

SPECIAL TOWN COMMISSION MEETING MINUTES
JUNE 6, 2022

CALL TO ORDER

The meeting was called to order by Mayor Hurlburt at 2:00 p.m.

ROLL CALL

Town Clerk Armstrong led the roll call, which was answered by the following:

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Present

PLEDGE OF ALLEGIANCE

Mayor Hurlburt led the pledge of allegiance.

PUBLIC COMMENT – (3 minute individual limit)

Mayor Hurlburt called for public comment.

Betty Bingham, 1 E. Ocean Avenue, noted that a larger police force may be needed to enforce ordinances if the foot traffic continues to increase. She advised that there should be fines for recreation on the dunes.

ACTION ITEMS

1. Presentation of the Proposed FY23 Budget by Town Manager Stevens

Town Manager Stevens presented the FY 2023 budget and stated that her objectives were to comply with all Florida laws and legal requirements while encompassing the Town Commission's goals and addressing community needs. She also provided the preliminary taxable value estimated by the Property Appraiser's Office and noted some of the numbers that have not been received such as insurance and retirement rates.

Vice Mayor de Haseth asked how the preliminary taxable value would impact the budget. Town Manager Stevens discussed how the estimated revenues would increase. They discussed the calculation difference with the preliminary taxable value. Town Manager Stevens stated that the budget expenditures would be break-even with the estimated revenues at a 5.2 or 5.22 mil rate.

Vice Mayor de Haseth supported holding the current mil rate and increasing the collection percentage to 98%, giving her reasons. Town Manager Stevens warned against increasing the collection rate because the current rate is based on the Town's history of tax collection percentages.

Vice Mayor de Haseth asked how much could go into reserves this year, to which Town Manager Stevens stated that it's too early to tell, however, she noted that a lot of projects are coming in over budget this year due to inflation and increased fuel prices. Commissioner Coz wondered whether the presented budget includes the preliminary taxable value, and Town Manager Stevens noted that it does not, as she received the projected numbers from the Property Appraiser after the budget books were already distributed.

Commissioner Coz asked to increase the collection rate to 97.75. Town Manager Stevens explained the collection rate and reiterated that it should not be increased. Commissioner Wiescholek preferred to keep it as is to be conservative.

Capital Improvements

#1 Replace Drain Field at Town Hall \$40,000

Public Works Employee Armstrong noted the drain field issues; however, he has been maintaining it differently, and it has been working. He voiced his concern on how long until it needs replacement. The Commission and staff discussed the life cycle, the maintenance method, and the cost to maintain versus replace. In conclusion, there was a consensus to defer this item until needed.

#2 Town Hall A/C Units \$17,000

Public Work Employee Armstrong noted that this is a high-priority item and discussed the units that need replacement. Commissioner Coz asked about maintenance of the A/Cs, and Mr. Armstrong provided the information. Commissioner Wiescholak inquired about the other units, and Mr. Armstrong stated that the others are under warranty. They discussed the other units and their status. There was a consensus to move forward with this item.

#3 Sealcoat & Striping Town Hall Parking Lot \$18,000

Town Manager Stevens noted that this item has been deferred for years. Public Works Employee Armstrong concurred and warned against prolonging it. He listed the issues that can arise from not doing it. After some consideration, there was a consensus to move forward with this item.

#4 Wet Well Maintenance for Pump Stations \$15,000

Town Engineer Tropepe explained the importance of this item. There was a consensus to move forward with this item.

5 Drainage/Stormwater & Other Infrastructure \$180,000

a. Tropical Pump Station Infiltration & Backflow \$50,000

Town Engineer Tropepe went over the age and the issues that have been observed. Public Works Employee Armstrong concurred and added information about leaks observed. The Commission inquired what needs to be done and if the estimated price is accurate. Town Engineer Tropepe and Public Works Employee Armstrong provided information on what can be done to alleviate issues and noted that the estimate could be between \$25,000 and \$75,000. The Commission discussed and decided to move forward with the item and increase the line item to \$75,000.

b. Inlet Cay Island Pipe Grouting \$45,000

There was a consensus to move forward with this item.

c. Catch Basin Upgrades & Valve Replacements on Spanish River \$85,000

Town Engineer Tropepe noted that there is a catch basin in need of repairs. Public Works Employee Armstrong added information about the state of the catch basin. Town Engineer Tropepe provided information about the pipes and their status. The Commission discussed the issues on Inlet Cay Island.

