



**Mayor Alan Fiers**  
**Vice Mayor Scott McCranels**

Commissioner Tracy Larcher  
Commissioner Brian Tyler  
Commissioner Brian Mark Ward

Town Attorney Keith Davis  
Town Treasurer Darlene Hopper  
Town Clerk Jude M. Goudreau

**Regular Commission Meeting**  
**Minutes**

**CALL TO ORDER**

Mayor Fiers called the meeting to order at 7:00 PM. Those present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Tracy Larcher, Commissioner Brian Tyler (via Webex), Commissioner Mark Ward, and Town Treasurer Darlene Hopper. Also in attendance were PBSO Sgt. Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, Town Attorney Mitty Barnard, and Planning and Zoning Chairman Jerry Cohn.

**APPROVAL OF MEETING AGENDA**

**Motion:** Commissioner Brian Tyler made a motion to approve the agenda.

**Second:** Commissioner Tracy Larcher seconded the Motion.

**Vote:** Motion passed 5-0

**APPROVAL OF CONSENT AGENDA**

Commission Meeting Minutes, July 24, 2023.

Special Permit #23-06, November 23, 2023, Turkey Trot, sponsored by the Marriott, 150 attendees, fees paid.

Special Permit #23-07, December 24, 2023, fees paid for Reindeer Run, sponsored by the Marriott, 130 attendees.

Special Permit #23-08, December 2, 2023, Fund Raiser, sponsored by Karen Nottage, 120 attendees, fees paid.

Special Permit #23-09, September 24, 2023, Ocean Walk, Sponsored by Game on Race Events, City of Riviera Beach, 200 attendees, fees paid.

**Discussion:** Commissioner Larcher would like the July 24, 2023, minutes amended to reflect the EMS Contract Option 3 more accurately.

**Motion:** Commissioner Brian Tyler made a motion to approve the Consent Agenda, as amended.

**Second:** Commissioner Mark Ward seconded the Motion.

**Vote:** Motion passed 5-0

**GUEST SPEAKER:**

Gina Levesque of the Palm Beach County Commission on Ethics presented the annual update. Ms. Levesque answered questions from the Commissioners and gave her contact information should anyone have any questions or complaints.

**AGREEMENTS:**

Fourth Addendum- PBSO

**Discussion:** Mayor Fiers said that he and Major R. Mattino had negotiated the addendum to the contract and agreed to a 3% increase, as outlined in the original agreement, and the Law enforcement Service Aide will be provided at no additional cost to the Town for another year.

**Motion:** Commissioner Mark Ward made a motion to approve the fourth addendum to the Contract with Palm Beach County Sheriff's Office.

**Second:** Commissioner Brian Tyler seconded the Motion.

**Vote:** Motion passed 5-0

## **DEPARTMENT AND BOARD REPORTS**

### **Financial Reports:**

Darlene Hopper, Town Treasurer, presented the financial report for July 2023. Revenues are 97% of the amended budget, Expenditures are 83% of the amended budget, and the total disbursements are \$442,844.24. Mrs. Hopper gave a detailed review of the budget and the monthly revenues and expenditures by departments and answered the Commission's questions. The July 2023 Financial report is attached to the agenda for review.

**Discussion:** Commissioner Ward asked about the projected end-of-year numbers. Commissioner Larcher inquired about the EMS billing and the resolution that the Town must present with the new fee schedule. Mayor Fiers responded that we are waiting for the City of Riviera Beach to pass theirs first.

**Budget Discussion:** The Commission has worked on the new budget since mid-summer. Even though the Town's property valuation has increased by over 10%, 2024 will be a challenging budget year because of three budget items: The additional salary and benefits for the Town Administrator, the higher-than-expected EMS services from Riviera Beach, and the Dish and Inlet lawsuits.

The 2023 budget is projected to end with a slight surplus. The official budget hearings at which the Commission votes to accept the budget will be on September 11 and September 25.

