

Monday, February 28, 2022  
7:00 pm



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

Mayor Alan Fiers  
Vice Mayor Scott McCranels

Commissioner Tracy Larcher  
Commissioner Janet Kortenhaus  
Commissioner Brian Tyler

Keith Davis, Town Attorney  
Town Administrator Wendy Wells  
Town Clerk Jude M. Goudreau

### Minutes

#### CALL TO ORDER

Pledge of Allegiance.

Roll Call: Mayor Fiers called the meeting to order at 7:00 pm.

Town Clerk Jude Goudreau called the roll, and those present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Janet Kortenhaus, Commissioner Tracy Larcher (via WebEx), and Commissioner Brian Tyler. Also present were Town Administrator Wendy Wells, PBSO Sgt. Langevin, Public Works Director Alan Welch, Fire Chief Trevor Steedman, and Town Attorney Keith Davis.

#### APPROVAL OF MEETING AGENDA

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

**Second:** Vice Mayor Scott McCranels seconded the motion.

**Vote:** the motion passed unanimously.

#### APPROVAL OF CONSENT AGENDA

Commission Meeting Minutes, January 24, 2022

MOU Peanut Island

**Motion:** Commissioner Janet Kortenhaus made a motion to approve the Consent Agenda, moving items B, Special Event Permit 22-03 and Item C, Special Event Permit 220-04 to "Other Business" for discussion.

**Second:** Vice Mayor Scott McCranels seconded the motion.

**Vote:** the motion passed unanimously.

#### PROCLAMATION:

Town Administrator Wendy Wells read the Proclamation honoring Edward "Gil" Gilgallon, who passed away on January 29, 2022. An Original signed Proclamation will be mailed to Gil's wife, Francine.

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

**Second:** Commissioner Janet Kortenhaus seconded the motion.

**Vote:** the motion passed unanimously.



## **VARIANCES:**

Attorney Keith Davis swore in all parties testifying on behalf of the Variance.

VAR-21-03, George Fox, Owner of 304 Claremont Lane, requests a Variance from Pf. 12.3(c)(2) to allow for the installation of a new screen enclosure with a reduced rear setback of 10 feet where Town Code requires 15 feet, a variance of five (5) feet. Mr. Fox presented his request for the Variance and provided Commissioners with a photo of the proposed area where he would like to build the screen enclosure.

**Motion:** Commissioner Brian Tyler made a motion to deny the variance request.

**Second:** Commissioner Janet Kortenhaus seconded the motion.

**Vote:** the motion passed unanimously.

VAR-21-04, Vincent Gambino, Owner of 214 Bravado Lane, requests a Variance from Pf. 4.6(d) to allow for a grade elevation of 8.38 feet where the Town Code requires 9.38 feet, a variance of one (1) foot, and a finished floor elevation of 9.06 where the Town Code requires 9.88 feet, a variance of 0.82 feet so that the addition matches the existing grade elevation and finished floor elevation of the current structure.

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

**Second:** Commissioner Janet Kortenhaus seconded the motion.

**Vote:** the motion passed unanimously.

## **DEPARTMENT AND BOARD REPORTS**

Financial Reports: Town Administrator Wendy Wells gave an overview of the Monthly Financial Report. Mrs. Wells answered the Commissioner's questions.

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

**Second:** Commissioner Janet Kortenhaus seconded the motion.

**Vote:** Motion passed unanimously.

### a) Staff Reports:

- Sheriff's Department: Sgt. Langevin gave a recap of his written report and provided crime statistics for the month and brief descriptions of the crimes. The Police Department has enforced Traffic and assisted with town events. Sgt. Langevin answered the Commissioners questions.
- Fire Department: Chief provided details of his written report. The Chief thanked everyone for attending the Annual Bonfire this year, and there were approximately 50-60 people. He also thanked everyone for attending the Volunteer's Annual Barbeque, and it was also well attended. Chief Steedman answered Commissioner's questions.
- Public Works: Director Welch thanked the Fire Department and Police Department for their assistance with the town events. He said his department appreciated the help. Mr. Welch provided an update on the fan project at the Community Center, the Door Project, Benches and Garbage Cans, and the AT&T project. He also updated Commission on recent repairs made to the Beach Restrooms. Public Works is starting to work on the exterior painting project at Townhall and the swale repairs. Director Welch answered questions from the Commissioners.
- Town Clerk: No Report.



- Planning and Zoning Chairman: Chairman Jerry Cohn would like to remind everyone that the Planning and Zoning Board and the Commissioner will be having a joint workshop on March 9, 2022, at the Community Center to review and discuss some changes to our Code of Ordinances to provide for the redevelopment of District B. Mr. Cohn said that the DRC and P&Z Boards have been reviewing one to three pool permits per month. He would like to propose that the contractors are required to place a deposit down for the use of an old fire hose to drain the groundwater for the pool projects. Mayor Fiers asked Chief Steedman to assist with this process.
- Town Attorney: Attorney Keith Davis gave an update on the Legislative Session, which is about half over. Many bills are moving through the committees, two specific Bills to watch the Sovereign Immunity and Form 1 Disclosure; he will keep an eye on both and report back to Commission.