Vice Mayor de Haseth asked for properties that would benefit from a swale and what causes water to stand still. Town Engineer Tropepe stated that all properties would benefit from a swale and went over what caused the stand still. Commissioner Coz asked Town Manager Stevens to negotiate a contract for residents to install rain gauges on sprinklers. Public Works Employee Armstrong noted that some infrastructure needs

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 6, 2022

to be increased to handle the amount of water. He discussed the infrastructure that needs replacement. Town Engineer Tropepe concurred and gave more information.

Commissioner Pugh inquired about the maintenance schedule and plan, and Mr. Armstrong summarized the maintenance plan. In conclusion, there was a consensus to move forward with this item.

6 Pump Repair or Replacement @ Tropical & Woolbright Pump Stations \$70,000

Town Engineer Tropepe explained that this is a continuation of a maintenance project. Public Works Employee Armstrong concurred and noted what needs to be done. There was a consensus to move forward with this item.

#7 Replace All-Terrain Vehicle \$8,000

Chief Jones explained that the cost is for a new all-terrain vehicle since one of the current ones is not working.

Commissioner Pugh asked why the vehicle was not under the Police Department budget. Town Manager Stevens stated that it is still a Police Department expenditure, but under the capital program.

There was consensus to move forward with this item.

#8 Newly Fully Equipped Fleet Vehicles (1) Police, (1) Building Department, (1) Public Works, Plus FY22 Payment Plan \$140,000

Chief Jones explained the new vehicles needed and the ones that will be traded. Vice Mayor de Haseth asked if the same standards are applied to Public Works vehicles. Town Manager Stevens stated that the rotation is different on the Public Works vehicles as they are not run 24 hours per day and will last longer.

Commissioner Coz asked if the Building Department needs 2 vehicles. Town Manager Stevens stated that there is a Building Official and an Inspector in that department now that need vehicles. Town Manager Stevens discussed the payment plan from the current year budget and stated that those payments will be due in the next budget cycle as well. Chief Jones concurred and noted that they've had to lend the Building Department a vehicle. Commissioner Wiescholak is in a favor since the funds will come from the Building Department to pay for it. There was a consensus to move forward.

Item #9 Woolbright Pump Station Upgrade to Smart Controls \$16,000.

Chief Jones explained that the computer system at the Woolbright pump station needs upgrading to the same smart control system as Tropical Station. There was a consensus to move forward.

Item #10 Replace Outdoor Lighting at Town Hall \$10,000

Town Manager Stevens noted the outdoor lighting at the Town Hall complex needs replacement as it has deteriorated over time in the harsh salt environment. There was a consensus to move forward.

Item #11 Install Arm Gate at Town Hall/Police Department \$10,000

Chief Jones asked to remove this item. He discussed the actions being taken and why they are needed. There was a consensus to remove the item.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 6, 2022

Item #12 Dispatch Consoles \$40,000

Chief Jones explained that the dispatch consoles need updating and that Palm Beach County will reimburse the Town 50% of the cost. There was consensus to move forward with this item.

Town Engineer Tropepe went over the carryover projects that may not be completed by the end of the current fiscal year but have been already accounted for. Town Engineer Tropepe explained the status of the projects.

The Commission discussed what is in the budget and the impacts of the capital costs.

Vice Mayor de Haseth asked for a status update on increasing the capital plan from 5 years to 10 years and if it would impact the FY23 budget. Town Manager Stevens stated that she is already working with the Town Engineer on it and it would not impact the FY23 proposed budget.

