

**TOWN OF HAVERHILL
TOWN COUNCIL REGULAR MEETING
THURSDAY, JULY 24, 2025
6:00 P.M.
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, July 24, 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 (Arrived at 6:03 PM), and Council Member Dennis Withington. Town Staff present included Acting Town Attorney Dominic DeCesare and Town Administrator Tracey Stevens. 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.

Council Member Withington moved to approve the agenda as submitted; seconded by Council Member Caranci. Motion carried 4-0.

APPROVAL OF THE CONSENT AGENDA

1. Approval of the Minutes of the Regular Meeting of June 26, 2025
2. Designate Vice Mayor Lawrence Gordon as the Voting Delegate for the Florida League of Cities 2025 Annual Meeting
3. Proclamation in Honor of Verdenia C. Baker in Recognition of Her Retirement as Palm Beach County Administrator
4. Ratification of the Town Attorney Retainer Agreement, the Town Engineer Professional Services Agreement, and the Town Planner Professional Services Agreement

Council Member Johnson arrived at this time (6:03 PM).

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

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

There was no one in attendance from the Palm Beach County Sheriff's Office to offer a report.

COMMENTS FROM PALM BEACH COUNTY FIRE RESCUE (PBCFR)

District Fire Chief Martinez reported on the statistics for June which included 24 calls including 3 vehicle accidents, 15 medical calls, 3 fire alarms, and 3 investigations. The average response time was 6:30 seconds. He also presented a video depicting the services of the Palm Beach County Fire Rescue Department.

PRESENTATIONS

There were no presentations scheduled on the agenda.

PUBLIC HEARINGS & ORDINANCE READINGS

5. Second Reading and Adoption of Ordinance No. 535:

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING SECTION 38-9, PARKING OF MOTOR VEHICLES, RECREATIONAL VEHICLES, WATERCRAFT AND TRAILERS IN RESIDENTIAL DISTRICT, OF CHAPTER 38, TRAFFIC AND VEHICLES, OF THE CODE OF ORDINANCES OF THE TOWN OF HAVERHILL, BY CLARIFYING IN SUBSECTION (d)(2)(ii)(4) THAT ALL RECREATIONAL VEHICLES SHALL BE STORED WITH ALL SLIDE-OUTS AND AWNINGS IN THE CLOSED POSITION; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES.

Acting Town Attorney DeCesare read Ordinance No. 535 into the record by title only.

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

Council Member Johnson moved to adopt Ordinance No. 535 on second reading; seconded by Council Member Withington. Motion carried 5-0.

6. First Reading and Adoption of Ordinance No. 536:

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING SECTION 58-257, SITE DEVELOPMENT STANDARDS FOR TOWNHOUSES AND ZERO LOT LINE HOMES, OF ARTICLE VII, PBI AIRPORT OVERLAY, OF CHAPTER 58, ZONING, OF THE CODE OF ORDINANCES OF THE TOWN OF HAVERHILL, TO CLARIFY THAT NO MORE THAN TWENTY PERCENT OF THE BUILDINGS IN A SINGLE DEVELOPMENT MAY HAVE UP TO EIGHT DWELLING UNITS PER BUILDING, ALLOW FOR LOT WIDTHS OF TWENTY FEET FOR DEVELOPMENTS IN THE PBI AIRPORT OVERLAY OF TEN ACRES OR MORE PROVIDED THAT THE COUNCIL DETERMINES THE REDUCTION IS MITIGATED BY OTHER FACTORS, CLARIFYING THAT THE LIMITATION OF IMPERVIOUS AREA DOES NOT APPLY TO DEVELOPMENT PURSUANT TO SECTION 58-257, AND REQUIRING LANDSCAPING TO BE AS PRESCRIBED BY THE COUNCIL AS PART OF THE SITE PLAN APPROVAL PROCESS; PROVIDING FOR SEVERABILITY AND REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES

Acting Town Attorney DeCesare read Ordinance No. 536 into the record by title only.

