

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, MAY 22, 2025  
6:00 P.M.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, May 22, 2025, 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 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, Town Administrator Tracey Stevens and Town Engineer Todd McLeod. With a quorum present in the Council Chambers, the meeting proceeded.

**COMMENTS FROM THE PUBLIC**

There were no comments offered from the public 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 Regular Meeting of April 24, 2025
2. Approval of Alpine Towing, Inc. Agreement for Vehicle Towing Services
3. Approval of Budgeted Expenditures of \$32,498.35 for Information Technology Equipment Replacement to be Performed by Essential Net Solutions, Inc.
4. Approval of Change Order / Expenditure Increase for Tall Pines Drainage Project, Increasing the Total Project Amount from \$422,198 to \$444,522.14

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

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

Deputy Schnell reported on the statistics for the last 30 days which included 1 DUI arrest, 11 vehicle crashes, 2 misdemeanor arrests from traffic stops, 1 theft from Haverhill Park, 1 neighbor dispute, 1 illegal dumping report, 1 noise complaint, 3 vehicle burglaries, 1 vandalism report, 246 traffic stops, and 213 business and residence checks. Deputy Schnell reported that she will be taking another position within PBSO and a replacement has not been selected yet.

**COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE (PBCFR)**

District Fire Chief Martinez reported on the statistics for April which included 18 calls including 1 vehicle accident, 16 medical calls, and 1 medical alarm. The average response time was 7:28 with a turnout time of 38 seconds. He stated he hopes the new preemptive zoning system which will begin in August will alleviate the traffic issues which cause higher response times. The

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system is called “Glance”. He stated that the department installed 147 free smoke detectors within 5 municipalities in the last month, and they will be doing another install in June.

### PRESENTATIONS

There were no presentations on the agenda.

### PUBLIC HEARINGS & ORDINANCE READINGS

There were no public hearings or ordinance readings on the agenda.

### REGULAR AGENDA

#### 5. Discussion Regarding Town Engineer Services for Streets Assessment and Schedule of Roadway Improvements

Town Administrator Stevens reported that she asked Town Engineer McLeod to develop a quote for assessing our streets so the street paving schedule can be added to the capital improvements program. She explained that the quote of \$14,300 is in the meeting packages for Council review, and this is a budgeted expenditure in the Town Engineer’s line of the approved budget.

Town Engineer McLeod stated that in the past, road repair and paving was scheduled based on citizen complaint and review by the Town’s Public Services Coordinator, and the Town Administrator would like to develop a long-term schedule based on engineering expertise. He explained the methodology for developing the street schedule.

Town roads vs. private roads was discussed, and Town Engineer McLeod stated that he intends to include all roads other than County roads into the assessment, as the Town may try to acquire private roads in the future.

Striping, stop bars, and speed humps were discussed and Town Engineer McLeod stated that striping and stop bars would be included in his report, and he doesn’t anticipate that the roads that had speed humps recently installed would be high on the list for repaving.

Town Administrator Stevens stated that the Town collects fuel tax revenue and state revenue sharing funds from the state and those funds are restricted to be used only for maintenance and construction of roadways.

Mayor Foy asked if Town Engineer McLeod had access to a GIS system and Town Engineer McLeod responded that he does not.

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

**Council Member Johnson moved to approve the expenditure of \$14,300 to McLeod McCarthy & Associates, PA for street assessment services; seconded by Council Member Withington. Motion carried 5-0.**

Town Engineer McLeod updated the Council on general engineering projects around town that he is currently working on quoting. The projects include the Charlotte Street ditch regrading and repairing damaged asphalt; Concord Ave widening and curbing; Club Rd West drainage improvements; and Mimosa Court regrading and valley gutter installation.

Council Member Caranci asked about the drainage issues behind the homes along Paloverde Place and Town Engineer McLeod stated that the system will need to be replaced in the future; however, it is currently located underneath pool decks that extend into the Town’s drainage

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easement. He suggested grouting the pipe, abandoning it and installing a new pipe that is located away from the pool decks. He stated that his inspectors went out to inspect the areas where sink holes are forming, and that project is on the list to address.

