

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES  
December 16, 2019**

**1. CALL TO ORDER**

**Mayor Koutzen** called the meeting to order at 6:00 pm. The meeting was held at Town Hall, 247 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 PBSO Sgt. Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Assistant Clerk Quesada.

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

**MOTION:** Commissioner Tyler moved to approve the meeting agenda as printed.

**SECOND:** Vice Mayor Gilgallon 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. November 18, 2019 Regular Commission Meeting Minutes.
- b. Special Event SP19-23, January 15, 2020: Sailfish Marine sponsoring "Bluewater Movements Fishing Tournament" with 300 participants from 5:00 pm to 10:00 am.
- c. Special Event SP19-24, March 12, 2020: Sailfish Marina sponsoring "Pelagic, Inc. Fishing Tournament" with 300 participants from 4:00 pm to 9:00 pm.
- d. Special Event SP19-15, January 18, 2020, Alfred Musco (145 Ocean Ave) hosting a wedding at the Community Center from 4:00 pm to 10:00 pm with 100 participants.
- e. Special Event SP19-15B, January 18, 2020, Alfred Musco (145 Ocean Ave) hosting a wedding on the Town's beach from 9:00 am to 6:00 pm with 100 participants.

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

**SECOND:** Commissioner Stanton 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 an update on the Undergrounding project, including Undergrounding Utility Project Communications Companies payments.
- b. Alex Bravo with Hotwire Communications gave a brief presentation on the fiber optic underground services they can provide to the Town's residents.
- c. Ed Chase with the County Board of Commissioners gave a presentation on the 2020 Census.

#### 5. DEPARTMENT AND BOARD REPORTS

- a. Financials
  1. Approval of Financial Report for Period ending November 30, 2019

**MOTION:** Vice Mayor Gilgallon moved to approve the financial report as printed.

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

**VOTE:** **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES      The Motion Passed Unanimously**

- b. Staff Reports: Police Department, Fire Department, Public Works; and Town Clerk.
- b. Planning & Zoning Report (verbal) – None at this meeting
- c. Revenue Committee Report (verbal) – Kathy Tyler gave a brief update on the upcoming January 6, 2020 meeting where the PBC Property Appraiser's office will give a presentation to the committee.

#### 6. COMMISSION REPORTS

- a. Commissioner DeReuil stated he attended a meeting where the topic was "septic systems" and he learned there are still many Towns who are still on septic system which need to be converted.
- b.
  1. Mayor Koutzen stated she continues to contact the Army Corp of Engineers regarding the repairs to the erosion on the Inlet walkway and adding the boulders that have washed away.
  2. Mayor Koutzen stated we have hired Orlando Rodriguez as our full-time Town Code Enforcement Officer. He will also work on other projects such as CRS, flood mitigation, and receive training on grants to enable the Town to look for and receive funds from other sources.

#### 7. PUBLIC COMMENTS

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

There were no public comments

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

None at this meeting.

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

- a. Beach Cabana Chair contract between the Town of Palm Beach Shores and Oceanside Beach Services Inc. *(Mayor Koutzen and Alan Welch)*

**MOTION:** Commissioner Stanton moved to approve the contract with the minor changes and to include all exhibits as stated by the Town Attorney.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES      **The Motion Passed Unanimously**

10. **ORDINANCES AND RESOLUTIONS**

None at this meeting.

11. **ADJOURNMENT**

Mayor Koutzen adjourned the meeting at 7:26 pm.

Approved this 27<sup>th</sup> day of January 2020

  
Myra Koutzen, Mayor

ATTEST:

  
Evyonne Browning, Town Clerk

(Seal)

