

**TOWN OF PALM BEACH SHORES, FLORIDA**  
**REGULAR MEETING MINUTES**  
**February 26, 2018**

**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 Evyonne Browning** called the roll and those present: Mayor Myra Koutzen, Commissioner Lisa Tropepe, Commissioner Gil Gilgallon, and Commissioner Bob Stanton. Vice Mayor Roby DeReuil was not present. Also present were Town Attorney Keith Davis, Police Chief Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, and Town Clerk Evyonne Browning and Assistant Gaudy Quesada.

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

**MOTION:** Commissioner Gilgallon moved to approve the meeting agenda as amended to move item 3b to Item 10c under Miscellaneous Business.

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

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

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

- a. Approval of the January 22, 2018 Regular Commission Minutes
- b. Special Event Permit SP18-06: Sail Series Promotions requests to use the Town's beachside at the Seapray Resort for a Catamaran Race and stopover on May 7 -8, 2018, ending at 10:30 am on May 8, 2018. The event to include 10 to 15 boats with 50 to 60 participants. **(Moved to Item 10c by motion and vote)**
- c. Special Event Permit SP18-02: Wedding Reception by Café Chardonnay to be held on May 12, 2018 from 2:00 pm to 11:30 pm for 110 participants.

**MOTION:** Commissioner Tropepe moved to approve the Consent agenda as amended to move item 3b to Item 10c under Miscellaneous Business.

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

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

3. **PRESENTATIONS/UPDATES**

- a. Danny Brannon gave an update on the Undergrounding Project. A copy of his handout is attached and is a part of these minutes.
- b. Mayor Koutzen spoke on the Town's need for a Marine Engineer to assist us in considering language in the Town's Code for Commercial Docks. Our Town Code currently has language only for residential docks and we need to update that. The approximate costs for a Marine Engineer to assist us would be approximately \$5,000 to \$10,000.

#### 4. DEPARTMENT AND BOARD REPORTS

- a. Financials
  - 1. Financial Report

**MOTION:** Commissioner Gilgallon moved to approve the Financial Statement as presented.

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

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

- b. Staff Reports:
  - 1. Police Department
  - 2. Fire Department
  - 3. Public Works
  - 4. Town Clerk
  - 5. Town Attorney
- c. Planning & Zoning Report (**none at this time**)

#### 5. COMMISSION REPORTS

**Commissioner Tropepe** stated this will be her last Commission Meeting as her daughter will be participating in the ESPN Volleyball Tournament at Disney during the March Commission Meeting. She wished Brian Tyler well in his new roll as Commissioner and told him with a smile: "He has big shoes to fill."

#### 6. PUBLIC COMMENTS

Brian Tyler stated that for the past 3 weeks, Waste Management has not picked up cardboard boxes he has left at the curb. He was wondering if he was placing too much cardboard out with the new contract? Town Clerk Browning suggested he, or anyone in the Town, who has any issues with Waste Management, to contact Town Hall as soon as there is an issue as we have direct contacts with Waste Management and we can assist them.

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

- a. FEMA Update: Mayor Koutzen gave an update on FEMA which is attached herewith and a part of these minutes.
- b. Town Cameras: Police Chief Langevin discussed the addition of Town cameras at various locations and the costs associated with them. A copy of his report is attached herewith and a part of these minutes.
- c. Citations: Civil/Code Enforcement: Police Chief Langevin and Town Attorney Davis discussed the process for the civil citations. A copy of the discussed printed information is attached herewith and a part of these minutes.



9. **ORDINANCES AND RESOLUTIONS**

- a. None at this time

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

- a. Beach Bathroom: Mayor Koutzen stated that Hurricane Irma did a lot of damage to the beach bathrooms and we have consulted with a resident architect who has provided us with ideas on how to remodel them. After discussion there was a consensus to wait until the next budget cycle to work on this project.
- b. Mobi-mat for wheelchair access to Town Beach: Mayor Koutzen opened the discussion on installing the Mobi-mat at the Town's beach. After discussion, it was suggested she speak with the POA to see if they would be willing to fund this project and the Town would maintain it and handle any repairs.
- c. Special Event Permit SP18-06: Sail Series Promotions requests to use the Town's beachside at the Seapray Resort for a Catamaran Race and stopover on May 7 -8, 2018, ending at 10:30 am on May 8, 2018. The event to include 10 to 15 boats with 50 to 60 participants. *(moved by motion and vote)*

**MOTION:** Commission Stanton moved to approve the item with the understanding that they will schedule a meeting with our Town staff (i.e. Public Works, Fire, and Police) to come up with a plan and to provide costs that will be reimbursed to the Town.

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

**VOTE:**

<b>Gilgallon:</b> YES	<b>Stanton:</b> YES
<b>DeReuil:</b> Not present	<b>Koutzen:</b> YES
<b>Tropepe:</b> YES	
<b>The Motion Passed Unanimously by those present</b>	

11. **ADJOURNMENT** Commissioner Gilgallon made a motion to adjourn and Mayor Koutzen adjourned the meeting at 7:55 pm.

APPROVED this 19<sup>th</sup> day of March, 2018.

ATTEST:

  
Evyonne Browning, Town Clerk

  
Myra Koutzen, Mayor