### **COMMISSION REPORTS**

#### **a) Mayor's Updates:**

- Inlet Dredging Project. Mayor Fiers said the Channel is dug; it is 39 feet at the entrance, 37 feet halfway to his house, and 33 feet at the turning basin. They will be dredging for the next several weeks near the settling basin. There is enough time and money left to continue dredging at the turning basin off the pump house.
- East Channel Dredging Project. Mayor Fiers said this is mostly good news; he did a presentation to County Commissioner Charles Isiminger, who approved it and has moved it to priority one and ensured that we would get the funding.
- Water Main Replacement. The project is ready to go; they are waiting for some final equipment to arrive. The Director of Utilities for Riviera Beach is not happy that the pipes have been sitting for five months, and he would like them replaced or relined.

### **OTHER BUSINESS**

- Vote to approve the Oversight Committee Annual Report 20-21.  
Wendy Wells gave a summary of the Oversight Tax Committee, our local Planning and Zoning Board Members act as this Committee. The Committee oversees the half-cent sales tax received from Palm Beach County. There have been no expenditures, and the revenue has been set aside for road projects.

**Motion:** Commissioner Brian Tyler made a motion to accept the report.

**Second.** Vice Mayor Scott McCranels seconded the motion.

**Vote:** Motion passed unanimously.

- Consider Purchase of a new fire engine. Chief Steedman presented Commissioners with a financial overview of the historical repairs made to the current fire engine. Wendy Wells provided the Commissioners with the actual figures and finance options.

**Motion:** Commissioner Brian Tyler made a motion to approve the purchase of the new fire engine, provided the finances outlined and the reserves are enough to cover the shortfall. If there is a shortfall of greater than \$25,000.00, the approval will come back for discussion.

**Second:** Vice Mayor Scott McCranels seconded the motion.

**Vote:** Motion passed unanimously.

- Special Event Permit No. 22-03: Triathlon, Sponsor Game On! And Riviera Beach, March 20, 2022, from 7:00 am until 11:30 am, approximately 350-400 guests. Insurance provided; payment has been made.



- o Special Event Permit No. 22-04: Half Marathon, Sponsor Game On! And Riviera Beach, April 16, 2022, from 7:00 am until 12:00 am, approximately 350-400 guests. Insurance provided; payment has been made.

There was a discussion regarding the traffic and road closures during the special events. Sgt. Langevin has been in touch with Riviera Beach Police and is working with them to coordinate the operations plan.

**Motion:** Commissioner Brian Tyler made a motion to approve the special event permits 22-03 and 22-04, providing an operational plan intact.

**Second:** Vice Mayor Scott McCranels seconded the motion.

**Vote:** Motion passed unanimously.

## **ORDANANCES AND RESOLUTIONS**

### **Second Reading -ORDINANCE NO. O-1-22**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 28. FINANCE. ARTICLE II. PURCHASING GUIDELINES. TO UPDATE PURCHASING AUTHORITY LIMITS AND TO GENERALLY UPDATE THE TOWN'S PROCUREMENT CODE FOR OPERATIONAL AND EFFICIENCY PURPOSES; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 28 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.

Attorney Davis read the short title of the Ordinance and answered the Commissioner's questions. The language has been updated since the last reading to add for Capital Projects, at the direction of the Commission.

**Motion:** Vice Mayor Scott McCranels made a motion to approve the Ordinance.

**Second.** Commissioner Kortenhaus seconded the motion.

**Vote:** Motion passed unanimously.

### **RESOLUTION:**

A RESOLUTION FOR ASSISTANCE 2022 UNDER THE FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM.

Mayor Fiers said that this Resolution is part of the application process for the Grant package that has to be approved by the Commission.

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

**Second:** Vice Mayor Scott McCranels

**Vote:** Motion passed unanimously.

## **MISCELLANEOUS UPDATES: None**

## **PUBLIC COMMENTS:** None

## **ADJOURNMENT**

**Motion:** made a motion to adjourn the meeting.

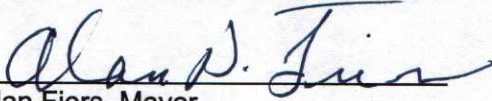
**Second:** seconded the motion.

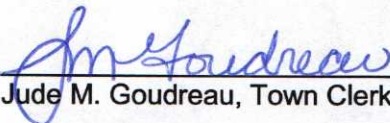
**Vote:** Motion passed unanimously.

The meeting was adjourned at 8:48 pm.

Approved this 28<sup>th</sup> day of March 2022.

ATTEST:

  
Alan Fiers, Mayor

  
Jude M. Goudreau, Town Clerk