Town Manager Stevens asked the Commission if they would like to remove any of the capital items from FY24 and move them to FY23. The Commission asked Town Engineer Tropepe if there were any future projects that could be done in FY23 from her capital improvements plan and there was a discussion regarding that.

Commissioner Coz asked to put the difference in ad valorem projected revenue into reserves at the end of FY23. Town Manager Stevens explained the requirement to balance the budget and that funds must be accounted for in a line item. Commissioner Coz asked her to put the difference in ad valorem projected revenue into the contingency line item.

The Commission asked Town Engineer Tropepe if there were any future projects that could be done in FY23 from her capital improvement plan. Town Engineer Tropepe noted that installing the seawall at the Town's right of way at Hudson, and raising the Inlet Cay seawall should be considered for next fiscal year. She also asked the Commission to consider raising the Cul-de-Sac at 47/48 Spanish River if the homeowner at 47 Spanish River raises his home. The Commission discussed the options proposed, and asked Town Engineer Tropepe to get an updated quote on how much it would cost to do the seawalls together.

Town Manager Stevens asked the Commission if they would like to allocate funds toward signage and Town Hall roof savings as has been done in past years. There was a consensus to allocate funds towards signage but not for a roof. The Commission decided to use monies from contingency to fund a roof replacement if needed.

Vice Mayor de Haseth discussed her goals from the goal workshop and voiced her issues that her goals won't be funded if the difference in ad valorem projected revenue goes all to capital items. Commissioner Coz noted that if the funds are put into contingency, then it can be used for anything later. The Commission agreed to put the difference in ad valorem projected revenue into the contingency line item.

Town Manager Stevens discussed the paving plan and Town Engineer Tropepe stated that there are no streets that are in the high priority category at this time. Town Engineer Tropepe noted that the price of asphalt is high right now and it would be better to hold off since there are no streets with high priority.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 6, 2022

Chief Jones noted that the generator at the Town Hall complex is malfunctioning and explained the issues. He further noted that he is putting together information to provide to the Town Commission.

Departmental Budgets

Other Physical Environment

Town Manager Stevens went over what was budgeted for Other Physical Environment. Commissioner Wiescholek asked if grants have been obtained for the Septic to Sewer conversion. Town Manager Stevens stated that the Town has not been awarded any grants yet, as the planning phase is not yet completed. She advised that she is gathering the cost of a lobbyist, and the role of a lobbyist was discussed. The Commission is willing to spend on a lobbyist, but it will depend on the cost once the Town Manager gathers the information.

Commissioner Pugh asked Town Manager Stevens to obtain a price for natural gas installation throughout Town, and Town Manager Stevens stated that she is already working on obtaining the estimates.

Commissioner Wiescholek asked why the budget for Chris Wayne has decreased, and Town Manager Stevens noted that the proposed budget is based on the historical average.

Commissioner Pugh asked for more information on the noseem and mosquito control contract. Town Manager Stevens explained they only spray on Town-owned property and the right-of-way. Town Clerk Armstrong concurred and noted that the Town had negotiated a price for residents as well. Commissioner Pugh asked for the pricing information for homeowners.

Commissioner Coz asked about lethal yellowing. Town Manager Stevens stated that the Town still budgets for it and performs this maintenance. Commissioner Pugh inquired about the whitefly treatment, and Public Works employee Armstrong noted that the cost would be to treat the entire Woolbright retention area.

Commissioner Pugh and Commissioner Wiescholek asked for the numbers of iguanas caught by the iguana control company, and Town Manager Stevens stated that she would provide that information at the next budget meeting.

Vice Mayor de Haseth asked about removing vegetation on the first five feet of the Town's right of way on the east side of Old Ocean Blvd. Town Manager Stevens and Public Works Employee Armstrong stated that the cost would be \$3,800 and would remove all vegetation 5 ft. from the right of way of the east side of Old Ocean Blvd. Commissioner Wiescholek asked to see if the Town can get reimbursed if we must do it. There was a consensus to place the costs in the current budget.