**Motion:** Commissioner Tyler made a motion to approve the July 2023 Financial Report.

**Second:** Commissioner Larcher seconded the Motion.

**Vote:** Motion Passed 5-0.

### **Staff Reports:**

**Sheriff's Department:** PBSO Sgt. Steve Langevin gave an overview of his written monthly report and statistics and provided details about the arrests made in Town. Traffic Stops are up by 81% in an attempt to educate the public on where the stop signs are located. Sgt. Langevin said that the Sheriff has approved the donation request for an ATV. The vehicle is now in the Fleet Maintenance department; it's being tuned up and will arrive in the Town shortly. This ATV will be used for Turtle Monitoring. The new Law Enforcement Service Aide started today; he is learning reports and systems.

**Fire Department:** Chief Steedman gave an overview of his written Monthly Report and reviewed the calls for service and training for the month. His report is attached to the agenda and available at the clerk's office. Chief Steedman said there was a call at 2:30 AM this morning, called in as a brush fire or trash fire at the Sailfish Marina; the call turned out to be a fire caused by a lithium battery pack charging a paddleboard. The battery exploded, burning a hole in the dock. A nearby boater witnessed this. Our fire Department Crew extinguished the fire quickly, putting the battery pack in water to cool. Our Firefighters have had extensive training with lithium batteries. Chief Steedman has reminded everyone to use caution when using these. The Chief also updated the Commission on the FROC program and the Hurricane, projected to hit the west coast of Florida. He and the Public Works Dept. have met and discussed their plan if the storm should turn. Chief Steedman answered the Commission's questions.

**Public Works:** Director Welch updated the Commissioners on the Community Center renovations, the Tidal Value Project, the AT&T Project, the Watermain Project, Street Repairs, and Outfall Pipes. There was a brief discussion regarding the Seagrape's trimming schedule. Mr. Welch would contact the Florida Department of Environmental Protection to obtain their guidelines on such trimming. Mr. Welch answered the Commissioner's Questions. His report is attached to the agenda and available at the clerk's office.

**Town Attorney:** Mayor Fiers asked Attorney Davis to report on the new legal advertising option now available. In 2022, the State Legislation passed a new statute allowing legal advertising on a publicly accessible website instead of a local newspaper. Palm Beach County has created such a website. If we meet the criteria to participate, there is a one-time fee of \$2,000.00, an annual fee, based on population, of \$6,000.00, and an interlocal agreement. The Town will compare their advertising costs to the annual fees to see if it is more sensible. There was a brief discussion, and the Commission has directed staff to review the Town's advertising costs for the past two years. This will be a discussion item at the next meeting.

### **COMMISSION REPORTS:**

**Dredging Project:** Lake Park has agreed to take over the project; however, all permits and licenses are in the Town's name. The Mayor will meet with the County and the Manager of Lake Park and report back.

**Update on the Water Main Project:** All water service connections have been made for buildings and houses on the south side of Inlet and the west side of Lake Drive. East/west water service line between the following streets: North of Claremont Lane and south of Tacoma Lane, North of Linda Lane and south of Bravado Lane, North of Blossom Lane and south of Sandal Lane, North of Sandal Lane and south of Bamboo Road (will be completed on Friday, September 1). The remaining streets have frozen shutoff valves (put in place in 1950) and will require a value stop, which is more complicated to install.

**Update on the SeaSpray Property:** Mayor Fiers briefed the Commissioners on the demolition status and the Code Enforcement case. There is a running fine daily on the property for code enforcement, and the demolition has been slowed down due to an FPL fault that runs through the building; it has to be removed by FPL before the building can come down.

### **ORDINANCES: First Reading O-4-23**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS., SECTION 22-4 TO ADJUST THE DATES FOR QUALIFYING FOR MUNICIPAL ELECTED OFFICE; DIRECTING THE TOWN CLERK TO TRANSMIT A CERTIFIED COPY OF THIS ORDINANCE TO THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 22. ELECTIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Discussion:** Attorney Keith Davis gave an overview of the Ordinance, as discussed at the last workshop. This Ordinance revises the Qualifying Period by extending the November period by a week and also allows for the Town to hold an additional Special Qualifying Period from January 2, 2024, through January 12, 2024, should any commissioners withdraw the seats between November 28, 2023, and December 31, 2023, due to the new State law implementing Form 6, which is now mandated beginning January 1, 2024, for all Municipal Elected Officials.