Town Planner Nichols presented the staff report for the Merrimack Towns text amendment application. He explained that an increase in maximum grouping length for townhomes was requested in which no more than 20% of the development would include up to 8 units per building with the average not exceeding 6 units per building, thus creating more open space and green space throughout the site. An amendment is also being requested regarding landscaping for townhome developments to increase the amount of landscaping provided between driveways and in front yards, and an increase in minimum lot width from 22' to 20' may be allowed by the Council upon

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determination by the Council that the reduction is mitigated by other factors such as additional open space, landscaping and/or pervious area. He explained that there is a requirement to provide 40% pervious area in the front yard; however, the front yard of a townhome is small.

Mayor Foy clarified that a text amendment approval would apply to all potential townhome developments in the Town, and not just this specific development.

Doug Murray of WGI presented on behalf of the applicant, Meritage Homes, and noted the presentation is a combined presentation of the text amendment application and the site plan application. He noted the site plan submitted will meet all of the town codes if the Council approves the text amendment application. He also mentioned the parking requirements will include an additional 11 parking spaces above the code requirements, and the development will be a gated community. He stated there will be four (4) acres of open space representing 33% of the site. He showed the landscaping that will be provided and noted that it is well above what the code requires. Building elevations and architectural elements were also presented.

Mayor Foy asked about the stabilized area shown on the site plan going toward the L-4 canal on the east side. Building Official Guy responded that the area is designated as a turning point for Fire/Rescue vehicles. Mayor Foy noted that area is being counted as part of the landscaping percentages. He also asked about the size of the landscaping strips between the driveways and noted he would be more comfortable with wider strips than the 2 1/2' shown on the site plan.

Council Member Caranci asked if the site plan would be reviewed a second time by the Council, and Town Administrator Stevens stated that a site plan only appears on the agenda once; however, site plan approval in this case would need to be conditioned on the text amendment ordinance being adopted on second reading at the August 28, 2025 meeting. Council Member Caranci stated he trusts staff will ensure the site plan meets code, and noted he wants to make sure the tree species/canopy trees are appropriate and maximized.

Council Member Johnson asked about Mr. Murray's comment on the size of the trees in the rendering, and Mr. Murray responded that the size of the trees in the rendering are more mature than what will be planted, as the rendering shows how the development will look once the trees grow for several years. He stated the canopy trees will be installed at 12' height and the rendering shows the trees at approximately 20' height after around 5 years of growth.

Mayor Foy called for public comments. Janel Horne of Southern Pines asked about the hearing dates listed on the public notice posted on the property and Town Administrator Stevens clarified that the text amendment ordinance will go through two public hearings and although the site plan does not have two public hearings, it can only be conditionally approved pending the second reading of the text amendment ordinance in August. She also brought up potential traffic issues due to Wallis Road being a two-lane roadway. She commented that the Dunkin Donuts on the corner has increased the traffic dramatically on the street already.

Grace Dahl of Royal Palm Estates asked if there was only one way in and one way out of the development and Town Administrator Stevens confirmed. Ms. Dahl asked how many parking spaces would be provided and if there was a traffic analysis done and Town Administrator Stevens confirmed that Palm Beach County reviewed the traffic analysis and issued a traffic impact report stating that there would be no adverse impacts on traffic. She asked if a left turn arrow could be added coming out of Wallis Rd onto Haverhill Rd and the developer's Engineer, Dr. Ortega, stated that since those are County roads, that would be up to the County to expand that roadway to add a turning lane. Council Member Johnson asked if we could look into that with the County, and Brian

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Seymour, Attorney for Meritage Homes, stated that they could ask; however, if the traffic plan was already approved, Palm Beach County likely would not approve the lane addition. Town Administrator Stevens stated that she could bring up this idea when speaking to County officials regarding the transportation master plan. Ms. Horne asked if the project would be on septic or sewer and Town Administrator Stevens stated that it would be sewer constructed by the developer.

Council Member Johnson asked about the buildout timeline, and Jenai Ferguson of Meritage Homes responded that there would likely be a 6-8 month permitting timeline followed by one year of land development until they can go vertical, with projected certificates of occupancy to be issued in 2027. Council Member Johnson noted that would give town staff time to discuss the transportation master plan with the County.

