

**TOWN OF PALM BEACH SHORES, FLORIDA  
RECONVENED COMMISSION REORGANIZATION MEETING MINUTES**

**April 5, 2021**

**PLEASE NOTE:**

**DUE TO MANDATES BY GOVERNOR DESANTIS, THIS MEETING WAS  
CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY.**

**1. CALL TO ORDER**

**Mayor Fiers** called the meeting to order at 7:00 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Browning** called the roll and those present were Mayor Alan Fiers, Commissioner Scott McCranels, and Commissioner Tracy Larcher. Also present were Town Administrator Wendy Wells, Town Attorney Keith Davis, and PBSO Sgt. Langevin. Town Clerk Browning stated there was a quorum present.

**1. SELECTION OF A COMMISSIONERS**

Mayor Fiers made the following comments prior to the selections:

"Tonight, there are two (2) open Commission seats to be filled. One seat was vacated by the resignation of Tom Mills in November 2020. At the time, three (3) applications were received to fill the seat. One was immediately eliminated because he was a new resident, but he was encouraged to volunteer in another capacity first. The remaining two applicants were Janet Kortenhaus and Brian Tyler. The vote by the remaining four Commissioners ended in a tie each time. The Commission agreed to wait until after the election to fill the position. There were two seats to fill in the 2021 election. Only one candidate qualified and was given one of the open seats. The other seat will be filled tonight.

The Commission has two candidates to fill two open Commission seats. To determine which candidate will have the one-year term and which will have the two-year term, there will be a coin toss. The attorney stated this was an acceptable method to decide. There was Commission consensus to proceed in this manner. Each candidate would have a side of the coin, the winner will fill the two-year seat. Mr. Tyler offered for Ms. Kortenhaus to choose the side of the coin. She selected "tails." Town Attorney Davis stood at the foot of the dais and flipped the coin which landed on "tails," giving Ms. Kortenhaus the two-year term and Mr. Tyler the one-year term.

- a. Resolution R-1-21 Appoint one Commissioner to fill vacancy after March 9, 2021 election (2-year term).

**MOTION:** Commissioner McCranels moved to appoint Janet Kortenhaus to fill the vacancy for the 2-year term).

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

**VOTE:**     **The Motion Passed Unanimously**

- b. Resolution R-2-21 Appoint one Commissioner to fill vacancy created by Tom Mills resignation (1 year remaining from original term).

**MOTION:** Commissioner Larcher moved to appoint Brian Tyler to fill the vacancy for the 1-year term).

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

**VOTE:**     **The Motion Passed Unanimously**

**2. SWEARING IN CEREMONY**

- a. Swearing in of two appointed Commissioners: Town Clerk Browning gave the oaths of office to Janet Kortenhaus and then to Brian Tyler.

### **3. OTHER APPOINTMENTS**

- a. Appoint a Vice Mayor for a 1-year term (Resolution R-3-21).

**MOTION:** Commissioner Kortenhaus moved to appoint Scott McCranel as Vice Mayor.

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

**VOTE: The Motion Passed Unanimously**

- b. Appoint a Commissioner to serve on the Election Canvassing Board (Resolution R-4-21).

**MOTION:** Commissioner Kortenhaus moved to appoint Tracy Larcher to the Canvassing Board.

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

**VOTE: The Motion Passed Unanimously**

- c. Appoint Town Clerk and Town Treasurer (Resolution R-5-21).

**MOTION:** Vice Mayor McCranel moved to appoint Evyonne Browning as Town Clerk and Wendy Wells as Town Treasurer.

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

**VOTE: The Motion Passed Unanimously**

- d. Appoint Members to the Planning and Zoning Board (Resolution R-6-21).

The Mayor and Commissioners marked their appointments by placing an "X" beside the names of residents who had asked to be considered on the P & Z. After several attempts, it was determined that the members mark their choice from 1 to 10, which 10 being their highest choice. Town Clerk Browning added each name with the number from each commissioner and the top five were: Kevin Banks, Steven Smith, Jerald Cohn, Jason Prince, Timothy Blash as full members, and Tom Martin and Tony Lembo as alternate members.

**MOTION:** Vice Mayor McCranel moved to appoint the 5 full members and 2 alternates as read by the Town Clerk.

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

**VOTE: The Motion Passed Unanimously**

- e. Appoint a Commissioner to serve on DRC as Chairperson for a 1-year term.

**MOTION:** Vice Mayor McCranel moved to Mayor Fiers to continue as the DRC Chairperson for the next year's term.

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

**VOTE: The Motion Passed Unanimously**

- f. Appoint a Resident Member to DRC for a 1-year term.

**MOTION:** Commissioner Tyler moved to appoint Laura Ahern as the Resident Member to the DRC.

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

**VOTE: The Motion Passed Unanimously**

#### 4. LEGAL UPDATE BY TOWN ATTORNEY

Attorney Keith Davis gave the annual legal update to the Commission regarding Sunshine Laws, Open Records, and gift laws.

It was noted that the Commission Workshops are the 2<sup>nd</sup> Monday of every month and the Commission Meetings are the 4<sup>th</sup> Monday of every month.

#### 5. ADJOURNMENT

**MOTION:** Vice Mayor McCranels moved to adjourn the meeting

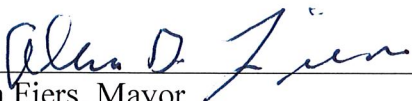
**SECOND:** Commissioner Larcher seconded the meeting.

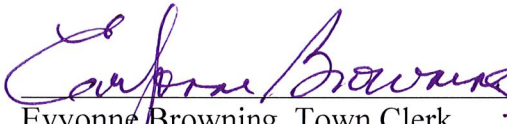
**TIME:** Mayor Fiers adjourned the meeting at 8:20 pm.

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Approved this 26<sup>th</sup> day of April 2021.

ATTEST:

  
\_\_\_\_\_  
Alan Fiers, Mayor

  
\_\_\_\_\_  
Evyonne Browning, Town Clerk

(Seal)