The Commission asked Town Manager Stevens about the open Public Works position. Town Manager Stevens stated she only budgeted for another part-time Public Works position. Mayor Hurlburt asked if that would be enough or if Public Works needed more help. She instructed Town Manager Stevens to provide her with the numbers that shows the difference between part-time and full-time.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 6, 2022

Town Commission

Public Comment: Zoanne Hennigan, 91 Island Drive South, noted that Commissioners should make more for their dedication. The Commission did not want to increase their salary and preferred to increase the education and travel and per diem line items if needed.

Town Clerk

No changes were made.

Legal Services

No changes were made.

Town Manager Stevens updated the Commission that an appeal for a Town case was recently dropped.

Appointed Boards

No changes were made.

General Government

Vice Mayor de Haseth asked when the Town loans expire, and Town Manager Stevens noted that they will expire between 2025 and 2027.

Vice Mayor de Haseth asked for an update on the audio system, and Chief Jones provided the information. He noted that the company has received all of the components and are on the schedule to begin soon.

Vice Mayor de Haseth asked for the Town Function and Promo line to be increased to \$15,000 as requested at the Goal Workshop.

Vice Mayor de Haseth brought up the idea of joining municipalities together to host elections. After discussing it, all other Commissioner did not favor looking into it.

Public Safety

No changes were made.

Vice Mayor de Haseth requested to separate public safety between EMS services and Police Department in the revenue and expenditure page. Commissioner Coz pointed out that Police Department percentage is higher than EMS increase. Vice Mayor de Haseth rescinded her request.

Chief Jones noted that most of the changes are fixed by either contracts or the PBA agreement. Commissioner Wiescholak asked for more information for salary increases for those under the PBA, and Chief Jones concurred.

Building & Inspection Services

Vice Mayor de Haseth asked for information on why the Hybyrd line is increasing. Town Manager Stevens explained that Manuel Palacios from Hybyrd does our Zoning review and they still do inspections for the

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 6, 2022

town, as our current staff cannot keep up with the work load that has increased tremendously over the past couple of years.

Commissioner Coz inquired about the arborist line item. Mayor Hurlburt explained that it would help with tree permits. Town Manager Stevens concurred and added that it would help since the Building Official is not an expert in trees and the Code has regulations for trees.

Public Comment: Carolyn Cassidy, 7 Hudson Avenue, noted that Building Official Guy pointed out that he wants to be able to enforce removing exotics. Commissioner Coz and Commissioner Pugh were against obtaining an arborist while the other Commissioners were in favor. Vice Mayor de Haseth asked for a compromise to lower the arborist amount to \$5,000. After some discussion, all Commissioners except Commissioner Coz were in favor of obtaining an arborist company if the budget is lowered to \$5,000.

Solid Waste

No changes were made.

Human Resources

Vice Mayor de Haseth inquired about reducing the Workers' Compensation amount. Town Manager Stevens stated that staff is working on items to reduce the Workers' Compensation costs such as a safety program.

Town Manager Stevens discussed the salary ranges. Commissioner Pugh and Commissioner Wiescholek asked to see the backup. Vice Mayor de Haseth noted that personnel under the PBA should not be part of the salary range because they are governed by PBA. Chief Jones and Town Manager Stevens explained the salary changes, but the Commission decided not to adopt the proposed salary range increases at this time.

2. Public Comment Regarding the Proposed FY23 Budget

There were no additional comments.

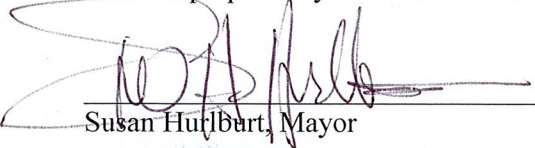
3. Commissioner/Staff Discussion of the Proposed FY23 Budget

There were no additional comments.

ADJOURNMENT

Meeting Adjourned at 4:37 p.m.

Minutes prepared by Town Clerk Armstrong and adopted by the Town Commission on July 5, 2022.



Susan Hurlburt, Mayor

ATTEST



Danielle Valdés, Deputy Town Clerk