Council Member Withington moved to adopt Ordinance No. 536 on first reading and transmit to second reading; seconded by Council Member Johnson. Motion carried 5-0.

REGULAR AGENDA

7. **Act on Application for Site Plan Approval for Merrimack Towns Submitted by Meritage Homes of Florida, Inc. on Behalf of the Owners of the Properties Located at 5383 Wallis Rd, 5373 Wallis Rd, 396 Hach Ln, 304 Hach Ln, and 467 54th Ave N**

Note: the site plan application was discussed as part of item #6 on the agenda.

Town Planner Nichols added that the staff reports were included in the meeting packages and staff recommends approving the site plan conditioned on the developer meeting all of the conditions as listed in the staff reports and upon the text amendment ordinance being adopted on second reading.

Landscaping strip widths was discussed. Attorney Seymour suggested that the condition state the developer will provide 5' wide landscaping strips except where it would impact the width of the driveway, with the goal of trying to provide 5' widths. Doug Murray of WGI stated that he is confident that the 2' landscaping strips could be widened to at least 3'.

Council Member Caranci asked if the conflicts with utility easements have been resolved in terms of providing the required landscaping that will be sustainable for the future. Town Planner Nichols stated that he does not see any conflicts with utilities in the site plan.

Council Member Caranci commented regarding the tree species and wanted to ensure there would be enough tree canopy. He asked how they would meet the minimum requirements per lot, and Mr. Murray noted that the requirements are grouped by building, so if the requirement is one tree per lot and there are four units in a building, there would be at least four trees planted for that building, but not specifically one tree planted on each lot. Ms. Ferguson noted that the HOA will maintain the grass on all lots and they can address tree and shrubbery maintenance within the HOA documents. Mayor Foy noted that the Town Attorney should review the HOA documents prior to them being finalized. Town Administrator Stevens stated that any dead trees in the future would need to be replaced per Town Code. Discussion ensued regarding who would be responsible for maintenance and replacements in the future, and it was agreed to address it in the HOA documents. Town Planner Nichols stated that he is comfortable that the site plan meets the landscaping requirements in town code.

Mayor Foy called for public comments. Janel Horne of Southern Pines asked about the distance from Wallis Road the gate to the community will be installed and Mayor Foy noted that there will be ample room for car stacking leading up to the gate to ensure Wallis Road will not be impacted.

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Janel Horne also asked that ample parking be provided within the community itself as opposed to parking along Wallis Road.

Grace Dahl of Royal Palm Estates asked about the estimated number of school children and estimated number of school buses that would be picking up children from this development, and Town Administrator Stevens stated that this project has already gone through the required school concurrency review process and has been approved by the school district.

Council Member Caranci asked that the issue of fences and patios being expanded beyond the site plan approval after the units have been issued a certificate of occupancy, and Town Administrator Stevens stated that issue would need to be brought up during the HOA document review as well.

Council Member Caranci moved to approve the site plan for Merrimack Towns submitted by Meritage Homes with the following conditions: 1. All staff comments by the Town Planner, Town Engineer and Building Official be addressed; 2. The Text Amendment Ordinance be adopted on second reading at the August 28, 2025 Town Council meeting; 3. Four (4) foot landscaping strips be provided between the driveways; and 4. HOA documents be reviewed by the Town Attorney prior to finalizing to incorporate items discussed by the Council; seconded by Council Member Withington. Motion carried 5-0.

- 8. Authorization for the Town Administrator to Sign a Professional Services Agreement for Building Official and Building Inspection Services with City Inspections, LLC Pending Legal Review**

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

Council Member Johnson moved to authorize the Town Administrator to Sign a Professional Services Agreement for Building Official and Building Inspection Services with City Inspections, LLC Pending Legal Review; seconded by Council Member Withington. Motion carried 5-0.

- 9. Resolution No. 2025-06: A Resolution of the Town Council of the Town of Haverhill, Palm Beach County, Florida, Re-Authorizing SBA to Invest and Reinvest Surplus Funds of the Town in its Florida Prime SBA Account and Removing Persons and Adding Persons as Authorized to Transact Business on Behalf of the Town in Said Account**

Acting Town Attorney DeCesare read Resolution No. 2025-06 by title only into the record.

