

**TOWN OF HAVERHILL  
TOWN COUNCIL REGULAR MEETING  
THURSDAY, DECEMBER 11, 2025  
6:00 P.M.  
OFFICIAL MINUTES**

The regular monthly meeting of the Haverhill Town Council was held on Thursday, December 11, 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 Teresa Johnson, and Council Member Dennis Withington (via teleconference). 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**

Mayor Foy called for public comments, and Brian Smith of 1133 Palmetto Rd informed the Council that former Mayor Chuck Stoddard is not doing well.

**APPROVAL OF THE AGENDA**

Mayor Foy inquired if there were any additions, deletions, or modifications to the agenda, and Town Administrator Stevens made the request to remove Item #3 from the Consent Agenda so the Town Council meeting schedule for 2026 could be discussed during the regular agenda.

**Council Member Johnson moved to approve the agenda as amended; seconded by Vice Mayor Gordon. Motion carried 4-0.**

**APPROVAL OF THE CONSENT AGENDA**

1. Approval of the Minutes of the Regular Meeting of November 13, 2025
2. Acceptance of the Treasurer's Reports for September 2025 and October 2025
3. ~~Adopt Town Council Meeting Schedule & Holiday Closings Schedule for 2026~~

**Council Member Johnson moved to approve the consent agenda as amended; seconded by Vice Mayor Gordon. Motion carried 4-0.**

**PRESENTATIONS & INTERAGENCY REPORTS**

**4. Palm Beach County Sheriff's Office**

Deputy Ekstrom reported on the statistics for the past 30 days which included a vehicle burglary off Ontario Rd. He distributed information on current scams circulating in the area. Vice Mayor Gordon asked about the new license plate law, and Deputy Ekstrom confirmed that license plate frames may be used as long as the state of issuance is visible, along with the license plate number and registration decal.

**5. Palm Beach County Fire Rescue**

District Fire Chief Martinez reported on the statistics for the past 30 days which included 7 medical calls, 5 motor vehicle accidents, 1 fire, and 3 alarms with an average turnout time of 35 seconds and response times averaging 6 minutes 49 seconds. He thanked the Council for inviting him to the annual Mayor's luncheon and explained competitions that the Fire Department participated in.

## REGULAR TOWN COUNCIL MEETING MINUTES OF DECEMBER 11, 2025

### PUBLIC HEARINGS & ORDINANCE READINGS

#### 6. Second Reading and Adoption of Ordinance No. 538:

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, PALM BEACH COUNTY, FLORIDA, AMENDING DIVISION 10, CONGREGATE LIVING FACILITIES, OF ARTICLE IX, SUPPLEMENTAL DISTRICT REGULATIONS, OF CHAPTER 58, ZONING, BY CREATING A NEW SECTION 58-492, REASONABLE ACCOMMODATIONS, TO CODIFY THE TOWN'S EXISTING PROCESS AND PROCEDURES FOR PROCESSING REQUESTS FOR REASONABLE ACCOMMODATION IN HOUSING, INCLUDING SUCH REQUESTS FROM CERTIFIED RECOVERY RESIDENCES, AS REQUIRED BY FLORIDA STATUTE SECTION 397.487; REQUIRING THE ISSUANCE OF A LICENSE TO OPERATE; DEFINING CERTIFIED RECOVERY RESIDENCE, REASONABLE ACCOMMODATION AND DISABILITY; ESTABLISHING PROCEDURES AND TIME LIMITATIONS FOR THE REVIEW AND APPROVAL OF A WRITTEN APPLICATION FOR REQUESTING A REASONABLE ACCOMMODATION; REQUIRING CONSISTENCY WITH THE FAIR HOUSING AMENDMENTS ACT OF 1988, 42 U.S.C. SS. 3601 ET. SEQ., AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT, 42 U.S.C. SS 12131 ET SEQ.; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CORRECTION OF SCRIVENERS' ERRORS; PROVIDING FOR CODIFICATION, AN EFFECTIVE DATE AND OTHER PURPOSES.

Town Attorney Foster read Ordinance No. 538 into the record by title only.

Mayor Foy noted that this ordinance is coming before the Council to comply with new state statutes. He called for public comments, and there were none.

Vice Mayor Gordon moved to adopt Ordinance No. 538 on second reading; seconded by Council Member Johnson. Motion carried 4-0.

### REGULAR AGENDA

#### 7. Resolution No. 2025-20: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, DESIGNATING THE THREE CANDIDATES WHO HAVE OFFICIALLY QUALIFIED FOR THE OFFICE OF HAVERHILL TOWN COUNCIL; FINDING AND DECLARING THAT THE THREE QUALIFIED CANDIDATES ARE UNOPPOSED FOR THE THREE AVAILABLE TOWN COUNCIL SEATS; FINDING AND DECLARING THAT PURSUANT TO THE HAVERHILL CHARTER, THE HAVERHILL CODE OF ORDINANCES AND GENERAL LAW THAT SUCH THREE QUALIFIED AND UNOPPOSED CANDIDATES HAVE BECOME COUNCIL MEMBERS ELECT AND SHALL TAKE OFFICE AS TOWN COUNCIL MEMBERS ON MARCH 10, 2026; DECLARING THAT THE TOWN OF HAVERHILL MUNICIPAL ELECTION SCHEDULED FOR MARCH 10, 2026 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. 2025-20 into the record by title only.

