

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES  
August 19, 2019**

**Mayor Koutzen** called the meeting to order at 6:07 pm. The meeting was held at the Community Center, 90 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Browning** called the roll and those present were Mayor Myra Koutzen, Vice Mayor Gil Gilgallon, Commissioner Roby DeReuil, Commissioner Brian Tyler and Commissioner Bob Stanton. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Assistant Laura Brown.

**APPROVAL OF MEETING AGENDA** (Additions, substitutions, deletions)

- a. Correction to July 15, 2019 Meeting Minutes: Page 4 of 5, item 9a Motion and Vote is not correct. A copy of the corrected minutes showing the correction is provided to the Mayor and Commission, Town Attorney, and will become a part of August 19, 2019 official minutes.
- b. Addition: Under Item 9 (Ordinances and Resolutions) add item 9c – Resolution R-12-19 a Resolution to Add a Town of PBS Revenue Committee, a copy of which is provided to the Mayor and Commission, as well as copies are available to the residents from the Town Clerk.

**MOTION:** Vice Mayor Gilgallon moved to approve the meeting agenda as amended.

**SECOND:** Commissioner Stanton seconded the motion.

**VOTE:**     **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

3. **CONSENT AGENDA** (Items that do not need discussion, but require a vote)

- a. July 15, 2019 Regular Commission Meeting Minutes (As corrected)
- b. Special Event Permit SP19-11, National Day of Remembrance, September 25, 2019 from 5:30 pm to 7:30 pm on the 2<sup>nd</sup> floor of the Community Center with 100 participants. Hosted by the State Attorney's Office.
- c. Special Event Permit SP19-12, Professional Engineering Society Family Event, October 18, 2019 from 4:30 pm to 9:30 pm at the Community Center with 100 participants. Hosted by Lisa Tropepe and the Florida Engineering Society.

**MOTION:** Commission Stanton moved to approve the consent agenda.

**SECOND:** Vice Mayor Gilgallon seconded the motion.

**VOTE:**     **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

4. **PRESENTATIONS/UPDATES**

- a. Danny Brannon gave a brief update on the Undergrounding project.

5. **DEPARTMENT AND BOARD REPORTS**

- a. Financials

1. Approval of Financial Report for Period ending July 31, 2019

**MOTION:** Commission Tyler moved to approve the Financial Report as presented.

**SECOND:** Vice Mayor Gilgallon seconded the motion.

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Staff Reports: Police Chief Langevin, Fire Chief Steedman, and Public Works Director Welch gave brief overviews of their departments for the month of July 2019.
- c. There was no Planning & Zoning Report.

6. **COMMISSION REPORTS**

**Mayor Koutzen** stated the Army Corp was in the Town today to show potential project bidders our damaged sea wall caused by hurricane Irma which they are looking to repair within the next few months. Repairs to the pumphouse will also begin shortly, so these groups will be in the Town working. She also attended the Florida League of Cities conference last week and received a lot of valuable information.

7. **PUBLIC COMMENTS** (Reserved for items not on tonight's agenda)

**PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD** (Resolution R-7-13)

**None**

8. **UPDATES/DISCUSSIONS** (Non-voting items)

**None**

9. **ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-16-19, Amending Appendix A., Zoning Ordinance at Section V. District A Regulations, PF 5.4 Maximum Lot Coverage Calculation to limit the Square Footage Credit for Enclosed Garages to Application on the First Floor when the Enclosed Garage is a minimum of Two Hundred Square Feet in Size. (First Reading).  
(Presented by Town Attorney, Keith Davis)

**MOTION:** Vice Mayor Gilgallon moved to approve 1<sup>st</sup> reading of Ordinance O-16-19.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously.**



- b. Resolution R-7-19: Update to Town's Fee Schedule per Attachment "A." (*Presented by Mayor Koutzen*)

**MOTION:** Vice Mayor Gilgallon moved to approve Resolution R-7-19 as presented.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:** Gilgallon: YES  
DeReuil: YES  
Tyler: YES  
Stanton: YES  
Koutzen: YES      The Motion Passed Unanimously.

- c. **Added by motion and vote:** (*Presented by Mayor Koutzen*)

Resolution R-12-19, A resolution to provide a Revenue Committee to explore alternatives related to increasing revenue for Town Operations to be comprised of Kathy Arthur, Chuck Howard, Tracy Larcher, and Kathleen McGahran.

**MOTION:** Commissioner Stanton moved to approve Resolution R-12-19 as presented.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:** Gilgallon: YES  
DeReuil: YES  
Tyler: YES  
Stanton: YES  
Koutzen: YES      The Motion Passed Unanimously.

10. **OTHER BUSINESS** (Any regular business requiring a vote)

- a. Approval for Seagate Construction Company to remove the four free-standing walls from the property at 118 Cascade Lane as approved by the Special Magistrate Hearing Dated May 16, 2019. (*Presented by Mayor Koutzen*)

**MOTION:** Vice Mayor Gilgallon moved to approve item 10a as presented by Mayor Koutzen

**SECOND:** Commissioner Stanton seconded the motion.

**VOTE:** Gilgallon: YES  
DeReuil: YES  
Tyler: YES  
Stanton: YES  
Koutzen: YES      The Motion Passed Unanimously.

- b. Approval to transfer the Town's agreement with Global Electric for Emergency Generator service and repairs to Carpenter Electric, as Global Electric has sold this company to Carpenter Electric. (*Presented by Alan Welch, Public Works Director*)

**MOTION:** Commissioner Stanton moved to approve the transfer to Carpenter Electric as presented by Alan Welch, Public Works.

**SECOND:** Vice Mayor Gilgallon seconded the motion.

**VOTE:** Gilgallon: YES  
DeReuil: YES  
Tyler: YES  
Stanton: YES  
Koutzen: YES      The Motion Passed Unanimously.

- c. Approval to circulate an RFP to solicit bids for the Town's Landscape Contract.  
*(Presented by Alan Welch, Public Works Director)*

**MOTION:** Commissioner Tyler moved to approve the RFP for the Town's Landscaping Contract as presented by Alan Welch, Public Works.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously.

- d. Approval of an Agreement for Law Enforcement Services by and between the Palm Beach County Sheriff's Office and the Town of Palm Beach Shores. *(Presented by Mayor Koutzen)*

Mayor Koutzen opened public comment on Item 10d and announced that Comment Cards will be submitted to the Town Clerk who will call the speakers in the order the comment cards were received. Each speaker will have 3 minutes to make their comments. There were 19 comment cards turned into the Town Clerk.

Mayor Koutzen closed the public comment on this item at 7:49 pm.

**MOTION:** Commissioner Stanton moved to approve the Agreement for Law Enforcement Services between the Town of Palm Beach Shores and the Palm Beach County Sheriff's Office.

**SECOND:** Vice Mayor Gilgallon seconded the motion.

Mayor Koutzen called each commissioner individually for their vote as follows:

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously.

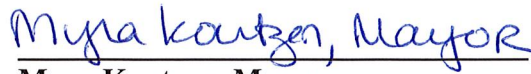
## 11. ADJOURNMENT

The Meeting was adjourned at 8:17 pm.

APPROVED this 17<sup>th</sup> DAY OF September 2019

ATTEST:

  
Evyonne Browning, Town Clerk

  
Myra Koutzen, Mayor

(Seal)