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

Council Member Withington moved to adopt Resolution No. 2025-06; seconded by Council Member Caranci. Motion carried 5-0.

- 10. Resolution No. 2025-07: A Resolution of the Town Council of the Town of Haverhill, Florida, Tentatively Establishing a Millage Rate for the 2025/2026 Fiscal Year; Setting the Required Public Hearings and Providing an Effective Date**

Acting Town Attorney DeCesare read Resolution No. 2025-07 by title only into the record.

Town Administrator Stevens stated that it was difficult this year to formulate a recommendation on the maximum millage rate since new state laws will be going into effect regarding cuts in sales tax, state revenue sharing, and communications service taxes, and the state has not yet shared the revenue projections. She stated she is proposing a maximum mil rate of 4.0000; however, it may

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not be enough to cover expenses if the revenue projections come in lower than expected. She stated if the Council decides to stay with the current mil rate of 4.0500 as the maximum mil rate, the goal will be to cut that rate by the final hearing in September once the revenue projections are received. She explained that the maximum millage rate as set by the Council will be the rate on the proposed tax bills sent out to homeowners, and any mil rate over the roll back rate is considered a tax increase.

Mayor Foy stated that although he always wants to lower the mil rate, he understands that inflation is still increasing and revenue sources are decreasing, making it harder to lower the mil rate. He noted that there is a small amount of \$3,600 in the contingency line item if the Council decides to lower the mil rate to 4.0000 and that makes him uncomfortable.

Vice Mayor Gordon stated that since the Council can lower the rate during the September hearings, he would recommend being cautious and setting the maximum mil rate at 4.0500 until the revenue projections are received by the state. Town Administrator Stevens stated the goal will be to lower the mil rate in September.

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

Council Member Withington moved to adopt Resolution No. 2025-07 with a maximum mil rate of 4.0500; seconded by Vice Mayor Gordon. Motion carried 5-0.

- 11. Resolution No. 2025-08: A Resolution of the Town Council of the Town of Haverhill, Florida, Levying a 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; Approving, Confirming, and Adopting the Non-Ad Valorem Assessment Roll, Incorporated Herein As Exhibit "B"; Providing That Such Assessments Shall Constitute Legal, Valid, and Binding First Liens Upon Property Against Which Assessments are Made Until Paid; Providing for Conflict; Providing for Severability; and Providing for an Effective Date**

Acting Town Attorney DeCesare read Resolution No. 2025-08 by title only into the record.

Council Member Caranci asked if there would be any options to change this rate during the budget process, and Town Administrator Stevens stated that this is the final rate resolution and there are no other options to change it. She mentioned that this rate is needed to fund the solid waste contract amount only, with no additional administrative costs to be covered. She stated the administrative costs would be funded from the general operating fund. Discussion ensued regarding the per unit costs and number of units and Council Member Caranci asked if the additional costs per unit this year could be funded out of the operating budget, and Town Administrator Stevens stated she does not recommend that this year, as the contingency line item is already low with not enough to cover additional expenses. She stated that taxpayers will still pay the exact amount of the contract whether it be through non ad-valorem assessments or through ad-valorem taxes, as the contract price needs to be covered no matter which line item it is funded from.

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

Council Member Withington moved to adopt Resolution No. 2025-08; seconded by Vice Mayor Gordon. Motion Carried 5-0.

12. Resolution No. 2025-09: A Resolution of the Town Council of the Town of Haverhill, Palm Beach County, Florida, Designating the Town Administrator as the Administrative Authority to Review Plats Filed with the Town

Acting Town Attorney DeCesare read Resolution No. 2025-09 by title only into the record.

Mayor Foy noted this resolution is necessary due to a new state law.

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

Council Member Johnson moved to adopt Resolution No. 2025-09; seconded by Council Member Caranci. Motion Carried 5-0.

REPORTS

13. Town Attorney

Acting Town Attorney DeCesare noted that Town Attorney Foster is currently attending the Florida Municipal Attorney's annual conference.

