



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

December 17, 2018

*This meeting was recorded, and the full meeting dialogue is available
in audio format through the Town Clerk's office.*

1. CALL TO ORDER

Mayor Koutzen called the meeting to order at 6:00 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 Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gallon, and Commissioner Robert Stanton. Commissioner Brian Tyler was not present. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Treasurer Wendy Wells.

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

Request: Commissioner Gil Gallon requested that item "b" under the Consent Agenda regarding the Beach Cabana Contract be moved to item 9c under Other Business.

MOTION: Commissioner Stanton moved to approve the meeting agenda with the change as requested by Commissioner Gilgallon stated above.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: **Gilgallon: YES**
 DeReuil: YES
 Tyler: Not Present
 Stanton: YES
 Koutzen: YES **The Motion Passed Unanimously by those present**

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

- a. November 19, 2018 Regular Commission Meeting Minutes
- b. Cabana Beach Chair Contract Amendment to add on-site storage (*Item moved to Other Business, Item 9c by motion and vote*)
- c. Special Event SP18-27: Sailfish Marine Fishing Tournament – Bluewater Movements January 16, 2019. 6:00 pm to 10:00 pm with 300 participants. (All paperwork received)
- d. Special Event SP18-28: Café Chardonnay wedding reception July 6, 2019 at Community Center from 4:30 pm to 10:00 pm with 80 to 100 participants. (All paperwork received)

MOTION: Commissioner Stanton moved to approve the meeting agenda with the change as requested by Commissioner Gilgallon stated above. (**Second and Vote on next page**)

Item 3 – Consent Agenda:

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously by those present**

4. PRESENTATIONS/UPDATES

- a. Pinning and Swearing in of Robert Villagomez, Full-time Fire Fighter/EMT
- b. Update on Undergrounding Project (*Presented by Danny Brannon*)

5. DEPARTMENT AND BOARD REPORTS

- a. Financials
 - 1. Approval of Financial Report for Period ending November 30, 2018

MOTION: Commissioner Gilgallon moved to approve the Financial Report as printed

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously by those present**

- b. Staff Reports were given by Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, and Town Clerk Browning.
- c. There was no Planning and Zoning Report.

6. COMMISSION REPORTS

Commissioner Stanton stated that he and Commissioner Tyler have been meeting with the Town Treasurer to review the Budget and to look at options on what the Town's finances will look like in 3 to 5 years.

Mayor Koutzen gave accolades to former Mayor Tom Mills for being inducted into the Canadian Hall of Fame for Hockey!

7. PUBLIC COMMENTS

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

There were no Public Comments at this meeting.

8. UPDATES/DISCUSSIONS (Non-voting items)

None at this time

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

- a. Potential date change for January 21, 2019 meeting due to Martin Luther King Day

MOTION: Commissioner Gilgallon made a motion to move the January 21st meeting to January 28, 2019 due to the MLK Holiday.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously by those present**

- b. Potential date change for February 18, 2019 due to President's Day

MOTION: Commissioner Gilgallon made a motion to move the February 18th meeting to February 25, 2019 due to the President's Day Holiday.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously by those present**

- c. Cabana Beach Chair Contract Amendment to add on-site storage (*Item moved to Other Business, Item 9c by motion and vote*)

Discussion: Commissioner Gilgallon stated that the box needs to be anchored deeper into the ground to keep it from moving during high wind gusts. He also stated the sign on the side of the box needs to be moved. Mayor Koutzen stated that the sign needs to meet the Town's Sign Code.

MOTION: Vice Mayor DeReuil moved to approve the requested amendment to the contract as stated with the above conditions.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously by those present**

10. **ORDINANCES AND RESOLUTIONS**

- a. Resolution R-17-18: Change Banking Services (*Presented by Town Accountant*)

MOTION: Commissioner Gilgallon moved to change the Town's Banking Services as presented in Resolution R-17-18.

SECOND: Vice Mayor DeReuil seconded the motion.

(VOTE ON NEXT PAGE)

Item 10a: Resolution R-17-18 (vote)

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: Not Present
Stanton: YES
Koutzen: YES **The Motion Passed Unanimously by those present**

- b. Resolution R-18-18: Fiscal Year 2017/18 Budget Amendment No. 5(*Presented by Town Accountant*).

MOTION: Commissioner Stanton moved to approve the Budget Amendment Resolution as presented

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: Not Present
Stanton: YES
Koutzen: YES **The Motion Passed Unanimously by those present**

- c. Ordinance O-10-18: Amend Appendix Chapter 18. Business, Occupations and Professions. (*2nd Reading*) (*Presented by Town Attorney*)

MOTION: Commissioner Gilgallon moved to approve Ordinance O-10-18 as presented by the Town Attorney.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: Not Present
Stanton: YES
Koutzen: YES **The Motion Passed Unanimously by those present**

- d. Ordinance O-11-18: Amend Appendix A. Zoning for Districts B, C, and D to allow replacement of existing asphalt or concrete pavement material with driveway pavers in the Town's 10' strip. (*2nd Reading*) (*Presented by Town Attorney*)

MOTION: Commissioner Stanton moved to approve Ordinance O-11-18 as presented by the Town Attorney.

SECOND: Vice Mayor DeReuil seconded the motion.

As clarification, Mayor Koutzen stated this would also allow for grass pavers.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: Not Present
Stanton: YES
Koutzen: YES **The Motion Passed Unanimously by those present**

- e. Ordinance O-12-18: Amend Appendix A. Zoning at Section II Definitions to provide cross-reference to definitions in Chapter 82. **(1st Reading) (Presented by Town Attorney)**

MOTION: Commissioner Gilgallon moved to approve the 1st reading of Ordinance O-12-18 as presented by the Town Attorney.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously by those present

- f. Ordinance O-13-18: Amend Chapter 82 (creating an entirely new section 82-50 and Amend Section 82-51) **(1st Reading) (Presented by Town Attorney)**

MOTION: Commissioner Gilgallon moved to approve the 1st reading of Ordinance O-13-18 as presented by the Town Attorney and with the LPA's request to amend "or" to "and" in Sections 82-56 (Private Docks) and 82-57 (Commercial Docks), both subsection (b) referencing validly issued DEP AND Corps permit, thus requiring both for "the property owner's riparian rights lines, unless otherwise allowed by an exception provided in (1)-(7) below AND a validly issued DEP or Corps permit.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously by those present

11. ADJOURNMENT

Mayor Koutzen adjourned the meeting at 7:40 pm after a motion by Commissioner Gilgallon and seconded by Vice Mayor DeReuil.

Approved this 28th day of January, 2019

ATTEST:


Evyonne Browning, Town Clerk


Myra Koutzen, Mayor

(Seal)