Town Administrator Stevens congratulated Mayor Foy, Vice Mayor Gordon, and Council Member Johnson for becoming Council Members-Elect.

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

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**Council Member Johnson moved to adopt Resolution No. 2025-20; seconded by Vice Mayor Gordon. Motion carried 4-0.**

- 8. Resolution No. 2025-21: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVERHILL, FLORIDA, DECLARING A VACANCY IN SEAT 2 OF THE TOWN COUNCIL; PROVIDING FOR THE APPOINTMENT OF A QUALIFIED ELECTOR AND RESIDENT TO FILL THE VACANCY CREATED BY THE RESIGNATION OF COUNCIL MEMBER RAYMOND CARANCI ON OCTOBER 31, 2025; PROVIDING FOR TERMS OF SERVICE; AND PROVIDING AN EFFECTIVE DATE.**

Town Attorney Foster read Resolution No. 2025-20 into the record by title only.

Town Administrator Stevens reported that public notice was posted on November 13, 2025 notifying the public of the vacancy. Letters of interest and resumes that were received by the Town Administrator by the deadline were included in the Town Council meeting packages for the Council's review. Both candidates, Miguel Castillo de Fuentes and Mark Uptegraph, were in attendance and introduced themselves to the Council and answered any questions the Council had.

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

**Council Member Johnson moved to adopt Resolution No. 2025-21 and nominate Miguel Castillo de Fuentes to fill the Seat 2 vacancy on the Town Council. The motion failed due to the lack of a second.**

**Vice Mayor Gordon moved to adopt Resolution No. 2025-21 and nominate Mark Uptegraph to fill the Seat 2 vacancy on the Town Council; seconded by Council Member Withington. Motion carried 3-1 (Council Member Johnson dissented).**

### **9. Adopt Town Council Meeting Schedule & Holiday Closings Schedule for 2026**

Town Administrator Stevens proposed that the regular meetings of the Council be held on the second Thursday of the month as opposed to the fourth Thursday of the month due to scheduling conflicts throughout the year.

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

**Council Member Johnson moved to adopt the Town Council Meeting Schedule and Holiday Closings Schedule for 2026 as presented by staff; seconded by Vice Mayor Gordon. Motion carried 4-0.**

## **REPORTS**

### **10. Town Attorney**

Town Attorney Foster did not have a report to offer at this time. He thanked the Council for inviting him to the annual Mayor's luncheon and mentioned that his partner, Lance Fuchs, will be retiring this month.

### **11. Mayor**

Mayor Foy attended the Palm Beach County League of Cities District II/III meeting and the topic of discussion was computer learning in the school system. Town Administrator Stevens stated that she attended the Central County meeting with the Superintendent of Schools and improving school grades in central county schools was discussed. She mentioned that low school grades in our area are driving economic development opportunities away, and central county Managers are working

## REGULAR TOWN COUNCIL MEETING MINUTES OF DECEMBER 11, 2025

with the school district and the Children's Services Council to attempt to address the issues. Town Administrator Stevens gave statistics on the racial makeup of students in the district and noted that 45% of students cannot speak English, which puts them behind in learning. Parents of those students also do not speak English, which is another barrier to learning since the parents are not able to help their children with homework and learning away from the classroom. Another barrier to learning is transportation to the VPK programs. Mayor Foy noted that the other topic of discussion was the proposal to eliminate property taxes.

### **12. 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 mentioned that a Council Workshop will be held on January 13, 2026 at 11:30 AM to discuss parking and private roads. She also mentioned that she recently attended the FLC Legislative Conference and property taxes were at the forefront of those discussions. She stated that it will be extremely important this year for Council Members to advocate for small municipalities since most of Haverhill's revenue comes from property taxes. She stated that there will be no implementing bills introduced prior to the potential vote in November, which means voters will not have the complete information about what they are truly voting for.

### **13. Committee Delegates**

Council Member Johnson reported that the Committee on Airport Noise met to discuss the temporary flight restrictions over Mar-a-Lago. She stated that Leadership Palm Beach County held its Environment Day and they visited Peanut Island, the Coral Reef Institute, Winding Waters, and Solid Waste Authority. She also mentioned that the Board of County Commissioners approved a request to dissolve the Re-Entry Task Force and will proceed to create language that will allow more participation from the decision makers around the table.

Vice Mayor Gordon reported that the Criminal Justice Commission met and are planning the next prison tour.

### **UNFINISHED BUSINESS**

There was no Unfinished Business to come before the Council at this time.

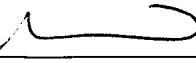
### **NEW BUSINESS**

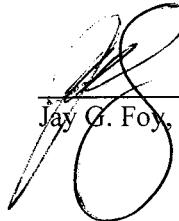
Council Member Johnson mentioned that Leadership Palm Beach County Day will be held in Tallahassee January 13-14 and she would like to attend. There was consensus of the Council to expend funds out of the Town Council travel and per diem budget for this purpose. Town Administrator Stevens advised that the Council does not need to adopt specific legislative positions, as the Florida League of Cities has adopted positions that are in the best interests of Haverhill that Council Member Johnson can advocate for while she is in Tallahassee.

### **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 January 8, 2026.

Approved:   
Tracey L. Stevens, Town Administrator

  
Jay C. Foy, Mayor

## **SIGN IN SHEET**

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Thursday, December 11, 2025  
6:00pm**