

REGULAR TOWN COMMISSION MEETING MINUTES
SEPTEMBER 6, 2022

Minutes of the Regular Town Commission Meeting and First Budget Hearing of the Town of Ocean Ridge held on Monday, September 6, 2022, at 6:00 PM in the Town Hall Commission Chambers and live audio feed provided through Gotomeeting.com.

CALL TO ORDER

The meeting was called to order by Mayor Hurlburt at 6:00 p.m.

Mayor Hurlburt reminded that the live audio feed is no longer interactive and encouraged those that would like to make a public comment to attend in person or send comments to the Town Clerk prior to the meeting.

ROLL CALL

Town Clerk Avery 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.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Town Manager Stevens requested to add an item 13a under the Regular Agenda to discuss the Town Hall generator.

Vice Mayor de Haseth requested to remove item 11 under the Consent Agenda as she feels it is not ready for approval. She also requested to add item 21 to allow the Town Manager to give an update on the total expenditures thus far on Crown Colony costs since they are approving expenditures on the Consent Agenda.

Commissioner Wiescholek moved to approve the agenda as amended; seconded by Commissioner Coz Motion carried 5-0.

PRESENTATIONS & PROCLAMATIONS

- a. Introduction of the new Town Clerk, Kelly Avery, and Interim Town Manager, Lynne Ladner

Mayor Hurlburt asked Town Manager Stevens to advise the Commission on the new employee introductions.

Town Manager Stevens introduced Town Clerk Kelly Avery and Interim Town Manager Lynne Ladner and gave some background information on each employee.

ANNOUNCEMENTS

- a. Please join us for refreshments after the meeting as we bid farewell to Town Manager Tracey Stevens.
- b. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, October 3rd at 6:00 PM; Planning & Zoning Commission Meeting Monday, September 19th at 8:00 AM; and Code Enforcement Special Magistrate Hearings Tuesday, October 4th at 10:00 a.m. All meetings are held in the Commission Chambers at Town Hall.

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- c. Please join us on Monday, October 3rd at 5:00 p.m. in the Commission Chambers for a presentation by our Building Official on “Navigating the Permit Process”.
- d. Refurbishment of the Porter Street Beach crossover was originally to begin September 12th, but due to contractor scheduling conflict, is now scheduled to begin October 3rd. The crossover will be closed for approximately 8 weeks while the work is being completed.
- e. The Annual Municipal Election will be held on March 14, 2023. There are two Town Commission seats open for a three-year term. Candidate filing dates run from November 7, 2022 at Noon through November 18, 2022 at Noon in the Town Clerk’s Office. / La Elección Municipal Anual se llevará a cabo el 14 de marzo de 2023. Hay dos puestos de la Comisión Municipal abiertos por un período de tres años. Las fechas de presentación de candidatos se extienden desde el 7 de noviembre de 2022 al mediodía hasta el 18 de noviembre de 2022 al mediodía en la Oficina del Secretario municipal.
- f. Town Hall will be closed on Monday, October 10th in observance of Columbus Day.
- g. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town’s website or call Town Hall for assistance.

PUBLIC COMMENT – (3-minute individual limit)

Mayor Hurlburt opened the floor for public comment.

Terry Brown, Harbour Drive South, spoke of the Crown Colony crosswalk and the need for a gate on Fayette.

Town Clerk Avery read an email from the Board of Directors of Crown Colony into record.

APPROVAL OF CONSENT AGENDA (Items that do not require discussion)

- 1. a. Acceptance of the Revenue & Expenditure Reports for July 2022
b. Sign Engagement Letters for the FY22 Annual Financial Statement Audit with Nowlen, Holt & Miner, PA
- 2. Adoption of the Minutes of the July 5, 2022, Special Meeting, the July 5, 2022, Regular Meeting, and the August 25, 2022, Special Meeting
- 3. Approval of Updated Job Descriptions for the Deputy Town Clerk and Administrative Assistant
- 4. Approval of a Memorandum of Understanding Between the Town and the Palm Beach County Police Benevolent Association in Reference to Off-Duty Detail Pay
- 5. Approval of the budgeted expenditure in the amount of \$12,025 to Kilbourne & Sons Asphalt for the installation of the Crown Colony Crosswalk
- 6. Approval of the payment of \$351 per week to Cayco Landscaping for the Removal of Garbage Along Old Ocean Blvd and the Natural Area Until a Part-Time Maintenance Employee is Hired

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7. Approval of the Allocation of FY22 Edward Byrne Memorial Justice Assistance Grant funding to Palm Beach County in the amount of \$304,703
8. Approval of the payment in the amount of \$25,754.45 to MCCI for Laserfiche Records Management Software
9. Approval of the General Liability and Workers' Comp Insurance Renewals with PGIT for FY23
10. Approval of Mileage Reimbursement to Daniel Kleman of the Senior Advisor Program in Reference to the Town Manager Search
11. ~~Approval of a Settlement Agreement and Mutual Release Between the Town and Property Owners of 12 Inlet Cay Drive in Reference to Water Line Repairs~~
(Removed from Agenda)

Commissioner Cox moved to approve the consent agenda as amended; seconded by Commissioner Wiescholek. Motion carried 5-0.