14. Mayor

Mayor Foy apologized for not being able to attend the last meeting, as he had no cell service on his travels. He also mentioned that NPDES Audits will be underway soon and Haverhill is on the audit schedule. Karen Brandon of AECOM will be representing the Town during the audit.

15. 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 also mentioned that Schmidt Nichols notified that Town that they are submitting a project called The Gardens of Pine Ridge to the County for approval, and it is in the Haverhill Neighborhood Plan area. She stated unless there is objection, she will send the standard letter to the County noting that the Town objects if there will be adverse traffic impacts to the Town. The Council confirmed.

16. Treasurer

Town Administrator Stevens reported on the Treasurer's report for June 2025, noting that everything is on track.

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

17. Committee Delegates

Council Member Johnson reported that the Black Elected Officials awarded scholarships in the amount of \$77,000 last week to high school students and college students. She also reported that Senator Bernard recommended that Haverhill submit an appropriations request for septic to sewer conversion before the deadline. Town Administrator Stevens stated she is preparing a report on the steps the Town will need to go through for a septic to sewer conversion project and noted that the Town is not ready to submit appropriations requests at this time as there is no solid plan to convert. She stated she spoke to a Grants Administrator regarding the process, and the first steps are for the Council to decide to move forward with the project after holding a series of public outreach meetings to see if this is something the community wants to proceed with since it's going to cost a lot of money. She stated that even if the Town receives grants to build the project, there will likely

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be matching funds that the Town would be responsible for, and there would also be costs for each homeowner to connect to the system once its built.

Vice Mayor Gordon stated that he would be attending the FLC Annual Conference in Orlando next week. He also noted that he heard there could be a green market opening at Mounts Botanical Gardens in the future.

UNFINISHED BUSINESS

NEW BUSINESS

Council Member Caranci reported that he has listed his home for sale. He stated he has spoken to Town Administrator Stevens regarding the process to fill his position once he moves. Town Administrator Stevens stated that a special election would need to be held if Council Member Caranci sells and moves prior to September 9th. If he moves after September 9th, the Council could appoint a replacement to fill the unexpired term. She stated that she will be having a conversation with the Town Attorney regarding a charter change because even though the charter states a special election needs to be held if 18 months remain in the unexpired term, the County Supervisor of Elections may determine that it is not feasible to hold a special election. She stated that even if the Supervisor of Elections determines that she can hold a special election for the Town, the costs would be exorbitant to the Town.

ADJOURNMENT

There being no further business to come before the Town Council, the meeting was adjourned at 7:19 p.m.

Minutes prepared by Town Administrator Stevens and adopted by the Town Council on August 28, 2025.

Approved: _____

Tracey L. Stevens, Town Administrator

Jay G. Foy, Mayor

SIGN IN SHEET

TOWN OF HAVERHILL REGULAR TOWN COUNCIL MEETING Thursday, July 24, 2025 6:00pm

Name Please Print Clearly	E- Mail Address	Telephone Number	Property Address
Janel Horne	Janelh42@gmail.com		5331 Ruth Dr. WPB, FL 33415
Jenai Ferguson	—	—	Meritage Homes
Jackson Bourland	—	—	Meritage Homes
RONALD MARTINEZ	rmartinez@pbcfr.com	—	PBCFR
Brian Smith	smok11973@bellsouth.net	561-719-2917	1133 Palmetto Rd.
Grace Dahl	gand	561-379-3470	5615 Orange Rd. WPB 33413
DOUG MURRAY	DOUG.MURRAY@WGLINK.com	561-537-4532	102 VIST PARKWAY.
JUAN ORTEGA	JORTEGAC@FLO.US	561-432-5634	WALLIS RD.
ARIANNA HILLIARD	ARIANNA.HILLIARD@WGLINK.com	561-268-5714	2035 VISTA PARKWAY
DURRANI GUY	dguy@seanovair.com	772-274-3356	NOVA ENGINEERING
Morgan Biddle	Morgan.biddle@kimley-horn.com	954-292-6268	—
Josh Nichols			Schmitt Nichols
Ron Martinez			PBCFR
Brian Seymour			Gunster