.56 which is average for the area. He also described other events that the Fire Department has recently been involved with including a new fire station and new recruits. He mentioned that they are experiencing short staffing which is delaying the publishing of the annual report. The new abbreviated report due to HIPAA concerns was discussed. The address/location and call type that was previously listed on the report is protected by HIPAA.

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

- 3. Second 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. Staff answered any questions posed by the Council.

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

**Council Member Caranci moved to adopt Ordinance No. 521 on second reading; seconded by Council Member Withington. Motion carried 5-0.**

### **REGULAR AGENDA**

- 4. Selection of Contractor for Landscaping Portion of the Ballfield Reconfiguration Project**

Town Administrator Stevens reported on the three quotes that were received for the landscaping portion of the ballfield reconfiguration project. She noted that the three quotes vary greatly in price and materials, and suggested that if the Council decides to go with the low quote, a condition should be set regarding change orders and a price cap so as not to be unfair to the other companies that quoted. Discussion ensued regarding the quotes and proper contractor licensing.

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

**Council Member Withington moved to select "From Green to Greener" as the landscaping contractor for the ballfield reconfiguration project at the quoted price of \$10,510 along with a 25% contingency, and to authorize the Mayor or Town Administrator to sign the necessary contract documents; seconded by Council Member Johnson. Motion carried 5-0.**

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### REPORTS

#### 5. Town Attorney

Town Attorney Foster reported that staff has been working on the staff report, public notices, and ordinance for the voluntary annexation which will be coming before the Council.

#### 6. Mayor

Mayor Foy reported that the PBCLOC District II/III monthly meeting was cancelled. He reported that he attended the Palm Beach County Zoning Commission meeting which lasted all day, and tractor trailer storage on residential lots was discussed.

#### 7. Town Administrator

Town Administrator Stevens noted that her written monthly report was submitted in the Council packages which included the following:

- a. Town Administrator vacation plans for 2024;
- b. The Town Hall complex is in need of painting. **There was consensus of the Council for staff to gather quotes on either gray with blue trim or gray with white trim and submit a request in the upcoming FY25 budget;**
- c. Update on research regarding septic tanks in the Town. Mayor Foy suggested reaching out to Mock Roos/NPDES group to see if they have any data since some of the health department data was lost. Another option is to request data from PBC Water/Sewer utility department to see who is already on sewer;
- d. Palm Beach County Notice of Proposed Future Land Use Atlas Amendment for a privately proposed large scale comp plan amendment for Spring Haven MUPD off Belvedere Road was received by the Town. **There was consensus of the Council to send an objection letter due to the increased traffic this development would cause in the Town, and to point out that only 89 units should be allowed on 11.22 acres if the density is changed to 8-units per acre; not 195 as proposed;**
- e. Update on Palm Beach County's five-year road program;
- f. Staff will be working on clarifying language in the town code regarding authority to remove temporary signs in the right-of-way without notice;
- g. Update on the Palm Beach County Housing Bond Allocation process for workforce housing, along with a sales price and income chart;
- h. The letter to the County requesting basketball court lighting in Haverhill Park was sent; and
- i. PBC Office of Resiliency received a grant to conduct vulnerability assessments for Haverhill, Cloud Lake, Glen Ridge, Golf, Hypoluxo, and Palm Springs. Town Administrator Stevens will be working with PBC to give them the data they need from Haverhill for the vulnerability assessment. Once the vulnerability assessment is completed, the Town will be in compliance with the statutes.

#### 8. Treasurer

The Treasurer's report for December 2023 was presented by Town Administrator Stevens and accepted by the Town Council.

#### 9. Committee Delegates

Vice Mayor Gordon reported that he recently attended the Criminal Justice Commission meeting and it was noted that the number of homeless persons in our area is growing, and drug overdoses are up as well. They are also working on a universal bond system. He also reported on the status of legislation regarding sovereign immunity.

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### UNFINISHED BUSINESS

Council Member Caranci stated that the AT&T pole in his neighborhood was finally replaced, and we are now just waiting for FPL to relocate their facilities onto the new pole. Town Administrator Stevens stated that we still have many tickets open with FPL to take care of issues such as vegetation in the lines, street lights that are out, and ruts in the roadway caused by utility trucks.

Town Administrator Stevens stated that Jo Plyler stopped by Town Hall recently, and she let her know about the ballfield reconfiguration project. She assured Ms. Plyler that the area would still be dedicated to her grandson, and she showed her the improvements that were made to the monument last year.

Council Member Caranci inquired about the traffic calming project in his neighborhood, and Town Administrator Stevens mentioned that the price quotes will be coming before the Council at the February meeting.

Council Member Johnson noted that it appears the drainage project on Club Road West has been completed and looks good. Town Administrator Stevens stated that she has not received the final inspection results yet and will follow up soon.

### NEW BUSINESS

Council Member Withington stated he was out a few weeks ago and noticed the public works crew working on the side of the road, and noticed they have very little security lighting on the trucks. He recommended that light bars be installed on both Town trucks to enhance safety for the employees. He noted that staff did some research on the cost which will be around \$3,000 for both. **There was consensus of the Council to install light bars on both Town vehicles and expend from contingency.**

### ADJOURNMENT

There being no further business to come before the Town Council, the meeting was adjourned at 6:58 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on February 22, 2024.

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

Tracey L. Stevens, Town Administrator

Jay G. Foy, Mayor

**TOWN OF HAVERHILL**  
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**Thursday, January 25, 2024**  
**6:00pm**

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