PUBLIC HEARING ON THE FY23 BUDGET

12. a. Presentation of the Tentative Budget & Proposed Millage Rate for FY 2022/2023

Mayor Hurlburt asked Town Manager Stevens to advise the Commission on the budget.

Town Manager Stevens presented and reviewed the budget as provided in the packet. She mentioned the changes in the budget since the last budget workshop. She explained that staff recommends approval of the budget.

b. Announce the Town of Ocean Ridge Computed Millage Rate is Higher Than the Rolled Back Rate of 4.7698 by 15.31%. The millage to be levied is 5.5000.

Mayor Hurlburt announced that the computed millage rate was higher than the rolled back rate of 4.7698 by 15.31% and that the millage rate to be levied is 5.5000.

c. Public Comment & Comments from Commissioners

Mayor Hurlburt opened the floor for public comment.

Town Clerk Avery read an email from a resident in support of a lower millage rate.

Mayor Hurlburt closed the floor for public comment and asked for Commissioner Comments.

The Commissioners were in agreeance that the budget was very well put together and was happy that they did not have to raise the tax rate and still were able to add a few more projects to the budget.

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It was pointed out that the new part-time Building Clerk position was not being paid from money from taxes, but from building department revenue. It was also mentioned that the infrastructure is older and quite an important expense that needs to be in the budget.

Mayor Hurlburt thanked the staff for their hard work with the budget.

d. Resolution No. 2022-11: Adoption of Tentative Millage Rate for Fiscal Year 2022/2023

Mayor Hurlburt asked Town Clerk Avery to read the resolution by title into the record.

Town Clerk Avery read the resolution.

Commissioner Pugh moved to approve Resolution 2022-11:Adoption of Tentative Millage Rate for Fiscal Year 2022/2023; seconded by Commissioner Wiescholek. Motion carried 5-0.

Mayor Hurlburt mentioned that the resolution was passed at 6:20 pm.

e. Resolution No. 2022-12: Adoption of Tentative Budget for Fiscal Year 2022/2023

Mayor Hurlburt asked Town Clerk Avery to read the resolution by title into the record.

Town Clerk Avery read the resolution.

Vice Mayor de Haseth moved to approve Resolution 2022-12:Adoption of Tentative Budget for Fiscal Year 2022/2023; seconded by Commissioner Pugh. Motion carried 5-0.

Mayor Hurlburt mentioned that the resolution was passed at 6:21 pm.

f. Announce the second/final hearing on the FY 2022/2023 Budget will be held at 6:00 p.m. on Tuesday, September 19, 2022.

Mayor Hurlburt made the announcement of the final hearing date for the 2022/2023 Budget.

REGULAR AGENDA ITEMS

13 a. Updated Signage for the Old Ocean Blvd Corridor Including Fayette Drive and Side Streets Intersecting Old Ocean Blvd (By: Chief Jones)

Mayor Hurlburt asked Chief Jones for an update on the signage.

Chief Jones displayed the current signs that are in Town and then presented an option to the Commission of what could be done to the signs to keep the same character, but made with a different material. This new option would be keeping the wood sign with a metal overlay. He explained how the signs would work with the new option. He also explained that they could decide to resort to a completely metal sign as well. He asked the Commission and the public for their opinion to give him direction on which way to go with the signs. The signs would address some of the sign issues on Old Ocean and Fayette.

Chief Jones answered the questions regarding staying with the wood signs, the screw material, and the signs that would be on the other feeder streets.

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Mayor Hurlburt opened the floor for public comment.

Charles Kittler, 35 Hersey Drive, gave his support of the stainless steel signs and his comments on the signs.

Terry Brown, Harbour Drive South, gave his support of the stainless steel screws and his comments on the signs.

Victor Martel, 46 Harbour Drive South, gave his comments on the signs and enforcement.

Lucy Brown, Harbour Drive South, gave her comments on enforcement of signs.

Mayor Hurlburt closed the floor for public comment and asked for Commissioner Comments.