6. Resolution No. 2025-05 – A Resolution of the Town Council of the Town of Haverhill, Florida, Adopting a Preliminary Non-Ad Valorem Special Assessment for the 2025-2026 Fiscal Year for Residential Properties Lying Within the Municipal Boundaries of the Town of Haverhill as More Particularly Described in Exhibit “A” Attached Hereto, to Fund Solid Waste Collection and Disposal and Related Charges Within the Town, Collecting Such Pursuant to the Uniform Method for the Levy, Collection and Enforcement of Non-Ad Valorem Assessments, Providing that such Assessments Shall Constitute Legal, Valid, and Binding First Liens Upon Property Against Which Assessments are Made Until Paid; and Providing for an Effective Date.

Town Attorney Foster read Resolution No. 2025-05 by title into the record.

Town Administrator Stevens reported that the solid waste assessment will increase from \$27.07 per unit, per month for FY25 to \$27.90 per unit, per month for FY26 in accordance with the Waste Pro contract that was adopted by the Council. The annual assessment will increase from \$326 per unit to \$335 per unit to cover the cost. She noted that this is the preliminary resolution and the final resolution will be adopted in July.

**Vice Mayor Gordon moved to adopt Resolution 2025-05 as submitted; seconded by Council Member Withington. Motion carried 5-0.**

### REPORTS

#### 7. Town Attorney

Town Attorney Foster did not have a report to present; however, he noted that he would have a legislative report for the next meeting. He noted that he will be attending the Florida Municipal Attorney's Association annual conference in July.

#### 8. Mayor

Mayor Foy did not have a report to present.

#### 9. Town Administrator

Town Administrator Stevens noted that her written monthly report was submitted in the Council packages and encouraged the Council to review the report with important information. She reported that she will be attending the FCCMA annual conference next week and will be taking vacation June 13<sup>th</sup> through June 18<sup>th</sup>. She reported that in order to address the Council's concerns regarding people living in RV's in the Town, she would be proposing a code amendment to aid code enforcement in enforcing the Town's code at the next meeting.

In response to the Town Administrator's report regarding National Public Works Week and Code Enforcement Officers' Appreciation Week, Council Member Johnson thanked Rodrick Jones and Joe Petrick for their work. She also inquired about the report of unpaid taxes for 1099 N. Haverhill Road, and Town Administrator Stevens responded that is the empty lot that came before the Council a couple of years ago for a subdivision and the Property Appraiser would not issue a second parcel control number since there are unpaid taxes.

#### 10. Treasurer

Town Administrator Stevens reported on the Treasurer's report for April 2025. She noted that the ARPA funds will be completely expended in the next month and no funds will need to be issued back to the federal government. She stated that the interest earned on the bank account will be transferred into the general operating account and the ARPA bank account will be closed.

**Council Member Caranci moved to receive and file the Treasurer's report for April 2025; seconded by Council Member Johnson. Motion carried 5-0.**

#### 11. Committee Delegates

Council Member Johnson reported that her tour of the Sabal Palm facility in Pahokee with the Re-Entry Task Force was enlightening. She explained the programs at the facility.

Council Member Johnson reported that she has been accepted into the Leadership Palm Beach County Class of 2026 which begins in August 2025 and runs through 2026. She asked if the Council would approve \$800 of the \$2,400 tuition fee to attend the class. Town Administrator Stevens stated that funds are available in the education and training line of the legislative department budget. **There was consensus of the Council to expend \$800 for Council Member Johnson to attend the Leadership Palm Beach County Class of 2026.**

Vice Mayor Gordon reported that he will be attending the annual installation gala of the Palm Beach County League of Cities on May 28, 2025. He stated that the league will be awarding seven scholarships to students this year which is an increase from the five scholarships that were awarded last year. He also reported that the current legislative session has been an attack on home rule. Town Administrator Stevens stated that she was placed on the FLC Task Force to educate legislators on how property taxes are spent and how a decrease or elimination of property taxes could cripple small municipalities and devastate basic services to our residents.

#### UNFINISHED BUSINESS

Vice Mayor Gordon asked about where we are in the process of looking at the parking code to address parking in the roadways overnight. Town Administrator Stevens stated that staff took notes regarding parking at the last workshop, but they have not had the time to spend on creating an ordinance yet. She stated it is still on the list of items to complete. Vice Mayor Gordon asked about cars parking over the sidewalk and Town Administrator Stevens stated that the ordinance already prohibits that; however, we don't have Code Enforcement or PBSO coverage during the evening hours to enforce the code.

#### 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 was adjourned at 6:59 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on June 26, 2025.

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

Tracey L. Stevens, Town Administrator

  
Jay G. Foy, Mayor

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