**Motion:** Commissioner Brian Tyler made a motion to approve the first reading of the Ordinance.

**Second:** Commissioner Mark Ward seconded the Motion.

**Vote:** Motion passed 5-0

### **OTHER BUSINESS:**

Town Administrator Position  
Approve Organization Chart  
Approve Job Description  
Appoint Committee Members (Hiring Committee)

**Motion:** Brian Tyler made a motion to adopt a revised Town Organizational Chart.

**Second:** Mark Ward seconded the Motion. Motion passed 5-0.

Discussion: Commissioner Tyler commented that the Chart is organized for the present Commission and suggested it be open for review in the future. The Consensus Commission agrees that this could be subject to revision in the future.

**Motion:** Commissioner Mark Ward made a motion to approve the Job Description for a Town Administrator.

**Second:** Vice Mayor Scott McCranels seconded the Motion. Motion Passed 4-1 with Mayor Fiers opposing.

Discussion: The Town Clerk read for the record the names of the interested parties willing to volunteer on the recommending committee. Commissioner Larcher stated that he disagreed that the Committee should bring forward just three final applications and that the Committee should rank all applicants. Attorney Davis will advise the new Committee on the Sunshine Laws and their responsibilities. Commissioner Tyler agreed that the Committee will be ranking all the candidates and bringing them forward to the Commissioners.

Kathleen McGahran made a public comment that a notice should be sent out to the public instead of Commissioners deciding who the volunteers are, this would allow for more diversity. She also suggested that more women should be appointed to the Committee. Commissioner Tyler commented that he has been pushing the hiring of a Town Administrator because he feels with the upcoming Mayor and Commission seats open at the next election, having a Town Administrator may encourage more candidates to run for the seats. Commissioner Ward asked if she would like to be considered for the Committee. Mayor Fiers will contact John D'Agostino, Town Manager for the Town of Lake Park, to see if he is willing to serve on the Committee.

**Motion:** Commissioner Brian Tyler made a motion to appoint the following to the Hiring Committee to rank applicants and present them to the Commission for consideration.

Kevin Banks- Resident  
Patricia Brosamer - Resident  
Jerry Cohn- Resident  
Dodi Glas- Resident  
Brian Tyler- Commissioner  
Steve Smith -Resident  
Kathleen McGahran- Resident.

**Second:** Commissioner Mark Ward seconded the Motion. Motion Passed 5-0.

#### **DISCUSSION ITEMS:**

Enforcement of existing rules- Motorized devices and bicycles- Parkway

**Discussion:** Commissioner Ward asked that this be added to the agenda for a workshop, and it was discussed previously. It was brought forward to the commission meeting for discussion with PBSO Sgt. Langevin. Sgt. Langevin handed out a description of what motorized vehicles are defined as. Commissioner Ward feels there needs to be more signage, not so much as enforcement. Residents complain that sharing the parkway with motorized vehicles is dangerous. Sgt. Langevin asked if the Commission would like to ban all bicycles from the parkway.

Resident Peggy Nagle commented that some older people have motorized vehicles and should not be banned.

The Consensus Commission would like to workshop this item.

Resigned Seat: Vice Mayor Scott McCranels read a short and brief resignation letter to the Commissioners. The Vice Mayor will leave his seat at the conclusion of the September 11, 2023, Town Meeting.

**ADJOURNMENT:**

**Motion:** Vice Mayor McCranels made a motion to adjourn the meeting.

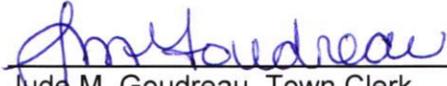
**Second:** Commissioner Larcher seconded the Motion. Motion passed 5-0.

The meeting adjourned at 9:26 PM.

Approved this day, **25<sup>th</sup> Day of September 2023.**

  
Alan Fiers, Mayor

ATTEST:

  
Jude M. Goudreau, Town Clerk