Commissioner Pugh mentioned that he would prefer the inlay for the signs and keep the aesthetics of the Town as they are. Vice Mayor de Haseth agreed with Commissioner Pugh and wanted to keep the character where we can by using the combination of the signs. Commissioner Wiescholek mentioned he would like to see the use of the combination. Commissioner Coz asked about the cost of the sticker option and agreed with the combination option. Mayor Hurlburt agreed with the combination option and spoke on the amount of signs in the Town.

Commissioner Pugh moved to approve the purchase of the hybrid signs, not to exceed \$14,500; seconded by Commissioner Wiescholek. Motion carried 5-0.

Mayor Hurlburt stated that Chief Jones has the direction from Commission to work with the residents on Fayette.

b. Discussion of the Generator Purchase for Town Hall

Mayor Hurlburt asked Chief Jones to give an update on the generator purchase.

Chief Jones gave an explanation on the history of the current generator and the position we are in with repairing the existing generator and the changes in requirements for the new generator purchase. He explained why the down payment needs to be taken out of this fiscal year's contingency instead of waiting until the next fiscal year. He asked the Commission for permission to do that to get the quoted price and the prevention of any delays. Chief Jones mentioned that the required down payment was 70%.

Mayor Hurlburt opened the floor for public comment.

Charles Kittler, 35 Hersey Drive, asked questions regarding the specifications of the generator and gave his advice on the generator.

Terry Brown, Harbour Drive South, asked what would happen with the old generator.

Chief Jones answered both of their questions.

Mayor Hurlburt closed the floor to public comment and asked for Commissioner comments.

Commissioner Pugh asked about the load amount and Chief Jones answered his concerns. Vice Mayor de Haseth thanked Chief Jones for his hard work and research with this and Commissioner Wiescholek agreed. Commissioner Coz asked how long will it run on 1000 gallons and Chief Jones explained how that would

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work. Mayor Hurlburt mentioned that it is a necessity and it is a good deal that had been found. Mayor Hurlburt asked Town Manager Stevens how they would move the money around.

Town Manager Stevens explained that it would be doing a budget amendment this year.

Vice Mayor de Haseth moved to approve the downpayment of 70% out of Contingency for the Town Hall generator; seconded by Commissioner Wiescholak. Motion carried 5-0.

STAFF & COMMITTEE REPORTS

14. Planning & Zoning Commission

Chair Marsh described the meeting which was held August and the items that were on that agenda that were discussed.

15. Town Manager

Town Manager Stevens advised that her report was included in the meeting package and read it into record.

16. Town Attorney

Town Attorney Goddeau did not have a report to present.

17. Police Chief

Chief Jones advised that the Police Department report was included in the meeting package. He mentioned that in next month's report, there will be an indication of a rash of vehicle burglaries on the south end of Town. He said that with the technology that has been implemented in Town, they have been able to identify a suspect and their vehicle within 14 minutes of the first complaint. They worked with other agencies and were able to apprehend the suspect's vehicle within 30 minutes and the investigation is ongoing.

Chief Jones mentioned that the new Boynton Beach Fire Chief will be in attendance at the next Commission Meeting in October. He explained the fire report that was in the packet.

18. Town Engineer & Public Works

Town Engineer & Public Works report was included in the package.

19. Building Official

Building Official Guy mentioned that his report was included in the package.

TOWN COMMISSIONER COMMENTS

Mayor Hurlburt mentioned her feelings and wishes for Town Manager Stevens in her new role and presented her with an inscribed glass vase.

Vice Mayor de Haseth asked Town Manager Stevens for an update on the Crown Colony crosswalk expenses to date.

Town Manager Stevens informed the Commission on the budgeted expenses and the actual expenses to date. She mentioned that currently they were over budget by \$16,000 and are not sure if there will be a bill from FPL. She explained that they had requested that Crown Colony contribute \$10,000 and that had been

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included in the budget. Vice Mayor de Haseth asked if that money has been paid as of that date and Town Manager Stevens informed them that it had not been received. Town Manager Stevens explained that a request had been sent to Crown Colony for that and per the public comment that had been read at the current meeting, Crown Colony asked to not have to pay that donation.

There was discussion on the status of the contribution from Crown Colony and to they agreed to wait until the next meeting to discuss it when their representation would be there.

A contractor spoke to get his permit renewed for a second time and Mayor Hurlburt referred him to contact the Town Manager or the Building Official the next day to speak to them about it.

ADJOURNMENT

Meeting Adjourned at 7:11 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on December 5, 2022.



Susan Hurlburt, Mayor



Kelly Avery, Town Clerk

